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December 6, 2013

ADDENDUM NUMBER 1

**REQUEST FOR PROPOSALS FOR REDUCING YOUTH ACCESS TO TOBACCO
PRODUCTS RFP 2013-009**

On October 28, 2013, the Los Angeles County Department of Public Health (DPH) released a Request for Proposals (RFP) to solicit proposals from qualified agencies (Proposers) to implement a Policy Adoption Model-based campaign using evidence-based strategies to reduce youth access to tobacco products throughout select jurisdictions in Los Angeles County (County) where a tobacco retail license (TRL) ordinance has not been adopted.

As indicated in the RFP, Paragraph 1.10, County Rights & Responsibilities, the County has the right to amend the RFP by written addendum. This Addendum Number 1 amends the RFP as indicated below:

REVISIONS TO APPENDIX D, REQUIRED FORMS

Appendix D, Required Forms, Exhibit 8, Request for Local SBE Preference Program Consideration and CBE Firm/Organization Information Form, is deleted in its entirety and replaced with Revised Exhibit 8, Request for Local SBE Preference Program Consideration and CBE Firm/Organization Information Form to correct a formatting error. The Revised Exhibit 8 is attached hereto, as Attachment I.

As indicated in the RFP, Section 2.5, Proposers' Questions, questions received by the November 12, 2013 deadline and corresponding answers are being issued as part of this Addendum as follows:

PROPOSAL REQUIREMENTS

1. Q: Can a for-profit organization apply to this RFP?

A: Per Section 1.6, Minimum Mandatory Requirements, subparagraph 1.6.3 b. A California private, for-profit organization that has been in business for more than two (2) years and accepts the rates set forth in Appendix B, Sample Activity Reimbursement Action Plan, of this RFP without industry mark-ups is eligible to apply.

2. Q: If the non-profit is a jurisdiction that is not being served yet, what is the role of the non-profit? After reading the RFP I get the impression that cities are eligible to receive this funding but I am unsure of the role of the non-profit. Please clarify.

A: Per Section 1.6, Minimum Mandatory Requirements, subparagraph 1.6.3, Proposers must be ONE of the following in order to be eligible to apply to this RFP:

- a) A non-profit or non-governmental organization that is certified by the Federal Internal Revenue Service as a 501(c)3 organization and accepts the rates set forth in Appendix B, Sample Activity Reimbursement Action Plan, of this RFP without industry mark-ups; OR
- b) A California private, for-profit organization that has been in business for more than two (2) years and accepts the rates set forth in Appendix B, Sample Activity Reimbursement Action Plan, of this RFP without industry mark-ups.

Per the requirements set forth in Section 1.6, cities do not meet the Minimum Mandatory requirements and are not eligible to apply to this RFP.

3. Q: Appendix P, Eligible Jurisdictions, lists all of the cities that are eligible. I see that Los Angeles is not on there. Can we apply for this grant to do work in an unincorporated area of Los Angeles City? Or, are only cities eligible?

A: Per Section 1.6, Minimum Mandatory Requirements, subparagraph 1.6.5, the Proposer's proposed policy campaign must take place in one of the eligible jurisdictions as listed in Appendix P, Eligible Jurisdictions.

Appendix P lists the cities in Los Angeles County that have NOT adopted a Tobacco Retail License (TRL) ordinance. The City of Los Angeles and the unincorporated area of Los Angeles County adopted a TRL ordinance in 2000 and 2007, respectively, and therefore are not eligible jurisdictions.

COUNTY'S VENDOR REGISTRATION REQUIREMENT

4. Q: A requirement of the RFP is that our organization be registered in the County's Vendor Registration Website (WebVen). Since we have received grants from the County of Los Angeles before, is it possible that our organization's information is already available to the County?

A: Per Section 1.16, Mandatory Requirement to Register on County's WebVen, prior to a contract award, all potential Contractors must register in the County's WebVen.

Prior registration in the County's WebVen system will satisfy the RFP requirement set forth in Section 1.16. If a Proposer has previously registered in the WebVen, it is recommended that the proposer verify and update its information to ensure accuracy prior to submitting proposal.

PROPOSER'S APPROACH TO PROVIDE REQUIRED SERVICES

5. **Q: Section 2.10, Subparagraph 2.10.5, Section 1, Pg. 32, bullet point #7. Will we be asked to address specific community members (i.e. AA or LGBTQ) as mentioned in the RFP or are we just documenting experience in assessing their needs and engaging these groups?**
- A:** Section 2.10, Subparagraph 2.10.5, Section 1, question number 7, asks the proposer to describe their experience successfully working with priority populations.
6. **Q: Appendix P – Eligible Jurisdictions, do we know why Tobacco Retail License (TRL) Ordinances have not been implemented in the jurisdictions listed?**
- A:** Appendix P, Eligible Jurisdictions, was not intended to include background information regarding listed jurisdictions. Appendix P simply provides a list of cities in Los Angeles County that have not adopted a TRL Ordinance in order to provide proposers with eligible jurisdictions to implement a PAM-based policy campaign. Per Section 2.10, Subparagraph 2.10.5, Section 2: Proposed Program, the proposal should include a community assessment explaining the demonstrated tobacco control need and other important information regarding the jurisdiction.

PROPOSER'S GREEN INITIATIVE

7. **Q: I have a question in regards to the RFP page 37, 2.10.7 (Section E of Proposal), Proposer's Green Initiatives. What is the County's definition of "green practices for environmental and energy conservation practices?" What are the County's expectations for providers in adopting these practices?**
- A:** Per Section 2.10.7, Proposers are requested to describe their company's current environmental policies and practices and those proposed to be implemented. Per Section 3.4.4, proposals will be evaluated on the current and proposed environmental and energy conservation practices described.

APPENDIX A: SAMPLE CONTRACT

8. **Q: (Appendix A, 6-A, Funding/Service Adjustments and Reallocations, page 10) Can you please explain the adjustments and reallocation process in more detail? According to this paragraph, if the contractor is under spent on a deliverable item, the unspent funds can be reallocated to a different deliverable item. Can this reallocation be in retrospect? For instance, if a prior deliverable item was over spent, can the available funds from a current deliverable item be used to augment the prior overage?**
- A:** Per Appendix A, Paragraph 6, Funding/Services Adjustments and Reallocations upon Director's specific written approval as authorized by the County's Board of Supervisors, funding adjustments and reallocations may be effective upon amendment execution or at the beginning of the applicable contract term, to the extent allowed by the funding source and as authorized by the Board of Supervisors.

9. Q: **(Appendix A, 6-A, Funding/Service Adjustments and Reallocations, page 10). Will a budget adjustment and amendment be required for each deliverable item funding reallocation? What is involved in the budget adjustment process?**
- A: Per Appendix A, Paragraph 6-A Funding/Services Adjustments and Reallocations upon Director's specific written approval as authorized by the County's Board of Supervisors, any change to the County maximum obligation or reallocation of funds, or any modification to or within activities within each phase, shall be effectuated by either an Administrative Amendment or written Change Notice that shall be incorporated into and become part of the Contract pursuant to the Alteration of Terms/Amendments Paragraph of the Contract.
10. Q: **(Appendix A, 14, H-2, Audit Settlements, page 31) (2). How will the County reconcile the actual cost per unit of service to the fee-for-service rate? Will the contractor be required to "job cost" each deliverable item and provide financial proof of the cost of each service item?**
- A: The County will follow the principles and processes outlined in the Department of Auditor-Controller's Contract Accounting and Administration Handbook, found online at: <http://publichealth.lacounty.gov/cg/> Auditors will use contractor's financial records to review the actual cost per unit of service. The records will be audited for validity and reliability.

Addendum Number 1, and its applicable attachment, has been posted on the Department of Public Health Contracts and Grants website at: <http://publichealth.lacounty.gov/cg/index.htm>

Thank you for your interest in contracting with the County of Los Angeles. Except for the revisions contained in Addendum Number 1 there are no other revisions to the RFP. All other terms and conditions of the RFP remain in full force and effect.

Attachment (1)

**COUNTY OF LOS ANGELES – DEPARTMENT OF PUBLIC HEALTH
Reducing Youth Access to Tobacco Products RFP 2013-009
REQUIRED FORMS - EXHIBIT 8**

**Request for Local SBE Preference Program Consideration and
CBE Firm/Organization Information Form**

INSTRUCTIONS: All proposers/bidders responding to this solicitation must complete and return this form for proper consideration of the proposal/bid.

I. LOCAL SMALL BUSINESS ENTERPRISE PREFERENCE PROGRAM:

FIRM NAME: _____
CAGE CODE: _____ **NAICS CODE:** _____

- As a business registered as 'Small' on the federal Central Contractor Registration (CCR) data base, I request this proposal/bid be considered for the Local SBE Preference.
- The NAICS Code shown corresponds to the services in this solicitation.
- Attached is my CCR certification page.

II. FIRM/ORGANIZATION INFORMATION: The information requested below is for statistical purposes only. On final analysis and consideration of award, contractor/vendor will be selected without regard to race/ethnicity, color, religion, sex, national origin, age, sexual orientation or disability.

Business Structure: <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> Non-Profit <input type="checkbox"/> Franchise <input type="checkbox"/> Other (Please Specify) _____						
Total Number of Employees (including owners): _____						
Race/Ethnic Composition of Firm. Please distribute the above total number of individuals into the following categories:						
Race/Ethnic Composition	Owners/Partners/ Associate Partners		Managers		Staff	
	Male	Female	Male	Female	Male	Female
Black/African American						
Hispanic/Latino						
Asian or Pacific Islander						
American Indian						
Filipino						
White						

III. PERCENTAGE OF OWNERSHIP IN FIRM: Please indicate by percentage (%) how ownership of the firm is distributed.

	Black/African American	Hispanic/Latino	Asian or Pacific Islander	American Indian	Filipino	White
Men	%	%	%	%	%	%
Women	%	%	%	%	%	%

IV. CERTIFICATION AS MINORITY, WOMEN, DISADVANTAGED, AND DISABLED VETERAN BUSINESS ENTERPRISES: *If your firm is currently certified as a minority, women, disadvantaged or disabled veteran owned business enterprise by a public agency, complete the following and attach a copy of your proof of certification. (Use back of form, if necessary.)*

Agency Name	Minority	Women	Dis-advantaged	Disabled Veteran	Expiration Date

IV. DECLARATION: I DECLARE UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF CALIFORNIA THAT THE ABOVE INFORMATION IS TRUE AND ACCURATE.

Print Authorized Name	Authorized Signature	Title	Date
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