ADDENDUM NUMBER 3
TO REQUEST FOR PROPOSALS NUMBER 2015-003
FOR
PROMOTING HEALTH CARE ENGAGEMENT AMONG VULNERABLE TARGET POPULATIONS AT RISK FOR OR LIVING WITH HIV AND STDs

On October 15, 2015, the Los Angeles County Department of Public Health (DPH) released a Request for Proposals (RFP) for Promoting Health Care Engagement Among Vulnerable Target Populations at Risk for or Living with HIV and STDs.

The sign-in roster of the Alternate Mandatory Proposer’s Conference held on December 9, 2015 is attached to this addendum, Attachment A.

Pursuant to RFP Section 4.0, County Rights & Responsibilities, subsection 4.3, County’s Right to Amend Request for Proposals, “the County has the right to amend the RFP by written addendum.” Therefore, this Addendum Number 3 amends the RFP as indicated below (new or revised language is highlighted and deleted language is identified by a strikethrough for easy reference):

1. RFP Section 1.0, INTRODUCTION, Subsection 1.2, Program and Technical Requirements - Category 1, paragraph 1.2.4, Location of Service for Category 1, the last paragraph Guidelines Regarding Location of Service for Category 1, shall be deleted in its entirety and replaced by the following:

   “Guidelines Regarding Location of Service for Category 1

   a) HIV and STD prevention services must be located and provided within one of the five (5) HIV and STD syndemic cluster areas or an alternate service delivery site within LA County, but adjacent to a specific cluster area (see page 2 of 5, footnote 1 for definition of adjacent).

   b) Proposer must state which cluster area they select to provide services.

   c) Proposer must specifically identify where within the cluster area their services will be provided by street address, city, and zip code.

   d) Proposer service delivery site(s) must be located within the selected cluster; multiple satellite service sites can be located within the designated cluster area but not outside the cluster area. This does not mean services cannot be provided to individuals from outside the cluster area.

   e) Proposer may submit proposals for more than one cluster area, but each proposal must be a separate proposal.
f) Proposers may propose a service delivery site(s) outside of a cluster area upon meeting specific requirements which include:
   1. Identifying the street address, city and zip code of the location of the service delivery site;
   2. Indicating the exact distance in miles (or fraction thereof) from the closest cluster area to the proposed service delivery site; and
   3. Explaining how the proposed service delivery site is as advantageous as a site located within the cluster area (e.g., there is a current cadre of YMSM served at that location, close to multiple Metro LA transportation lines, etc.)

   g) Proposers may propose one or more satellite service delivery site(s) outside the cluster area upon meeting the specific requirements which include:
      1. Complying with f (1) and f (2) from requirements above; and
      2. Explaining how each proposed satellite delivery site(s) enhances the proposed service delivery site (e.g., there is a specific activity such as TB screening for YMSM which can be conducted at the satellite location or STD services can be provided at the satellite at a significant cost savings and enhances the array of services offered, etc.) This does not mean services cannot be provided to individuals from outside the cluster area.

   No consideration will be given to proposals for services outside the cluster areas

2. RFP Section 1.0, INTRODUCTION, Subsection 1.2, Program and Technical Requirements - Category 1, paragraph 1.2.6, Availability of Funding for Category 1, the following paragraph is being added after the paragraph regarding Tier Level 2 Restrictions:

   For Proposals with a service delivery site (s) outside the cluster area, Proposer’s budget request cannot exceed the amount allowed for the closest eligible cluster area.

3. RFP Section 3.0, PROPOSER’S MINIMUM MANDATORY QUALIFICATIONS, subsection 3.1, Category 1 (HIV and STD Prevention Services for YMSM) Minimum Mandatory Qualifications, paragraph 3.1.3, Service Delivery Site, shall be deleted in its entirety and replaced by the following:

   “3.1.3 Service Delivery Site

   Proposer, or consultant/subcontractor, must have a service delivery site located within an eligible cluster area or an alternate service delivery site within LA County, but adjacent to a specific cluster area\(^1\) for service as described in RFP sub-paragraph 1.2.4, Location of Service(s) within 90 days from contract execution. (Note: No consideration will be given to proposals for services outside of the eligible cluster service areas or which serve more than one cluster area in the same proposal.)”

\(^1\) Adjacent defined: where Proposer provides a strong rationale describing how the site is convenient for YMSM and how the location will enhance the proposed intervention’s likelihood of success.
4. RFP Section 7.0, PROPOSAL SUBMISSION REQUIREMENTS, subsection 7.2, RFP Timetable, shall be deleted in its entirety and replaced by the following:

“7.2 RFP Timetable

The timetable for this RFP is as follows:

Table 12. RFP Timetable

<table>
<thead>
<tr>
<th>Event</th>
<th>Date of Occurrence</th>
</tr>
</thead>
<tbody>
<tr>
<td>Release of RFP</td>
<td>10/15/2015</td>
</tr>
<tr>
<td>Mandatory Proposer Conference at 9:00 AM</td>
<td>11/3/2015</td>
</tr>
<tr>
<td>Written Questions due by 3:00 PM on</td>
<td>11/6/2015</td>
</tr>
<tr>
<td>Alternate Mandatory Proposer Conference at 9:30 AM</td>
<td></td>
</tr>
<tr>
<td>Questions and Answers Released</td>
<td>12/09/2015</td>
</tr>
<tr>
<td>Request for a Solicitation Requirements Review due by 3:00 PM on</td>
<td>01/07/2016</td>
</tr>
<tr>
<td>Additional Written Questions Due by 3:00 PM on</td>
<td>01/07/2016</td>
</tr>
<tr>
<td>Additional Questions and Answers Released</td>
<td>01/22/2016</td>
</tr>
<tr>
<td>PROPOSALS DUE BY 3:00 PM on</td>
<td>02/11/2016</td>
</tr>
</tbody>
</table>

All times as listed above and throughout this RFP are Pacific Time (PT).”

5. RFP Subsection 7.8, Proposal Format, sub-paragraph 7.8.5.2 Proposer’s Approach to Providing Required Services – Category 1 (Section F), paragraph B. Statement of Need – Category 1 (Section F.2) shall be revised to include:

“B. Statement of Need – Category 1 (Section F.2)

3) Proposer selecting a service delivery site(s) outside the cluster area must provide a response to the following:

   a. Identify the street address, city and zip code of the location of the service delivery site;
   b. Indicate the exact distance in miles (or fraction thereof) from the closest cluster area to the proposed service delivery site; and
   c. In one to three sentences explain how the proposed service delivery site is as advantageous as a site located within the cluster area (e.g., there is a current cadre of YMSM served at that location, close to multiple Metro LA transportation lines, etc.); and

4) Proposers proposing one or more satellite service delivery site(s) outside the cluster must provide a response to the following:
a. Identify the street address, city and zip code of the location of the service delivery site;
b. Indicate the exact distance in miles (or fraction thereof) from the closest cluster area to the proposed service delivery site; and
c. In one to three sentences explain how the proposed satellite delivery site(s) enhances the proposed service delivery site (e.g., there is a specific activity such as TB screening for YMSM which can be conducted at the satellite location or STD services can be provided at the satellite at a significant cost savings and enhances the array of services offered, etc.)

6. RFP Section 8.4, Stage 2 Review, sub-paragraph 8.4.10, Pre-Decisional Site Visit Review, the last paragraph shall be revised to delete:

4. Category 1 only: Confirmation that the service delivery site is not outside the cluster areas.

7. Revisions to Appendix D, Required Forms

Proposer is advised that Appendix D, Required Forms has been revised and replaced in its entirety. The exhibits listed below have been specifically revised to reflect the removal of the Minimum Mandatory Qualification for the Mandatory Intent to Apply, under Category 1 and Category 2, as specified in Addendum Number 1 released on November 20, 2015, and to reflect the change to the Minimum Mandatory Qualification for the Service Delivery Site requirement, under Category 1, as specified in this addendum.

- Appendix D, Required Forms – REVISED Exhibit 1A: Proposer’s Organizational Questionnaire / Affidavit for Category 1
- Appendix D, Required Forms – REVISED Exhibit 1B: Proposer’s Organizational Questionnaire / Affidavit for Category 2
- Appendix D, Required Forms – REVISED Exhibit 33: Proposal Submission Checklist

Appendix D, Required Forms - Exhibit 2 through 32B, have only been revised to reflect “reformatting” in which the font size and/or the amount of characters permissible is appropriate to the “fill-in” field size and/or characters do not surpass the allotted field space. Please note Exhibit 28 – Logic Model Instructions and Template was revised under Addendum Number 2 which was released on December 14, 2015, and is available for download at http://publichealth.lacounty.gov/cg/index.htm.

Proposers are to submit their proposal(s) with the applicable revised exhibits, etc. All the above referenced revised exhibits are posted on the Department of Public Health Contracts and Grants website at: http://publichealth.lacounty.gov/cg/index.htm.

As outlined in RFP, Section 4.0, COUNTY’S RIGHTS AND RESPONSIBILITIES, subsection 4.3, County’s Right to Amend Request for Proposals, Proposers are reminded that should such addendum require additional information not previously requested, failure to address the requirements of such addendum may result in the Proposal being found non-responsive and not being considered, as determined in the sole discretion of the County. The County is not
 responsible for and shall not be bound by any representations otherwise made by any individual acting or purporting to act on its behalf.

Pursuant to RFP, Section 4.0, COUNTY’S RIGHTS AND RESPONSIBILITIES, subsection 4.3, County’s Right to Amend Request for Proposals, Addendum Number 3 has been made available to each person or organization which County records indicate was notified of the release of the RFP and posted on the Department of Public Health Contracts and Grants website at:  http://publichealth.lacounty.gov/cg/index.htm and on the County’s website at: http://camisvr.co.la.ca.us/lacobids/BidLookUp/BidOpenSTart.asp.

Thank you for your interest in contracting with the County of Los Angeles. Except for the revisions contained in Addendum Number 1, 2 and 3, there are no other revisions to the RFP. All other terms and conditions of the RFP remain in full force and effect.