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December 22, 2015

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**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 sites(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 area¹ 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

RFP TIMETABLE	
Key Event	Date of Occurrence
Release of RFP	10/15/2015
Mandatory Proposer Conference at 9:00 AM	11/3/2015
Written Questions due by 3:00 PM on	11/6/2015
Alternate Mandatory Proposer Conference at 9:30 AM	12/09/2015
Questions and Answers Released	12/14/2015
Request for a Solicitation Requirements Review due by 3:00 PM on	01/07/2016
Additional Written Questions Due by 3:00 PM on	01/07/2016
Additional Questions and Answers Released	01/22/2016
PROPOSALS DUE BY 3:00 PM on	02/11/2016

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.

- o Appendix D, Required Forms – **REVISED** Exhibit 1A: Proposer’s Organizational Questionnaire / Affidavit for Category 1
- o Appendix D, Required Forms – **REVISED** Exhibit 1B: Proposer’s Organizational Questionnaire / Affidavit for Category 2
- o 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

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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.

PROMOTING HEALTH CARE ENGAGEMENT AMONG VULNERABLE TARGET POPULATIONS AT RISK FOR OR LIVING WITH HIV AND STD'S
 RFP NO. 2015-003
 ALTERNATE MANDATORY PROPOSER'S CONFERENCE
 WEDNESDAY, DECEMBER 9, 2015 @ 9:30 AM
 PROPOSER ATTENDANCE ROSTER

Person @ 9:42 am

Agency Name	Name of Representative	Title of Representative	Email Address	Contact Number	Representative Signature
1 Bartz Aladoma Community Health Center	Bianca Figueroa	Compliance Manager	bianca@bachc.org	661 874-4050	
2 East Valley Community Health Center	Efren Chavez-	HIV Prevention Coordinator	echavez@evchc.org	909 620-8088 ext. 3404	
3 East Valley Community Health Center	Vicky Ashley Johnson	HIV Counseling and Testing Coordinator	vashley@evchc.org	909 620-8088 ext. 3412	
4 AP/PA Health & Wellness	Terry Smith	Associate Director	tsmith@apla.org	323/329-9901	
5 We Write the Grants, Inc.	Danny Jenkins	Director	(danny@wewritegrants.com)	(818) 331-8625	
6 We Write the Grants, Inc.	Jasper Do	Development Specialist	(jasper@wewritegrants.com)	(626) 378-2726	
7 Being Alive	Garry G Bowie	Executive Director	garry@beingalive.org	323-874-4322 x12	
8 Being Alive	Jamie Baker	Health and Wellness Manager	jamie@beingalive.org	323-874-4322 x13	
9 Dignity Health	Tiffany Cantrell	Director of Grants	tiffany.cantrell@dignityhealth.org	(562) 491-9248	
10 L.A. CADA	Juan Navarro	Acting Executive Director	jnavarro@lacada.com	562-906-2686	
11 L.A. CADA	Lawrence Fernandez				
12 Dignity Health St Mary Medical Center's CA	Michelle Venable	Operations Manager	michelle.venable@dignityhealth.org	(562) 624-4979	
13 City of Pasadena, Health Department	Angelica Palmeros,	MSW Division Manager	apalmeros@cityofpasadena.net	626-744-6158	
14 City of Pasadena, Health Department	Erika Davies	Management Analyst	edavies@cityofpasadena.net	626-744-6324	
15 CHILDEGAN'S HOSPITAL LA	MILTON SMITH	BRADMAN RIOS IV	MILSMITH@CALA.USG.SAN	323-361-4751	
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