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September 10, 2020

**ADDENDUM NUMBER 3
TO REQUEST FOR STATEMENT OF QUALIFICATIONS
TEMPORARY PERSONNEL SERVICES NUMBER 2015-004
FOR DEPARTMENT OF PUBLIC HEALTH
AND DEPARTMENT OF HEALTH SERVICES**

On October 20, 2015, the County of Los Angeles (County) Department of Public Health (DPH) released a Request for Statement of Qualifications (RFSQ) for Temporary Personnel Services.

As indicated in the RFSQ, Section 1.8, County Rights and Responsibilities, the County has the right to amend the RFA by written addendum. This Addendum Number 3 amends the RFSQ to add an option to submit applications in an electronic format. The changes are as indicated below (new or revised language is shown in **highlight** and deleted language is shown in **strikethrough** for easy reference).

1. RFSQ SECTION 1.0, GENERAL INFORMATION, Subsection 1.9, Contract with County Personnel, shall be amended as follows:

“1.9 Contact with County Personnel

Any contact regarding this RFSQ or any matter relating thereto must be in writing and may be mailed or e-mailed as follows:

~~Vincent Tran, Contract Analyst~~ **Judith Robb, Section Head**
County of Los Angeles, Department of Public Health
Contracts and Grants Division
5555 Ferguson Drive, 2nd Floor, Suite 210
Commerce, California 90022
Contract and Grants Division
E-mail address: **Contracts-Grants@ph.lacounty.gov** ”
~~4000 South Fremont Avenue~~
~~Building A-9 East, 5th Floor North~~
~~Alhambra, California 91803~~

~~E-mail: Vtran@ph.lacounty.gov~~

~~-Fax: (626)458-6084~~

2. **RFSQ SECTION 2.0, INSTRUCTIONS TO VENDORS, Subsection 2.5, Vendor’s Questions, fourth paragraph** shall be amended as follows:

“Questions should be addressed to:

~~Vincent Tran, Contract Analyst~~ **Judith Robb, Section Head**

County of Los Angeles Department of Public Health

Contracts and Grants Division

E-mail address: ~~Vtran@ph.lacounty.gov~~ **Contracts-Grants@ph.lacounty.gov**

~~Fax: (626) 458-6084”~~

3. **RFSQ SECTION 2.0, INSTRUCTIONS TO VENDORS, Subsection 2.8, SOQ submission**, shall be amended as follows:

“2.8 SOQ Submission

”For in-person submission, the original SOQ ~~and three (3) numbered copies~~ shall be enclosed in a sealed envelope or box, plainly marked in the upper left-hand corner with the name and address of the vendor and bear the words:

“SOQ FOR TEMPORARY PERSONNEL SERVICES”

Hard-copy ~~The~~ SOQ must be hand-delivered or sent by a delivery service (excluding United States Postal Service) and received by the deadline specified in Section 2.3, RFSQ Timetable, to:

Judith Robb, Section Head

County of Los Angeles, Department of Public Health

Contracts and Grants Division

~~1000 South Fremont Avenue~~

~~Building A-9 East, 5th Floor North~~

~~Alhambra, California 91803~~

5555 Ferguson Drive, 2nd Floor, Suite 210

Commerce, California 90022

~~Attention: Vincent Tran, Contract Analyst~~

PDF scanned SOQ are also accepted in the format prescribed herein, and it may be electronically submitted with the subject line “SOQ for Temporary Personnel Services” to:

Judith Robb, Section Head

Contract and Grants Division E-mail address: Contracts-Grants@ph.lacounty.gov

~~Timely hand-delivered bids are acceptable.~~ It is the sole responsibility of the submitting vendor to ensure that its SOQ is received before the submission deadline. Submitting vendors shall bear all risks associated with delays in delivery by any person or entity.

SOQs that are submitted after the initial due date and time indicated above shall be considered for review at the convenience of the County.”

4. RFSQ, Section 2.0 INSTRUCTIONS TO VENDORS, subsection 2.10, SOQ Withdrawals shall be amended as follows:

“2.10 SOQ Withdrawals

The Vendor may withdraw its SOQ at anytime prior to the date and time which is set forth herein as the deadline for acceptance of SOQs, upon written request for same to ~~Vincent Tran, Contract Analyst,~~ Judith Robb, Section Head, at the address listed in Paragraph 2.8”

5. RFSQ, Appendix A, Required Forms, Exhibit 1, Statement of Qualifications (SOQ) Checklist has been replaced in its entirety to reflect the option to submit applications in an electronic format (Attachment).

Pursuant to RFSQ, Section 1.8, County Rights and Responsibilities, Addendum Number 3 has been made available on the Department of Public Health Contracts and Grants Division website at <http://publichealth.lacounty.gov/cg/indecommux.htm> and on the Los Angeles County – Doing Business With Us 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 3, there are no other revisions to this RFSQ. All terms and conditions of the RFSQ remain in full force and effect.