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November 19, 2015

**ADDENDUM NUMBER 1  
TO  
REQUEST FOR STATEMENT OF QUALIFICATIONS FOR  
TEMPORARY PERSONNEL SERVICES NUMBER 2015-004  
FOR  
DEPARTMENT OF PUBLIC HEALTH  
AND  
DEPARTMENT OF HEALTH SERVICES**

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

This Addendum Number 1 is being issued to make modifications to the RFSQ and to respond to vendors' questions.

This addendum consists of two (2) parts as outlined below:

- PART 1 – Modifications to RFSQ
  
- PART 2 – Responses to Vendors' Questions

**PART 1 – MODIFICATIONS TO RFSQ**

As indicated in the RFSQ, Section 1.0, GENERAL INFORMATION, Sub-section 1.8, County Rights & Responsibilities, the County has the right to amend this RFSQ by written addendum. This Addendum Number 1 amends the RFSQ as indicated below (new or revised language is **highlighted** for easy reference):

- 1. RFSQ, Section 1.0, GENERAL INFORMATION, Sub-section 1.1, Scope of Work, last Paragraph, shall be deleted in its entirety and replaced by the following:**

“1.1 Scope of Work

Specific work order requests released to Master Agreement Contractors may fund employee benefits in an amount not to exceed forty-five percent (45%), indirect costs in an amount not to exceed ten percent (10%) of direct costs, and limited recruitment, staff mileage, and supply costs. **The employee may be required to pay a co-payment for medical/dental services provided, but may not be asked to cover a share of annual policy premium costs.** Selected contractors may be required to recruit and hire within thirty (30) days of Master Agreement Work Order execution”.

- 2. RFSQ, Section 2.0, INSTRUCTIONS TO VENDORS, Sub-section 2.8, SOQ Submission, shall be deleted in its entirety and replaced by the following:**

“2.8 SOQ Submission

The original SOQ and three (3) numbered copies shall be enclosed in a sealed envelope, 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”.**

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

**County of Los Angeles  
Department of Public Health  
Contracts and Grants Division  
1000 S. Fremont Ave., Bldg., A-9 East, 3<sup>rd</sup> Floor  
Alhambra, CA 91803  
Attention: Patricia Nwaekeke, Contract Analyst**

**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”.**

**PART 2 – RESPONSES TO VENDORS’ QUESTIONS**

As stated in the RFSQ, Section 2.0, INSTRUCTIONS TO VENDORS, Sub-section 2.5, Vendors' Questions, questions received by the November 3, 2015 deadline and corresponding answers are being issued as part of this Addendum as follows:

### **WORK ORDER SOLICITATION**

**Q1: Will there be pure administrative and administrative support positions needed (Admin. Asst., data Entry, Accounting, Receptionist, IT Finance, HR)?**

A1: Please refer to RFSQ Section 1.0, GENERAL INFORMATION, Sub-section 1.1, Scope of Work for a partial list of the types of temporary personnel that may be sought.

**Q2: Will there be as needed staffing opportunities in Public Health daily operation (non-project business).**

A2: See A.1 above.

**Q3: Will clinical and non-clinical position remain combined?**

A3: See A.1 above.

**Q4: In bidding future projects that will be released, will there be an opportunity to bid a select category/position and not all positions?**

A4: Bidder must be able to comply with the Statement of Work as specified in each Work Order Solicitation (WOS). Please refer to Section 1.6, MASTER AGREEMENT PROCESS, Sub-section 1.6.2.

**Q5: What is the duration of assignments?**

A5: The duration of assignments will depend on the needs of the Departments.

**Q6: What can we expect to see in regards to the various sizes of the work orders, specifically speaking to the amount of potential workers needed? 1.6.2 Master Agreement Process – Page 4 “Upon execution of these Master Agreements, the qualified Vendors will become County Contractors, and thereafter may be solicited under competitive conditions to provide as-needed temporary personnel services under Work Orders to be issued by DPH and DHS. Work Orders will include a Statement of Work which shall describe in detail the particular project and the work required for the performance thereof. Unless otherwise specified in the Work Order, County**

**shall select the lowest cost, qualified Bid responding to the requirements of the proposed Work Order. Payment for all work shall be issued in accordance with the methodology outlined in the WOS, subject to the Total Maximum Amount specified for each individual project.”**

A6: The size of Work Orders will vary.

## **PERSONNEL**

**Q7: Our Company performs drug/background check on all Contractors. We can perform within 3-5 days. What does the County background/security check consist of? Duration for this to be performed?**

A7: Please refer to the RFSQ, Appendix H, Paragraph 7.5, BACKGROUND AND SECURITY INVESTIGATIONS.

**Q8: Will each work order require 100% of the hired employees benefits to be paid for by Vendor? 1.0 General Information – Page 2, “Vendors must have a personnel policy and procedure manual that addresses human resource management issues including recruitment and hiring; new staff orientation; time tracking and payroll systems; employee benefits; and employee evaluation, discipline, and termination procedures.”**

A8: Yes. Please refer to Section 1.0, GENERAL INFORMATION, Sub-section 1.1, Scope of Work, which indicates, “Specific work order requests released to Master Agreement Contractors may fund employee benefits in an amount not to exceed forty-five percent (45%)”.

Per part 1 of this Addendum, MODIFICATIONS TO RFSQ, No. 1, “The employee may be required to pay a co-payment for medical/dental services provided, but may not be asked to cover a share of annual policy premium costs”.

## **GENERAL**

**Q9: Is this a rebid of the current Temporary Personnel Services Master Agreement?**

A9: No. This is a new solicitation and as such will result in new Master Agreements with each Department for the provision of temporary personnel services. Vendors must apply and be determined to have met all of the minimum qualifications and requirements set forth in this RFSQ. Please refer to Section 1.0 GENERAL INFORMATION, Sub-section 1.7.1, “The Master Agreements will be effective upon execution and shall continue through February 29, 2023 unless sooner extended or terminated, in whole or in part, as provided herein”.

The current Master Agreements with DPH are set to expire on October 31, 2017.

**Q10: What is the anticipated annualized spend year to date on as needed Temporary Services?**

A10: The needs of DPH and DHS will determine the specifics of future projects. Please refer to RFSQ Section 1.6, Master Agreement Process, Sub-section 1.6.2.

**Q11: How many Agreements do you anticipate awarding?**

A11: This will depend on the number of responses received from qualified vendors. Please refer to Section 1.6, MASTER AGREEMENT PROCESS, Sub-section 1.6.1 – “Two separate Master Agreements, one with DPH and one with DHS, will be executed with each Vendor determined to be qualified”.

**Q12: Can you provide the list and current number of incumbent Companies?**

A12: Please refer to the Board Letter dated October 19, 2010, item number 12 by accessing this link.  
[http://portal.lacounty.gov/wps/portal/sop/?querytext=\\*%26radio=radio1%26date-from=10%2F19%2F2010%26date-to=10%2F19%2F2010%26Go=Begin+Search](http://portal.lacounty.gov/wps/portal/sop/?querytext=*%26radio=radio1%26date-from=10%2F19%2F2010%26date-to=10%2F19%2F2010%26Go=Begin+Search)

**Q13: We are approved to work under the current master agreement, do we need new references since we are an active vendor? 2.7.2 b. Prospective Contractor List of Contracts, Exhibit 8 - Page 24 “The listing must include all Public Entities contracts for the last three (3) years. Additional pages of this form should be used if necessary.”**

A13: Yes.

Pursuant to RFSQ, Section 1.8, County Rights & Responsibilities, Addendum Number 1 has been made available on DPH internet 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 this Addendum Number 1, there are no other revisions to the RFSQ. All other terms and conditions of the RFSQ remain in full force and effect.