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April 11, 2016

**ADDENDUM NUMBER 1
TO
REQUEST FOR PROPOSALS
FOR
CHAMPIONS FOR CHANGE – HEALTHY COMMUNITIES INITIATIVE RFP 2016-003**

On March 14, 2016, the Los Angeles County Department of Public Health (DPH) released a Request for Proposals (RFP) for Champions for Change – Healthy Communities Initiative to solicit proposals from qualified organizations (Proposers) to implement this Initiative to reduce the prevalence of obesity and chronic disease in SNAP-Ed eligible communities.

Pursuant to RFP, Section 4.0, COUNTY'S RIGHTS AND RESPONSIBILITIES, Sub-section 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 1 amends the RFP as indicated below (new or revised language is highlighted for easy reference):

1. RFP, Section 3.0, PROPOSER'S MINIMUM MANDATORY REQUIREMENTS, shall be deleted in its entirety and replaced by the following:
 1. Proposer must complete and submit the Mandatory Intent to Apply Form (Appendix S) by the deadline specified in Section 7.2 – RFP Timetable.
 2. Proposer must be one of the following:
 - a) City*
 - b) California, non-profit organization with 501(c)(3) status that has been in business for a minimum of two years; or
 - c) Non-profit without 501(c)(3) status that has been in business for a minimum of two years and applying through a credible fiscal sponsor; or
 - d) HeadStart and/or state pre-school(s); or
 - e) School District; or
 - f) Faith-based organization

***Note: Cities that receive USDA SNAP-Ed funding directly from the state are ineligible to apply.**

3. Proposer must have a **service site** within the geographical boundaries **of the Service Planning Area (SPA) where the initiative will take place.**
 4. Proposer must have a minimum of two (2) years of experience within the last ten (10) years working on:
 - a) nutrition education; or
 - b) physical activity promotion; or
 - c) policy, systems, and environmental changes to improve public health.
 5. Proposer must submit a Certification of Non-Acceptance of Tobacco Funds (Appendix R) certifying to the best of their ability that it does not accept funds from nor have an affiliation or contractual relationship with a tobacco company, any of its subsidiaries or parent company for the direct sale and/or marketing of tobacco products.
2. RFP, Section 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:

Release of RFP	March 14, 2016
Request for a Solicitation Requirements Review Due	March 28, 2016 (4:00 P.M. PT)*
Proposer's Written Questions Due	March 25, 2016 (4:00 P.M. PT)*
Release of Answers to Proposers' Written Questions	April 21, 2016
Mandatory Intent to Apply	April 27, 2016 (4:00 P.M. PT)*
Proposals Due	May 5, 2016 (4:00 P.M. PT)*

**Times listed in Pacific Time (PT).*

3. RFP, Section 7.9.5, Proposer's Qualifications (Section B), Sub-section B.i., shall be revised as follows:

7.9.5 Proposer's Qualifications (Section B)

B. Proposer's References (Section B-2)

The Proposer must complete and include the following Required Forms:

- i. Prospective Contractor References, Appendix D, Required Forms, Exhibit 2: Proposer must provide five (5) references where the same or similar scope of services was provided. References must be a contractual relationship, in which the Proposer **was paid** for services.
4. Appendix D, Required Forms, Exhibit 2, Prospective Contractor References has been revised and replaced in its entirety to reflect item 3 above. The revised Appendix D, Exhibit 2 is **attached hereto, as Attachment I**.

Pursuant to RFP, Section 4.0, COUNTY'S RIGHTS AND RESPONSIBILITIES, Sub-section 4.3, County's Right to Amend Request for Proposals, Addendum Number 1 has been 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/BidLookUpFrm.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 RFP. All other terms and conditions of the RFP remain in full force and effect.

**COUNTY OF LOS ANGELES – DEPARTMENT OF PUBLIC HEALTH
CHAMPIONS FOR CHANGE- HEALTHY COMMUNITIES INITIATIVE RFP 2016-003
REQUIRED FORMS - EXHIBIT 2**

PROSPECTIVE CONTRACTOR REFERENCES

Proposer's Name: _____

List Five (5) References where the same or similar scope of services was provided. References must be a contractual relationship, in which the Proposer **was paid** for services.

1. Name of Firm	Address of Firm	Contact Person	Telephone # ()	Email
Name or Contract No.	# of Years / Term of Contract		Type of Service	Dollar Amt.
2. Name of Firm	Address of Firm	Contact Person	Telephone # ()	Email
Name or Contract No.	# of Years / Term of Contract		Type of Service	Dollar Amt.
3. Name of Firm	Address of Firm	Contact Person	Telephone # ()	Email
Name or Contract No.	# of Years / Term of Contract		Type of Service	Dollar Amt.
4. Name of Firm	Address of Firm	Contact Person	Telephone # ()	Email
Name or Contract No.	# of Years / Term of Contract		Type of Service	Dollar Amt.
5. Name of Firm	Address of Firm	Contact Person	Telephone # ()	Email
Name or Contract No.	# of Years / Term of Contract		Type of Service	Dollar Amt.