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October 24, 2016

**ADDENDUM NUMBER 2
TO
REQUEST FOR PROPOSALS NUMBER 2016-005
FOR
COMPREHENSIVE HIV AND STD PREVENTION SERVICES IN THE CITY OF LONG
BEACH**

On August 17, 2016, the County of Los Angeles Department of Public Health (DPH) released a Request for Proposals (RFP) for Comprehensive HIV and STD Prevention Services in the City of Long Beach.

This Addendum Number 2 is being issued to make modifications to the RFP and to respond to Proposers' additional questions. The

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

- **PART 1 – MODIFICATIONS TO RFP**
- **PART 2 – RESPONSES TO PROPOSERS' ADDITIONAL QUESTIONS**

PART 1 – MODIFICATIONS TO RFP

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 2 amends the RFP as indicated below (new or revised language is highlighted and deleted language is identified by a strikethrough for easy reference):

1. Section 7.0 PROPOSAL SUBMISSION REQUIREMENTS, subsection 7.2, RFP Timetable shall be amended to read as follows:

"7.2 RFP Timetable

The timetable for this RFP is as follows:

RFP TIMETABLE	
Release of RFP	08/17/16
Request for a Solicitation Requirements Review	
Due By 3:00 PM	08/31/16
Written Questions Due By 3:00 PM	08/31/16
Questions and Answers Released	09/22/16
Additional Written Questions Due By 3:00 PM	09/29/16
Additional Questions and Answers Released	10/24/16
PROPOSALS DUE BY 3:00 PM	11/03/16

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

2. Section 7.8, Proposal Format, Paragraph 7.8.6 Proposer's Program Information and Budget (Section D), Subsection 7.8.6.3, Scope of Work (Section D.3) shall be amended to read as follows:

"7.8.6.3 Scope of Work (Section D.3)

Format: Appendix D, Required Forms, Exhibit 24

Page Limit: Up to 5 Pages

Proposer must complete and submit Appendix D, Required Forms - Exhibit 24, Sample Scope of Work and Template. Proposer is advised that no other format and/or template will be accepted. When developing Proposer's Scope of Work, Proposer must follow the instructions and guidelines provided in Exhibit 24 to outline the Proposer's objectives, implementation activities, timeline for completion, and method(s) of evaluating objective(s) and documentation of the proposed program for a 12-month period. Proposer's Scope of Work should indicate exactly how the program will be implemented in practice. Exhibit 24 should be used by the Proposer as a guideline for completing this section.

Below are details that will assist Proposer in developing their scope of work:

1. Proposer should develop a plan that incorporates activities which will address all of the specific work requirements covered in Appendix A, Statement of Work, Section 8.0, Specific Work Requirements and in the DHSP Program Goals and Objectives also outlined in Appendix A, Statement of Work, Section 1.0, Scope of Work for a 12-month period.

2. Proposer establishing partnerships and formal agreements with subcontractors or consultants to accomplish specific work requirements should clearly identify which activities the subcontractor or consultant will accomplish.”
3. Appendix A, Statement of Work, Section 6.0 Responsibilities, Contractor, Paragraph 6.2, Project Manager, subsection 6.2.1 shall be amended to read as follows:

“6.2 Project Manager

6.2.1 Contractor shall provide a full-time Project Manager and designate alternate. County must have access to the Project Manager during normal working hours as designated in Section 7.0, Days/Hours of Work. Contractor shall provide a telephone number where the Project Manager may be reached on an eight (8) hour per day basis during those hours.”

PART 2 – RESPONSES TO PROPOSERS’ QUESTIONS

Part 2 of this Addendum contains the additional written questions received by the 3:00 p.m. (PT) September 29, 2016 deadline, along with the corresponding answers. Proposers are advised, pursuant to RFP, Section 7.0, PROPOSAL SUBMISSION REQUIREMENTS, subsection 7.4, Proposer’s Questions, that the County reserves the right to group similar questions when providing answers.

Proposers are further advised that Addendum Number 2 constitutes the official record of the County’s responses to all questions received by the above-referenced deadline.

SECTION 7.0 - PROPOSAL SUBMISSION REQUIREMENTS

Q1. In RFP Section 7.8, Proposal Format, Paragraph 7.8.6, Proposer’s Program Information and Budget (Section D), Sub-paragraph 7.8.6.3, Scope of Work (Section D.3): Given the number of objectives and the size of the Scope of Work Template can the limit of two (2) pages be increased?

A1. Yes. The page limit has been increased from two (2) pages to up to five (5) pages. Please refer to Part 1 - Modifications to RFP, number 2 of this Addendum.

Q2. In RFP Section 7.8, Proposal Format, Paragraph 7.8.6, Proposer’s Program Information and Budget (Section D), Sub-paragraph 7.8.6.6 Proposed Program Budget (Section D.6): Can we provide transportation resources to patients in order to travel to STD treatment and/or HIV care?

- A2. Yes. Costs for “transportation resources to patients”, when such patients are receiving services under any resultant Contract, can be an allowable expense. Proposers are advised to include such related expenses/costs in Proposer’s completed/submitted Appendix B-2, Budget Justification and Appendix B-3, Budget – under “C. Operating Expenses”.

SECTION 8.0 – SELECTION PROCESS AND EVALUATION CRITERIA

- Q3. In RFP Section 8.4, Stage 2 Review: Proposal Evaluation and Criteria, Sub-paragraph 8.4.2, Proposer’s Program Information and Budget Review, Sub-section 3, Scope of Work – we have the following questions: A) Are we required to submit both pages of Exhibit 24 including the Sample Scope of Work page? B) If we are meant to submit the Sample Scope of Work page, does this count towards our form page limit?**

A3-A. Proposers do not need to submit the Sample Scope of Work (Exhibit 24) within their proposals; Proposers are only required to complete and submit the fillable Scope of Work “template” within their proposals.

A3-B. The Sample Scope of Work (Exhibit 24) should be used as a guideline for completing the template. It does not count towards the page limit.

APPENDIX A, STATEMENT OF WORK

- Q4. Appendix A, Statement of Work, Section 6.0, Responsibilities, Paragraph 6.2, Project Manager: Is the County requiring that the Contractor’s Project Manager be covered full-time on this specific contract for RFP 2016-005? Or is the County requiring that the contractor’s Project Manager be a full-time employee of the contractor, with some of the Project Manager’s time covered on this specific contract for RFP 2016-005? Or is there some other interpretation?**

A4. Proposers are advised that Appendix A, Statement of Work, Section 6.0, Responsibilities, Paragraph 6.2, Project Manager, subsection 6.2.1 has been amended. Please refer to Part 1 - Modifications to RFP, number 3 of this Addendum. To clarify, the Contractor’s Project Manager can be a full-time or part-time employee [of the Contractor] and only those estimated hours that the Contractor’s Project Manager will spend providing services under any resultant contract should be included on Proposer’s completed/submitted Appendix B-2, Budget Justification and Appendix B-3, Budget.

Q5. Appendix A, Statement of Work, Section 8.0, Specific Work Requirements, Paragraph 8.1, Targeted HIV Screening Services states, “Contractor shall conduct outreach to individuals at high risk for HIV, with a focus on MSM and transgender persons who reside in the City of Long Beach and provide targeted HIV screening services in order to identify undiagnosed HIV infection (at least 75% of those screened must be in the target populations).” Will the budget cover costs of staff who are conducting outreach activities for this contract RFP 2016-005?

A5. Yes. Staff time spent conducting outreach activities, under any resultant contract, is an allowable expense. Proposers are advised to include such related estimated expenses/costs in Proposer’s completed/submitted Appendix B-2, Budget Justification and Appendix B-3, Budget – under “A. Full-time and Part-time salaries”.

APPENDIX D, REQUIRED FORMS

Q6. Appendix D, Required Forms, Business Forms 3 and 4, Prospective Contractor List of Contracts and Prospective Contractor List of Terminated Contracts: Do we have to list only our STD/HIV related contracts with the County or any contract we have or held with the County?

A.6 For the list of Prospective Contractor List of Contracts (Exhibit 3), please include all non-profit and public entities contracts for the last five (5) years where the same or similar scope of services were provided. For the list of Prospective Contractor List of Terminated Contracts (Exhibit 4), please include terminated contracts (i.e., due to lack of funding, performance, expiration of term, etc.) within the last five (5) years with a reason for termination.

GENERAL QUESTIONS

Q7. If doing a chart in the narrative, may we use 10 point font?

A7. Per RFP Section 7.7, Preparation of the Proposal, Proposal must be typewritten with no less than an 11 point font.

Q8. For in-kind services, do we need to include them on the Budget and the Budget Justification, or do we need to talk about them in the program narrative only?

- A8. Any in-kind services being offered should be included, as applicable, in Proposer's response to the RFP, Section 7.8.6, Proposer's Program Information and Budget, Subsection 7.8.6.2, Proposer's Approach to Required Services (Section D.2)

Pursuant to RFP, Section 4.0, COUNTY'S RIGHTS AND RESPONSIBILITIES, subsection 4.3, County's Right to Amend Request for Proposals, Addendum Number 2 has been made available 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 this Addendum Number 2, there are no other revisions to the RFP. All other terms and conditions of the RFP remain in full force and effect.