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September 22, 2016

**ADDENDUM NUMBER 1  
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 Los Angeles County 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 1 is being issued to make modifications to the RFP and to respond to Proposers' questions.

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

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

<b>RFP TIMETABLE</b>	
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
<b>PROPOSALS DUE BY</b>	<b>11/03/16</b>

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

## **PART 2 – RESPONSES TO PROPOSERS’ QUESTIONS**

Part 2 of this Addendum contains the written questions received by the 3:00 p.m. (PT) August 31, 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 1 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 7.8.3, Proposer’s Qualifications (Section A), Sub-paragraph C, Proposer’s References (Section A.3) parts b) and c): In the list of “Prospective Contractor List of Contracts” and the list of “Prospective Contractor List of Terminated Contracts”, would the County need Proposers to include all grants from foundations over the last five years (nearly all foundation grants expire after a period of one or more years, thus many foundations would be listed multiple times in each category), or are you primarily interested in proposer’s listing their government (local, state, federal) grants and contracts?**

**A1. 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. 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 along with a reason for termination.

## **APPENDIX A, STATEMENT OF WORK**

- Q2. Appendix A, Statement of Work, Section 6.0, Responsibilities, Paragraph 6.13, Community Advisory Board (CAB): While we do not have a Long Beach-specific community advisory board, we do have an advisory group of community members from across the County of Los Angeles, which helps us to inform, guide, and facilitate required and recommended practices related to culturally and linguistically appropriate health services. Members of this group may include Long Beach residents in some years. In addition, every patient who receives services at our site is invited to complete an exit survey and provide feedback about their experience with our staff and services. These surveys ask patients to evaluate how well their clinician and other health center staff communicated, listened, and showed courtesy and respect toward them. Results are used to evaluate patients’ overall perception of care, assess quality, determine priorities of the local population, and identify areas for improvement. Would these efforts qualify per the requirements under Appendix A, Paragraph 6.13, Community Advisory Board (CAB)?**
- A2. Proposers are not required to form a unique Community Advisory Board (CAB) only for prevention services provided in Long Beach; they may utilize an existing CAB that oversees a broader range of services provided by the agency. However, the CAB must meet the requirements set out in Appendix A, Statement of Work, Paragraph 6.13, (e.g., membership reflective of the target population **and** who are residents of Long Beach).
- Q3. Appendix A, Statement of Work, Section 7.0, Hours/Day of Work, states “The Contractor shall be required to provide HIV and STD Prevention services during the hours that are the most effective and convenient for the target population. Hours may be the standard Monday through Friday, between 8:00 a.m. to 5:00 p.m., but may also include alternate hours such as evenings, late nights, and weekends.” To meet the minimum requirements for this RFP, is it mandatory for HIV and STD services to be provided 5 days a week? The language above does not specifically state 5 days, but alludes to it. If STD services are only provided certain days/hours and HIV services other days/hours will our application still be considered as meeting the**

**minimum requirements, or for this RFP do we need to build out a service and staffing plan that covers a full 8hrs/day work week?**

- A3. There is no mandatory set of days and hours in which services must be provided; rather it is expected that HIV and STD screening and treatment services will be provided concurrently during the days and hours most convenient to the target population, which may be during the standard Monday through Friday, between 8:00 a.m. to 5:00 p.m., or some fraction of that, and may also be provided on evenings, late nights, and weekends. Proposers should refer to Appendix A, Statement of Work, Paragraph 6.7, for Contractor's office requirements and Paragraph, 7.0, Hours/Day of Work.

**GENERAL QUESTIONS**

**Q4. Is this a new grant that is unique or is this a new funding opportunity to complement the current programs?**

- A4. This is a new funding opportunity for the provision of comprehensive HIV and STD prevention services within the City of Long Beach. Contracts awarded as a result of this RFP may replace existing contracts. If you are interested in providing these services and think your agency meets the minimum mandatory qualifications, you are encouraged to submit a proposal.

**Q5. Has a similar RFP been released in the past? If so, are there documents or materials available for review?**

- A5. DPH has previously released similar solicitations for HIV/STD services. Proposers may visit <http://publichealth.lacounty.gov/cg/index.htm> and scroll down to "DPH Closed Solicitations" to view these DPH solicitations.

Pursuant to RFP, Section 4.0, COUNTY'S RIGHTS AND RESPONSIBILITIES, subsection 4.3, County's Right to Amend Request for Proposals, Addendum Number 1 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 1, there are no other revisions to the RFP. All other terms and conditions of the RFP remain in full force and effect.