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December 18, 2017

**ADDENDUM NUMBER 1
TO
INVITATION FOR BIDS NUMBER 2017-002
FOR
LEGAL SERVICES FOR RYAN WHITE PROGRAM
ELIGIBLE PERSONS LIVING WITH HIV**

On November 27, 2017, the County of Los Angeles (County) Department of Public Health (DPH) released an Invitation for Bids (IFB) for Legal Services for Ryan White Program (RWP) Eligible Persons Living with HIV (PLWH).

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

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

- **PART 1 – MODIFICATIONS TO IFB**
- **PART 2 – RESPONSES TO BIDDERS' QUESTIONS**

PART 1 – MODIFICATIONS TO IFB

Pursuant to IFB Section 1.5, County Rights & Responsibilities, "The County has the right to amend the IFB by written addendum." Therefore, this Addendum Number 1 amends the IFB as indicated below (new or revised IFB language is highlighted for easy reference):

1. Section 2.0 Instructions to Bidders, Subsection 2.3 IFB Timetable, shall be amended to read as follows:

"The timetable for this IFB is as follows:

- Release of IFB..... 11/27/17
- Written Questions Due by 4:00 PM 12/04/17
- Request for a Solicitation Requirements Review Due by 4:00 PM.....12/11/17
- Questions and Answers Released.....12/18/17
- **Bid due by 4:00 PM 01/08/18**

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

PART 2 – RESPONSES TO BIDDERS' QUESTIONS

Part 2 of this Addendum contains the written questions received by the 4:00 p.m. (PT) December 4, 2017 deadline, along with the corresponding answers. Bidders are advised that the County reserves the right to group similar questions when providing answers.

Bidders 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 1.0 – GENERAL INFORMATION

Subsection 1.1.5 Ryan White Program Eligibility in Los Angeles County

Q1. Would the contractor be allowed to use a lower income eligibility requirement than that published in the IFB?

A1. No. Please refer to IFB, Section 1.1.5 RWP Eligibility in Los Angeles County.

APPENDICIES

Appendix A, Sample Contract

Q2. Would the contractor be allowed to increase its rate in years 2 and 3 based on minimum necessary salary increases (cost of living or step increases)?

A2. Pursuant to IFB, Sample Contract, Paragraph 18P. Cost of Living Adjustment (COLA's), "If requested by the Contractor, the contract (hourly, daily, monthly, etc.) amount may at the sole discretion of the County, be increased annually based on the most recent published percentage change in the U.S. Department of Labor, Bureau of Labor Statistics' Consumer Price Index (CPI) for the Los Angeles-Riverside-Orange County Area for the 12-month period preceding the contract anniversary date, which shall be the effective date for any Cost of Living Adjustment (COLA)."

Appendix B, Statement Of Work For Legal Services For Ryan White Program (RWP) Eligible Persons Living With HIV (PLWH)

Section 6.0 – Responsibilities, Subsection 6.17 Ryan White Service Standards

Q3. Would the contractor be allowed to bill for hours related to forming and ensuring the continued functioning of the consumer advisory board, and required data input/reporting?

A3. Yes. Per Appendix D – Required Forms, Exhibit 9, Pricing Sheet, under the established Rate per Hour for Directing Attorney, Staff Attorney, and Paralegal.

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IFB No. 2017-002
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Pursuant to IFB, Section 1.5, County Rights & Responsibilities, Addendum Number 1 has been made available on 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 IFB. All other terms and conditions of the IFB remain in full force and effect.