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May 8, 2017

**ADDENDUM NUMBER 1
TO
INVITATION FOR BIDS NUMBER 2017-003
FOR
LANGUAGE SERVICES FOR RYAN WHITE PROGRAM ELIGIBLE PERSONS
LIVING WITH HIV**

On April 17, 2017, the County of Los Angeles (County) Department of Public Health (DPH) released an Invitation for Bids (IFB) for Language Services for Ryan White Program (RWP) Eligible Persons Living with HIV (PLWH).

As stated in the IFB, Section 2.0, INSTRUCTIONS TO BIDDERS, Subsection 2.5, Bidder's Questions, questions received by the April 24, 2017 deadline, and corresponding answers are being issued as part of this Addendum. 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 1.4, Bidder's Minimum Mandatory Requirements

Q1. IFB, Section 1.4.2, Location, page 6, states that a Bidder must have an office (s) location in Los Angeles County (LAC). Can the Bidder open an office after the contract is awarded?

A1. No. Pursuant to IFB, Section 1.4, Bidder's Minimum Mandatory Requirements, interested and qualified Bidders must meet each of the Minimum Mandatory Requirements on the day that bids are due.

SECTION 2.0 - INSTRUCTIONS TO BIDDERS

Subsection, 2.8 Bid Format

Q2. Page 25 of IFB states when submitting the final proposal, do we submit all 242 pages or only what is outlined in IFB Subsection, 2.8 Bid Format?

A2. All Bids must be bound and submitted in the prescribed format as stated in IFB, Subsection 2.7, Preparation of the Bid. The Bid must include only the content in the sequence outlined in IFB, Subsection. 2.8, Bid Format.

Q3. The IFB states that we must provide a copy of our Financial Statements. It's against our company policy and we cannot provide that information. What are some of my options? Please list. Can we do bid bond?

A3. Pursuant to IFB, Section 2.8.4, C, Financial Capability (Section B.3), Bidder must provide copies of the company's annual financial statements issued for the last three (3) years. If audited statements are available, or Single Audit Reports are otherwise required, these should be submitted to meet this requirement. As noted, financial statements will be kept confidential if so stamped on each page.

Pursuant to IFB, Subsection 3.3.1.2, Financial Capability, financial statements that do not demonstrate financial strength or meet the sixty (60) day requirement may result in a requirement that Bidder provide a performance security prior to DPH making recommendations to the Board regarding the award of a contract.

A bid bond does not meet this requirement.

APPENDICES

Appendix A, Sample Contract

Q4. Appendix A, Sample Contract, page 54 of item C, Contractors Staff Identification: Will county be issuing a county ID card and bill the contractor? Please describe how generating these badges will be done and any fees payable to the county.

A4. No. It is the Contractor's responsibility to provide adequate staff identification so that the Contractor's staff can be clearly identified at all times while providing services on behalf of the County.

Appendix B, Statement of Work

Q5. Appendix B, Statement of Work, page 7, Section 6.4.3, Approval of Subcontractors, does the county want a list of all subcontractors, who may or may not be called upon to provide services?

A5. County may request the Contractors to provide a copy of subcontracting agreement templates and scheduled fees during contract negotiations. Subsequent to contract execution and during programmatic, facility, and/or operations monitoring, County may request a copy of subcontracting agreements for any consultants expected to work on the contract.

Q6. Appendix B, Statement of Work, Section 6.7. Contractor's Office, Subsection 6.7.1, Contractor's Facility: 1) Is this a requirement of the contract? 2) Does Los Angeles County anticipate interpretation services to occur at the contractor's office? 3) Proximity to public transportation and free parking seem like an onerous request, and 4) Are we expected to accept program participants at our offices and provide services here?

- A6. 1) This is standard contract language that may or may not apply to all contractors.
2) No.
3) This is standard contract language that may or may not apply to all contractors.
4) No.

Q7. Appendix B, Statement of Work, Section 6.11. Emergency Medical Treatment, is Los Angeles County requesting that language service companies provide emergency transportation services?

- A7. No. This policy is in place to ensure that clients receive immediate medical attention in the case of a medical emergency (e.g. call 911).

Q8. Appendix B, Statement of Work, Section 8.2.2. Can you provide a usage report showing languages requested with number of hours for each during the past year?

- A8. A usage report detailing the number of hours of direct interpretation per language provided in the past year is not available. However, based on information that is available, approximately 95% of all Direct Interpretation services were provided in a variety of Asian Pacific Islander (API) languages, including Thai, Mandarin, Cantonese, Teo Chew, Korean, Khmer, and Vietnamese. A very small percentage was for other languages such as Farsi, Armenian and Arabic, which were approved by DPH's Division of HIV and STD Programs (DHSP), as needed.

Please note, the current Language Services contract does not cover Direct Interpretation services for Spanish language; however, this service is being added to the contract resulting from this IFB, as described in Appendix B, Statement of Work, Section 1.0, Scope of Work, Subsection, 1.0.2, Direct Interpretation Services.

For Document Translation services, 65% of requests were for Spanish translation and the remaining requests were for a variety of API languages.

Appendix D, Required Forms

Q9. Appendix D, Required Forms, Exhibit 1, Bidder's Organization Questionnaire/Affidavit and CBE Information, page 3 of 3, it asks for our WebVen#, is this the same as our vendor code?

- A9. Yes. The County's WebVen Number identified on the subject form is the same as the vendor code.

Q10. Appendix D, Required Forms, Exhibit 1, Bidder's Organization Questionnaire/Affidavit and CBE Information, page 3 of 3, do we need to provide a California Business License number since we are not selling any goods?

- A10. Yes. Generally, all businesses that wish to conduct business in California need to register and form their legal entity with the California Secretary of State's Office, file appropriate taxes, register as an employer, and obtain business licenses and other permits from appropriate cities or counties.

GENERAL QUESTIONS

Q11. Can Los Angeles County provide a list of sites/facilities at which interpretation services could be required at?

A11. Direct Interpretation services shall be provided countywide at various DHSP contracted HIV service provider sites. Attachment I is a list of current DHSP Contracted Service Provider Agencies.

Q12. Who is the current/incumbent vendor and how much did they charge per hour?

A12. The current vendor is Special Service for Groups. The rate charged per hour by the current Contractor is not relevant to language services being solicited in this IFB, as the makeup of services and the total funding available have been changed.

Q13. Previously, how many hours were requested per month and year?

A13. The number of hours previously requested per month and year is not relevant to language services being solicited in this IFB, as the makeup of services and the total funding available have been changed. Bidder should refer to Required Forms, Exhibit 9, Pricing Sheet for the estimated annual hours requested under this IFB.

Q14. What are the most requested languages?

A14. Please refer to A8 for response.

Q15. What is the calculation methodology for scoring the bids?

A15. Please refer to IFB, Section 3.0, BID REVIEW AND SELECTION PROCESS, for a detailed description of the bid review and selection process.

Pursuant to IFB, Section 1.5, County's Rights & Responsibilities, Addendum Number 1 and its applicable attachment have been posted on DPH's 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.

Agency Name	City	ZIP CODE
AIDS Healthcare Foundation	Beverly Hills	90211
	Los Angeles	90015
	Los Angeles	90015
	Los Angeles	90027
	Los Angeles	90015, 90018, 90027
	Sherman Oaks	91403
AIDS Project Los Angeles	Lancaster	93535
	Long Beach	90803
	Los Angeles	90005, 90016, 90059, 90017, 90026
	North Hollywood	91605
	Pasadena	91103
	Santa Monica	90405
	West Hollywood	90046
Alliance for Housing and Healing	Long Beach	90806, 90814
	Los Angeles	90012, 90019
AltaMed Health Services	El Monte	91731
	Los Angeles	90022, 90023, 90027
	Pico Rivera	90660
Behavioral Health Services	Long Beach	90813
Bienestar Human Services	Los Angeles	90022
Center for Health Justice	Los Angeles	90012
Charles R. Drew University	Los Angeles	90059
Childrens Hospital Los Angeles	Los Angeles	90027
City of Long Beach	Long Beach	90814, 90815
Cri-Help, Inc.	Los Angeles	90031
	North Hollywood	91601
East Valley Community Health Center	Pomona	91766
	West Covina	91790

Department of Public Health
Division of HIV and STD Programs
Contracted Community Services
Contracted Service Provider Agencies

As of May 8, 2017

Agency Name	City	ZIP CODE
El Proyecto del Barrio	Panorama City	91402
	Winnetka	91306
JWCH Institute, Inc.	Los Angeles	90012, 90013, 90029
	Lynwood	90262
	Pasadena	91103
LAC Harbor UCLA Medical Center	Torrance	90509
LAC High Desert Health System	Lancaster	93535
LAC Hubert Humphrey	Los Angeles	90003
LAC Long Beach Comprehensive Health Center	Long Beach	90813
LAC MLK/Drew Medical Center	Los Angeles	90059
LAC Olive View Medical Center	Sylmar	91342
LAC+USC Maternal Child & Adolescent Program	Los Angeles	90033
LAC+USC Medical Center - 5P21	Los Angeles	90033
LAC+USC Medical Center - Weingart	Los Angeles	90013
Long Beach Memorial Medical Center	Long Beach	90806
Los Angeles Centers for Alcohol and Drug Abuse	Santa Fe Springs	90670
Los Angeles LGBT Center	Los Angeles	90027, 90028
	West Hollywood	90069
Men's Health Foundation	Los Angeles	90069
Minority AIDS Project	Los Angeles	90012, 90016
Northeast Valley Health Corporation	San Fernando	91340
	Van Nuys	91405
Project New Hope	Long Beach	90813
	Van Nuys	91406
	West Hills	91304
Public Counsel	Los Angeles	90003, 90005
Public Health Foundation Enterprises	Los Angeles	90012
Safe Refuge	Long Beach	90804

Agency Name	City	ZIP CODE
Special Service for Groups	Los Angeles	90015
St. John's Well Child and Family Center	Los Angeles	90037
St. Mary Medical Center	Long Beach	90813, 90814
T.H.E. Clinic, Inc.	Los Angeles	90062
Tarzana Treatment Center	Lancaster	93534
	Long Beach	90806
	Los Angeles	90012
	Reseda	91331, 91335, 91356
	Tarzana	91356
	Van Nuys	91411
Tarzana Treatment Center - SPA 1	Palmdale	93550, 93551
	Lancaster	93534
The Regents of the University of California	Los Angeles	90035, 90095
The Salvation Army	Los Angeles	90026
University of Southern California School of Dentistry - ENDO	Los Angeles	90089, 90813
Valley Community Health Care	North Hollywood	91605
Van Ness Recovery House, Inc.	Los Angeles	90068
Venice Family Clinic	Santa Monica	90405
Venice Family Clinic	Venice	90291
Watts Healthcare Corporation	Beverly Hills	90211
	El Monte	91733
	Los Angeles	90002, 90003, 90013, 90022
	Pico Rivera	90660
	Pomona	91766
	Redondo Beach	90277
	Sherman Oaks	91403
	Whittier	90603