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July 25, 2018

**ADDENDUM NUMBER 1
TO
REQUEST FOR PROPOSALS NO. 2018-003
FOR
CORE HIV MEDICAL SERVICES FOR PERSONS LIVING WITH HIV**

On June 26, 2018, the County of Los Angeles (County) Department of Public Health (DPH) released a Request for Proposals (RFP) for Core HIV Medical Services for Persons Living with HIV.

Pursuant to RFP Section 4.0, County Rights and Responsibilities, subsection 4.3, County's Right to Amend Request for Proposals, "The County has the right to amend the RFP by written addendum." This Addendum Number 1 amends this RFP as indicated below (new or revised RFP language in **highlight** or ~~strikethrough~~ for easy reference).

1. RFP, Section 7.0, Proposal Submission Requirements, subsection 7.2, RFP Timetable, shall be amended as follows:

"7.2 RFP Timetable

- Release of RFP.....06/26/18
- ~~Request for a Solicitation Requirements Review due by 3:00 PM.....07/10/18~~
- Mandatory Proposer's Conference.....07/18/18
- **Alternate Mandatory Proposer's Conference.....08/02/18**
- **Request for a Solicitation Requirements Review due by 3:00 PM.....08/07/18**
- Written Questions Due by 3:00 PM.....**08/07/18**
- Questions and Answers Released.....**08/14/18**
- **RFP due by 3:00 PM.....09/05/18**

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

2. RFP, Section 7.0, Proposal Submission Requirements, subsection 7.6, Mandatory Proposer's Conference, shall be amended to include the following provision:

"Alternate Mandatory Proposer's Conference"

An Alternate Mandatory Proposer's Conference (MPC) will be held to play the audio recording of the MPC which took place on 07/18/18.

All potential Proposers who did **NOT** attend the MPC held on 07/18/18 **MUST** attend the Alternate MPC, or their proposals will be rejected as non-responsive (disqualified) without review and eliminated from further consideration.

Proposer is advised to register for the Alternate MPC. Space is limited; therefore, Proposer may only register up to two (2) representatives per agency who must attend the Alternate MPC. Substitutions can be made up to the day prior to the Alternate MPC. No more than two (2) agency representatives will be admitted to the Alternate MPC.

Proposer registering for the Alternate MPC should do so via email to the County representative identified in Paragraph 5.2, Contact with County Personnel. Email registrations must include the following:

- Subject Line: Alternate MPC Registration
- Proposer (Agency) Name
- Name and title of each agency representative
- Email address of each agency representative
- Contact Number for each agency representative

The Alternate MPC is scheduled as follows:

Date: August 2, 2018
Time: 9:00 AM
Location: County of Los Angeles, Department of Public Health
Contracts and Grants Division
1000 South Fremont Avenue
Building A-9 East, 5th Floor North, Conference Room 508
Alhambra, California 91803

Proposer is advised to bring a copy of the complete RFP package to the MPC; the County will not distribute copies at the Alternate MPC.

Parking is available on-site at the Alhambra location as well as street parking. The County **will not** validate and or reimburse fees for parking. Parking fees are the responsibility of the Proposer. **Proposer should plan to arrive early to secure parking and allow adequate time to locate the building and conference room.**

Proposer is not permitted to record and or video tape the Alternate MPC.

Additional questions from potential Proposers, resulting from the Alternate MPC or thereafter, may be submitted in the described format pursuant to RFP subsection 7.4 and must be received by the due date and time pursuant to Addendum number 1.”

3. RFP Section 7.0, Proposal Submission Requirements, subsection 7.7, Preparation of the Proposal, Item 2 shall be amended as follows:

“2. Package must include an additional three (3) DOUBLE-SIDED, unbound **copies presented in a folder, or three ring binder** copies of the original proposal package (including copies of all required forms and attachments). Each proposal copy must be marked as such, e.g., “Copy” on the proposal’s Title Page.”

4. RFP Section 7.0, Proposal Submission Requirements, subsection 7.11, Proposal Submission, first paragraph shall be amended as follows:

“Proposer shall submit one (1) original; three (3) photocopies of the proposal. ~~The original must be unbound and three (3) photocopies of the proposal must also be unbound. All proposal material must be included within the binder and enclosed in a SEALED envelope or box.~~”

Pursuant to RFP, Section 4.0, County’s Rights and Responsibilities, subsection 4.3, County’s Right to Amend Request for Proposals, Proposers are reminded that should such addendum require additional information not previously requested, failure to address the requirements of such addendum may result in the Proposal being found non-responsive and not being considered, as determined in the sole discretion of the County. The County is not responsible for and shall not be bound by any representations otherwise made by any individual acting or purporting to act on its behalf. 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 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.