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July 30, 2018

**ADDENDUM NUMBER 2
TO
REQUEST FOR PROPOSALS
FOR
COMPREHENSIVE TOBACCO CONTROL SERVICES
IN LOS ANGELES COUNTY RFP #2018-004**

On May 25, 2018, the Los Angeles County Department of Public Health (DPH) released a Request for Proposals (RFP) for Comprehensive Tobacco Control Services in Los Angeles County. On June 25, 2018, DPH released Addendum Number 1 to the RFP.

This Addendum Number 2 is being issued to make modifications and revisions to the RFP which include: 1) revising the Proposals Due date; and 2) allowing organizations to submit proposals for a maximum of two (2) funding categories. **Please note that organizations that have already submitted a proposal in response to this RFP may, but do not need to, withdraw and resubmit their proposal and/or may submit an additional proposal for another funding category. Furthermore, agencies that have not submitted a proposal, may now submit proposals for a maximum of two (2) funding categories.**

As indicated in the RFP, Section 4.0, COUNTY'S RIGHTS AND RESPONSIBILITIES, Subsection 4.4, County's Right to Amend Request for Proposals, the County has the right to amend the RFP by written addendum. 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 1.0 INTRODUCTION, Subsection 1.1 Purpose, shall be amended as follows:

"1.1 Purpose

The County of Los Angeles (County) Department of Public Health (DPH) is issuing this Request for Proposals (RFP) to solicit proposals from qualified agencies (Proposers) to implement a Policy Adoption Model (PAM)-based campaign. The implementation of a PAM-based policy campaign will employ evidence based strategies in select jurisdictions in the County in the following four (4) funding categories:

- 1) Funding Category 1: Reduce Youth Access to Tobacco Products: New Tobacco Retail Licenses;

- 2) Funding Category 2: Reduce Youth Access to Tobacco Products: Strengthen Tobacco Retail Licenses;
- 3) Funding Category 3: Reduce Exposure to Secondhand Smoke in Multi-Unit Housing; and
- 4) Funding Category 4: Reduce Exposure to Secondhand Smoke in Outdoor Areas.

Interested and qualified organizations may submit ~~only one (1) complete proposal a maximum of one (1) proposal per Funding Category and a maximum of two (2) proposals in total~~ under this RFP. ~~The proposal must identify only one (1) Funding Category.~~ **A separate and complete proposal must be submitted for each Funding Category selected.** Section 1.3 of this RFP provides a description of each of these funding categories.

Proposals for each Funding Category will be evaluated separately.

This RFP establishes guidelines, criteria, and procedures for submitting responses (proposals) for required services.

Note: Proposer may not use subcontractors for the services solicited under this RFP and any resulting contract.”

2. Section 7.0 PROPOSAL SUBMISSION REQUIREMENTS, Subsection 7.2 RFP Timetable, shall be amended as follows:

“7.2 RFP Timetable

The timetable for this RFP is as follows:

| | |
|---|--|
| Release of RFP | May 25, 2018 |
| Request for a Solicitation Requirements Review Due | June 11, 2018 (4:00 P.M. PT)* |
| Intent to Apply Form Due | June 29, 2018 (4:00 P.M. PT)* |
| Proposer’s Written Questions Due | August 10, 2018 (4:00 P.M. PT)* |
| Release of Answers to Proposers’ Written Questions | August 24, 2018 |
| Proposals Due | August 31, 2018 (4:00 P.M. PT)* |

**Times listed in Pacific Time (PT).”*

3. Section 7.0 PROPOSAL SUBMISSION REQUIREMENTS, Subsection 7.8 Preparation of the Proposal, shall be amended as follows:

“7.8 Preparation of the Proposal

~~Proposer may submit **only** one (1) complete proposal for only one (1) Funding Category.~~ **DPH may reject any proposal that fails to adhere to the required format.**

Proposal and subsequent copies must be submitted in the prescribed format outlined below. Any proposal that deviates from this format may be rejected without review at the County’s sole discretion.

Proposers are required to submit a complete proposal for the Funding Category which they are applying for **(up to two (2))** by the deadline identified in RFP, Section 7.2, RFP Timetable, to the person and address identified in RFP, Section 7.12, Proposal Submission. Proposals submitted to DPH must be written in English. They are to be organized and assembled into one volume in the format and order described below.

1. Submit one (1) original proposal package, **unbound**, SINGLE-SIDED, including all required attachments and forms with original signatures. **Do not staple or professionally bind the original proposal.** Use a rubber band or binder clip to keep the pages of the original proposal together. The original proposal must be marked as such, e.g., “Original” on the proposal’s Title Page.
2. Submit five (5) DOUBLE-SIDED **bound, or 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.
3. Proposal must be typewritten, single spaced, with no less than a 11-point font on 8½” by 11” paper, with the 8½” ends of the paper as the top and bottom of the page, and 1” margins. Header and footer margins shall be no less than 0.3”. **Footer on each page must include Proposer’s name and proposed Funding Category for which the agency is applying.**
4. Proposal pages must be numbered sequentially including attachments, from beginning to end, and provide a complete Table of Contents for the proposal and its attachments, to ensure there are no duplicate or missing pages.
5. Proposal must be organized and tabbed by applicable parts and/or sections, with proper titles, and alphabetized Sub-sections as described herein. The entire narrative of the Proposal (i.e. Executive Summary, Section B, Section D, and Section E) must not exceed the page limits identified in RFP Section 7.9, Proposal Format, below. Page limits exclude title page, table of contents, budget, budget justification, sample monitoring forms associated with Quality Control Plan and required forms. **Any responses beyond the allotted page limits will not be read or scored.**

6. Proposal and all copies shall be clearly labeled with RFP title: “**COUNTY OF LOS ANGELES, DEPARTMENT OF PUBLIC HEALTH REQUEST FOR PROPOSALS FOR COMPREHENSIVE TOBACCO CONTROL SERVICES IN LOS ANGELES COUNTY, RFP #2018-004 FUNDING CATEGORY: _____**”, with the name of the proposer’s organization on the front exterior cover. If space is available, binder ends shall also clearly identify the RFP title and name of the proposer’s organization.
7. Other than the attachments specified in this RFP, no other exhibits or attachments should be submitted with the Proposal.”

Pursuant to RFP, Section 4.0, COUNTY’S RIGHTS AND RESPONSIBILITIES, Subsection 4.4, County’s Right to Amend Request for Proposals, Addendum Number 2 has been posted on the Los Angeles County Department of Public Health Contracts and Grants Division website at: <http://publichealth.lacounty.gov/cg/index.htm> and on the Los Angeles County-Doing Business with Us 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 and 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.