



BARBARA FERRER, Ph.D., M.P.H., M.Ed.
Director

MUNTU DAVIS, M.D., M.P.H.
Health Officer

CYNTHIA A. HARDING, M.P.H.
Chief Deputy Director

313 North Figueroa Street, Room 806
Los Angeles, California 90012
TEL (213) 288-8117 • FAX (213) 975-1273

www.publichealth.lacounty.gov

December 4, 2018

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**ADDENDUM NUMBER 1
TO
INVITATION FOR BIDS (IFB)
FOR
EVENT PLANNING, PRODUCTION, AND PROMOTION SERVICES FOR
2019 ANNUAL AL-IMPICS GAMES
IFB: #2018-015**

On November 16, 2018, the County of Los Angeles (County) Department of Public Health (DPH) released an Invitation For Bids (IFB) for Event Planning, Production, And Promotion Services For 2019 Annual Al-Impics Games.

As indicated in the IFB, Section 2.0, INSTRUCTIONS TO BIDDERS, Subsection 2.5, Bidders' Questions, questions received by the date and time specified in Section 2.3, IFB Timetable, will be compiled with the appropriate answers and issued as an addendum to the IFB and that County reserves the right to group similar questions when providing answers. This Addendum provides the response to the questions received.

GENERAL QUESTIONS:

- Q1. I was curious if there was a way for my company to be included in your RFP list for the 2019 Annual Al-Impics Games. We are a local company (downtown LA Arts District) and have several unique capabilities, including: Events Planning; Targeted & Trackable Audience Building across devices for driving engagement and RoAS up and cost per acquisition down; social media listening/copywriting/management; photography and video development.**
- A1. Pursuant to Section 1.0, GENERAL INFORMATION, Subsection 1.1.3, Availability of Funding, DPH anticipates recommending one (1) contract. This solicitation will not result in a list.

Pursuant to Section 1.0, GENERAL INFORMATION, Section 1.11, Mandatory Requirement to Register on County's WebVen, prior to contract award, all potential Contractors must register in the County's WebVen. The WebVen contains the Vendor's business profile and identifies the goods/services the business provides.

Registration can be accomplished online via the Internet by accessing the County's home page at <http://camisvr.co.la.ca.us/webven/> . Once registered, Vendors will receive notification of future County contracting opportunities by specific commodities/services.

SECTION 1.0 - GENERAL INFORMATION:

Subsection 1.4, Bidder's Minimum Mandatory Requirements

- Q2. My company is a specialist Kids Event Production and services company who could supply various elements of the AI-Impics, including: Production Equipment including Communication devices, Stage/Platform, Tents Canopies, DJ/ Sound System, Kid Zone (games, prizes, jumper, face-painting), Photo Booth, Step and Repeat, Photography Services, Game Truck, Portable Bathrooms, Media Promotion to our Database, Public Relations, Website Development/Maintenance, Social Media Development, etc. I am wondering if we can pitch for just these elements of the AI-Impics? We have over 25 years' experience in creating and producing high end events worldwide and would love to be involved with this bid but only in regard to the elements mentioned.**
- A2. Pursuant to Subsection 1.4, Bidder's Minimum Mandatory Requirements, interested and qualified Bidders that can demonstrate their ability to successfully provide **all** of the required services outlined in Appendix B-1, SOW and in Appendix B-2, Scope of Work of this IFB are invited to submit bids, provided they meet the following requirements. Subcontractor(s) and/or consultant(s) may not be used to meet any of the Bidder's Minimum Mandatory Requirements.
- Q3. Would DPH consider removing or amending requirement 1.4.2 specifying that event planning experience be restricted to large scale events where sports was the primary activity? There are a number of SUD providers with experience hosting large events that are not primarily sports related that are excluded due to this requirement that we believe may be able to successfully implement.**
- A3. Sports as the primary activity is critical to this IFB. Pursuant to Subsection 1.4.2, Bidder's Minimum Mandatory Requirements, Bidder must have experience within the last five (5) years planning, producing, promoting and sourcing a venue for at least two large-scale events where sports was the primary activity, that involved hundreds of participants of various ages, genders, and abilities, and included organization of volunteers, competitors, and the public.

Subsection 1.4.2, Minimum Mandatory Requirements, necessitates agencies to demonstrate their ability to plan, produce, promote, and scout the appropriate venue for a large-scale sporting event. The AI-Impics is an Olympic-styled event focused on wellness and recovery through friendly competitive sports. As outlined in Appendix B – Statement of Work, this event requires the knowledge and expertise to manage and operate these sporting event activities.

Q4. Can companies from Outside USA can apply for this? (like,from India or Canada)

A4. Pursuant to Subsection 1.4.4 Bidder's Minimum Mandatory Requirements, Bidder must have a minimum of one office location in Los Angeles County.

Q5. Can we perform the tasks (related to RFP) outside USA? (like, from India or Canada)

A5. See Section 1.0 - General Information, Subsection 1.4, Bidder's Minimum Mandatory Requirements, item A4, of this Addendum. Additionally, the event will be held in Los Angeles, Bidder will need to be in contact with DPH for planning activities, and pursuant to Appendix B-1, Statement of Work, Section 4.1, Contractor is required to participate in scheduled bi-weekly meetings (in-person or telephone, as determined by SAPC) with SAPC representative to discuss status of deliverables.

SECTION 2.0 - INSTRUCTIONS TO BIDDERS

Subsection 2.9, Bid Submission

Q6. Can we submit bid proposals via email?

A6. No. Pursuant to Subsection 2.9, Bid Submission, the original Bid and the required number of copies must be hand-delivered or sent by a delivery service only (excluding US Postal Service) and received by the deadline specified in Section 2.3, IFB Timetable, to:

Justin Ong, Assistant Contract Analyst
County of Los Angeles – Department of Public Health
Contracts and Grants Division
1000 South Fremont Ave., Unit #101
Bldg. A-9 East, 5th Floor North
Alhambra, CA 91803

Timely hand-delivered bids are acceptable. **No FAX or e-mail copies will be accepted.**

APPENDIX B-1 STATEMENT OF WORK / APPENDIX B-2 SCOPE OF WORK

Q7. Do companies need to come over there for meetings?

A7. Pursuant to Appendix B-1, Statement of Work, Section 4.1, Contractor is required to participate in scheduled bi-weekly meetings (in-person or telephone, as determined by SAPC) with SAPC representative to discuss status of deliverables.

Pursuant to Appendix B-2, Scope of Work, Section 1.3, Schedule and conduct bi-weekly status meetings (by phone or in-person depending on the project necessity) with SAPC

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staff. The location of the in-person meetings are to be determined by SAPC and the Contractor.

Pursuant to IFB, Section 1.5, County's Rights and Responsibilities, Addendum Number 1 has been made available on the Los Angeles County Department of Public Health Contracts and Grants 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, there are no other revisions to the IFB. All other terms and conditions of the IFB remain in full force and effect.

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