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August 20, 2019

**ADDENDUM NUMBER 2
TO
INVITATION FOR BIDS #2019-002
FOR
ORAL HEALTH COLLABORATIVE CONSORTIUM SERVICES**

On July 29, 2019, the County of Los Angeles (County) Department of Public Health (DPH) released an Invitation for Bids (IFB) for Oral Health Collaborative Consortium services.

Pursuant to the IFB, Section 2.5 – Bidders' Questions, and Addendum 1 of the IFB, answers to questions received by the August 12, 2019 deadline are being issued as part of this Addendum. Bidders are advised that the County reserves the right to group similar questions when providing answers.

SECTION 1.0 – GENERAL INFORMATION

Q1. In the IFB, Section 1.20 – Determination of Bidder Responsibility, it describes how the County will check if a bidder is considered to be a responsible bidder and what criteria is used to make the decision (e.g., the County will check if the Bidder has violated a term of a contract with the County or a nonprofit corporation created by the County, etc.). In Subsection 1.20.6, it states that “These terms shall also apply to proposed subcontractors of Bidders on County contracts.” Do these terms also apply to consultants of Bidders? Since consultants are individual persons, if these terms do apply to consultants, will these terms apply to consultants' institutes (e.g., if a consultant is an employee of Delta Dental, then will these terms be checked on Delta Dental)? If this is true, will we have to be careful to not hire a consultant from an institute that may be potentially considered as not responsible based on their past performance with the County?

- A1.** Yes. Pursuant to the IFB, Section 1.20 – Determination of Bidder Responsibility, Subsection 1.20.6, “These terms shall also apply to proposed subcontractors of Bidders on County contracts.” Additionally, pursuant to the IFB, Appendix A – Sample Contract, Paragraph 71 (A), it states: “For purposes of this Contract, subcontracts must be approved in advance in writing by Director or authorized designee(s).” Pursuant to Sample Contract, Paragraph 71 (B): “Director shall review Contractor’s request to subcontract and shall determine, in his/her sole discretion, whether or not to consent to such a request on a case-by-case basis.” This would include subcontracts with consultants as individual consultants, but not as representatives of a larger agency, unless hired as a consultant in their capacity as an employee of that larger agency.

SECTION 2.0 – INSTRUCTIONS TO BIDDERS

- Q2. Where can we find information about the structure of the bid and the list of all required documents for the proposal/bid?**

A2. The structure of the bid and list of all required documents can be found in the IFB, Section 2.7 – Preparation of the Bid, Section 2.8 – Bid Format, and Section 2.9 – Bid Submission.

- Q3. Is there any font or margin formatting requirement for the bid documents?**

A3. No.

SECTION 3.0 – BID REVIEW AND SELECTION PROCESS

- Q4. If an institute is approved to have LSBE preference, SE preference, or DVBE preference, then this institute’s competing price to be compared with other bidders will be their actual bidding price subtracted by 15% (not to exceed \$150,000) of the lowest bidding price among all the bidders? In other words, they could have up to \$150,000 advantage compared with a non-LSBE, SE, or DVBE institute to become the lowest bidder, right?**

A4. Yes.

APPENDIX B-1 – STATEMENT OF WORK

- Q5. In Appendix B-1 – Statement of Work, page 8, Paragraph 6.6.2, regarding the statement: “Office location shall be centrally located in Los Angeles County (e.g., Downtown Los Angeles)”, how centrally located must the Contractor’s office be? (i.e., Is an office that is 10-15 miles from Downtown Los Angeles acceptable?)**

- A5.** “Centrally located in Los Angeles County” shall mean an office located within a 15-mile radius of Downtown Los Angeles.
- Q6.** **A) If a bidder’s institute is not physically in the Downtown area, does the bidder need to put in the budget the rent of an OHCC headquarter office in the Downtown area?**
B) How close (within 5 miles, 10 miles, 15 miles radius) does a bidder’s office need to be to the Downtown area in order to be considered close enough without the need to rent an office, if needed?
- A6.** A) Yes.
B) See answer A5 above.
- Q7.** **Do the SPA Liaisons and the one Staff Assistant need to be full time for all three years?**
- A7.** Yes. The Mega SPA Liaisons (Liaisons) and Staff Assistant are required to be full time for all three years of the contract. Pursuant to Appendix C – Budget Instructions, Paragraph A – Full-time and Part-time Salaries, at a minimum, the budget should include the following required full-time personnel: one Project Manager, four Liaisons, and one Staff Assistant.
- Q8.** **Is there a document/place in which we can describe the qualifications and responsibilities of each of our team members for the OHCC?**
- A8.** No. Additional information regarding staff qualifications and responsibilities is not required with the bid.

APPENDIX B-2 – SCOPE OF WORK

- Q9.** **In Appendix B-2.2 – Scope of Work (Term 2), page 7, Paragraph 2.3 (E) (ii), it states: “Liaison must provide the Federally Qualified Health Centers (FQHCs) with educational materials on fluoride varnishes, proper nutrition, and dental referral resources.” Does the contract anticipate the Contractor being responsible for developing the “educational materials on fluoride varnishes, proper nutrition, and dental referral resources” that are to be distributed to FQHCs or are there already existing resources?**
- A9.** There are several existing educational materials on fluoride varnishes, proper nutrition, and dental referral resources that the Contractor can use. For example, Contractor can use existing educational materials from websites such as the California Department of Public Health Office of Oral Health (<https://www.cdph.ca.gov/Programs/CCDPHP/DCDIC/CDCB/Pages/OralHealthProgram/OralHealthProgram.aspx>), American Dental Association,

(<https://www.ada.org/en>), California Dental Association, (<https://www.cda.org/>), and the American Academy of Pediatric Dentistry (<https://www.aapd.org/>). Referral resources can be found at websites such as 211 (<https://www.211la.org/>) and Medi-Cal Dental Program (<https://www.denti-cal.ca.gov/>). All educational materials and referral resources must be approved by DPH Oral Health Program (OHP) prior to dissemination.

- Q10. In Appendix B-2.2 – Scope of Work (Term 2), page 7, Paragraph 2.3 (F) (ii), it states: “Liaison must research existing tobacco cessation materials and provide the FQHCs with tobacco cessation educational materials.” Does the contract anticipate that the Contractor will be responsible for the cost of producing or procuring tobacco cessation materials for distribution at FQHCs? If the County already has produced relevant tobacco cessation resources (for example, informational flyers), will the Contractor be allowed to obtain them at no cost from the County, or will Contractor be required to pay the County for any material it seeks to distribute?**
- A10.** Contractor is responsible for any and all costs associated with printing, producing, or procuring tobacco cessation materials for distribution, including costs related to printing materials the County has already produced. Contractor can also use free resources to download found on the California Quits or 1-800-No-Butts website (www.nobutts.org), but the Contractor will be responsible for printing and distribution costs. There are additional websites that have resources for purchase such as Tobacco Use Prevention - ETR.org website (<https://www.etr.org/store/categories/topics/tobacco/>) and Tobacco Education Clearinghouse of California website (<https://www.tecc.org/>). Contractor can purchase from these websites if they opt to use these resources.
- Q11. In Appendix B-2.3 – Scope of Work (Term 3), page 4, Paragraph 4.3 (A), it states: “Contractor shall work with OHP’s Communications Coordinator to obtain OHP’s established Oral Health Awareness materials to be disseminated throughout each Mega SPA, which include, but are not limited to: educational materials, posters, pamphlets, and brochures that are relevant to each Mega SPA.” Will Contractor be provided OHP’s “educational materials, posters, pamphlets, and brochures” at no cost to distribute, or will Contractor be required to either pay for the materials or print materials at Contractor’s expense for dissemination throughout each Mega SPA?**
- A11.** Contractor will be responsible for any and all costs associated with printing OHP’s established Oral Health Awareness materials to be disseminated throughout each Mega SPA which include educational materials, posters, pamphlets, and brochures that are relevant to each Mega SPA.

Q12. In Appendix B-2.3 – Scope of Work (Term 3), page 11, Paragraph 4.7 (A)(ii), it states: “The cost of the oral health incentive must not exceed \$50 per person per year and must not include gift cards that can be used to purchase tobacco or alcohol products.” How many incentives, in total, does the County anticipate being disseminated in each Mega SPA?

A12. There is no specific number of incentives. This will depend on the number of incentives needed to meet the deliverables.

Q13. It appears that the Contractor will not be responsible for coordinating a 2020 Oral Health Summit. Is that correct?

A13. Yes, that is correct. Pursuant to the IFB, Appendix B-2.2 (Term 2) – Scope of Work, and Appendix B-2.3 (Term 3) – Scope of Work, the two Oral Health Summits the Contractor will be responsible for coordinating are expected to be held in June 2021 and June 2022, respectively.

BUDGET-RELATED QUESTIONS

Q14. Does the amount listed for each year (\$635,000 for Year 1, \$770,000 for Year 2, and \$777,000 for Year 3) include both direct cost and indirect costs?

A14. Yes.

Q15. Is there a cap for the percent (%) of indirect costs that is allowed to be included?

A15. Pursuant to the IFB, Appendix C – Budget Instructions, Paragraph G – Indirect Costs, “Indirect costs should not exceed 15% of total salaries and benefits.”

Q16. If we have a subcontractor, will the subcontractor’s indirect costs be part of the total cost?

A16. Yes. Pursuant to the IFB, Appendix C – Budget Instructions, “The budgets must include all expenses required to complete the objectives, activities, and deliverables set forth in the Sample Contract (Appendix A), Statement of Work (Appendix B-1), and Scopes of Work (Appendices B-2.1, B-2.2, and B-2.3).” Additionally, pursuant to Appendix C – Budget Instructions, Paragraph E – Other Costs (including Consultants/Subcontractors), Bidders shall include any costs related to consultants/subcontractors in this section of the budget.

Q17. When should the start date of the budget be? Shall it be estimated at 10/1/2019 or 11/1/2019 or a different date to be determined?

A17. Pursuant to the IFB, Section 1.1.3 – Availability of Funding, and Appendix B-2.1 – Scope of Work, Term 1, the start date will be the date of contract execution. Date of contract execution is **estimated** to be in November 2019.

Q18. **Assuming the contract will start 11/1/2019, for Term 1/Year 1, we will budget from 11/1/2019 through 6/30/2020 which is eight months, with the total amount of \$635,000, right?**

A18. Yes. Pursuant to the IFB, Section 1.1.3 – Availability of Funding, “DPH anticipates recommending one contract to provide these services in amounts not to exceed \$635,000 for Year 1 (date of contract execution through June 30, 2020)”.

Q19. **Is there any requirement on the range of full-time employees’ monthly salary or part-time employees’ hourly salary?**

A19. No. There is no range listed for employees’ full-time or part-time salaries.

Q20. **Since costs vary across vendors for room, rent, food, parking, etc., is there an upper limit to budget each of the two summits?**

A20. There is no limit listed for the Oral Health Summits. Based on the last three Oral Health Summits, the approximate cost of the summits ranged between \$20,000 to \$25,000. This approximate cost/estimate does not include employee salaries and is based on conferences with 200-250 participants. This range amount includes: rental space, food and beverages (i.e., light breakfast, lunch, and an afternoon snack), printing of conference programs and agendas, graphic designer to develop the conference program, software purchase for sending and confirming electronic invitations and registration, parking, facility audiovisual fees, insurance fees, etc.

Q21. **Which of the following, if any, are not allowed to be in the budget: (a) food for traveling to SPAs and full day on-site meetings/work, (b) food for focus group interviews, if any, (c) snacks/water for community oral health seminars/workshops, (d) parking for meetings in some locations?**

A21. (a) food for traveling to SPAs and full day on-site meetings/work = **not** allowed
(b) food for focus group interviews, if any = allowed
(c) snacks/water for community oral health seminars/workshops = allowed
(d) parking for meetings in some locations = allowed

OTHER QUESTIONS

Q22. **On pages 201-202 of the IFB, “Bidder’s Organization Questionnaire/Affidavit and CBE Information”, is there a page limit if we attach additional sheets to describe our qualifications?**

- A22.** No. There is no page limit to the Bidder's Organization Questionnaire/Affidavit and CBE Information form (Exhibit 1 of Appendix D – Required Forms).
- Q23.** **The names of the debarred contractors listed in Appendix H – Listing of Contractors Debarred in Los Angeles County cannot be accessed. Can it be fixed so we can see the actual names (so we know not to collaborate with these contractors for this bid)?**
- A23.** The hyperlink on Appendix H - Listing of Contractors Debarred in Los Angeles County was recently changed to: <https://doingbusiness.lacounty.gov/listing-of-contractors-debarred-in-los-angeles-county/>.
- Q24.** **Are the Planning Participants listed on pages 58-59 of Appendix M – Los Angeles DPH OHP Community Oral Health Improvement Plan (COHIP) permitted to bid on the IFB #2019-002? If they are permitted to bid, what are the assurances to a non-Planning Participant that the bidding process will be fair, in particular, that the Planning Participants don't have the advantage of knowing the inner workings of the COHIP, the COHIP Plan, and have formed relationships that will influence the Public Health in their favor?**
- A24.** To assure a fair and equitable bid process, the County is required to follow all Los Angeles County Codes regarding contracting including Section 2.180.010 – Certain Contracts Prohibited. In addition, all bidders are required to sign and submit with their bid Exhibit 6 – Certification of No Conflict of Interest, of Appendix D – Required Forms, confirming adherence to Section 2.180.010.
- Q25.** **Is there a document/place in which we can briefly describe our design, the internal structure and approach of our proposed OHCC?**
- A25.** No. This is not a bid requirement for this IFB. Pursuant to the IFB, Section 3.0 – Bid Review and Selection Process, Subsection 3.1 – Review Process, "Bids will be examined to determine the lowest price/cost."
- Q26.** **Are we allowed to hire consultants to serve as members in our advisory board for the OHCC?**
- A26.** This IFB does not reference or require an advisory board for the OHCC.

Pursuant to the IFB, Section 1.5, County's Rights and Responsibilities, this Addendum 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>.

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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 IFB. All other terms and conditions of the IFB remain in full force and effect.