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**ADDENDUM NUMBER 1
TO
REQUEST FOR STATEMENT OF QUALIFICATIONS
FOR
COMMUNITY ENGAGEMENT AND RELATED SERVICES RFSQ NO. 2019-004**

On July 23, 2019, the County of Los Angeles (County) Department of Public Health (DPH) released a Request for Statement of Qualifications (RFSQ) for Community Engagement and Related Services.

Pursuant to RFSQ Section 2.0, Instructions to Vendors, subsection 2.5, Vendors' Questions, answers to questions received by the August 6, 2019 deadline are being issued as part of this Addendum. Vendors are advised that the County reserves the right to group similar questions when providing answers.

SECTION 1.0 – GENERAL INFORMATION

Q1. Section 1.0 General Information states “The purpose of this Request for Statement of Qualifications (RFSQ) is to secure a pool of qualified vendors to enter into Master Agreements with the County to provide a variety of as-needed community engagement and related services required by County departments.” This mentions of other Related Services (e.g., interpretation, translation, transportation, childcare, refreshments, stipends, etc.). When the vendor is obligated to provide those services, must those services be provided by County-approved vendors?

A1. Master Agreement Contractors may be allowed to hire consultants or subcontractors to meet the requirements, including Related Services, depending on what is specified in each Work Order Solicitation (WOS), i.e., scope of work. Pursuant to Appendix J, Sample Master Agreement, paragraph 8.39, Subcontracting, all subcontractors are subject to County approval.

Subsection 1.4 Vendor's Minimum Mandatory Qualifications

Q2a. Can you please clarify Minimum Mandatory Qualifications (MMQ) as stated in Section 1.4.1 Experience (Page 6-7) and 2.7.2 Vendor Qualifications Section A.1 (Page 31-33): Note: Vendors who have experience in items a and c, or b and c will be eligible to qualify as an agency as well as a fiscal sponsor. Vendors who only have experience under item c and do not provide direct services will only be considered for fiscal

sponsorship. Can prospective vendors that are fiscally sponsored projects of an organization just apply to meet the requirements of items a and b for their fiscal sponsorship organization to become a qualified vendor agency to provide community engagement and related services?

A2a. No. However, a fiscal sponsor project/organization may subcontract with a fiscal sponsor.

Q2b. Or are fiscally sponsored projects required to have their fiscal sponsorship organization also apply under item c item in order for the fiscally sponsored project to qualify to provide future community engagement and related services?

A2b. Correct.

Note: For the purpose of this RFSQ, an Agency is described as the primary contractor performing services. If fiscal sponsors are interested in bidding/proposing under the WOS process as an Agency, then they should also respond to a or b, allowing them to bid/propose as an Agency.

Q3a. As a fiscal sponsor that meets qualifications (a) and (c) under section 1.4.1 on pages 6-7 of RFSQ #2019-004, our organization is planning to apply as an agency as well as a fiscal sponsor. If our organization is approved as a qualified vendor to enter into Master Agreements for DPH Community Engagement and Related Services, would our fiscally sponsored projects also then automatically qualify to pursue contract opportunities under DPH Community Engagement and Related Services?

A3a. No. But, you as the fiscal sponsor will work with your sponsoring organizations in response to a WOS. Please also see response A1.

Q3b. In the event our organization is selected as a qualified Master Agreement contractor, would multiple projects under our fiscal sponsorship be able to submit simultaneous bids or proposals in response to a WOS through our organization?

A3b. The County will specify in the specific WOS if multiple projects/organizations can submit simultaneous bids/proposals.

Q3c. Within our Statement of Experience (SOE) under section 2.7.2 Section A, pages 31-32, do we as a fiscal sponsor organization need to specifically name the projects under our fiscal sponsorship that demonstrate our community engagement qualifications?

A3c. Fiscal sponsor must provide sufficient detail to demonstrate that it meets the MMQ.

Q3d. Multiple sponsored projects with the same fiscal sponsor are interested in being on the Master Services contractor list to pursue future contract opportunities under DPH Community Engagement and Related Services. In response to the RFSQ, can fiscally sponsored projects of a qualifying fiscal sponsor prepare separate SOEs to satisfy requirements (a) and (b) under section 1.4.1, with the fiscal sponsor preparing a response for item (c)?

A3d. In this scenario, only Fiscal sponsor needs to respond to the RFSQ.

Q4. Regarding Section 1.4.2: If an organization has headquarters in a state other than California, but has staff who are located in and work remotely from California, does this satisfy the office location requirement?

A4. No. Vendors must currently have an office located within the State of California.

Subsection 1.7 Master Agreement Term

Q5a. We are interested in applying for this RFSQ. We are having difficulty finding some basic information. How much per year is the maximum allowance?

A5a. The intent of this RFSQ is to establish a pool of qualified organizations to enter into Master Agreements. There is no funding associated with the master agreement. Please see response A26 for more information regarding this process.

Q5b. What is the length of the contract?

A5b. Please refer to RFSQ, Section, 1.7, Master Agreement Term, subsection 1.7.1.

Q5c. What is the potential start date?

A5c. Pursuant to RFSQ, Section 1.7 Master Agreement Term, subsection 1.7.1, "Master Agreement term shall be effective upon the Los Angeles County Board of Supervisors (Board) approval...". DPH anticipates going to the Board for approval in December 2019.

Q6. Can I please confirm that if my team would like to bid for this, but are unable to at this moment, we will be able to apply in the future (per term 1.7.3 below)? And if we go that route, are there specific windows for response, or is it on a rolling basis? Thanks for the clarification?

1.7.3 DPH will continuously accept SOQs throughout the duration of the Master Agreement term to qualify additional vendors. New Master Agreements COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC HEALTH GENERAL INFORMATION Community Engagement & Related Services Page 9 RFSQ #2019-004 or amendments to Master Agreements will become effective upon the date of execution by the Director of DPH, or designee, and shall expire at such time as listed in the Master Agreement or amendment.

A6. Yes. The RFSQ will be open continuously throughout the duration of the Master Agreement term to qualify additional vendors. Per Section 2.3, RFSQ Timetable, SOQs that are submitted after the initial due date shall be considered for review at the convenience of the County.

SECTION 2.0 - INSTRUCTIONS TO VENDORS

Subsection 2.3 RFSQ Timetable

Q7. What is the start date for the term of the Master Agreement?

A7. Please see response A5c.

Subsection 2.7.2 Vendor's Qualifications, Item A.3, Statement of Experience (SOE)

Q8. Can you please clarify whether the three page limit on SOE described on page 32 applies to each Community Engagement Category and Related Services (pg. 3) OR the three pages must contain any or all categories that we are applying for?

For example, do we submit 3 page SOE on Strategic Planning and then another 3 pages on Multi-Stakeholder Collaboratives OR a single 3-page SOE inclusive of both?

A8. The three pages limit is for each item vendor is applying for. If your agency is applying for more than one item (a and c or b and c) then there is a three-page limit per item. Vendors are eligible to apply if they meet all the MMQs in any of the categories stated in the RFSQ, Section 1.1.1, Community Engagement Categories and Related Services, a through f.

Q9. Section 2.7.2 paragraph 3, found on page 32 asks for a SOE. It focuses on experience. Do you want us to include educational background or other life experience? Is there a way to also include a resume so that there is a time-line for this experience? Is it expected that it would be written in narrative format or are bullet points preferred?

A9. Vendor may include any relevant background information to demonstrate that it meets the MMQ. The SOQ must be typewritten, single spaced, with no less than an 11-point font on 8½" by 11" paper and must not exceed the page limit.

Q10. 2.7.2.A.3.3 Statement of Experience states "The SOE shall include a summary of relevant background information to demonstrate that the vendor meets the MMQ, including years of experience." Is the County interested in experience of vendor's staff that occurred prior to employment with the vendor?

A10. Vendor may include any relevant background information to demonstrate that it meets the MMQ.

Q11. Section b – in clarifying the SOE cannot exceed 3 pages – addressing all qualifying sub sections or 3 pages per sub-section?

A11. Please see response A8.

Q12. Section 2.7.2.A.3 requires "a SOE that includes sufficient detail to demonstrate the ability of the vendor to carry out any of the specialized community engagement needs as described in this RFSQ" and indicates that "the SOE must not exceed three (3) pages." Is this three pages per service area (of the service areas outline in 1.1.1.a-f), or three pages total?

A12. Please see response A8.

Q13. On page 32 of the RFSQ under Statement of Experience (Section A, Vendor's Qualifications), it states in both sections a and b that the "The SOE must not exceed 3 pages." If we are answering both a and b, is the page limit 3 pages for both a and b, or is the limit 3 pages for a and 3 pages for b?

- A13. Vendor is to select either a or b (a and b is not an option), a and c, or b and c to apply. Please also see response A8.

Subsection 2.7.2 Vendor's Qualifications, Item A.4, Vendor's Organizational Structure

- Q14.** If a "Certificate of Good Standing" request, made by the submitting vendor, is pending with the State of California, what documentation should the vendor submit to demonstrate that the request for the Certificate was made? The Secretary of State does not provide any information on the status of such requests, and current processing times show the State processing requests made on or before July 18, 2019. As such, is it sufficient to provide a signed letter from the vendor's authorized representative, as well as copies of the submission/request to the state?
- A14. Yes, it is sufficient to provide a signed letter from the vendor's authorized representative, as well as copies of the submission/request to the state.

Subsection 2.7.2 Vendor's Qualifications, Item B, Vendor's References

- Q15.** Section B - Please clarify if references has to be government agencies.
- A15. Not necessarily. Pursuant to RFSQ, subsection 2.7.2, item B.2, Prospective Contractor References, Exhibit 7, Vendor must provide five references where the same or similar scope of services was provided.

Subsection 2.7.2 Vendor's Qualifications, Item D, Vendor's Financial Viability

- Q16a.** Paragraph D., Vendor's Financial Viability (Section A.4) on page 35 asks for company financial statements. I have been operating as a sole proprietor for these last three years and do not have company financial statements. Would a bank statement suffice?
- A16a. No. Pursuant to Section 2.7.2 Vendor's Qualifications, subsection D, Vendor's Financial Viability, your company's financial statements should include the following: Balance Sheet Account: 1. Current Assets, 2. Current Liabilities, 3. Total Assets, 4. Total Liabilities, and Owner's/Shareholder's Equity; Income Statement Accounts: 1. Total Operating Expenses, 2. Total Expenses, 3. Gross Income, 4. Net Income. Please note the title of these statements may differ depending on the nature of the entity. Please refer to this section in the RFSQ for detail.
- Q16b.** I have more than sufficient funds to cover all costs related to services for 60 days and I do not have any costs related to the business that went uncovered. Should I include a statement to that effect?
- A16b. Please see response A16a.
- Q17.** Section D – we are a publicly traded company – what if our company cannot provide the financial statements from the last 3 years?
- A17. The Company must provide financial statements from the last 3 years.

Subsection 2.7.3 Required Forms (the fillable forms can be found in Appendix A, Forms)

Q18a. Is there anywhere we should put our county vendor #?

A18a. RFSQ, Appendix A, Exhibit 2, Vendor's Organization Questionnaire/Affidavit and CBE Information form, page 3 of 3.

Q18b. If we had another agreement (that has since concluded) with the county, where can we include the number of that agreement?

A18b. Vendors are not required to list expired contracts.

Q19a. Appendix A, Exhibit 15--do you want the documentation related to encryption or just to state that it is available?

A19a. Vendor must certify that it will be in compliance with the Encryption Standards at commencement of any contract and during the term of any contract that may be awarded pursuant to this solicitation and submit any documentation.

Q19b. What type of documentation do you need?

A19b. No documentation related to Encryption standards needs to be submitted at the time of SOQ submission.

GENERAL QUESTIONS

Q20. I have a general question about this RFSQ. Can you provide a sample of the typical scope and budget size of the Work Order Solicitations that may be released under this Master Agreement?

A20. This is a brand new RFSQ, there is no sample of prior scope and budget that could be provided.

Q21. Do you have a sample of a past project description that I may review to see if our company fits the required qualifications?

A21. Please see response A20.

Q22. Can Non-profits apply?

A22. Yes.

Q23. Is it possible to obtain blank copies of Attachments A, B, C, D, E, F, G, H and I that will be part of the Master Agreement Work Order (MAWO) that is referenced in Community Engagement & Related Services RFSQ #2019-004? If so, please let me know how to obtain such copies or email me copies directly. I have 2 clients who want to consider responding to the RFSQ.

A23. Attachments A through I listed in RFSQ, Exhibit E, Sample MAWO will be available in the WOS document when it's released. They are described here for your information only. Please see response A26 for more information regarding this process. Please also

refer to RFSQ, Section 2.0 Instructions to Vendors, subsection 2.7, Preparation and Format of the SOQ, and 2.8, SOQ Submission for details on submitting a SOQ for this RFSQ.

Q24a. Question on Registration and Qualifications: Are there any other requirements, including any registration requirements that maybe are not explicitly outlined in the basic Webven registration steps, or in the RFSQ. We are currently registered on the Webven system. We understand that if an agency/organization is registered in the Webven system, they are eligible to submit an SOQ; is this correct?

A24a. Correct.

Q24b. Outside of this basic registration in Webven (meaning that we have an active Vendor Number) are there any other requirements agencies need to meet to be registered through Webven?

We understand that to be the first step in ensuring an entity is qualified and able to submit a responsive SOQ. And, we understand organizational eligibility as meeting the MMQ as listed in Section I, 1.4.1 – 1.4.3, on pages 6 – 7 of the RFSQ. Finally, we understand the final layer of an entity's qualification to be the timely preparation and submission of a responsive SOQ, and all required documentation by September 4, 2019.

A24b. No, there are no other requirements agencies need to meet to be registered through Webven.

Q25a. I reviewed the RFSQ 2019-004 and I realize I am not familiar with the Master Agreements. The RFSQ does not include information on budget nor funding. How does this work? Also, in the section 1.4.1 Experience: under C. ..." Vendors awarded a Master Agreement as fiscal sponsors must be willing to sponsor community-based organizations that will conduct the services in one of the categories." Does this mean the fiscal sponsors will be awarded with funds from your agency?

A25a. Please see response A5a. Please also see response A26 for more information regarding this process.

Q25b. Secondly, we would like very much to work (or as subcontractor) with whoever the vendors and or those with Master Agreements to include the deaf and hard of hearing community. Our agency had tobacco control program with funds received from the state and county many years ago. We also obtained mini grants from local coalition to create billboards targeting to the deaf community. I hope that in the case we do not apply for this RFSQ, we hope whoever vendors be to consider include us part of coalition.

A25b. Organizations are encouraged to reach out to the contractors on the Master Agreement list to work together to respond to the WOS. The Master Agreement list is an ongoing list and it will be posted on DPH's website once approved by the Board.

Q26. Is there a numerical limit to the number of proposals that can be submitted under a single EIN for the 2019-004 RFSQ for Community Engagement and Related Services? If so, is there an exemption for fiscally-sponsored projects?

A26. Only one SOQ can be submitted per vendor. However, vendors who have experience as an agency as well as a fiscal sponsor will be eligible to qualify for both. Please refer to

RFSQ, Appendix A – Required Forms, Exhibit 2, Vendor’s Organization Questionnaire/Affidavit and CBE Information form, page 2, 1.4.1 Experience. By selecting the appropriate box(es), your agency can apply for more than one item (a and c, or b and c). If qualified, your agency will be put on the Master Agreement list as an agency as well as a fiscal sponsor.

Please note the RFSQ is a two-step process. Step one is to receive a Master Agreement with the County, and step two is to submit response to a competitive WOS issued under this RFSQ. Upon being awarded a Master Agreement, vendor is eligible to submit a proposal/bid for any upcoming competitive WOS issued under this RFSQ for which they qualify. The selected/successful vendors will receive funding under terms of the WOS. Please refer to RFSQ, Section 1.6 Master Agreement/Work Order Solicitation (WOS) Process for details.

Q27. I am contacting you about the RFSQ recently released by LADPH. We are interested in this request, however, in Jan 2019 we responded to an RFSQ put out by LADPH (Bid No. CMH110918B1) for the provision of project management services and “subsequent inclusion on the Master Agreement List.”

Can you please tell me whether or not we are included on the Master Agreement List and eligible to be considered for the Community Engagement and Related Services RFSQ? And, if we are already included on the List, do we need to submit additional documentation to certify our qualification to meet the needs of the current RFSQ (community outreach/engagement, managing multi-stakeholder collaboration, community-based communication strategies, meeting facilitation, strategic planning, and community engagement training).

A27. This is a brand new RFSQ. Your agency would have to apply to be on this separate Master Agreement list for Community Engagement and Related Services.

Q28. Are you able to please advise on the difference between this Master Agreement RFSQ and the existing ones we hold for Public Health? For Media Services RFSQ - #2017-008, we were recently selected for: Community Outreach and Designing and Creating. I appreciate any clarifications you can provide on the differences between the Community Engagement in #2019-004 and Community Outreach in #2017-008.

A28. Please see response A27.

Q29. Is this communication regarding a project currently in process or is this notice of a new request for bid?

A29. This is a brand new RFSQ, not a request for a bid. Please see response A26 for more information regarding this process.

Q30. We received notice of the RFSQ For Community Engagement and Related Services, and were interested in applying. Under our previous name, we applied and received placement on the Master Agreement List for RFSQ Media Services 2017-008. Since we changed to another name, we were told to re-apply for the Media Services RFSQ, and were in the process of submitting that application. Is this RFSQ a completely different RFSQ, and we can apply for both, or is this a continuation of the 2017-008, and we only need to apply for this new one?

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A30. Please see response A27.

Pursuant to RFSQ, Section 1.8, County Rights and Responsibilities, 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. There are no revisions to the RFSQ. All terms and conditions of the RFSQ remain in full force and effect.

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