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January 15, 2020

**ADDENDUM NUMBER 2
TO
REQUEST FOR PROPOSALS NO. 2019-007
FOR
LOS ANGELES COUNTY HEALTH SURVEY**

On December 10, 2019, the County of Los Angeles (County) Department of Public Health (DPH) released a Request for Proposals (RFP) for the Los Angeles County Health Survey (LACHS).

The addendum consists of two (2) parts as outlined below:

- **PART 1 – MODIFICATIONS TO RFP**
- **PART 2 – RESPONSES TO PROPOSERS' QUESTIONS**

PART 1 – MODIFICATIONS TO RFP

Pursuant to RFP Section 4.0, County's Rights & Responsibilities, Subsection 4.4, County's Right to Amend Request for Proposals, DPH has the right to amend the RFP by written addendum. This Addendum Number 2 amends this RFP as indicated below (new or revised RFP language is noted in **highlight** and deleted language is noted in ~~strike through~~ for easy reference).

1. RFP, Appendix A-1.1 Los Angeles County Service Planning Areas (SPA) and Health Districts (HD) Map, was unintentionally omitted and shall be added to the RFP, see attached.
2. RFP, Appendix A-1, Section 9.0, Specific Work Requirements, Subsection 9.1 Design the 2021 LACHS, shall be amended as follows:

“Design the 2021 LACHS

Contractor shall design the 2021 LACHS. Methodological approaches may include but are not limited to RDD, web-based design, address-based sampling, and mixed modes data collection. Special emphasis should be placed on a cost-effective design that recruits a

representative sample of all households in LAC and results in reliable estimates for health status and health behaviors at the County, SPA, and HD levels and by key demographic variables (i.e., age, gender, education level, income, race/ethnicity, primary language). Sampling strategy employed shall produce an unweighted sample that proportionately approximates the demographic composition of LAC's adult and child populations (unless oversampling of specific populations is specified). Survey design and sampling strategy must obtain a minimum of 8,000 – 9,000 completed surveys with individual adults for the Adult Survey and a minimum of 6,000 - 7,000 completed surveys with parents/guardians/adults sufficiently knowledgeable about a selected child's health and well-being for children less than 18 years for the Child Survey. In addition, the sample must accurately represent the geographic areas for all eight (8) SPAs. A sample of at least 500 households must be obtained in each SPA for the Adult Survey and a sample of at least 500 households must be obtained in each SPA for the Child Survey. Oversampling of other LAC geographic areas or specific demographic groups may also be incorporated into the LACHS methods. For example, disproportionate sampling of children 0-5 years old may be necessary. Final survey design and sampling strategy must be approved by DPH prior to implementation.”

3. RFP, Appendix A-1, Section 9.0, Specific Work Requirements, Subsection 9.6.1.2 Child Survey, shall be amended as follows:

“Child Survey

Contractor shall administer the Child Survey to a parent/guardian/adult who is sufficiently knowledgeable about the health and daily routines of a randomly selected child in the household. When administered by phone, these interviews are to be 15 - 20 minutes in length (depending upon the age of the referent child). Questionnaire shall consist of approximately 140 - 170 questions. A minimum of 6,000 - 7,000 interviews should be completed. If DPH deems necessary, contractor will disproportionately sample children 0-5 years old. To obtain this sample, eligible respondents have historically been recruited from the Adult Survey (i.e., respondents who reside in a household with a child under 18 years of age and are sufficiently knowledgeable about the child's health and behaviors) and from a separate supplemental Child Survey sample. Contractor may employ alternative method(s) for recruiting respondents for the Child Survey contingent upon approval by DPH. If Child Survey respondents are recruited from the Adult Survey, contractor must ensure that data collected from the same household for the Adult and Child Survey interviews are linked.”

4. RFP, Appendix A-1, Section 9.0, Specific Work Requirements, Subsection 9.6.4.4 shall be amended as follows:

“Provide a minimum of two (2) interim datasets (one for the Adult Survey and one for the Child Survey) of the 2021 LACHS Adult and Child Surveys to DPH upon request for data checking. Datasets will be used by DPH for data checking as well as for final geocoding of respondent-reported residential address and final SPA and HD assignment. Additionally, provide periodic data sets from Adult and Child Surveys containing address information for final geocoding of respondent-reported residential address and final SPA and HD assignment. These data sets are to be delivered after completion of every 1,000 of surveys, to allow for batched geocoding. Datasets must be provided in standard format Statistical Analysis System (SAS) via a secure data transmission method.”

5. RFP, Appendix A-2, Proposer's Scope of Work, has been revised and replaced in its entirety with Appendix A-2 (Revised), Proposer's Scope of Work, to revise description in Objective 7.
6. RFP, Appendix B, Section C, Operating Expenses, shall be amended as follows:

"Operating Expenses

Identify the type of expense (e.g., **administrative personnel, support staff**, office or facility rent/lease, office supplies, printing/reproduction, general liability insurance, equipment, computers, telephone expenses, etc.) that will be required for the provision of services under the proposed project. Proposer must also provide a short description of the expense and/or methodology for arriving at the expense amount. Enter the total cost of the expense item in the Amount column. The costs for operating expenses should conform to the proposed project's objectives. Please note, there will be no reimbursement for mortgage expenses for property owned by the Proposer."

7. RFP, Appendix B, Section E, Other Costs, shall be amended as follows:

"Other Costs (including Consultants/Subcontractors/Incentives)

Identify other costs required for the provision of services under the proposed project. Proposer may also include costs of hiring subcontractors, ~~and/or~~ consultants, **and/or incentives**. Provide a short description of the expense and/or methodology for arriving at the expense amount (e.g., provide the type of consultant/subcontractor/**incentives** and indicate their hourly rate/**cost**) and enter the total cost of the expense item in the Amount column."

8. RFP, Appendix B, Section G, Indirect Costs, shall be amended as follows:

"Indirect Costs

Enter indirect costs required for the provision of services under the proposed project. Indirect costs are costs that are incurred for a common or joint purpose benefiting more than one ~~cost objective~~ **project**, and not readily attributable to any particular project or service. These costs may include ~~salaries, wages, and fringe benefits of administrative personnel whose effort benefits more than one cost objective project;~~ operational and maintenance costs that benefit more than one ~~cost objective~~ **project.**; ~~and/or expenses such as rent for percentage of space occupied by administrative personnel, etc.~~

Indirect costs should not exceed 15% of total salaries and benefits."

9. RFP, Appendix B-1, Budget, has been deleted and replaced in its entirety with Appendix B-1 (Revised), Budget, to add description of invoicing on the Cumulative Budget page and to correct typographical error on each page header.
10. RFP, Appendix C, Section 6, Invoices and Payment, Subsections B and C shall be amended as follows:

“B. The Contractor shall bill ~~the~~ County ~~monthly in arrears~~ as stated in Appendix B-1 (Revised). All billings shall include a financial invoice and all required reports and/or data. All billings shall clearly reflect all required information as specified on forms provided by County regarding the services for which claims are to be made and any and all payments made to Contractor.

C. Billings shall be submitted to ~~the~~ County ~~within thirty (30) calendar days after the close of each calendar month~~ as stated in Appendix B-1 (Revised). Within a reasonable period of time following receipt of a complete and correct ~~monthly~~ billing, County shall make payment in accordance to the Budget(s) attached hereto and incorporated herein by reference.”

PART 2 – RESPONSES TO PROPOSERS’ QUESTIONS

SECTION 2.0 – CONTRACT FOR LOS ANGELES COUNTY HEALTH SURVEY SERVICES

- Q1.** Is this a fixed-cost contract?
- A1.** Please refer to RFP, Section 2.0 Contract for Los Angeles County Health Survey Services, Subsection 2.2.2 Contract Rates.
- Q2.** RFP section 2, subsection 2.2.1 Anticipated Contract Term (p. 3) refers to an initial two-year term which may be terminated sooner or extended further for up to two additional two-year periods. RFP section 2.2.2 Contract Rates (p. 4) states that the Contractor’s rates shall be firm and fixed for the term of the contract. Will contractors have the opportunity to adjust their price at the start of any option year to account for any methodological and/or scope changes?
- A2.** The optional 2nd and 3rd cycle will be negotiated prior to the extension period.

SECTION 3.0 – PROPOSER’S MINIMUM MANDATORY QUALIFICATIONS (MMQ)

Subsection 3.1

- Q3.** Do the minimum years of experience apply to the program, University, or key personnel?
- A3.** The minimum years of experience applies to the entity that is submitting a Proposal.

SECTION 7.0 – PROPOSAL SUBMISSION REQUIREMENTS

Subsection 7.8.4 Proposer's Implementation and Management Plan (LACHS Plan) (Section B)

- Q4.** According to Section B.1. on RFP page 37, if the vendor decides to bid an RDD frame approach, they should respond to items I., II., and III. If the vendor decides to bid an alternative frame approach, they should respond to item IV. If the vendor decides to bid a multi-frame approach, they should respond to items I., II., III., and IV. Please confirm, is this correct?
- A4.** Yes, this is correct. Pursuant to the RFP, Section 7.0 Proposal Submission Requirements, Subsection 7.8.4 Proposer's Implementation and Management Plan, see below.
- If proposing RDD-only survey design, respond to I, II, and III.
 - If proposing an alternative survey design that includes a telephone-based component, respond to I, II, III, and IV.
 - If proposing an alternative survey design that does not include RDD or another telephone-based component, respond only to IV.
- Q5.** What is the minimum required response rate, if any?
- A5.** Pursuant to the RFP, Section 7.0 Proposal Submission Requirements, Subsection 7.8.4 Number 5, Proposer's Implementation and Management Plan, DPH desires the response rates to be no lower than the response rates from the 2018 LACHS cycle of 10.0% for the Adult Survey and 10.2% for the Child Survey.

APPENDIX A-1, STATEMENT OF WORK

- Q6.** What personnel will we need to hire and who will be full time and who will be part time?
- A6.** Pursuant to the RFP, Appendix A-1, Section 6.0, Responsibilities, Contractor shall assign a sufficient number of employees to perform all required work.
- Q7.** Does LAC DPH have more input on the degree to which we should aim for the high or low point of desired sample sizes?
- A7.** Proposers should aim for the high end of the desired sample size.
- Q8.** Last cycle, interviews of 0 - 5 year olds were disproportionately selected over children of other ages. Is there a desired sample size of child interviews by child age?
- A8.** Please refer to this Addendum, Part 1, Modifications to RFP, Number 2 and 3 and to Appendix A-2 (Revised).

- Q9.** Questionnaire length estimates are 25 - 28 minutes for adult and 15 - 20 minutes for child. Last cycle they were 31 minutes and 21.5 minutes respectively. Will the questionnaire content be appropriately reduced from last cycle's versions to achieve these estimated questionnaire lengths?
- A9.** Pursuant to the RFP, Appendix A-1, Subsections 9.3, Design and Conduct the 2021 LACHS Pretest, and 9.4, Design and Conduct the 2021 LACHS Pilot Test, DPH will work with the selected Proposer during the pretest and pilot test in evaluating the timing and length of the Child and Adult questionnaires, including attempting to be as close as possible to the length estimates.
- Q10.** RFP Appendix A-1, Section 9.6, Subsection 9.6.1.2 (p. 9) addresses Child Survey recruitment. What percentage of Child Survey respondents were recruited from the Adult Survey during the most recent LACHS?
- A10.** During the 2018 LACHS wave, a total of 4,986 Child Surveys were completed. Of the total completed surveys, 22% (1,117 surveys: Landline=371; Cellphone=746) of surveys were completed by respondents recruited from the Adult Survey.
- Q11.** RFP Appendix A-1, Section 9.6, Subsection 9.6.4.4 (p. 10) calls for the delivery of interim datasets to DPH upon request. How many interim data sets should bidders assume?
- A11.** Please refer to this Addendum, Part 1, Modifications to RFP, Number 4 and Appendix A-2 (Revised).
- Q12.** Section 9.1 We noted the request that the unweighted sample be representative? Can you elaborate on exactly what is meant by this? How was this achieved in prior waves of this project?
- A12.** The demographic breakdown should closely reflect the population makeup of Los Angeles County. In prior waves, we have targeted specific subgroups (e.g., Asian Americans, families with children 0-5 years old) to increase the selection probability of hard to reach populations/groups.

APPENDIX B, BUDGET INSTRUCTIONS

- Q13.** Given the need to reduce sample size in the 2018 wave, does LAC DPH have additional budget to attain the requested 8,000 - 9,000 adult/6,000 - 7,000 child interviews? Is there a range of expected budget that can be shared?
- A13.** Pursuant to RFS, Section 7.0, Proposal Submission Requirements, Subsection 7.8.7, Proposer's Budget, Proposer must submit a budget. The budget for the 2018 LACHS was \$2,089,140.

Q14. What is the total budget for the first cycle, and how is it distributed across years within the first cycle? What is the total budget for 2nd and 3rd cycle?

A14. Pursuant to Appendix B, Budget Instructions, Proposer shall complete and submit its budget for a 24 month cycle, that meets the objectives as outlined in the Scope of Work (Appendix A-2 Revised) and Statement of Work (Appendix A-1). Payment will be based on the budget for each objective. The optional 2nd and 3rd cycles will be negotiated prior to the extension period.

Q15a. What will be LAC's preferred contract type for the work planned under RFP 2019-007? T&M, FFP, or Cost Reimbursable plus Fixed Fee? Given the contractor's experience with prior cycles not meeting desired target completes, an FFP contract would provide LAC with assurances that target completes will be met.

A15a. This contract is fixed-cost per objective.

Q15b. In addition, can the awardee invoice in equal monthly installments of the total price for each survey cycle?

A15b. No, Proposer shall invoice DPH upon completion of each objective unless stated otherwise, see Appendix B-1 (Revised) Cumulative Budget page.

Q16. Please confirm, per RFP Appendix B, Budget Instructions, the contractor should only submit pricing for the 2021–2022 cycle, with pricing for subsequent survey cycles (if awarded) to be submitted subsequently?

A16. Yes, that is correct.

Q17. RFP Appendix B, Budget Instructions, G. Indirect Costs, states, "Indirect costs should not exceed 15% of total salaries and benefits." The 2013 iteration of this RFP calculated percentage for the indirect cost of all direct costs. The changes in the RFP scope of work (e.g., alternate methodologies) may result in less direct labor and more other direct costs. Will the County consider revising the language in the RFP from "15% of total salaries and benefits" to "15% of total direct costs"?

A17. No. Please refer to this Addendum, Part 1, Modifications to RFP, Number 6 and 8.

Q18. In the last accepted contract, operating expenses were accepted as part of direct operating expenses (i.e., administration and support staff labor, facilities, including rent, utilities, equipment, maintenance, telecommunications; other operating expenses – software licensing, insurance, payroll, etc.). Will it be acceptable to bid these items as operating expenses for this cycle?

A18. Please refer to this Addendum, Part 1, Modifications to RFP, Number 6.

Q19. The operating expenses (i.e., administration and support staff labor, facilities, including rent, utilities, equipment, maintenance, telecommunications; other operating expenses –

software licensing, insurance, payroll, etc.) are usually allocated to the contract as a percentage in proportion to labor and other costs (e.g., benefits). Can the contractor use these prorated percentages in accordance with contractor's standard accounting practices as the basis for invoicing such operating expenses?

A19. Please refer to this Addendum, Part 1, Modifications to RFP, Number 6 for description of costs allowed under Operating Expenses.

Q20. RFP Appendix C, Sample Contract, pages 5–6, paragraph 6.B. Invoices and Payments, states, "The Contractor shall bill County monthly in arrears. All billings shall include a financial invoice and all required reports and/or data. All billings shall clearly reflect all required information as specified on forms provided by County regarding the services for which claims are to be made and any and all payments made to Contractor." Will the County specify the type of reports and data required on the invoice? Will the County provide a sample invoice and the form the contractor will be required to use when submitting invoices?

A20. Please refer to this Addendum, Part 1, Modifications to RFP, Number 9.

Q21. Will the County pay the contractor in equal monthly installments or reimburse based on expended costs and fee?

A21. Proposer will invoice DPH upon completion of each objective unless stated otherwise in Appendix B-1 (Revised), Cumulative Budget page.

Q22. In regard to invoicing on the resultant contract, will the County clarify whether the Contractor will be able to a) manage funding to the entire budget Not to Exceed (NTE) ceiling for one cycle; b) manage the budget to the total NTE ceiling for each objective; or c) manage the entire budget within the NTE ceilings for each budget category?

A22. The contract will be budgeted as a total cost per objective.

Q23. Will the County provide the contract value for the 2017/18 cycle?

A23. The budget for the 2018 LACHS was \$2,089,140.

Q24. Are we allowed to budget for incentives to participate in the survey?

A24. Please refer to this Addendum, Part 1, Modifications to RFP, Number 7.

GENERAL QUESTIONS

Q25. Does LAC DPH have a desired minimum number of interviews for each required language?

A25. DPH desires that the number of surveys/interviews in Spanish and Asian languages (i.e. Korean, Mandarin, Cantonese, and Vietnamese) reflect the composition of those who speak Spanish and Asian languages (i.e. Korean, Mandarin, Cantonese, and Vietnamese)

in Los Angeles County. Proposers are encouraged to use the U.S. Census data to formulate the number of interviews for each required language.

Q26. Has the LACHS done any testing of alternatives from an RDD methodology? If so, can results of that testing be shared?

A26. No, DPH has not tested any alternative methodologies for implementing the LACHS.

Q27. Does this contract accept new bidders or it only accepts bidders who participated in previous rounds of competition?

A27. This is an open competitive solicitation; bidders are not required to have participated in previous cycles.

Q28. Is this contract open to the general public or is this contract only open to those who are currently in the Master List of Vendors for County contract?

A28. See A27 for response.

Q29. What are the timelines to finish the survey?

A29. The Survey Cycle 1, 2021 LACHS is to be completed within the 24-month contract period. Please see Appendix A-1, Statement of Work, for details.

Q30a. RFP page 27, Section 7.2 RFP Timetable, bottom row, "Proposals Due." Will LAC extend the submission deadline by 2 weeks to allow Proposers sufficient time to review answers to questions and prepare comprehensive proposals?

A30a. No. Please refer to Addendum Number 1 for the revised RFP Timetable.

Q30b. Would LAC also consider another round of questions based on responses to these items?

A30b. No.

Q31. RFP page 29, Section 7.7 Preparation of the Proposal, paragraph #3 states, "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..." Please clarify: are proposals allowed to be submitted in a portrait layout?

A31. Yes, proposals are to be submitted in portrait layout.

Q32a. Section 4.5: What staff members do you anticipate being subject to background checks? What are the requirements of a background check?

A32a. All staff working on this project are considered a designated sensitive position and will require a background check. Please refer to RFP, Appendix C, Paragraph 23, Subsection D, Background and Security Investigations, for more details.

Q32b. If staff already have them, is that sufficient?

A32b. No.

Q32c. What timeframe would be acceptable?

A32c. The background check must be cleared prior to starting work.

Pursuant to RFP, Section 4.0, County's Rights & Responsibilities, Subsection 4.4, 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.

Thank you for your interest in contracting with the County of Los Angeles. Except for the revisions contained in Addendum Number 1 and 2, there are no other revisions to the RFP. All other terms and conditions of the RFP remain in full force and effect.

(Attachments)