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December 18, 2019

**ADDENDUM NUMBER 2
TO
REQUEST FOR PROPOSALS (RFP)
FOR
CALFRESH HEALTHY LIVING PROGRAM RFP NO. 2019-008**

On November 13, 2019, the County of Los Angeles (County) Department of Public Health (DPH) released a Request for Proposals (RFP) for the CalFresh Healthy Living Program.

This Addendum Number 2 is being issued to make modifications and revisions to the RFP.

As indicated in the RFP, Section 4.0, County's Right and Responsibilities, the County has the right to amend this RFP by written Addendum. This Addendum Number 2 amends this RFP as indicated below (new or revised language is shown in **highlight** and deleted language is shown in **strikethrough** for easy reference).

1. RFP Section, **1.0, INTRODUCTION**, Subsection **1.1, Purpose, Category 6: Nutrition Education and Physical Activity**, is hereby amended as follows:

“Category 6: Nutrition Education and Physical Activity

(Contractors in this category will be required to maintain a business office in the geographical boundaries of Los Angeles County.)”

2. RFP Section, **1.0, INTRODUCTION**, Subsection **1.4, Categories for CalFresh Healthy Living Program, Category 6: Nutrition Education and Physical Activity**, is hereby amended as follows:

“Category 6: Nutrition Education and Physical Activity

Studies show that both food assistance and nutrition education with a focus on food resource management are necessary to have an impact on food insecurity among SNAP-eligible participants. SNAP participation without nutrition education may not be sufficient to help participants adhere to a

healthy diet, and nutrition education without food assistance may not give participants the purchasing power required to buy healthier foods. As a complement to nutrition education, physical activity has a positive effect on the health and well-being of children and adults and can reduce the risk for obesity and its related diseases. Supplementing nutrition education with physical activity for children and adults can provide opportunities for healthy, active lifestyles and teaching knowledge and skills that can lead to a lifetime of physical activity.

Contractors in this category will be assigned to work with five school sites within one school district and four to five DPH-assigned parks to implement nutrition education and physical activity. Contractors in this category will be required to maintain a business office in the geographical boundaries of Los Angeles County.

Minimum Staffing Requirements (*Job duties outlined in Scope of Work*):

A. Project Coordinator - 1.0 FTE staff member

The Project Coordinator must have a Master's Degree in Public Health, Nutrition Sciences, Social Work, or other relevant degree AND a minimum of one (1) year of experience implementing public health programs in underserved communities OR have a minimum of three (3) years of experience implementing public health programs in underserved communities, with a minimum of one (1) year implementing nutrition education and obesity prevention programs.

B. Health Educator/Physical Activity (PA) Specialist - two (2) 1.0 FTE staff members

The Health Educator/PA Specialists must hold a Bachelor's Degree in Nutrition Sciences, Health Education or similar degree OR have a minimum of two (2) years of experience as a health educator in underserved communities.

C. Administrative Assistant – ~~1.0~~ 0.35 FTE staff member

Additional considerations for staffing

- Proposers should consider language-specific and cultural competencies in order to reach the diverse target population in LAC.
- Additional skills that may be considered include those related to health promotion, nutrition expertise, community engagement, policy work, and administration.
- Other staff may be proposed in order to accomplish the required scope of work.”

3. RFP Section **3.0 PROPOSER'S MINIMUM MANDATORY REQUIREMENTS (MMR)**, Subsection **3.9 Additional MMR for Category 6: Nutrition Education and Physical Activity**, is hereby amended as follows:

"3.9.1 Proposer must be a non-profit organization with 501(c)(3) status that has been in business for a minimum of two (2) years.

Proposer must submit a 501(c)(3) Letter of Determination provided by the IRS; **and**

~~3.9.2 Proposer must have a business office within the geographic boundaries of Los Angeles County; **and**~~

3.9.2~~3.9.3~~ Proposer must have a minimum of two (2) years of experience within the last five (5) years providing obesity prevention services in low-income communities through:

- a. Behaviorally focused, skills-based nutrition education; and
- b. Behaviorally focused, physical activity promotion.

OR

3.9.3~~3.9.4~~ Proposer must be a Fiscal sponsor with three (3) years of experience within the last five (5) years responsible for fiduciary oversight, financial management, and other administrative services for an organization (subcontracting agency); and

Proposer must submit a proposal with an identified organization (subcontracting agency) who meets the following requirements:

- a. An organization status, that has been in business for a minimum of two (2) years; and

~~b. Must have a business office within the geographic boundaries of Los Angeles County; and~~

b. ~~e.~~ Has a minimum of two (2) years of experience within the last five (5) years providing obesity prevention services in low-income communities through:

- i) Behaviorally focused, skills-based nutrition education; and
- ii) Behaviorally focused, physical activity promotion."

4. RFP Section **7.0 PROPOSAL SUBMISSION REQUIREMENTS**, Subsection **7.2, RFP Timetable**, is hereby amended as follows:

“7.2 RFP Timetable

The timetable for this RFP is as follows:

RFP TIMETABLE	
Release of RFP	November 13, 2019
Request for a Solicitation Requirements Review Due by 4:00 P.M. Pacific Time (PT)	November 27, 2019
Proposers’ Conference	December 10, 2019
Proposer’s Written Questions Due by 4:00 P.M. PT	December 13, 2019
Intent to Apply Due by 4:00 P.M. PT	January 3, 2020
Release of Answers to Proposers’ Written Questions	January 9, 2020 January 16, 2020
Proposals are Due by 4:00 P.M. PT.	January 17, 2020 January 31, 2020

Note: All times as listed above and throughout this RFP are Pacific Time (PT).”

5. RFP, Appendix A-1, Scope of Work, Category 6: Nutrition Education and Physical Activity, is deleted and replaced in its entirety with Appendix A-1 (Revised), Scope of Work, Category 6: Nutrition Education and Physical Activity, attached hereto and incorporated by reference. Wherever Appendix A-1 is referenced in the RFP shall be deemed amended to read Appendix A-1 (Revised).
6. RFP, Appendix A-2, Scope of Work, Category 6: Nutrition Education and Physical Activity, is deleted and replaced in its entirety with Appendix A-2 (Revised), Scope of Work, Category 6: Nutrition Education and Physical Activity, attached hereto and incorporated by reference. Wherever Appendix A-2 is referenced in the RFP shall be deemed amended to read Appendix A-2 (Revised).
7. RFP, Appendix A-3, Scope of Work, Category 6: Nutrition Education and Physical Activity, is deleted and replaced in its entirety with Appendix A-3 (Revised), Scope of Work, Category 6: Nutrition Education and Physical Activity, attached hereto and incorporated by reference. Wherever Appendix A-3 is referenced in the RFP shall be deemed amended to read Appendix A-3 (Revised).

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Pursuant to RFP, Section 4.0, County's Rights and Responsibilities, Addendum Number 2 has been made available on the 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.

Attachments (3)
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