



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

**MUNTU DAVIS, MD., M.P.H.**  
County Health Officer

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

[www.publichealth.lacounty.gov](http://www.publichealth.lacounty.gov)

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February 7, 2020

**ADDENDUM NUMBER 4  
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 RFP for the CalFresh Healthy Living Program.

This addendum consists of the two (2) parts as outlined below and attachments, as modified and included with this addendum:

- PART 1 - Modifications and Revisions to RFP
- PART 2 - Responses to Proposers' Questions

**PART 1 - MODIFICATIONS AND REVISIONS TO RFP**

As indicated in the RFP, Section 4.0, County's Rights and Responsibilities, the County has the right to amend this RFP by written Addendum. This Addendum Number 4 amends the RFP as indicated below and in the attached (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, is amended to read as follows:

**"1.1 Purpose**

The Los Angeles County (LAC) Department of Public Health (DPH) is issuing this Request for Proposals (RFP) to solicit proposals from interested qualified

organizations (Proposers) to implement the CalFresh Healthy Living Program to increase food security and reduce the prevalence of diet related chronic diseases among low-income individuals and families in LAC. The overall goal of the program is to achieve specific behavioral outcomes including increased consumption of healthy foods and water, reduced consumption of unhealthy foods and sugar sweetened beverages, increased levels of physical activity, and optimization of the food system.

Proposers may submit a maximum of two (2) proposals, one (1) proposal per category, in the following six (6) categories.\* ~~with the exception of Category 2:~~

**NOTE:** Fiscal sponsors are **NOT** limited in the number of proposals they may submit. **However,** an organization (subcontracting agency) applying through a fiscal sponsor is subject to the limitations noted above.

**Category 1:** Early Childcare and Education;

**Category 2:** K-12 Schools and Afterschool Programs -  
Proposers may submit up to two (2) proposals in Category 2, which is the maximum allowed for this RFP. Each proposal in this category must target different Los Angeles County Service Planning Areas (SPAs).

**Category 3:** Healthcare Clinics;

**Category 4:** Food Banks/Pantries;

**Category 5:** Produce Distribution; and

**Category 6:** Nutrition Education and Physical Activity

**NOTE:** Sites in Long Beach and Pasadena are not eligible for this RFP; Long Beach and Pasadena public health departments receive Supplemental Nutrition Assistance Program-Education (SNAP-Ed) funding for their jurisdictions.

This RFP establishes the guidelines, criteria, and procedures for submitting proposals for required services.

| Quick Reference                               |              |
|---|--------------|
| “Sample Contract: County Terms and Conditions | Section 2.1  |
| Proposer’s Minimum Mandatory Requirements     | Section 3.0  |
| RFP Timetable                                 | Section 7.2  |
| Proposer’s Conference                         | Section 7.6  |
| Proposal Format                               | Section 7.9  |
| Proposal Submission                           | Section 7.12 |

- .....”
- RFP, Section 3.0, Proposer’s Minimum Mandatory Requirements (MMR), Subsection 3.1, Requirements for Funding Categories 1-6, Paragraph 3.1.1 is amended as follows:

“3.1.1 Interested and qualified Proposers that can demonstrate their ability to successfully provide the required services outlined in Appendix A (Scope of Work) of this RFP are invited to submit proposal(s), provided they meet all of the following requirement(s) on the day that the proposals are due. For Funding Categories 1-3, Subcontractor(s) and/or consultants cannot be used to meet any of the MMRs. For Funding Categories 4-6, if Proposer is a fiscal sponsor, subcontractor(s) and/or consultants can be used to meet MMRs.

**NOTE: Fiscal sponsors are NOT limited in the number of proposals they may submit. However, an organization (subcontracting agency) applying through a fiscal sponsor is subject to the limitations noted above”**

- RFP, Subsection 7.8, Preparation of the Proposal, Paragraph 2, is amended to read as follows:

“2. Package must include **additional** four (4) **DOUBLE-SIDED** copies of the original proposal package, either **professionally bound or secured in a three-ring binder**, (including copies of all required forms and attachments). Each proposal copy must be marked as such, e.g., “Copy” on the proposal’s Title Page.”

- RFP, Section 7.0, Proposal Submission Requirements, Subsection 7.9, Proposal Format, is deleted and replaced in its entirety with Subsection **7.9, Proposal Format (Revised)**, attached hereto as Attachment I, and incorporated by reference. Wherever Subsection 7.9 is referenced in the RFP shall be deemed amended to read Subsection 7.9 (Revised).

5. RFP, Appendix C, Budget and Budget Justification Instructions, is deleted and replaced in its entirety with **Appendix C (Revised), Budget and Budget Justification Instructions**, attached hereto and incorporated by reference. Wherever Appendix C is referenced in the RFP shall be deemed amended to read Appendix C (Revised).
6. RFP, Appendix D, Required Forms, Exhibit 4, Prospective Contractor List of Contracts, is deleted and replaced in its entirety with **Appendix D, Required Forms, Exhibit 4 (Revised), Prospective Contractor List of Contracts**, attached hereto and incorporated by reference. Wherever Appendix D, Required Forms, Exhibit 4 is referenced in the RFP shall be deemed amended to read Appendix D, Required Forms, Exhibit 4 (Revised).
7. RFP, Appendix D, Required Forms, Exhibit 5, Prospective Contractor List of Terminated Contracts, is deleted and replaced in its entirety with **Appendix D, Required Forms, Exhibit 5 (Revised), Prospective Contractor List of Terminated Contracts**, attached hereto and incorporated by reference. Wherever Appendix D, Required Forms, Exhibit 5 is referenced in the RFP shall be deemed amended to read Appendix D, Required Forms, Exhibit 5 (Revised).
8. RFP, Appendix Q, Site Eligibility Documentation, is deleted and replaced in its entirety with **Appendix Q (Revised), Site Eligibility Documentation**, attached hereto and incorporated by reference. Wherever Appendix Q is referenced in the RFP shall be deemed amended to read Appendix Q (Revised).
9. Appendix V, Proposer's Submission Checklist, is added to the RFP attached hereto and incorporated by reference. **Appendix V, Proposer's Submission Checklist is provided to assist Proposers in ensuring that all applicable sections, forms, exhibits, attachments, etc. are submitted with the proposal. It also includes an optional survey questionnaire.**

## **PART 2 - RESPONSES TO PROPOSERS' QUESTIONS**

As indicated in the RFP, Section 7.0, Proposal Submission Requirements, Subsection 7.4, Proposers' Questions, questions received by the date and time indicated in Subsection 7.2 (RFP Timetable). All questions, without identifying the submitting company, will be compiled with the appropriate answers and issued as an addendum to the RFP and that County reserves the right to group similar questions when providing answers. This Addendum Number 4, Part 2, provides response to the questions received.

### **GENERAL QUESTIONS**

**Q1. Will the PowerPoint presentation be available for download?**

A1. No.

**Q2. Will the [Proposer's Conference] meeting be available as a webinar anytime soon?**

A2. No.

**Q3. Do we have to type and submit any questions that we turned in today that remained unanswered or will they be responded to in the Addendum?**

A3. Questions asked during the Proposers' Conference do not have to be submitted in writing to DPH. Questions from the Proposers' Conference are included in Part 2 of this Addendum Number 4.

**Q4. My read on the RFP is that a WIC program cannot apply for this grant. I don't think we fit any of the categories. Can you comment on this?**

A4. An agency that implements the Women, Infants, and Children (WIC) program may be eligible for Category 6: Nutrition Education and Physical Activity to provide services to assigned Category 2: K-12 Schools and Afterschool Programs if it meets all of the minimum mandatory requirements as described in RFP, Subsections 3.1, 3.2, 3.3 and 3.9.

Note: SNAP-Ed funded nutrition education and physical activity cannot be provided in WIC clinics.

**Q5. I have bid on many different federal, State and County contracts over the past few years with no success. I recently received your email requesting food items for CalFresh. I currently Grocery items on Amazon and have done so for about four years. I would really like to bid on your RFP but I would like to ask a question.**

**A) Do you currently have a lot of companies bidding on this?**

**B) Is there a possibility of working together to establish a relationship with my business and the County?**

**We are very able to source products and currently have an account with UNFI Grocers to fulfill our Organic food distribution.**

A5. A) DPH has received over 40 Intent to Apply forms in response to this RFP.

B) Yes, if the Proposer meets the MMRs for the category(ies) for which they are applying.

See Part 1 – Modifications and Revisions to RFP, item 2, of this Addendum Number 4 and RFP, Section 3.0, Proposer’s Minimum Mandatory Requirements (MMR).

**Q6. Proposer has a question regarding subcontractors.  
RFP Section Number: 1.4 Categories for CalFresh Healthy Living Program  
Sub-section Number: Category 2: K-12 Schools and Afterschool Programs  
Page Number: 7**

**Quote: Proposers in this category may subcontract with (1) community-based organization with relevant experience to implement Water Access and Appeal, “share table(s)”, and free produce “pickups” strategies.**

**Can a community-based organization that is applying for category 6 funding, also be the subcontractor for a school that applies for category 2 funding?**

A6. Yes.

**Q7. Appendix A – Category 6 Nutrition Education and Physical Activity Scope of Work, NEPA 4.1, page 5 (and used throughout scope of work pertaining to different nutrition education activities). We understand the requirement to have curriculum materials be approved by the CDPH (“DPH-approved”).**

**Can you expand on the process of how an organization gets curriculum approval by the CDPH?**

A7. A curriculum must be submitted to the Los Angeles County Department of Public Health, which then submits curricula to the California Department of Public Health Nutrition and Education and Obesity Prevention Branch (NEOPB) for approval by the NEOPB Curriculum Workgroup. This Workgroup meets when new curricula are submitted for approval. The Workgroup analyzes areas of need and uses a checklist to assess curricula based on factors such as content, organization, visuals/format, wording/sentence structure, pilot testing, and evidence base.

**Q8. How will LA County DPH be sure to serve, engage, and outreach to AANHPI communities in culturally relevant and linguistically accessible ways?**

A8. The overall intent of CalFresh Healthy Living Program is to focus services in diverse eligible communities (census tracts with >50% of the population with household incomes <185% of the poverty line) and eligible sites (means-tested sites that qualify under SNAP-Ed regulations) to target obesity and food insecurity, including serving diverse populations, such as Latinx, African-American, Asian and Pacific Islander, and/or other racial/ethnic communities.

The purpose of the RFP is to solicit these services to enter into partnership with DPH to serve, engage, and outreach to diverse communities such as Asian American,

Native Hawaiian, and Pacific Islander (AANHPI). DPH encourages Proposers that serve these specific, eligible communities to respond to this RFP according to the requirements listed in the RFP.

## **SECTION 1.0 INTRODUCTION**

**Q9. If a Proposer submits 2 proposals, are they eligible to be contracted for 2 contracts?**

**The RFP says that organizations are eligible to apply for up to 2 categories. Does this mean that organizations would be eligible to receive 2 contracts for the 2 categories?**

A9. Yes, Proposers that submit two (2) proposals as described in RFP Section 1.0, Introduction, Subsection 1.1, Purpose, may potentially be recommended to the County Board of Supervisors for two (2) contract awards.

**Q10. If we submit two proposals, is there a possibility of getting funded for two categories? If so, can we overlap staff?**

A10. Yes, a Proposer that submits proposals for more than one (1) Category may potentially be recommended for two (2) contracts.

If a Proposer is recommended for funding for two (2) contracts, there must be two (2) individual Project Coordinators; one (1) Project Coordinator at 1.0 FTE must be assigned to each contract.

With the exception of a Project Coordinator, job duties may be shared by multiple staff for other positions, so long as the total shared FTE and job duties adhere to the minimum staffing requirements for each Category, per the RFP, Subsection 1.4, Categories for CalFresh Healthy Living Program and the Scope of Work associated with each category.

**Q11. While the RFP explicitly states we should submit separate intents to apply, if we're applying to two categories will we need to do two separate proposals (including forms, etc.) or is it acceptable to include the narratives in the same submission?**

A11. Proposers are required to submit a complete proposal for each category in which they are applying. Proposers may submit a maximum of two (2) proposals, one (1) proposal per category, with the exception of Category 2. Please refer to RFP, Subsection 1.1, Purpose.

**Q12. The Pasadena Unified School District is interested in applying to the CalFresh Healthy Living Program. We understand that sites located in Pasadena are not eligible for this funding. The district has five school sites in Altadena, which is an unincorporated part of the County. Can you confirm that Altadena sites are eligible for this grant?**

**Under section 1.1 Funding Category 2: K-12 Schools & Afterschool of the CalFresh Healthy Living Program RFP 2019-008, it is noted that sites in Long Beach and Pasadena are not eligible for this grant since both city's Public Health Departments receive Supplemental Nutrition Assistance Program-Education (SNAP-Ed) for their jurisdiction.**

**Pasadena Public Health Department SNAP-Ed jurisdiction is limited to the geographical region of Northwest Pasadena within the City of Pasadena. Pasadena Unified School District, which serves the communities of Altadena and Sierra Madre as well as the City of Pasadena, intends to apply for five school sites located in unincorporated Altadena that are outside the City of Pasadena Public Health Department jurisdiction. Each of the school sites in Altadena serves a population that meets the minimum low-income requirements of the grant program.**

**Would you please confirm that Pasadena Unified School District may apply to the CalFresh Healthy Living Program for activities at school sites in Altadena?**

**Pasadena USD services students and families outside Pasadena PHD jurisdictions. PPHD only services our families in North West part of Pasadena. We do have schools located in Altadena and East Pasadena that qualifies based on F/R %. We need to know if we are eligible to apply for schools in Altadena (LA County) and East Pasadena area (outside PPHD jurisdiction**

**A12. Under this RFP, a Public School District within the geographical boundaries of Los Angeles County that meets all applicable minimum mandatory requirements, including the additional MMRs, is eligible to respond to this RFP as long as the school district and school sites meet the eligibility requirements per the RFP, Subsection 3.5, Additional MMR for Category 2: K-12 Schools and Afterschool Programs AND the school sites in which CalFresh Healthy Living Program activities are implemented are NOT located within Pasadena or Long Beach. Sites in Altadena that meet the eligibility requirements per the RFP, Subsection 3.5, Additional MMR for Category 2: K-12 Schools and Afterschool Programs are eligible.**

**Q13. Is our organization eligible if our home office is in Pasadena but services will be provided in other areas of Los Angeles County, such as El Monte and/or Monrovia?**



**My question is related to [the following language in] RFP section #1, sub-section 1.1 Purpose, on pg. 1. 'NOTE: Sites in Long Beach and Pasadena are not eligible for this RFP; Long Beach and Pasadena public health departments receive Supplemental Nutrition Assistance Program-Education (SNAP-Ed) funding for their jurisdictions'. My question is if we are an organization with a home office in Pasadena, but are proposing to provide services in Monrovia or El Monte, would we be eligible to apply?**

A13. Yes, organizations with a home office in Pasadena or Long Beach are eligible to apply if they meet all the minimum mandatory requirements and additional MMRs for each service category in which they are applying AND the sites in which CalFresh Healthy Living Program activities are implemented are NOT located within Pasadena or Long Beach.

**Q14. Per Section 7.4 of the CalFresh Healthy Living Program RFP (No. 2019-008), we hereby submit the following proposers' questions to be answered per Section 7.2 of the above-referenced RFP:**

- **RFP Section number: 1.0 Introduction**
- **Sub-section number: 1.1 Purpose**
- **Page number: 1**
- **The language in question: "NOTE: Sites in Long Beach and Pasadena are not eligible for this RFP; Long Beach and Pasadena public health departments receive Supplemental Nutrition Assistance Program-Education (SNAP-Ed) funding for their jurisdictions."**

**Are sites in Altadena eligible for this RFP?**

A14. Yes.

### **STAFFING REQUIREMENTS**

**Q15. Is the Admin Assistant [for Category 6: Nutrition and Physical Activity] .35 FTE, as indicated on the budget form, or is it 1.0 FTE? Given the number of staff required and need to generate a budget for three years it would be helpful to know what is required.**

**Per the budget, the administrative assistant position [for Category 6: Nutrition and Physical Activity] is listed as 0.35 FTE. However, under the category description and the scope of work, the administration assistant position is listed as 1.0 FTE. I wanted clarify which is the correct FTE.**

**Section 1; Sub section 1.4 on pg. 14 (Category 6) it states "Administrative Assistant - 1 FTE" and then within Appendix C, pg 4 under Category 6 (c) it**

**states "Administrative Assistant - one (1) staff member @ 0.35 FTE" Can you please clarify the FTE for the Minimum staffing requirements for the Administrative Assistant under Category 6: Nutrition Education and Physical Activity?**

**During yesterday's proposers conference we were told the Administrative Assistant position for Category 6 was a 0.35 FTE position requirement. Today I see on page 14 of the RFP that it is a 1.0 FTE position. Please clarify**

**So .35 FTE [for Category 6: Nutrition and Physical Activity] is the requirement for the Administrative Assistant?**

A15. Please refer to Addendum Number 2, released on December 18, 2019, item 2. Addendum Number 2 revised the FTE to .35 FTE for the Administrative Assistant position for Category 6: Nutrition Education and Physical Activity.

**Q16. If applying to two categories, can a Proposer assign one project coordinator for both contracts? Can the same project coordinator be assigned to both contracts?**

**Clarification on the staffing. Can you do 50% of a person for one contract, and 50% of that person in another and another person make up the 50% of that 1 FTE? Not the [Project] Coordinator. Does it have to one person or can there be a job share of two people for .50 [FTE] and then those two people also are .50 [FTE] on the second contract making up 1.0 FTE if they meet all the minimum requirements of that staff?**

**Can an organization use 2 staff members that share the job responsibilities .50FTE, if they both meet the staffing requirements?**

**Section 1; Sub section 1.4 on pg. 14 (Category 6) it states "B. Health Educator/Physical Activity (PA) Specialist - two (2) 1.0 FTE staff members". Would it be acceptable to have a staffing plan that adds up to 2 Full FTE's vs 2 1.0 FTE staff? We currently have Health Educator staff that are Part Time in other programs in the organization so would only be able to fill a 0.5FTE position. Would it be acceptable to have for example, two 0.5 FTE + 1 FTE totally the two 1.0 FTE minimum staffing required?**

**I would like to submit the following question regarding the CalFresh Health Living RFP (No 2019-008). My question is related to RFP section 1, sub-section 1.4 under Category 3: Health Clinics Minimum Staffing Requirements on pages 9-10. It is related to the following language: "B. Assistant Project Coordinator/Health Educator- 1.0 FTE staff member" and "C. Health Educator- 1.0 FTE staff member." Do these positions need to be fulfilled by one**

**individual? For example, can we hire two 0.5 FTE staff members for the Health Educator position?**

- A16. If a Proposer is recommended for funding for two (2) contracts, there must be two (2) individual Project Coordinators; one (1) Project Coordinator at 1.0 FTE must be assigned to each contract.

With the exception of a Project Coordinator, job duties may be shared by multiple staff for other positions, so long as the total shared FTE and job duties adhere to the minimum staffing requirements for each Category, per the RFP Subsection 1.4, Categories for CalFresh Healthy Living Program and the Scope of Work associated with each category.

- Q17. Does the Admin Asst have to be at level of an Admin Asst or can the duties of the Admin Asst be fulfilled by a higher-level employee?**

**I have question in regards to the Administrative Assistant, you mentioned that someone with a higher role can be able to execute that. We were thinking about having our Ops Director contribute some, maybe 20% or 25% of her time overseeing compliance of this and some of that administrative work without affecting the budget. Are we able to do that?**

**Can we provide in-kind contribution? And that can be executed for someone for a higher role and the last clarification, can it be provided in-kind so it does not affect the budget?**

**Back to the Administrative Assistant, if a higher-level employee can accomplish the same duties in less time, are we limited... can we reduce the FTE requirements but still provide the same duties?**

**To clarify, the Admin. Assistant position is not required because another employee can take on these duties.**

**Does the employee have to be part of the agency's administration team or can it be a Financial Analyst?**

- A17. The duties of the Administrative Assistant can be fulfilled by another qualified employee that has a different job title. These employees may be considered "higher level employees" by their organization to fulfill the job duties of the Administrative Assistant as outlined in the minimum staffing requirements for each Category, per RFP, Subsection 1.4, Categories for CalFresh Healthy Living Program and the Scope of Work associated with each category.

Proposers may propose in their budget to fulfill the staffing requirement of an Administrative Assistant with in-kind contribution.

Please note that the Administrative Assistant role may be shared by multiple staff, so long as the total shared FTE and job duties adhere to the minimum staffing requirements for each Category, per RFP, Subsection 1.4, Categories for CalFresh Healthy Living Program, and the Scope of Work associated with each category.

**Q18. May a District allocate a fulltime person for the nutrition educator for the Cal Fresh Healthy Living Program with this person's salary as 50% Cal Fresh Healthy Living Program funded, and 50% District funded?**

A18. Yes.

**Q19. RFP, p. 8, Category 2: Minimum Staffing Requirements, "Champion Parent - five (5) parents, times vary."**

**Appendix A-1 for Category 2: K -12 & Afterschool - p. 2, AR 1.6. "Position: Five (5) CalFresh Healthy Living Champion Parents (stipend position)..."**

**Appendix A-1 for Category 2: K -12 & Afterschool - p. 5, GPDA 1.2 "Recruit one (1) "Champion Teacher" and two (2) "Champion Parents" at each participating school site to serve as the point people to support implementation of CalFresh Healthy Living Program strategies."**

**Appendix A-2 for Category 2: K -12 & Afterschool - p. 2, AR 1.6 "Position: Five (5) CalFresh Healthy Living Program Champion Parents (stipend position)"**

**Appendix A-2 for Category 2: K -12 & Afterschool - p. 5 GPDA 1.1 "Maintain one (1) "Champion Teacher" and two (2) "Champion Parents" at each participating school site to serve as the point people to support implementation of CalFresh Healthy Living Program strategies"**

**Appendix A -3 for Category 2: K -12 & Afterschool, - p. 2, AR 1.6 "Position: Five (5) CalFresh Healthy Living Program Champion Parents (stipend position)"**

**Appendix A -3 for Category 2: K -12 & Afterschool, p. 5, GPDA 1.1 "Maintain one (1) "Champion Teacher" and two (2) "Champion Parents" at each participating school site to serve as the point people to support implementation of CalFresh Healthy Living Program strategies"**

**Please clarify whether a total of five (5) Champion Parents (1 per participating school site) must be hired under stipend or if a total of ten (10) Champion Parents (2 per participating school site) must be hired under stipend.**

**Are 2 Champion teachers per site required or is 1 Champion Parent per site required?**

A19. A total of five (5) Champion Parents (1 per participating school site); and a total of five (5) Champion Teachers (1 per participating school site) must be identified to support CalFresh Healthy Living Program activities and be included in the budget.

**Q20. Category 6 says it requires 1 Project Coordinator, 2 Health Educators/PA Specialists, and 1 Administrative Assistant. Any flexibility on these? Budget is slim and not sure we can cover all the positions.**

A20. Please refer to Addendum Number 2, released on December 18, 2019, item 2 and RFP, Subsection 1.4, Categories for CalFresh Healthy Living Program, Category 6: Nutrition Education and Physical Activity. Addendum Number 2 revised the FTE to .35 FTE for the Administrative Assistant position for Category 6: Nutrition Education and Physical Activity. To be considered for a contract award(s) Proposers must submit their proposed budget(s) with their proposal based on the staffing patterns described the RFP and associated addendums. If awarded a contract, staffing can be discussed during the contract negotiations phase.

**Q21. I know you've made it clear that the Project Coordinator must be full-time. In regard to health educators, I know you've also made it clear that you are flexible in terms of splitting staff, like the health educators for example. What is the requirement for health educator position? Is it half-time, full-time?**

A21. Refer to RFP, Subsection 1.4 for minimum staffing requirements.

**SECTION 2.0 CONTRACT FOR CALFRESH HEALTH LIVING PROGRAM**

**Q22. When is the expected execution date for term 1?**

A22. DPH anticipates that any resulting contracts from this RFP will be for the period of June 1, 2020 through September 2022. However, the actual start date will depend on final contract award by the County Board of Supervisors.

**Q23. Question about the start date – our current contract ends March 31, 2020 with the start date of May 1st. We have a one-month gap. Do you see how that is going to work?**

A23. DPH anticipates that any resulting contracts from this RFP will be for the period of June 1, 2020 through September 2022. However, the actual start date will depend on final contract award by the County Board of Supervisors.

**Q24. Is there distinction between contract start date, which I understand is not going to be May 1st, and notification date?**

A24. Yes. Proposers will be notified as described in RFP, Section 8.0, Selection Process and Evaluation Criteria. Those Proposers recommended for funding will advance to negotiate a Contract for submission to the County Board of Supervisors before the contract start date. See response A22.

### **SECTION 3.0 PROPOSER'S MINIMUM MANDATORY REQUIREMENTS (MMR)**

**Q25. Can only one project apply from one fiscal sponsor? Meaning multiple community-based organizations (CBOs) under the same fiscal sponsor cannot apply for the same category.**

A25. See Part 1 – Modifications and Revisions to RFP, items 1 and 2, of this Addendum Number 4.

**Q26. If you have current DPH contracts with LA County and have been subject to fiscal audits through the department does that meet the requirement of being reviewed by the Department of the Auditor Controller?**

A26. No, DPH and the Auditor-Controller are two separate County departments.

**Q27. RFP, p. 20, 3.5 Additional MMR for Category 2: K - 12 Schools and Afterschool Program, 3.5.3 "Proposers must demonstrate existing partnerships by submitting letters of support or any other supporting documentation that supports partnership in three (3) schools." Would a Letter of Support written by the director of the afterschool program provider stating that they have the capacity to partner with CalFresh Healthy Living Program staff and implement Strategy 3 at three (3) school sites be sufficient to demonstrate our existing partnership?**

A27. Yes.

**Q28. RFP, p. 20, Section 3.5 Additional MMR for Category 2: K-12 Schools and Afterschool Programs, 3.5.2, " Proposer must have a minimum of five (5) qualifying schools...with a minimum of two (2) elementary schools...and one (1) middle school...and/or one (1) high school..."**

The RFP specifies that we need to have a minimum of five (5) qualifying school sites and that work will be carried out at five school sites. If we do not include a high school, does that mean that we need to include a minimum of two (2) middle schools to complete the requirements under the SOW for years 2 & 3

**when it comes to Strategy 2 Sub-Strategies for Water Access and Appeal and “Share Tables”? Or can we include 4 elementary schools and 1 middle school during years 1 and 2, and replace the middle school from years 1 & 2 with another middle school in our district for year 3?**

A28. Proposers may propose four (4) elementary schools and one (1) middle school to implement CalFresh Healthy Living strategies. Proposers may propose to implement CalFresh Healthy Living strategies at one (1) middle school during Years 1 and 2, and implement strategies at a different middle school in the same district during Year 3.

**Q29. RFP, p. 61, Category 2: K-12 Schools and Afterschool Programs, Section C.5: Youth Engagement: Water Access and Appeal and “Share Tables”, “If selected, Proposer or subcontractor will conduct youth engagement activities to implement Water Access and Appeal and “share tables” strategies in middle and/or high school campuses.”**

**Appendix A-1 for Category 2: K -12 Schools & Afterschool Programs, Strategy 2: Behavioral Economics, Sub-Strategy C: “Share Table(s)”, p.18, “Objective: Plan and prepare for a minimum of one (1) school to implement “share table(s)” strategies**

**Appendix A-2 for Category 2: K -12 Schools & Afterschool Programs, Strategy 2: Behavioral Economics, Sub-Strategy C: “Share Table(s)”, p.19, “Objective: A minimum of one (1) school will implement “share table(s)” strategies, reaching a minimum of 500 total students”**

**Appendix A-3 for Category 2: K -12 Schools & Afterschool Programs, Strategy 2: Behavioral Economics, Sub-Strategy C: “Share Table(s)”, p.23, “Objective: A minimum of one (1) school will implement “share table(s)” strategies, reaching a minimum of 500 total students”**

**Can work on share tables be conducted in both elementary and middle schools? If work can only be conducted in middle schools, would it be possible to work with one middle school during year 2 to complete the year 2 SOW objectives and then work with another middle within our district school during year 3 to complete the year 3 SOW objectives?**

A29. Work on “share tables” can be conducted in both elementary and middle schools as long as the required activities in the Scope of Work can be completed. Activities in the Scope of Work related to Share Tables include Youth Participatory Action Research (YPAR) activities, such as presentations, research, marketing and outreach, and the implementation of Share Tables. If this can be done by elementary

school students, it is allowed. However, it is suggested that “share tables” be implemented by older students due to the nature of the YPAR process.

Share Tables can be implemented at one middle school for Year 2 and another middle school for Year 3.

## **SECTION 5.0 PROPOSER’S REQUIREMENTS AND CERTIFICATIONS**

**Q30. Do we need any forms to be completed via WebVen or is the WebVen requirement solely to have an active account?**

**RFP, Mandatory Requirement to Register on County’s WebVen, 5.3, page 28: Are there any necessary forms that need to be completed within the WebVen system, or is the requirement solely to have an active WebVen account registration?**

A30. Proposers must be registered in WebVen, but there are no forms to be completed via WebVen for this RFP. Registration in the County’s WebVen can be accomplished online via the Internet by accessing <http://camisvr.co.la.ca.us/webven/>.

## **SECTION 7.0 PROPOSAL SUBMISSION REQUIREMENTS**

**Q31. January 9th only gives people one week before the proposal deadline. Some questions are crucial to how you set up your budgets and services. Is there any way that there can be a weekly release of answers? Some of the other County offices do it this way to answer questions.**

A31. Please refer to Addendum Number 3, released on January 16, 2020. Addendum Number 3 revised the proposal due date.

**Q32. Is Section 7.9.14 the same as 7.9.3? The section numbering continues and is confusing.**

**It appears Exhibit 1 is duplicated in the proposal format order. Where do you want Exhibit 1 inserted?**

**Why is there a second Proposal Format numbering start with 7.9.17 Table of Contents?**

A32. RFP, Subsection 7.9, Proposal Format, has been revised.

**See Part 1 – Modifications and Revisions to RFP, item 4, of this Addendum Number 4.**



**Q33. Do all attachments and required forms need to meet the footer requirements?**

A33. Yes. A footer that includes Proposers' Name and Proposed Funding Category(ies) is required on each page of the Proposal. Please refer to RFP, Section 7.0, Proposal Submission Requirements, Subsection 7.8, Preparation of the Proposal.

**Q34. Where can I access the SOW? It's not included in the RFP as downloaded from the DPH website.**

A34. The RFP identified as "2019-008 CalFresh Health Living Program" is available on the Department of Public Health, Contracts and Grants website at: <http://publichealth.lacounty.gov/cg/index.htm>. This document includes the SOW for all Categories included in this RFP. Please note that Appendix A-1, A-2, and A-3 for Category 6: Nutrition Education and Physical Activity were revised via Addendum Number 2, issued on December 18, 2019.

**Q35. Can professionally bound copies be 3 ring binder-bound or do they need to be spiral bound?**

**Can you define professionally bound copies, are binders acceptable?**

A35. RFP, Subsection 7.8, Preparation of the Proposal, has been revised.

See Part 1 – Modifications and Revisions to RFP, item 3, of this Addendum Number 4.

**BUDGET QUESTIONS**

**Q36. Will a budget template be provided? Will the budget justification have a page limit?**

A36. Yes, a budget template is provided. No, there is no page limitation for the budget justification. Additional pages may be added, if necessary.

RFP, Subsection 7.9, Proposal Format, and Appendix C, Budget and Budget Justification Instructions have been revised.

See Part 1 – Modifications and Revisions to RFP, items 4 and 5, of this Addendum Number 4.

Please refer to RFP, Paragraph 7.9.9, Proposed Budget and Budget Justification (Section D).

**Q37. Can we add line items to the budget that we feel are applicable such as meetings expenses or insurance? Do you want us to use the budget template for the narrative or should narrative be separate?**

A37. No, Proposers must submit their budget using the provided Line-Item Budget Summary Templates only.

RFP, Subsection 7.9, Proposal Format, and Appendix C, Budget and Budget Justification Instructions have been revised.

See Part 1 – Modifications and Revisions to RFP, items 4 and 5, of this Addendum Number 4.

Please refer to RFP, Paragraph 7.9.9, Proposed Budget and Budget Justification (Section D)

**Q38. Do we have to include a line item for Physical Activity material? We have plenty of Physical Activity material from previous purchases.**

A38. Proposed material expenses must be described under “D. Materials” section of the Appendix C (Revised), Budget and Budget Justification Instructions.

RFP, Subsection 7.9, Proposal Format, and Appendix C, Budget and Budget Justification Instructions have been revised.

See Part 1 – Modifications and Revisions to RFP, items 4 and 5, of this Addendum Number 4.

Please refer to RFP, Paragraph 7.9.9, Proposed Budget and Budget Justification (Section D)

**Q39. In reviewing the RFP and budget, are there restrictions/guidelines on salaries?**

A39. All staff wages, salaries, and benefits must be computed on a reasonable hourly basis commensurate with duties being performed. The wages and salaries shall be commensurate to the task an individual is performing for CalFresh Healthy Living, as opposed to reflecting other positions for which he/she is credentialed. For instance, if a doctor or physician is teaching a CalFresh Healthy Living Nutrition Education course as a Nutrition Educator, pay will be commensurate with the activity of nutrition education in a classroom rather than that of a physician.

RFP, Subsection 7.9, Proposal Format, and Appendix C, Budget and Budget Justification Instructions have been revised.

See Part 1 – Modifications and Revisions to RFP, items 4 and 5, of this Addendum Number 4.

Please refer to RFP, Paragraph 7.9.9, Proposed Budget and Budget Justification (Section D)

**Q40. RFP Section Number: Appendix C: Budget and Budget Justification Instructions Subsection Number: F. Building/Space Page Number: 7**

**Quote Passage: “Storage – Includes cost of storage for program materials and supplies.”**

**For the storage line item in the budget (under Building/Space), does cold/food storage qualify?**

A40. Yes.

RFP, Subsection 7.9, Proposal Format, and Appendix C, Budget and Budget Justification Instructions have been revised.

See Part 1 – Modifications and Revisions to RFP, items 4 and 5, of this Addendum Number 4.

Please refer to RFP, Paragraph 7.9.9, Proposed Budget and Budget Justification (Section D).

**Q41. When will list of allowable [items] be available?**

**Appendix C, page 5; Quote: “IT Equipment Includes information technology equipment, such as laptop computers, desktop computers, printers, computer monitors, scanners, computer software, cameras, mouses, keyboards, flash, drives, and similar supplies and equipment. A list of allowable items and their maximum reimbursable costs will be provided.”**

**Will a list of allowable items be provided prior to the proposal due date?**

A41. RFP, Subsection 7.9, Proposal Format, and Appendix C, Budget and Budget Justification Instructions have been revised.

Note: Appendix C (Revised) for a list of previously allowed expenses funded by SNAP-Ed, the example provided is subject to change based on DPH, California Department of Public Health, and California Department of Social Services changes to allowable expenditures for SNAP-Ed grantees during the duration of the CalFresh Healthy Living grant.

If recommended for funding, an updated list will be provided during contract negotiations.

See Part 1 – Modifications and Revisions to RFP, items 4 and 5, of this Addendum Number 4.

Please refer to RFP, Paragraph 7.9.9, Proposed Budget and Budget Justification (Section D).

### **SECTION 8.0 – SELECTION PROCESS AND EVALUATION CRITERIA**

**Q42. Are you selecting one category per SPA, for example can two contractors be funded to implement the same category (Category 6) in a specific SPA (SPA 3)?**

A42. Proposers in Category 6 that are recommended for funding will be assigned sites that may share the same Service Planning Area (SPA) or may be assigned sites that are located in different SPAs depending on the locations of their assigned partners in Category 2 and assigned Parks sites.

Proposals will not be scored based on SPA. Per RFP, Selection Process and Evaluation Criteria, Subsection 8.1, Selection Process, “Proposals will be evaluated by service category and scored and ranked in numerical sequence from high to low.”

**Q43. The RFP states 5 contracts in category 2, will there only be 5 SPAs that are funded? What if no agency submits for a SPA. How will it be determined who services that SPA?**

**a. Does that mean that page 1 of RFP will be modified?**

A43. As described in RFP, Paragraph 1.5.1, Availability of Funds, the County anticipates funding approximately five (5) contracts in Category 2.

DPH will coordinate with Proposers recommended for funding to identify and finalize sites where CalFresh Healthy Living Program implementation will take place.

RFP, Appendix Q, Site Eligibility Documentation, has been revised.

See Part 1 – Modifications and Revisions to RFP, item 8, of this Addendum Number 4.

**CATEGORY 1: EARLY CHILDCARE EDUCATION (ECE)**

**Q44. Is it preferable that multiple ECE sites (of the 10 total) are the agency's own sites? Or is it preferable that 10 ECE sites are spread across multiple partners/agencies?**

A44. Site ownership is not a requirement to perform services for the CalFresh Healthy Program.

DPH has no preference whether multiple ECE sites are the agency's own or operated sites, or spread across multiple partners/agencies. Additionally, the Proposer is required to meet the minimum mandatory requirements of the Category for which they are applying. Please refer to RFP, Section 3.0, Proposer's Minimum Mandatory Requirements (MMR).

RFP, Paragraph 3.1.1, Requirements for Funding Categories, has been amended.

See Part 1 – Modifications and Revisions to RFP, item 2, of this Addendum Number 4.

**Q45. For Category 1, is the goal to establish 10 ECE sites with wide geographical coverage?**

A45. Yes.

**Q46. We have 8 ECE sites, and 2 in the construction process. May we apply for the 2020 grants?**

**Regarding the requirement for Category 1 that applicants propose 10 ECE sites (pg. 5, section 1.4): If the applicant organization is a licensed Child Care Center, do all 10 proposed ECE sites need to be currently functional, licensed Child Care Centers at the time of proposal submission?**

**That is, if the applicant has 10 program sites throughout L.A. County but some aren't currently functioning as Child Care Centers, can the Category 1 services be introduced to the sites following award of contract? Can you clarify site licensing requirements (at time of proposal)?**

A46. Proposer's with ECE sites that meet the MMR are encouraged to apply. All proposed ECE sites should be fully functional, licensed and currently operating, and ready to implement the CalFresh Healthy Living Program strategies at the start of the contract in 2020.

For Child Care Licensing Information, please visit the State's website located at <https://www.cdss.ca.gov/inforesources/child-care-licensing/how-to-become-licensed/cccl-licensing-information>. All Child Care Licensing questions should be directed to the licensing authority.

Please refer to RFP, Paragraphs 3.4.1 and 3.4.2.

**Q47. On page 5, section 1.4 regarding Category 1: Early Childcare and Education, the RFP states "Contractors in this category will work with 10 ECE sites (final sites will be determined in coordination with DPH based on geographic distribution) to implement nutritional education and accomplish..." Does the italicized language indicate that DPH will designate ECE sites that aren't owned by the awarded contractor? During the proposer's conference, a DPH representative said that all ECE sites must be owned by the applicant agency. Can you clarify site ownership requirements?**

A47. The italicized language does not indicate that DPH will designate ECE sites that are not owned by the Proposer. As indicated in RFP, Subsection 1.4, Categories for CalFresh Healthy Living Program, DPH will coordinate with Proposers recommended for funding to identify and finalize sites where CalFresh Healthy Living Program implementation will take place.

Site ownership is not a requirement to perform services for the CalFresh Healthy Living Program.

**48. Regarding the 10 ECE site requirement, if a site has multiple childcare licenses designating the site to serve distinct populations (each of which overlap with the 3-5 age range), can the multiple licenses qualify as distinct sites for the sake of meeting this requirement? For example, if a single physical location features separate rooms with distinct licensed programs**

A48. No. Multiple childcare licenses do not qualify as distinct service delivery sites. A single physical location or site means a single street address number. Suite numbers, office numbers, floors, or other ways to identify a separate part of a building do not qualify as a separate site.

ECE sites must be approved by federal, State, and local requirements.

For Child Care Licensing Information, please visit the State's website located at <https://www.cdss.ca.gov/inforesources/child-care-licensing/how-to-become-licensed/cccl-licensing-information>. All Child Care Licensing questions should be directed to the licensing authority.

Please refer to A44 and A46.

## **CATEGORY 2: K-12 SCHOOLS AND AFTERSCHOOL PROGRAMS**

### **Q49. Can a nonprofit apply on behalf of a school district?**

A49. No, nonprofits may not apply on behalf of a school district. Please refer to RFP, Paragraph 3.5.1.

### **Q50. Should a school district and a CBO coordinate on a: 1) Category 2 application by the district, 2) Category 6 application by the CBO? Or will DPH choose partners regardless of past partnerships?**

A50. Per RFP, Subsection 1.4, Categories for CalFresh Healthy Living Program, Category 2: K-12 Schools and Afterschool Programs, Proposers in this category may subcontract with one (1) community-based organization with relevant experience to implement Water Access and Appeal, “share table(s)”, and free produce “pickups” strategies.

Per RFP, Subsection 1.4, Category 2, Proposers who opt to subcontract with a community-based organization, **MUST** provide a Letter of Intent that describes the relationship between the Category 2 applicant and its potential subcontractor.

Additionally, per RFP, Paragraph 7.9.8, Proposer’s Approach to Provide Required Services (Section C), Category 2: K-12 Schools and Afterschool Programs, includes questions pertaining to the Proposer AND subcontractor, which will require collaboration to answer sufficiently, including how the subcontractor will implement eligible CalFresh Healthy Living Program strategies and subcontractor’s experience and qualifications.

Under this RFP, DPH does not require a school district and CBO to jointly submit a proposal for Category 6.

DPH will coordinate with all Category 2 Proposers recommended for funding to identify and assign its Category partner. Per RFP, Subsection 1.4, for Category 2, “Each school district will be assigned a Nutrition Education and Physical Activity partner (Category 6).”

### **Q51. Does a Category 2 Proposer have to include a high school as one of their five sites? Or could the five sites be entirely comprised of elementary and middle schools (due to the “and/or 1 high school” language included in the RFP)?**

A51. No, Proposals for Category 2 do not have to include a high school as one of its five sites. Please refer to RFP, Paragraph 3.5.2.

**Q52. If a school district is TK through 8th grade (does not have a high school), are they still eligible for Category 2?**

A52. Yes. Proposals for Category 2 do not have to include a high school as one of its five sites. Please refer to RFP, Paragraph 3.5.2.

**Q53. Does the “or” mean high school is optional?**

A53. Yes. Proposals for Category 2 do not have to include a high school as one of its five sites. Please refer to RFP, Paragraph 3.5.2.

**Q54. If a school subcontracts with a CBO under Category 2, under the Scope of Work (SOW), is the school district responsible for the;**

- a) administrative requirements (monthly meetings, fiscal, attend trainings, programmatic reports, assessments, evaluations, etc.),
- b) sub-strategy 2B: Smarter Lunchroom Movement, and
- c) sub-strategy 3A: Improve PA in schools?

A54. Pursuant to RFP, Subsection 1.4, Categories for CalFresh Healthy Living Program, for Category 2: K-12 Schools and Afterschool Programs, “Proposers in this category may subcontract with one (1) community-based organization with relevant experience to implement Water Access and Appeal, “share table(s)”, and free produce “pickups” strategies. Please note, Proposers who opt to subcontract with a community-based organization MUST provide a Letter of Intent that describes the relationship between the Proposer and subcontractor to implement CalFresh Healthy Living Program strategies. (Schools may not subcontract work to implement any other strategies.)”

**Q55. Sub-strategy 1A: Free Produce “Pickups” - Is the funding for the produce provided by the grant or is this food remaining from the share tables?**

A55. CalFresh Healthy Living Program does not provide funding for produce. However, produce is provided to Categories 1, 2, and 3 by the selected contractors in Category 5: Produce Distribution at no cost.

**Q56. Does the school district pay the parent and teachers hourly amounts or is this a stipend?**

A56. If awarded a contract under this RFP, DPH will provide additional information regarding cost, expenditures, and reimbursement during the contract negotiation phase.

RFP, Subsection 7.9, Proposal Format, and Appendix C, Budget and Budget Justification Instructions have been revised.



See Part 1 – Modifications and Revisions to RFP, items 4 and 5, of this Addendum Number 4.

Please refer to RFP, Paragraph 7.9.9, Proposed Budget and Budget Justification (Section D).

**Q57. If a school district subcontracts with a CBO a full-time Project Coordinator and full-time health educator can the budget include an administrative fee for the school district of 10%, 20%, or 30% of the budget? (Is there a limit to the %?)**

A57. A school district may not subcontract the Project Coordinator position or the Health Educator position.

Please refer to RFP, Subsection 1.4, Categories for CalFresh Healthy Living Program, for Category 2: K-12 Schools and Afterschool Programs.

If awarded a contract under this RFP, DPH will provide additional information regarding cost, expenditures, and reimbursement during the contract negotiation phase.

RFP, Subsection 7.9, Proposal Format, and Appendix C, Budget and Budget Justification Instructions have been revised.

See Part 1 – Modifications and Revisions to RFP, items 4 and 5, of this Addendum Number 4.

Please refer to RFP, Paragraph 7.9.9, Proposed Budget and Budget Justification (Section D).

**Q58. What happens if a school district in Category 2 is not funded, but an application for Category 6 is funded?**

A58. Category 2 and Category 6 proposals will be scored independently of each other. If a Proposer is awarded a contract in Category 6, the Proposer must provide services for the assigned Category 2 sites.

**Q59. Can a stipend be included in the budget to cover the cost of afterschool staff to attend the 3-day CKC training. Specifically, personnel cost.**

A59. Mechanisms to cover personnel costs will be discussed during contract negotiations if a Proposer is recommended for funding and will be subject to California Department of Public Health regulations.

If awarded a contract under this RFP, DPH will provide additional information regarding cost, expenditures, and reimbursement during the contract negotiation phase.

RFP, Subsection 7.9, Proposal Format, and Appendix C, Budget and Budget Justification Instructions have been revised.

See Part 1 – Modifications and Revisions to RFP, items 4 and 5, of this Addendum Number 4.

Please refer to RFP, Paragraph 7.9.9, Proposed Budget and Budget Justification (Section D).

**Q60. RFP, p. 8, Category 2: Minimum Staffing Requirements, Additional Considerations for Staffing “Other staff may be proposed in order to accomplish the required Scope of Work.”**

**Appendix A-1 for Category 2: K -12 & Afterschool - p. 21, 3A 2.1: “A minimum of two (2) after-school staff in the school district participate in the 3-Day Train the Trainer CATCH Kids Club (CKC) training”**

**Appendix A-2 for Category 2: K -12 & Afterschool - p. 23, 3A 2.1 “A minimum of two (2) after-school staff members per participating after-school site to participate in a one (1)-day CATCH Kids Club (CKC) training from the designated”**

**Appendix A-3 for Category 2: K -12 & Afterschool - p. 27, 3A 2.1 “Schedule and conduct additional trainings as needed for new after-school staff at each participating after-school site”**

**Can CalFresh Healthy Living funds be allocated for the afterschool program to cover personnel costs associated with attendance during mandatory trainings, as specified within the Category 2: K -12 & Afterschool SOW for Years 1, 2 & 3?**

**A60. Mechanisms to cover personnel costs will be discussed during contract negotiations if a Proposer is recommended for funding and will be subject to California Department of Public Health regulations.**

If awarded a contract under this RFP, DPH will provide additional information regarding cost, expenditures, and reimbursement during the contract negotiation phase.

**Q61. If the same youth groups are working on multiple projects/strategies fulfill the requirements of both activities?**

**Appendix A-2 for Category 2: K -12 Schools & Afterschool Programs, Water Access and Appeal, p. 13 “2A 2.4. Conduct a minimum of 20 meetings with youth team to plan, coordinate, and implement Youth Participatory Action Research (YPAR) activities, such as assessment, strategy implementation, and information sharing activities”**

**Appendix A-2 for Category 2: K -12 Schools & Afterschool Programs, Share Tables 2C 2.3, p. 20 “Conduct a minimum of 20 meetings with youth team to plan, coordinate, and implement Youth Participatory Action Research (YPAR) activities, such as assessment, strategy implementation, and information sharing activities”**

**Can the same youth group meetings focusing on Water Access and Appeal and Share Table strategies count towards the minimum of 20 youth group activities specified in the SOW? For instance, if we are working with a Middle school youth group on both water access and appeal as well as share table strategies and meet with them 20 times per year total, would that be sufficient to meet the requirement for 20 meetings with youth for both strategies (2A 2.4 & 2C 2.3)? Or would we need to hold a total of 40 meetings with a youth group that is tackling both issues?**

A61. Yes, the same youth group can work on both (Water Access and Share Table) strategies simultaneously and meet a minimum of 20 times, as long as the groups can provide adequate documentation (per documentation required in the Scope of Work) that both strategies were included in the meetings. For example, this can be completed by splitting a 2-hour meeting into 1-hour sessions focusing on each strategy or by splitting the youth group into two smaller teams, each working on a different strategy. The teams may meet at the same time but may focus on different strategies.

**Q62. Appendix A-1 for Category 2: K -12 & Afterschool, p. 17 2B 6.2 “Coordinate a minimum of five (5) total nutrition education classes for parents, a minimum of three (3) of which include a food demonstration, reaching a minimum of 50 total attendees”**

**Would this be a minimum of five (5) total nutrition education classes per participating school site under Substrategy 2B?**

A62. No. Five is the minimum total or cumulative number of nutrition education classes required to be implemented spanning all participating school sites, not per participating school site.

**Q63. Appendix A-2 for Category 2: K -12 & Afterschool, p.18 “Coordinate a minimum of 30 total nutrition education classes for parents, a minimum of 15 of which include a food demonstration, spanning two elementary school sites, reaching a minimum of 300 total attendees”  
Would this be a minimum of thirty (30) total nutrition education classes per participating school site, or is this the cumulative total across all 5 sites?**

A63. No. Thirty is the minimum total or cumulative number of nutrition education classes required to be implemented spanning two elementary school sites, not per participating elementary school site.

### **CATEGORY 3: HEALTHCARE CLINICS**

**Q64. For a Federally Qualified Health Center (FQHC), do the three sites need to be included in their HRSA required form, Form 5B: Service Sites? Or, can they identify a location that is currently outside the HRSA FQHC scope?**

A64. The three sites must be included in the Proposer’s HRSA Form 5B: Service Sites. The Proposer may not identify a location that is currently outside of the HRSA FQHC scope.

**Q65. If there are two sites on the same campus (Suite A and Suite B, for example), could they be considered separate sites? They are recognized by HRSA as separate sites on Form 5B: Service Sites as they have different suite numbers.**

A65. No, two sites on the same campus are not considered separate sites. A single physical location or site means a single street address number. Suite numbers, office numbers, floors, or other ways to identify a separate part of a building do not qualify as a separate site.

**Q66. I don’t see any info about sub-category 1C in there for Year 1? Do we use Year 2/3 to figure out what requirements are for Year 1?**

A66. There are no required activities for Sub-Strategy 1C: Capacity-Building for Food Distribution in Year 1, in the RFP, Scope of Work for Category 3: Healthcare Clinics, Strategy 1: Access to Healthy Food and Beverages. This is intentionally structured so that Sub-Strategy 1C is implemented in Year 2 and Year 3.

**Q67. Can you talk about requirements for Health Clinics for storage of produce? Will we need to have refrigeration available at 3 sites or will produce be delivered/distributed on the same day?**

A67. Healthcare clinics do not have requirements for produce storage for the purpose of this RFP. The goal is for free produce “pickups” to happen the same day as produce

delivery, but if this is not feasible, cold storage could be an allowable expense for CalFresh Healthy Living Program Contractors.

RFP, Subsection 7.9, Proposal Format, and Appendix C, Budget and Budget Justification Instructions have been revised.

See Part 1 – Modifications and Revisions to RFP, items 4 and 5, of this Addendum Number 4.

Please refer to RFP, Paragraph 7.9.9, Proposed Budget and Budget Justification (Section D).

**Q68. If the applicant is a FQHC, can the applicant write the proposal to collaborate with itself? Or does it have to be another agency collaborating with the FQHC?**

A68. The identification of potential collaborative partners is not required for Category 3: Healthcare Clinics proposals.

#### **CATEGORY 4: FOOD BANKS/FOOD PANTRIES**

**Q69. Reference: Page 67 - Category 4 - Food Banks/Food Pantries**

**Section 4: Sites (2 pages maximum)**

If selected, Proposer will be required to work with DPH to identify and select eight (8) food pantry sites (final sites will be determined in coordination with DPH based on geographic distribution) to implement Healthy Living program strategies throughout LAC.

a. List the food pantry sites the Proposer has identified as potential sites to implement CalFresh Healthy Living Program strategies. Include names, addresses, Service Planning Area, estimated number of individuals served, a brief description of history of collaboration with listed food pantries, and why these sites were selected.

i. To find Service Planning Areas: Visit <http://gis.lacounty.gov/districtlocator> and enter the addresses of proposed sites to determine the Service Planning Area.

**Questions:**

**Does a Food Pantry location need to be in an Eligible Census Tract or if the pantry clients are SNAP recipients the location qualifies? Do the 8 sites need to be in the same SPA?**

A69. A Food Pantry location does not need to be in an eligible census tract. Food pantries are eligible for CalFresh Healthy Living Program funding as a means tested site and therefore, are not qualified by census tract.

The eight (8) Food Pantry sites do not need to be in the same SPA.

**Q70. Will food permits be issued for food pantries on behalf of the county?**

A70. The CalFresh Healthy Living Program will not issue any permits. The Contractor is responsible for obtaining all necessary food permits to operate a food pantry in Los Angeles County.

**CATEGORY 5: PRODUCE DISTRIBUTION**

**Q71. Are these 15-25 sites all park sites? Or, does this number reflect the category 1 ,2, and 3 sites that category 5 contractors will work with?**

A71. Per the RFP, Scopes of Work for Category 5: Produce Distribution, the 15-25 sites represent the minimum total number of sites a Category 5 Contractor is expected to deliver produce to, including Category 1: Early Childcare and Education, Category 2: K-12 Schools and Afterschool Programs, Category 3: Healthcare Clinics, and Parks.

**Q72. The Section 1-5 do not address the issue of Access to Healthy Food and Beverages. Where is strategy 1 to be discussed in our application? What is the expectation of the Produce Distributor activities to address this strategy?**

**a. You said to look at page 69 and 70. 69 and 70 only talks about produce distribution, it does not talk at all about the first strategy which has to do with healthy water and food, so that's why I am a little confused. It asks how we are going to do the produce, our tracking system, who were assigned to, examples, so I am still not sure how that first strategy fits in with the produce distribution.**

**b. But is the produce distribution required to also distribute water? I am sorry, it's just not connecting with me.**

A72. For information on Strategy 1: Access to Healthy Food and Beverages, please refer to RFP, Subsection 1.4, Categories for CalFresh Healthy Living Program, Category 5, Produce Distribution.

Proposers will address Strategy 1 in the response to the questions pertaining to this strategy, which are in RFP, Paragraph 7.9.8, Proposer's Approach to Provide Required Services (Section C). Refer to the Scope of Work for Category 5 for details related to the required activities.

No. Category 5: Produce Distribution Contractors are not required to distribute water. While the strategy does include beverages in its name, there are no activities related to the distribution of water in the Category 5, Scope of Work.

RFP, Subsection 7.8, Preparation of the Proposal, has been revised.

See Part 1 – Modifications and Revisions to RFP, item 3, of this Addendum Number 4.

RFP, Subsection 7.9, Proposal Format, has been revised.

See Part 1 – Modifications and Revisions to RFP, item 4, of this Addendum Number 4.

**Q73. Will there be a list of parks provided to select from or will we be assigned the specific 4-5 parks?**

A73. DPH will coordinate with all Proposers recommended for funding to identify and finalize partner sites. This process will take into account factors such as organizational alignment, cost-effectiveness, target population needs, geographic distribution and will be in the best interest of the County's CalFresh Healthy Living Program.

**Q74. Are there requirements for how/where the produce is sourced? i.e. can we source from another agency?**

**a. [I have a] question about sourcing of produce for category 5. Is there any opportunity to subcontract or [have] some sort of in-kind [relationship] [with the] agency that you are sourcing from within the scope? Meaning, if we don't aggregate produce ourselves, but we have partnerships, is there a way to either co-apply, or do some sort of resource share among that area?**

**Is there an opportunity to subcontract with an agency that procures produce? We do not source produce but partner with an agency that does. Is there an opportunity in this contract to subcontract or co-apply with that agency so they receive resources?**

A74. There are no requirements for how and where produce is sourced as long as the produce meets the legal requirements for produce procurement, including gleaning and recovery.

Yes. Produce distributors can source their produce from another agency.

- a. Proposers for Category 5: Produce Distribution may not co-apply for funding or subcontract work to another organization.

If awarded a contract, additional program guidelines, eligibility requirements, and instructions will be provided during the implementation phase.

**Q75. RFP Section Number: 7.9.20 Proposer’s Approach to Provide Required Services (Section C)**

**Sub-section Number: Category 5: Produce Distribution**

**Page Number: 69**

**Quote Passage: “Describe Proposer’s produce sourcing and/or rescue process, including the number and types of produce providers and distribution model.”**

**Is the Proposer entirely responsible for sourcing produce or is there an opportunity to collaborate with Category 4 participants (food banks)?**

- A75. The Proposer is responsible for sourcing produce from a variety of sources, including, but not limited to, food banks that may or may not be CalFresh Healthy Living Contractors. Please note the cost of produce from Category 4: Food Banks/Food Pantries will not be funded by the CalFresh Healthy Living Program.

RFP, Subsection 7.9, Proposal Format, and Appendix C, Budget and Budget Justification Instructions have been revised.

See Part 1 – Modifications and Revisions to RFP, items 4 and 5, of this Addendum Number 4.

Please refer to RFP, Paragraph 7.9.9, Proposed Budget and Budget Justification (Section D).

**Q76. If a Produce Distribution contractor has the resources to deliver to food pantries - in addition to assigned sites - is that permitted?**

- a. If [Category 5:] Produce Distribution is not allowed to distribute to food pantries, where are the food pantries supposed to get the produce in order to improve the quality of the food they’re distributing?
- b. But that has to be a source other than the sources within this contract?
- c. So our staff hours cannot be used to do that delivery?



- d. Can you reclarify the 15-25 sites, because I am a little unclear how it breaks down. How many are schools, how many are parks, because it said that there [are] 5 parks.[Can] you just break that down a little bit?**
  - e. [Are] you saying that the distribution is going to be done by SPAs?**
- A76.
- a. Contractors that implement Category 4 strategies are expected to procure food from existing sources, as well as identify new food sources, if necessary, to successfully complete the strategies and sub-strategies in Category 4: Food Banks/Food Pantries.
  - b. The delivery of produce to Category 4: Food Banks/Food Pantries will not be funded through the CalFresh Healthy Living Program.
  - c. Produce Distribution staff hours cannot be used to deliver produce to Category 4: Food Banks/Food Pantries.
  - d. The 15-25 sites in the Scope of Work represents a range of sites that a Category 5: Produce Distribution contractor is expected to deliver produce to. The total amount of sites that will receive produce from Category 5: Produce Distribution Contractors are: Category 1: Early Childcare and Education - 10 sites, Category 2: K-12 and Afterschool Programs - 25 sites, Category 3: Healthcare Clinics - 9 sites, Parks - 20 sites, and additional DPH-identified healthcare settings - 10 sites.
  - e. No, distribution is not done by SPA.
- Q77. How will the “assigned” Calfresh partners and locations be allocated to each contractor. Will there be a specific geographic area?**

**RFP Section Number: 1.4 Categories**

**Sub-section Number: Category 5**

**Page Number: 12**

**Quote Passage: “Contractors in this category will work with 15-25 assigned CalFresh Healthy Living Program sites [...]”**

**How will locations be determined or assigned? Should agencies expect to have staff spread out throughout the county or will there be specific geographic assignments? Will providers be assigned based on expertise and background? For example, SSG/APIFM has extensive background and expertise in facilitating culturally tailored and in language nutrition education, healthy cooking, and physical activity for AANHPI communities.**

A77. DPH will coordinate with all Proposers recommended for funding to identify and finalize partner sites. This process will take into account factors such as organizational alignment, cost-effectiveness, target population needs, geographic distribution and will be in the best interest of the County's CalFresh Healthy Living Program.

**Q78. How frequently will each site be serviced with a produce drop and what amount is expected w/each drop?**

**a. Just to clarify, is that 1-2 per week per partner, or 1-2 per week total for the whole contract?**

A78. The frequency of produce "drops," or deliveries, will depend on a coordinated effort between DPH, Contractors in Categories 1, 2, and 3, and the Category 5: Produce Distributors. It is estimated that each Produce Contractor will conduct a minimum of 70 produce deliveries in Year 2 and 70 produce deliveries in Year 3. It is estimated that Contractors in Category 5: Produce Distribution will deliver produce 1-2 times per week for the whole contract. However, based on the number and schedule of produce distributions in Categories 1, 2 and 3 the actual number of produce deliveries in a given week may vary.

**Q79. RFP Section Number: Appendix A-1: Scope of Work  
Sub-section Number: Category 5: Produce Distribution  
Page Number: 4 of 6**

**Quote Passage: "1A 1.3 Conduct and/or participate in a minimum of two (2) meetings with DPH-funded nutrition education provider and DPH staff to discuss logistics and coordinate nutrition education activities at all free produce "pickups" conducted in parks."**

**How do we approach eligibility screening for the produce distribution at assigned parks for the "pickups"? Will this be covered during DPH facilitated meetings regarding logistics?**

A79. If awarded a contract, additional program guidelines, eligibility requirements, and instructions will be provided during the implementation phase.

## **CATEGORY 6: NUTRITION EDUCATION AND PHYSICAL ACTIVITY**

**Q80. During the presentation/slides it was mentioned that categories 1-3 can have subcontractors/consultants. Please clarify.**

**Are proposers able to subcontract/partner with other providers to facilitate and implement the physical activity requirement?**

A80. Proposers in Categories 1 and 3 may not have subcontractors. Only Proposers in Category 2 may have subcontractors. Pursuant to RFP, Subsection 1.4, Categories for CalFresh Healthy Living Program, for Category 2: K-12 Schools and Afterschool Programs, "Proposers in this category may subcontract with one (1) community-based organization with relevant experience to implement Water Access and Appeal, "share table(s)", and free produce "pickups" strategies. Please note, Proposers who opt to subcontract with a community-based organization MUST provide a Letter of Intent that describes the relationship between the Proposer and subcontractor to implement CalFresh Healthy Living Program strategies. (Schools may not subcontract work to implement any other strategies.)"

Proposers in Category 2 are required to partner with afterschool programs to implement physical activity requirements associated with Category 2. Proposers in all other categories are not able to subcontract/partner with other providers to facilitate and implement physical activity requirements.

Please See Part 1 – Modifications and Revisions to RFP, item 2, of this Addendum Number 4 and RFP, Section 3.0, Proposer's Minimum Mandatory Requirements (MMR).

**Q81. Appendix A – Category 6 Nutrition and Physical Activity Scope of Work, AR 1.2, page 1 (and pertaining to the Scope and Work for Category 6 in general): Can you clarify if the Health Educator/PA Specialist needs to conduct all required nutrition and PA program sessions or if the "train-the-trainer" model is able to be implemented for some sessions (e.g. the Health Educator training instructors or site staff to lead a nutrition education session)?**

**RFP, Mandatory Minimum Requirements, 3.9, page 24 AND Appendix P #31 and #33, page 6: For Category 6 applications, is a grantee able to work in partnership with a community partner to implement physical activity sessions, or is the CalFresh grantee required to lead all physical activity sessions?**

A81. All nutrition education, other than nutrition education activities included in CATCH Early Childhood (Category 1) and CATCH Kids Club (Category 2), are to be implemented by the Health Educators employed by the Contractor and cannot be implemented using a train-the-trainer model or by a community partner that is not the CalFresh Healthy Living Program grantee.

CATCH Early Childhood (Category 1) and CATCH Kids Club (Category 2) utilize the train-the-trainer model to implement their respective curricula.

**Q82. Can Proposer use it's SNAP- approved education curriculum or does it have to be approved by the state or LA County?**

- a. **When would [an organization be alerted] if [their] curriculum has been approved or be usable [for this contract?]. Would it come when we are notified of getting the contract if we were to get it? What [is] the timeframe for that?**
- b. **We have submitted a curriculum for approval and gotten it [approved for] SNAP-Ed [in] the nationwide Toolkit. We've done it in other markets as well. Some we've been successful, others we haven't. But there have been those markets [where] you had to get approval [from] their state as well, but the approval came simultaneous with if we got the contract or not. When would we know that California said yes, so we can then make sure that we can go ahead and use our curriculum if we were to be awarded a contract?**

A82. All curricula used to implement CalFresh Healthy Living Program nutrition education and physical activity, including curricula approved for use in SNAP-Ed programs in other regions, must be approved by the California Department of Public Health (the "State"). Los Angeles County does not have authority to approve curricula used to implement CalFresh Healthy Living Program nutrition education and physical activity.

A timeline cannot be provided for when a curriculum is approved because it is not under the authority of Los Angeles County. There is no established timeline by the California Department of Public Health for curriculum approval.

**Q83. Is it possible to include names of parks as recommendations for partnership as a Category six provider? Note: It would be done understanding that DPH has final say in the selection of parks.**

A83. No. DPH will coordinate with all Proposers recommended for funding to identify and finalize assigned partner sites to Category 6: Nutrition and Physical Activity Contractors

**Q84. Can proposers suggest a school district to be matched with?**

**Additionally, just to clarify for our proposal, we understand that we are going to be assigned parks. However, for the school sites, would you like our team to list the name of schools that we currently have contracts with, or will we also be assigned those?**

A84. No. DPH will coordinate with all Proposers recommended for funding to identify and finalize assigned partner sites to Category 6: Nutrition and Physical Activity Contractors.

Proposers may include their current school partners as part of their Proposal submission if pertinent to any required questions, but these will not be considered as recommendations for partnership within the CalFresh Healthy Living Program.

**Q85. Are there any limitations on what days and hours the contractor schedules their services? i.e. evenings and weekends**

A85. Category 6: Nutrition Education and Physical Activity Contractors are required to work in coordination with the Category 2 K-12 and Afterschool. Limitations will be based on the needs and capacities of the assigned Category 2: K-12 and Afterschool Program contractor and the Category 6: Nutrition and Physical Activity Contractor, as well as limitations listed in the Scopes of Work for each Category (i.e. nutrition classes for students may be limited to during school hours, but nutrition classes for parents may be conducted during evenings and weekends if both partners agree).

If awarded a contract, additional program guidelines, eligibility requirements, and instructions will be provided during the implementation phase.

**Q86. How will the “assigned” CalFresh partners and locations be allocated to each contractor? Will there be a specific geographic area?**

A86. DPH will coordinate with all Proposers recommended for funding to identify and finalize partner sites. This process will take into account factors such as organizational alignment, cost-effectiveness, target population needs, geographic distribution and will be in the best interest of the County’s CalFresh Healthy Living Program.

**Q87. In regard to collaboration, you mentioned Category 6 will be matched with Category 2; do you want us to [write] that in a general way around nutrition education and PA and not so much in terms of partners we’re actually collaborating with since you will be assigning the partners to us? How do we address collaboration if we don’t know who we’re collaborating with yet?**

**In other proposals we delineate who we collaborate with or our network of collaboration. But since we don’t know who we will be partnering with, how do you want us to address collaboration if we don’t know who we’re going to be collaborating with yet?**

**This is for Category 6, I believe we are going to be assigned Category 2 partners, so we don’t know who we’re partnering with yet right?**

**So how should we address collaboration?**

**I know it's important to make sure that we talk about our collaborative practices. So, should we do that in a general sense? Should we do that in a sense of how we go about collaborating around the scope of work when we do this type of work I am not sure how to address collaboration if we don't know who we are going to be collaborating with yet.**

**I am talking about Category 6. We're going to be matched with Category 2. Right? So, since we don't know who the Category 2 recipients are as of yet. How would you like us to address collaboration?**

A87. Collaboration should be addressed based on the questions in the RFP, Paragraph 7.9.8: Proposers' Approach to Provide Required Services (Section C) in this Addendum Number 4. The questions do not ask for descriptions of collaboration with an identified partner in the future, but for examples that demonstrate the Proposer's experience and qualifications that represent an ability to collaborate in the future.

Please see response A50 for additional information on how collaboration is addressed between Category 2 and Category 6 proposers.

**Q88. What if I am a chair of a food security coalition? Would that count under the above activity [NEPA 2.6]? Several strategies in our action plan align with LACDPH food insecurity report.**

A88. No. Participation in other coalitions that also focus on food insecurity will not satisfy this requirement. This activity refers to a specific county-wide coalition and collaborative to address food insecurity that will include all CalFresh Healthy Living Program funded partners.

**Q89. If only Category 2 is setup in a SPA, how will the Category 4 (Food Distribution) and Category 5 (Nutrition Education) be assigned in Category 2 (Schools)?**

**a. Does that mean page 1 will be modified? Because it states that it is in a service planning area (SPA).**

**b. It says each proposer in this category must target Los Angeles County service planning areas (SPA)**

A89. Please response A43, A50 and refer to RFP, Paragraph 3.5.2.

**Q90. As the contractors are not applying for a specific geographic area or region, do you want the target information for all of Los Angeles County?**

**a. Currently serve. So, wherever we are currently serving, that's the demographics you want us to use regardless of where we may in the future.**

A90. Proposers should provide information about the target audience they currently serve and the audience they are proposing to serve in the future.

**Q91. Lastly, is there a specific citing source that we should use for demographic statistics?**

A91. Specific citing source is not necessary.

**Q92. How will the Contractor be assigned to a school district to work with? Does the contractor have any input into the assignment? Will the 5 parks assigned be in the same geographic area as the school district? Is there a geographic radius of the assigned parks?**

A92. DPH will coordinate with all Proposers recommended for funding to identify and finalize partner sites. This process will take into account factors such as organizational alignment, cost-effectiveness, target population needs, geographic distribution and will be in the best interest of the County's CalFresh Healthy Living Program.

The parks cannot be guaranteed to be in the same geographic area of the school districts. There is no geographic radius of assigned parks.

### **APPENDICES QUESTIONS**

**Q93. Can the Healthy Communities Initiative and NEOP grant be listed under exhibit 4?**

**Do we only list contracts related to nutrition and healthy living or all contracts the agency has held in the last 5 years?**

A93. Yes, the Healthy Communities Initiative and NEOP grant can be listed under Exhibit 4.

Exhibit 4 (Revised) Prospective Contractor List of Contracts asks for list that must include all non-profit and public entity contractors for which the Contractor has provided the same or similar services within the last five (5) years.

**RFP, Appendix D, Required Forms, Exhibit 4, Prospective Contractor List of Contracts, has been revised.**

See Part 1 – Modifications and Revisions to RFP, item 6, of this Addendum Number 4.

**Q94. Should applicants follow the RFP instructions or Exhibit 4 instructions stated on Appendix D?**

Under RFP Section B, Subsection B-2, pg.55, the instructions for the completion of Exhibit 4, Prospective Contractor List of Contracts, are to “...include all non-profit and public entity contracts for which the Contractor has provided the same or similar services within the last five (5) years.” However, the Appendix D instructions for the completion of Exhibit 4 are to “List of all public entities for which the Proposer has provided service within the last three (3) years.” With regards to the completion of Exhibit 4, should NEVHC comply with the RFP instructions or Appendix D instructions?

A94. RFP, Appendix D, Required Forms, Exhibit 4, Prospective Contractor List of Contracts, has been revised.

See Part 1 – Modifications and Revisions to RFP, item 6, of this Addendum Number 4.

**Q95. Should applicants follow RFP instructions of the Exhibit 5 instructions stated on Appendix D?**

Under RFP Section B, Subsection B-2, pg.55, the instructions for the completion of Exhibit 5, Prospective Contractor List of Terminated Contracts, are to “...include contracts terminated prior to their expiration, within the past five (5) years...” However, the Appendix D instructions for the completion of Exhibit 5 are to “List of all contracts that have been terminated within the past five (5) years.” With regards to the completion of Exhibit 5, should proposer comply with the RFP instructions or Appendix D instructions?

A95. RFP, Appendix D, Required Forms, Exhibit 5, Prospective Contract List of Terminated Contracts, has been revised.

See Part 1 – Modifications and Revisions to RFP, item 7, of this Addendum Number 4.

**Q96. Is there a preference to where the signed Appendix T (re: tobacco funds) should be placed in the designated order for submitted proposals? Would following the required forms (Section H) be acceptable?**

A96. RFP, Subsection 7.9, Proposal Format, has been revised.



See Part 1 – Modifications and Revisions to RFP, item 4, of this Addendum Number 4.

**Q97. RFP No. 2019-008 – CALFRESH HEALTHY LIVING PROGRAM**

**Category 3: Healthcare Clinics**

**3.6.1 – “Proposer must operate a minimum of three (3) eligible healthcare clinic sites” (page 21)**

**3.6.2 – “Proposer must submit Appendix Q (Site Eligibility Documentation) of this RFP” (page 21)**

I am a consultant, and am working with a client who is interested in applying for RFP No. 2019-008, CalFresh Healthy Living Program. I have a few questions regarding eligible sites.

The RFP mentions an Appendix Q (Site Eligibility Documentation), however I could not find the attachment as part of the Appendices. Can you please direct me to the right location? My apologies if I missed it, which may be able to answer my other two questions.

A97. Please see Part 1 – Modifications and Revisions to RFP, item 8, of this Addendum Number 4, and RFP, Appendix Q (Revised), Site Eligibility Documentation.

**SCOPE OF WORK QUESTIONS**

**Q98. Section 5: Nutrition Education #8. (a) It states "to conduct evidence-based nutrition education classes at selected school sites for youth and parents." "Proposer's experience and qualifications to conduct nutrition education and physical activity to students (grade K-12) and parents..."**

**Appendix A: Category 2, pg 8, GDPA 4.4, "coordinate with schools and DPH-funded Nutrition Education and Physical Activity provider to conduct a minimum of five (5) nutrition education classes to parents"**

**Appendix A: Category 6, pg 6, NEPA 5.3 & 7.1, "Conduct a minimum of five (5) total nutrition education classes for parents"**

**Can you please clarify the Scope of Work intended for Category 6 if it is or is not to include grades K-12 classes (nutrition ed &/or physical activity)?**

**If not, what is the relevance in the proposer's experience in conducting nutrition education to students (grade K-12)?**

**If so, how are the activities differentiated from Category 2 funded agency's SOW to provide education for these age groups?**

**Per the Category 2 SOW, it appears that all education classes in coordination with the Category 6 funded agencies are for adults/ parents only. And within the Category 6 SOW, it also indicates classes required are solely for adults/ parents only.**

- A98. For Category 6: Nutrition Education and Physical Activity, nutrition education for students is included within the Scope of Work.

Please refer to Addendum 2, issued on December 18, 2019, for the revised Scopes of Work for Category 6, Year 2 (Appendix A-2 (Revised)). Under Process Objective NEPA 6 “Contractor shall conduct nutrition education activities as part of Smarter Lunchroom Movement strategies” Activity NEPA 6.2 states “Conduct a minimum of six (6) nutrition class series’ (minimum of five (5) classes per series) using approved CalFresh Food Healthy Living Program curricula for a minimum of 180 4th and/or 5th grade students spanning two elementary school sites (Note: the same curriculum must be used throughout the grant cycle)“

Additionally, several activities, such as Scope of Work for Category 6: Nutrition and Physical Activity, Year 2 (Appendix A-2 (Revised)), Process Objective NEPA 7, “Contractor shall conduct nutrition education activities and physical activity classes in parks” Activity NEPA 7.4, states “Coordinate a minimum of 2-3 total single-session nutrition education classes that include a food demonstration at 2-3 total free produce “pickups” in DPH identified parks, reaching a minimum of 20-30 attendees”

Attendees in this instance and other activities in which the word “attendees” is used may include children, students, and other youth.

Pursuant to RFP, Section 4.0, County Rights & Responsibilities, and Subsection 4.4, County’s Right to Amend Request for Proposals, Proposers are reminded of this statement: “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”.

Pursuant to RFP, Section 4.0, County Rights & Responsibilities, Addendum Number 4 is available on the 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, Addendum Number 2, Addendum Number 3,

RFP #2019-008  
Addendum Number 4  
February 7, 2020  
Page 43 of 43

and Addendum Number 4, there are no other revisions to the RFP. All other terms and conditions of the RFP remain in full force and effect.

Attachments (7)  
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