



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

MUNTU DAVIS, M.D., 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

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March 20, 2020

**ADDENDUM NUMBER 2
TO
REQUEST FOR APPLICATIONS NO. 2019-009
FOR
TRANSPORTATION SERVICES FOR ELIGIBLE RYAN WHITE PROGRAM CLIENTS
IN LOS ANGELES COUNTY**

On February 26, 2020, the County of Los Angeles (County) Department of Public Health (DPH) released a Request for Applications (RFA) for Transportation Services for Eligible Ryan White Program (RWP) Clients in Los Angeles County.

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

- **PART 1 – MODIFICATIONS TO RFA**
- **PART 2 – RESPONSES TO APPLICANTS' QUESTIONS**

PART 1 – MODIFICATIONS TO RFA

Pursuant to RFA Section 1.8, County Rights & Responsibilities, DPH has the right to amend the RFA by written addendum. This Addendum Number 2 amends this RFA to add an option to submit applications in an electronic format. The change is indicated below (new RFA language is in **highlight** and revised or deleted language in ~~strike through~~ for easy reference).

1. RFA, Section 2.0, Instructions to Applicants, Subsection 2.6, Preparation and Format of the Application, first paragraph, shall be amended as follows:

“2.6 Preparation and Format of the Application

All **Hard-copy** applications must be unbound, SINGLE-SIDED, and submitted in the prescribed format, including all required attachments and forms with original signatures. **PDF scanned applications in the prescribed format, including all required attachments and forms with original signatures, sent via electronic mail (e-mail), are also accepted.** Any application that deviates from ~~this format~~ **the formats described above** may be rejected without review at the County's sole discretion.”

2. RFA, Section 2.0, Instructions to Applicants, Subsection 2.7, Application Submission, shall be amended as follows:

“2.7 Application Submission

For hard-copy ~~hand-delivered~~ (in-person) submissions, the original Application shall be enclosed in a sealed envelope, plainly marked in the upper left-hand corner with the name and address of the Applicant and bear the words:

“APPLICATION FOR TRANSPORTATION SERVICES FOR ELIGIBLE RYAN WHITE PROGRAM CLIENTS IN LOS ANGELES COUNTY”

The **Hard-copy** applications must be hand-delivered or sent by a delivery service (excluding United States Postal Service) and received by the deadline specified in Section 2.3, RFA Timetable, to:

**José Cueva, Contract Analyst
County of Los Angeles, Department of Public Health
Contracts and Grants Division
1000 South Fremont Avenue, Building A-9 East, 5th Floor
Alhambra, California 91803**

PDF scanned applications are also accepted in the format prescribed herein, and they may be electronically submitted through e-mail with the subject line “Application for Transportation Services for Eligible Ryan White Program Clients in Los Angeles County” to:

José Cueva, Contract Analyst
E-mail address: jcueva@ph.lacounty.gov

Timely ~~hand-delivered~~ applications are acceptable. It is the sole responsibility of the submitting Applicant to ensure that its application is received before the initial submission deadline. Submitting Applicants shall bear all risks associated with delays in delivery by any person or entity.”

This RFA has an ~~initial~~ due date (see **Section 2.3 RFA Timetable**) for applicants to submit their applications but will remain **open/continuous** and the County may continue accepting applications beyond the ~~initial~~ due date and, depending on service needs, select vendors from this RFA process until the service needs are met or the County chooses to close the RFA.

Until the application submission deadline, errors in applications may be corrected by a request in writing to withdraw the application and by submission of another application with the mistakes corrected.”

PART 2 – RESPONSES TO APPLICANTS’ QUESTIONS

As indicated in RFA, Section 2.0, INSTRUCTIONS TO APPLICANTS, Subsection 2.5, Applicants’ Questions, questions received by the date and time specified in Section 2.3, RFA Timetable, will be compiled with the appropriate answers and issued as an addendum to the RFA and that County reserves the right to group similar questions when providing answers. This Addendum Number 2 provides the responses to the questions received.

SECTION 1.0 – INTRODUCTION

Subsection 1.1.1 Eligibility Requirements for Funding of Transportation Coordination

Q1. We have been serving the county for more than two decades. Can you please explain more why Taxicab Company is not qualified for this RFA?

A1. The County appreciates its long-standing partnership with local taxicab companies and their commitment to safely transport persons living with HIV to critical health and social services. The intention of this RFA is to expand the transportation options for clients and to ensure that local County-funded HIV service delivery partners have direct control and responsibility for meeting the diverse transportation needs of their client populations. These changes are not only necessary to achieve programmatic and cost efficiency, but are also responsive to requests, feedback and recommendations we have received from clients, service delivery providers and members of the Commission on HIV related to the transportation needs of Ryan White Program (RWP)-eligible persons living with HIV. As a result of this RFA, and with Board of Supervisors’ approval, we intend on allocating transportation funds to community-based and County-based health and social service providers serving persons living with HIV, through contract or MOUs, respectively. These new arrangements will allow service providers to assess, determine and pay for the transportation services of their clients and receive reimbursement from Division of HIV and STD Programs (DHSP). Service delivery providers may enlist taxicab companies in their menu of transportation options for clients.

Q2(a). Please inform us what will happen after May 31st and whether we still need to apply for the RFA to continue to receive funding for transportation services.

A2(a). In order to receive transportation funds beginning June 1, 2020, DHSP- contracted RWP service providers (**with the exception of DHSP-contracted agencies who only provide transportation and no other RWP service**) must apply for funding through this RFA. Contracts or MOUs resulting from this RFA will replace any and all current DHSP-funded transportation service delivery contracts.

Q2(b). What exactly does “decentralizing the transportation services” mean?

A2(b). Decentralization means that DHSP will no longer directly administer and transact transportation assets or contracts (e.g. MTA bus passes, Metro tap cards, Metrolink

passes, taxi contracts), but rather will allocate a pool of funds to each individual service provider so that they can directly purchase and be reimbursed for meeting client transportation needs.

- Q3.** I'm confused about the current RFA as it relates to current BSS contracts and it seems a bit contradictory. Section 1.1.1 says that current recipients are not eligible for Transportation Coordination funding, but then it says that transportation funds will be added to existing BSS contracts. So, I'm not sure if I need to apply to gain access to transportation funds or if they will be automatically added to my contract. Could you clarify?
- A3. The RFA specifies providers with Benefits Specialty Services (BSS) contracts can apply to this RFA to receive funding for Transportation only (not Transportation Coordination). These funds are limited to funding trips to and from non-emergency medical and social service appointments. BSS providers are expected to use existing staff to coordinate transportation needs for their clients, with no increase in funding in BSS contracts. BSS providers can only apply for transportation funds (funds to purchase MTA bus passes, taxi services or rideshare rides, etc.) under Subsection 1.1, Purpose, Number 1 Transportation via this RFA. Please see Addendum 1, Section 1.0, Subsection 1.1.1 Eligibility Requirements for Funding of Transportation Coordination, Q1(b), A1(b), Q2(a) and A2(a) for additional clarification for all existing DHSP-funded BSS providers.

SECTION 2.0 – INSTRUCTIONS TO APPLICANTS

Subsection 2.7 Application Submission

- Q4.** Given the current health situation in Los Angeles County, are you still expecting hand-delivered applications, or can we mail them via USPS?
- A4. Please refer to PART 1 – MODIFICATIONS TO RFA, Number 1 and 2 above.
- Q5.** Will there be any delay in submission deadline or other changes to the application requirements given the circumstances, and particularly if there become obvious delays in the USPS and UPS systems?
- A5. The due date will remain March 27, 2020. However, the RFA will remain open/continuous. The County may continue accepting applications beyond the due date. Please refer to PART 1 – MODIFICATIONS TO RFA, Number 2 above.

APPENDIX B – STATEMENT OF WORK

- Q6.** Appendix B page 13 4.2.3.2 “For public transportation, Contractor may purchase cards on a monthly basis to provide the client access to public transportation in order to obtain nonemergency medical and social services. Fares shall be reloaded onto TAP cards prior to the first of the month, for clients who continue to qualify. Contractors will work with clients at the start of a given month on developing a monthly schedule of non-emergency medical and social service appointments and load TAP cards with exact fare to cover only these appointments. Contractor will track client’s schedule to ensure that client keeps appointments. Contractor will develop intervention plans with the client in instances where clients run out of fare, due to client using TAP card for personal use resulting in missed appointments.” Are there limitations to purchasing weekly or monthly bus or rail passes for clients with multiple appointments versus a single day pass for as a unit of transportation?
- A6. There are no limits. Agencies may choose how transportation rides are managed and distributed while considering both client’s need and cost-effectiveness.

GENERAL QUESTIONS

- Q7.** What department is this for?
- A7. This is for the County of Los Angeles Department of Public Health.

Pursuant to RFA, Section 1.8, County Rights & Responsibilities, the County has the right to amend this RFA by written addendum. Applicants are reminded that should such addendum require additional information not previously requested, failure to address the requirements of such addendum may result in the Application 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.

Addendum Number 2 has been made available on the Department of Public Health Contracts and Grants website at <http://publichealth.lacounty.gov/cg/index.htm> and on the County’s website at <http://camisvr.co.la.ca.us/lacobids/BidLookUp/BidOpenStart.asp>.

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