



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

BOARD OF SUPERVISORS

Hilda L. Solis
First District

Mark Ridley-Thomas
Second District

Sheila Kuehl
Third District

Janice Hahn
Fourth District

Kathryn Barger
Fifth District

March 11, 2020

**ADDENDUM NUMBER 1
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 1 amends this RFA as indicated below (new RFA language is in **highlight** and revised or deleted language in ~~strike through~~ for easy reference).

1. RFA, Section 1.5, Applicant's Minimum Mandatory Requirements, Subsection 1.5.1, Ryan White Program Service Provider in Los Angeles County, shall be amended as follows:

"1.5.1 Ryan White Program Service Provider in Los Angeles County:

Applicant must be an existing DHSP-funded service provider serving Ryan White Program eligible clients in Los Angeles County. **Agencies who provide DHSP-funded transportation services only (and no other DHSP-contracted RWP service) are not eligible to receive funds through this RFA.**

2. RFA, Section 2.0, Instructions to Applicants, Subsection 2.3, RFA Timetable, shall be amended as follows:

“2.3 RFA Timetable

Release of RFA	February 26, 2020
Request for a Solicitation Requirements Review Due by 3:00 pm	March 4, 2020
Applicants' Written Questions Due by 3:00 pm	March 4, 2020
Questions and Answers Released	March 11, 2020
Request for a Solicitation Requirements Review Due by 3:00 pm	March 16, 2020
Applicants' Written Questions Due by 3:00 pm	March 16, 2020
Questions and Answers Released	March 20, 2020
Application Initial due date by 3:00 pm	March 27, 2020

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

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 1 provides the responses to the questions received.

SECTION 1.0 – INTRODUCTION

Subsection 1.1.1 Eligibility Requirements for Funding of Transportation Coordination

Q1(a). It appears that we are not eligible to apply for the attached Transportation Services Program since we have an existing Benefit Specialty Services (BSS) program.

Q1(b). Can you please advise on how we can incorporate transportation as part of our BSS duties?

A1(a). This is an incorrect statement. Agencies who have an existing BSS contract with the Division of HIV and STD Program (DHSP) are eligible to apply for Subsection 1.1, Purpose, Number 1, Transportation via this RFA.

A1(b). DHSP BSS providers cannot apply for Transportation Coordination (Subsection 1.1, Purpose, Number 2, Transportation Coordination) under this RFA; however, BSS providers can include the transportation coordination function (salary and employee

benefits cost) within their agency's separate BSS contract budget in order to be reimbursed for costs associated with transportation coordination. There is no increase in funding for BSS contracts. There will be a revision to BSS staff responsibilities that will be included as part of the renewal of existing BSS contracts effective March 1, 2020 or April 1, 2020. Please refer to the electronic communication sent to BSS providers on February 14, 2020, from the DHSP regarding BSS staff requirement changes to existing BSS contracts. For further questions regarding current BSS contracts only, you may contact Paulina Zamudio at DHSP - pzamudio@ph.lacounty.gov .

Q2(a). We are unclear about the eligibility portion of the RFA. We have a BSS contract and we understand that we cannot apply for Transportation Coordination. But are we also barred from applying for Transportation?

Q2(b). If we are eligible for Transportation, does that mean that the cost of staff will be paid by the BSS contract, and for the Transportation budget, we would only ask for the funds to cover the transportation costs?

A2(a). No, you are not barred from applying for Transportation, only Transportation Coordination. Please refer to A1(a) and A1(b) for more information.

A2(b). Yes.

Q3. I would like clarification regarding the new RFA for Transportation Services. Currently we have a Transportation contract with DHSP as well as a BSS contract. I am wondering if this is something totally separate from the two and if we have to apply for the funds or if the funds will be allocated to us since we already have the BSS contract in place?

A3. This RFA will replace any and all currently DHSP-funded transportation services. For providers who have BSS contracts, please refer to A1(a) and A1(b) for response.

SECTION 2.0 – INSTRUCTIONS TO APPLICANTS

Subsection 2.6 Preparation and Format of the Application

Q4. Can we add a Table of Contents?

A4. Yes.

Subsection 2.6.2.1 Required Forms

Q5. Exhibit 1 – Application Checklist has Page 1 of 2 at the right bottom corner of the page yet there is only one page. Is this an oversight or is there a second page with more items to be submitted?

A5. It is a typographical error. Exhibit 1 – Application Checklist is only one page.

APPENDIX B – STATEMENT OF WORK

Q6. Appendix B – Statement of Work, Paragraph, 4.0, Specific Work Requirements, Sub-paragraph 4.1, Page 11, states “*Arrange payment for Non-emergency Transportation: Contractor shall arrange payment for non-emergency transportation for eligible clients to and from RWP-funded service locations in LAC, as needed/requested, in order to maintain health and well-being.*” Since we have historically received DHSP Transportation Funding for taxi and bus passes, does this RFA require that agencies will now have to purchase taxi and bus passes directly from the taxi vendor and MTA vendor for bus passes?

A6. Yes.

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

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