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March 17, 2020

**ADDENDUM NUMBER 1  
TO  
REQUEST FOR APPLICATIONS  
FOR  
DOMESTIC VIOLENCE SUPPORTIVE SERVICES – RFA 2020-001**

On February 25, 2020, the County of Los Angeles (County) Department of Public Health (DPH) released a Request for Applications (RFA) for Domestic Violence Supportive Services.

As indicated in the RFA, Section 1.8, County Rights and Responsibilities, the County has the right to amend the RFA by written addendum. This Addendum Number 1 amends the RFA to: a) extend the RFA Timetable; and b) add an option to submit applications in an electronic format. The changes are as indicated below (new or revised language is shown in **highlight** and deleted language is shown in **strikethrough** for easy reference).

**1. RFA Section 2.0, INSTRUCTIONS TO APPLICANTS, Subsection 2.4, RFA Timetable, is hereby amended as follows:**

**“2.4 RFA Timetable**

**The timetable for this RFA is as follows:**

Release of RFA	February 25, 2020
Applicants' Written Questions Due by 3:00 pm*	March 3, 2020
Request for a Solicitation Requirements Review Due by 3:00 pm	March 3, 2020
Questions and Answers Released	<del>March 17, 2020</del> <b>April 8, 2020</b>
Application due by 3:00 pm*	<del>March 24, 2020</del> <b>April 15, 2020</b>

\*Times listed in Pacific Time (PT).”

2. **RFA SECTION 2.0, INSTRUCTIONS TO APPLICANTS, Subsection 2.8, Preparation and Format of the Application, first paragraph**, shall be amended as follows:

**“2.8 Preparation and Format of the Application**

**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 are also accepted.** Any application that deviates from ~~this format~~ **the formats described above** may be rejected without further review, at the County’s sole discretion.”

3. **RFA SECTION 2.0, INSTRUCTIONS TO APPLICANTS, Subsection 2.9, Application Submission**, shall be amended as follows:

**“2.9 Application Submission**

**For in-person submission**, the original application and one copy 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 DOMESTIC VIOLENCE SUPPORTIVE SERVICES”**

**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 2.4, RFA Timetable, to:

Violeta Villalobos, 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 with the subject line “Application for Domestic Violence Supportive Services” to:**

**Violeta Villalobos, Contract Analyst**  
**E-mail address: [Vvillalobos@ph.lacounty.gov](mailto:Vvillalobos@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 submission deadline. Submitting Applicants shall bear all risks associated with delays in delivery by any person or entity.**

**Late applications received on the due date, but after the scheduled closing time for receipt of applications, as listed in Section 2.4, RFA Timetable, will not be reviewed. ~~but will be time stamped and set aside unopened.~~ At the Director’s sole discretion, ~~these~~ late applications may be considered, in the order received, if a determination is made that there is a specific unmet need.**

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 ~~set of~~ application ~~documents~~ with the mistakes corrected. Corrections will not be accepted once the deadline for submission of applications has passed.”

Pursuant to RFA, Section 1.8, County Rights and Responsibilities, Addendum Number 1 has been made available on the Department of Public Health Contracts and Grants Division website at <http://publichealth.lacounty.gov/cg/index.htm> and on the Los Angeles County – Doing Business With Us website at <http://camisvr.co.la.ca.us/lacobids/BidLookUp/BidOpenStart.asp>.

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

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