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August 10, 2021

**ADDENDUM NUMBER 1  
TO  
REQUEST FOR STATEMENT OF QUALIFICATIONS  
FOR  
AS-NEEDED TEMPORARY PERSONNEL SERVICES RFSQ NO. 2021-003**

On July 20, 2021, the County of Los Angeles (County) Department of Public Health (Public Health) released a Request for Statement of Qualifications (RFSQ) for As-Needed Temporary Personnel Services.

As indicated in RFSQ Section 2.0, Instructions to Vendors, subsection 2.5, Vendors' Questions, questions received by the date and time indicated in subsection 2.3, RFSQ Timetable, will be compiled with the appropriate answers and issued as an addendum to the RFSQ and that County reserves the right to group similar questions when providing answers.

**Subsection 1.1 Scope of Services**

**Q1. Considering the current COVID-19 pandemic situation, if the proposed candidates are not available at the time of award, will the agency allow us to provide replacement personnel with similar or more skill sets?**

A1. No candidates are being requested as part of this RFSQ. Pursuant to subsection 1.1, Master Agreement Work Orders (MAWO) shall include a Statement of Work which shall describe in detail the particular project and the work required for the performance thereof. Please refer to subsection 1.6, Master Agreement/Work Order Solicitation (WOS) Process for more detail as to how vendors are able to bid on the specific projects.

**Q2. Is there any limitation on providing resumes of the personnel, i.e., if the requirement is for two candidates; do we need to submit only two resumes or can we propose resumes of more than two candidates for agency's consideration?**

A2. Under MAWOs, generally there is no limitation on the number of resumes to be provided for any temporary staff position, as long as potential temporary staff meet all the requirements stated in Attachment A- Statement of Work of the MAWO.

**Q3. What are the most frequently used job categories in the subject matter RFSQ?**

A3. The temporary staff positions vary for each MAWO. Subsection 1.1, Scope of Services, provides a list of the typical temporary staff recruited under the MAWOs for As-Needed Temporary Personnel services.

**Q4. Section 1.1, page 3, Scope of Services: Could you please provide job descriptions for the temporary staff sought under this RFSQ?**

A4. A job description for each temporary staff being recruited for a particular MAWO is provided in Attachment A - Statement of Work of the WOS. Please refer to A3 for the potential temporary staff sought under this RFSQ.

#### **Subsection 1.4 Vendor's Minimum Mandatory Qualifications**

**Q5. We are under a current Master Service Agreement with LACDPH, do we have to respond or is this just for new applicants that are not under the current Master Service Agreement?**

**Q6. The current Master Agreements will expire on February 28, 2023. Are you adding new vendor pool in the contract? If so, should the current vendors submit their response to this solicitation?**

**Q7. We currently have an Agreement with Public Health. Is this the same body of work you are currently soliciting for noted above? Do we need to rebid this?**

A5-A7.

Vendors who have a current Master Agreement with the Public Health and/or Department of Health Services (DHS), and meets the Vendor's Minimum Mandatory Qualifications in Section 1.4.5 are encouraged to apply. The goal is to enter into new Master Agreements that extend beyond February 28, 2023, while potentially expanding the vendor pool for As-Needed Temporary Personnel services.

**Q8. I noticed that in the RFSQ on page 5 section 1.5 New Firm Eligibility (Intentionally Omitted), I was confused by. Can you confirm: Is my firm eligible to submit a Statement of Qualifications to be considered for the RFSQ**

**being that we are not currently operating under a Master Agreement and would we be considered as a New Firm?**

A8. New Firms are encouraged to apply. New Firm Eligibility is intentionally omitted as the requirements are already stated in subsection 1.41, 1.4.2, 1.4.3 and 1.4.4 of the RFSQ.

**Q9. Section 2.0, page 28, Instructions to Vendors: It is noted that “Vendors who currently have an As-Needed Temporary Personnel Services Master Agreement will only be required to submit a partial SOQ, as described in Section 2.7, Preparation and Format of the SOQ.” We have multiple agreements with LA County, including the Board of Supervisors and a few sub departments under this contract, the Registrar Recorder, the Library, and the Sheriff’s Department. Do any of these agreements qualify? Or would the agreement need to be directly with The Department of Public Health?**

A9. In order for a vendor to qualify under Minimum Mandatory Qualification 1.4.5, the vendor must currently have an As-Needed Temporary Personnel Services Master Agreement with Public Health and/or DHS.

**Q10. We don't have an office in Los Angeles County, are we eligible to submit the proposal?**

A10. Pursuant to Vendor’s Minimum Mandatory Qualification 1.4.3, Vendor must maintain and conduct business from an office located within the geographic boundaries of Los Angeles County or an adjacent County. Address of site must be provided on Exhibit 2, in Appendix A – Required Forms.

**Q11. Is Subcontracting allowed for this opportunity, if so, are there any specific participation goals to be met?**

**Q12. If we are one of the Vendors who currently have an As-Needed Temporary Personnel Services Master Agreement, do we need to sub-contract again?**

A11-A12.

Pursuant to subsection 1.4 Vendor’s Minimum Mandatory Qualification, Subcontractors may not be used to meet the Minimum Mandatory Qualifications.

**Subsection 1.6 Master Agreement/Work Order Solicitation (WOS) Process**

**Q13. Is there any budget allocated for this contract? If yes, can you please let us know the same?**

**Q14. What is the estimated budget for this RFSQ? If unknown, please specify previous spending.**

A13-A14.

There is no budget allocated to Master Agreements. The work is assigned under WOSs issued for each project. The number and type of positions recruited vary for each project, as well as the budget. Please refer to subsection 1.6, Master Agreement/Work Order Solicitation (WOS) Process for more detail as to how Master Agreement vendors are able to bid on the specific projects.

**Q15. Is this an “all or nothing” bid? Meaning, will we need to support each role or are we permitted to provide pricing for only those we can staff?**

A15. No pricing is submitted under the RFSQ. Agencies responding to a WOS must bid on the entire project, no partial bids are allowed. Please refer to subsection 1.6, Master Agreement/Work Order Solicitation (WOS) Process for more detail as to how vendors are able to bid on the specific projects.

### **Subsection 1.7 Master Agreement Term**

**Q16. What is the anticipated date of award and contract execution?**

A16. The anticipated date of Master Agreement execution is Fall 2021.

**Q17. What will be the term of the contract?**

A17. Pursuant to subsection 1.7.1, The Master Agreement term shall be for a period of eight years as authorized by the Los Angeles County Board of Supervisors (Board). At the conclusion of the eight-year period, the County shall have the option to extend the term for two years on a year-to-year basis, not to exceed, in aggregate, a maximum total master agreement term of 10 years. The two year-to-year extensions may be exercised at the sole discretion of Public Health.

**Q18. What is the average length of the assignment?**

A18. See A17 for Master Agreement terms. MAWO terms vary by project but the maximum term is two years.

### **Subsection 1.31 Overview of County’s Preference Programs**

**Q19. Is there any preference for local vendor?**

A19. The County of Los Angeles has three preference programs, The Local Small Business Enterprise, Social Enterprise, and Disabled Veterans Business Enterprise. For additional information please refer to subsections 1.31, 1.32, 1.34, and 1.35 of the RFSQ. Preference will be applied during the WOS process.

**Subsection 2.5 Vendors' Questions**

**Q20. Is there an incumbent on the contract? If yes, could you please let us know the incumbent name and spending done on contract so far?**

**Q21. Is this a new initiative? If not, please provide the names of the current vendor(s) providing the services**

**Q22. Can you please let us know the previous spending of this contract? Please confirm if we can get the proposals or pricing of the incumbent(s).**

**Q23. Please provide name of the current vendor providing the services with a copy of their proposal including cost sheet.**

**Q24. Can you provide the pricing under the current agreement?**

A20-24.

See attached list of current As-Needed Temporary Personnel Services Master Agreement vendors. There is no current project, cost or pricing under this RFSQ.

**Q25. What is the total number of resources who are currently working on this project? Please let us know their position name and hourly rate?**

**Q26. Kindly provide total number of temporary staffs on current assignment.**

A25-A26.

The purpose of this RFSQ is recruit a pool of pre-qualified vendors to provide As-Needed Temporary Personnel services. There is no current project under this RFSQ. Whenever there is a need for temporary staff for a particular project, a WOS is released which states the specific number of staff required, the level of staffing, and the qualification and experience of each temporary staff. See A1 for additional information.

**Q27. Are hourly rate ranges acceptable for proposed personnel including key?**

A27. No. Hourly rate ranges are unacceptable for proposed personnel.

**Q28. Is it entirely onsite work or can be done remotely to some extent / Does the services need to be delivered onsite or is there a possibility for remote operations and performance?**

A28. Each WOS will specify where a staff will be reporting for work. Each Program has different requirements depending on the project. The ability to work at a County facility/building or remotely is determined by the specific project needs

**Q29. How many people are currently working onsite and offsite?**

A29. The number of temporary staff currently working onsite and offsite varies over time.

**Q30. Are there any pain points or issues with the current vendor(s)?**

A30. Information about performance of current As-Needed Temporary Personnel Services Master Agreement contractors is not relevant to this RFSQ.

**Q31. Please confirm the anticipated number of awards.**

A31. All qualified applicants will receive an As-Needed Temporary Personnel Services Master Agreement.

**Subsection 2.7 Preparation and Format of the SOQ**

**Q32. We are one of the Vendors who currently have an As-Needed Temporary Personnel Services Master Agreement. Kindly confirm list of things/forms/attachments to be provided with the response so to avoid compliance issues.**

**Q33. Do we have to provide only things listed in the Section 2.7 Preparation and Format of the SOQ?**

**Q34. If we are one of the Vendors who currently have an As-Needed Temporary Personnel Services Master Agreement, can we exclude Vendors qualifying under RFSQ Section 1.4.5 do not need to include SOE from the 2.7 Preparation and Format of the SOQ? So, do we have to provide only things that are required from already existing vendors?**

**Q35. Kindly confirm list of forms/attachments and content required to be submitted in the response if we are already one of the Vendors who currently have an As-Needed Temporary Personnel Services Master Agreement.**

A32-A35.

Please refer to the entire subsection 2.7, Preparation and Format of the SOQ, for instructions and requirements when submitting your SOQ. If you are a current Public Health and/or DHS Master Agreement Contractor, the instructions in red font provide additional guidance on the sections/exhibits to omit when preparing your SOQ.

**Q36. If we are one of the Vendors who currently have an As-Needed Temporary Personnel Services Master Agreement, can we check N/A in CHECKLIST – EXHIBIT 1?**

A36. You can check N/A in APPENDIX A – REQUIRED FORMS – EXHIBIT 1, if it applies to your agency.

**Subsection 2.8 SOQ Submission – Electronic Format**

**Q37. What if we are one of the Vendors who currently have an As-Needed Temporary Personnel Services Master Agreement? Do we need to email one original pdf response file?**

A37. All Vendors must submit a PDF SOQ electronically as instructed in subsection 2.8, SOQ Submission – Electronic Format. Only one submission per agency.

**Q38. COVID-19 related questions: a) Under any type of shutdown, will temporary staff be asked to work remote? b) Are vaccines required? c) Is regular COVID testing done?**

A38. a) Temporary staff assignment and work location is unique to each WOS project and need of the County.

b) At this time COVID-19 vaccines are not required of temporary staff. If COVID-19 vaccines are required for temporary staff in the future, Public Health will notify all agencies that have a current executed As-Needed Temporary Personnel Services Master Agreement.

c) At this time regular COVID-19 testing is not performed on temporary staff. If regular COVID-19 testing on temporary staff is required in the future, Public Health will notify all agencies that have a current executed As-Needed Temporary Personnel Services Master Agreement.

Pursuant to RFSQ, subsection 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 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 this RFSQ. All other terms and conditions of the RFSQ remain in full force and effect.

Attachment (1)

**COUNTY OF LOS ANGELES – DEPARTMENT OF PUBLIC HEALTH  
AS-NEEDED TEMPORARY PERSONNEL SERVICES RFSQ NO. 2021-003  
ADDENDUM NUMBER 1 – ATTACHMENT 1**

**CURRENT AS-NEEDED TEMPORARY PERSONNEL SERVICES MASTER  
AGREEMENT CONTRACTORS**

1. 22nd Century Technologies, Inc.
2. American Correctional Solutions
3. Healthcare Staffing Professionals, Inc.
4. Howroyd-Wright Employment Agency, Inc., dba AppleOne Employment Services
5. Maxim Healthcare Services, Inc., dba Maxim Staffing Solutions
6. Partners In Diversity, Inc.
7. Public Health Foundation Enterprises Inc. dba Heluna Health
8. R.L. Klein & Associates
9. SuperbTech, Inc.
10. Talent Strategies dba HealthCare Talent