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March 23, 2022

**ADDENDUM NUMBER 1
TO
REQUEST FOR PROPOSALS (RFP)
FOR
COMPREHENSIVE TOBACCO CONTROL SERVICES
IN LOS ANGELES COUNTY - RFP #2022-001**

On March 1, 2022, the County of Los Angeles (County) Department of Public Health (Public Health) released a Request for Proposals (RFP) #2022-001 for Comprehensive Tobacco Control Services in Los Angeles County.

As indicated in RFP Section 4.0, County's Rights and Responsibilities, Subsection 4.4, County's Right to Amend Request for Proposals, the County has the right to amend the RFP by written addendum, and intends to do so via this document, Addendum Number 1.

This addendum consists of two parts as outlined below:

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

PART 1 - MODIFICATIONS AND REVISIONS TO RFP

Part 1 of Addendum Number 1 amends the RFP as indicated below, (new or revised RFP language is noted in **highlight** and deleted language is noted in **strikethrough** for easy reference).

1. RFP Appendix N-2, Eligible Jurisdictions, Funding Category 2: Reduce Exposure to Secondhand Smoke in Multi-Unit Housing, is deleted and replaced in its entirety with Appendix N-2 (Revised 3-23-2022), Eligible Jurisdictions, Funding Category 2: Reduce Exposure to Secondhand Smoke in Multi-Unit Housing,

attached hereto and incorporated by reference. Wherever Appendix N-2 is referenced in the RFP shall be deemed amended to read Appendix N-2 (Revised 3-23-2022).

PART 2 - RESPONSES TO PROPOSERS' QUESTIONS

As indicated in RFP Section 7.0, Proposal Submission Requirements, Subsection 7.4, Proposers' Questions, questions received by the date and time specified in Section 7.2, RFP Timetable, will be compiled with the appropriate answers and issued as an addendum to the RFP. Proposers are advised that the County reserves the right to group similar questions when providing answers. Part 2 of this Addendum Number 1 provides the responses to the questions received.

GENERAL QUESTIONS

Q1. Does the Los Angeles County Office of Education's Compadres for Tobacco - Free LAC qualify for the Comprehensive Tobacco Control Services in LAC #2022-001 contracting opportunity since we already receive funding from the State CTCP?

A1. All interested and qualified agencies that meet the minimum mandatory qualifications as described in RFP Section 3.0, Proposer's Minimum Mandatory Qualifications (MMQ), are encouraged to submit a proposal.

Q2. In the event that we were to apply for Funding Category 2: Reduce Exposure to Secondhand Smoke in Multi-Unit Housing and selected a city where there is no SFMUH policy but we have previously gone through Phase 1, 2, 3 and currently stepping into Phase 4 - Would we have to start again from Phase 1 if awarded? The scope of work is in Appendix C-3-X in the RFP.?

A2. Yes. Under any contract awarded as a result of this RFP, contractors shall complete all activities described in Appendix C-2-X, Funding Category 2: Reduce Exposure to Secondhand Smoke in Multi-Unit Housing, Scope of Work. Public Health will work with contractors to implement the Scope of Work as appropriate for the specific jurisdiction.

Q3. In Appendix N-2 of the RFP, entitled "Eligible Jurisdictions Funding Category 2: Reduce Exposure to Secondhand Smoke in Multi-Unit Housing," Long Beach is listed as a category. Can you confirm this is an eligible city? Currently the Smoke-Free Long Beach Coalition has subcommittee meetings and are actively working on this issue.

A3. In Appendix N-2, Eligible Jurisdictions, Funding Category 2: Reduce Exposure to Secondhand Smoke in Multi-Unit Housing, the City of Long Beach was listed in error and it is not an eligible jurisdiction. Appendix N-2 has been revised

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

SECTION 7.9 – PROPOSAL FORMAT

Q4. RFP Section Part 2: Proposer's Program Information and Budget, Paragraph (Italic paragraph right before Section 7.9.7 begins), page number 42 it states "Note: a separate Part 2: Proposer's Program Information and Budget, is required for each funding category for which proposal is submitted. Proposer must label Part 2 with the Funding Category for which they are proposing. A maximum of two Funding Categories per Proposer may be submitted."

- 1. Does this mean that if you are preparing proposals for two different categories, that you will submit one proposal including both categories with 2 different budgets?**
- 2. Are both categories to be included in the page limit?**
- 3. For a proposal with 2 categories, what are the page limits?**

- A4
1. Yes. Proposers responding to more than one funding category shall submit a proposal which includes **one (1)** Part 1: Administrative Section, **and two (2) separate** Part 2: Proposer's Program Information and Budget sections. Each Part 2 must include a Section D, Proposer's Approach to Required Services, Section E, Proposer's Budget and Budget Justification, Section F, Proposer's Quality Control Plan, and Section G, Proposer's Green Initiatives, for the funding category.
 2. Yes. Each Part 2 of the RFP must adhere to the page limits. As described in RFP Section 7.8, Preparation of the Proposal, subsection 3, the narrative of the Proposal, where indicated, must not exceed the page limits identified in RFP Section 7.9, Proposal Format. Any pages beyond the allotted page limits will not be read or scored.
 3. Please see response above.

Addendum Number 1 has been made available on the County 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>.

Pursuant to RFP Section 4.0, County's Rights and Responsibilities, Subsection 4.4, County's Right to Amend Request for Proposals, Proposers are reminded that 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.

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RFP #2022-001
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Thank you for your interest in contracting with the County of Los Angeles. Except for the revisions contained in this Addendum Number 1, there are no other revisions to the RFP. All other terms and conditions of the RFP remain in full force and effect.

Attachment

#06131:sl

**COUNTY OF LOS ANGELES – DEPARTMENT OF PUBLIC HEALTH
COMPREHENSIVE TOBACCO CONTROL SERVICES IN LOS ANGELES COUNTY RFP 2022-001**

ELIGIBLE JURISDICTIONS

FUNDING CATEGORY 2: REDUCE EXPOSURE TO SECONDHAND SMOKE IN MULTI-UNIT HOUSING

Cities in Los Angeles County that have not adopted a Smoke -Free Multi-Unit Housing Ordinance.

- Agoura Hills
- Alhambra
- Arcadia
- Artesia
- Avalon
- Azusa
- Bell
- Bradbury
- Cerritos
- Claremont
- Commerce
- Covina
- Cudahy
- Diamond Bar
- Downey
- Duarte
- El Segundo
- Gardena
- Glendora
- Hawaiian Gardens
- Hermosa Beach
- Hidden Hills
- Industry
- Inglewood
- Irwindale
- La Cañada-Flintridge
- La Habra Heights
- La Mirada
- La Puente
- La Verne
- Lakewood
- Lancaster
- Lawndale
- Lomita
- ~~Long Beach~~
- Lynwood
- Malibu
- Maywood
- Monrovia
- Montebello
- Monterey Park
- Norwalk
- Palmdale
- Palos Verdes Estates
- Pico Rivera
- Pomona
- Rancho Palos Verdes
- Redondo Beach
- Rolling Hills
- Rolling Hills Estates
- Rosemead
- San Dimas
- San Fernando
- San Gabriel
- San Marino
- Santa Clarita
- Santa Fe Springs
- Sierra Madre
- Signal Hill
- South El Monte
- South Gate
- Torrance
- Vernon
- Walnut
- West Covina
- Westlake Village
- Whittier