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October 15, 2024

**ADDENDUM NUMBER 1  
TO  
REQUEST FOR APPLICATIONS NO. 2014-010  
FOR  
TRANSPORTATION SERVICES FOR ELIGIBLE RYAN WHITE PROGRAM CLIENTS  
IN LOS ANGELES COUNTY**

On September 17, 2024, the County of Los Angeles (County) Department of Public Health (Public Health) released a Request for Applications (RFA) for Transportation Services for Eligible Ryan White Program Clients in Los Angeles County.

The addendum consists of two parts, as outlined below:

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

**PART 1 – MODIFICATIONS TO RFA**

Pursuant to RFA Section 4.1, County’s Right to Amend Request for Applications, Public Health has the right to amend the RFA by written addendum. This Addendum Number 1 amends the RFA as indicated below, with the deleted language in ~~strikethrough~~ for easy reference.

Statement of Work, Section 1.1 Transportation, is amended as follows:

**1.1 Transportation**

Contractor is responsible for transporting eligible RWP clients to and from non-emergency medical and support service appointments via one of the Division of HIV and STD Programs (DHSP) approved transportation modalities, which are limited to:

- a. Municipal Transit (e.g., city buses, etc.);
- b. Local van/shuttle service;
- c. Taxi service;

- d. Ridesharing service;
- e. Rail services (commuter and light rail services); and
- f. Existing ~~DHSP-funded~~ vehicles currently in use by ~~DHSP~~ contractors for transportation of eligible Ryan White Program clients.

## **PART 2 – RESPONSES TO APPLICANTS' QUESTIONS**

Pursuant to RFA Section 7.3, Applicants' Questions, answers to questions received by the October 1, 2024 deadline are being issued as part of this Addendum. Applicants are reminded that the County has the right to group similar questions when providing answers.

### **RFA SECTION 2, GENERAL INFORMATION**

Q1. Is it a problem or even a nonstarter that I do not currently own or lease a fleet of vans? I didn't see that issue explicitly addressed in the RFP. I know I wouldn't be as competitive relative to the other proposers who may have standing fleets, but I can secure them within a reasonable time period.

A1. No. Applicants are not required to own or lease any vehicles. Please refer to RFA, Section 2.1.

Q2. Could you provide guidance on whether there is a minimum or recommended number of vehicles required to meet the transportation needs of eligible Ryan White Program (RWP) clients? Given the range of transportation modalities allowed (e.g., municipal transit, van services, taxis, ridesharing), I would appreciate any further information on how many vehicles would be deemed sufficient for ensuring efficient and reliable service for clients within Los Angeles County. Additionally, are there any specific capacity or geographic coverage expectations that should guide the decision on vehicle numbers?

A2. There is no minimum or recommended number of vehicles required. Applicants should use their expertise and understanding of individuals with HIV and their specific needs to identify the most client-centered and cost-effective transportation options. This should encompass all transportation methods outlined in the RFA, including municipal transit, taxis, and ridesharing services (e.g., Uber Health, Lyft). The primary goal is to provide efficient and reliable transportation services tailored to the needs of eligible Ryan White Program clients.

### **RFA, APPENDIX B, APPLICATION PACKET**

Q3. Are there "question and answer" narrative sections or is it just the forms we have to fill out?

A3. There are no "questions and answer" narrative sections in the RFA. Please refer to RFA Section 7.4, Preparation of the Application Packet and Section 7.5, Application Submission.

Q4. I want to confirm that what is required is all of the forms referenced on the checklist and budget? I do not see any questions or narrative that is required – other than the narrative in the budget template. Is this a correct interpretation?

A4. Yes. See response A3.

Q5. With reference to the CBE form, this seems to apply to for-profit businesses where there is an ownership entity. Does this form apply to a non-profit? For the demographics, the form required data on Owners/Partners and Associate Partners, which does not seem to be relevant to a non-profit organization.

A5. Yes. The CBE form (Exhibit 5 in the Application Packet) must be completed by all Applicants.

Pursuant to RFA, Section 4.1, County's Right to Amend Request for Applications, Applicants are reminded that if this Addendum requires additional information not previously requested, failure to address the requirements of this 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 will not be bound by any representations otherwise made by any individual acting or purporting to act on its behalf. This Addendum Number 1 has been made available on the 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 this 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.