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February 3, 2010

Prospective Proposers:

ADDENDUM NUMBER 2 TO THE TOBACCO CONTROL AND PREVENTION PROGRAM'S REQUEST FOR PROPOSALS FOR TOBACCO CONTROL AND PREVENTION SERVICES: COMMUNITY-BASED INTERVENTIONS IN LOS ANGELES COUNTY

As indicated at the January 11, 2010, Proposer's Conference, the Tobacco Control and Prevention Program will release and post all questions received after the proposal conference through the January 29, 2010 5:00 PM deadline for submitting questions in writing to TCPP.

Attachment A contains written questions (and answers) that have been received by the Tobacco Control and Prevention Program by 5:00 pm on January 29, 2009. Proposers shall take into account these questions (and answers) and submit their RFP proposal response as appropriate.

Additionally, please find the 2010 Tobacco Control and Prevention Services Proposers' Conference Attendee List.

Sincerely,

A handwritten signature in black ink that reads "Linda Aragon".

Linda M. Aragon, MPH
Director

Los Angeles County -Tobacco Control and Prevention Program
Request for Proposals (RFP) # 2010-01

Tobacco Control and Prevention Services: Community-Based Interventions in Los Angeles County

Questions & Answers

1. **Will TCPP provide a Board of Equalization (BOE) list of retailers for the Cities of Malibu and Agoura?**
The City of Malibu has 22 tobacco retailers and the City of Agoura Hills has 24 tobacco retailers. Proposers interested in obtaining the names of tobacco retailers in a particular city must contact the Board of Equalization at website address <http://www.boe.ca.gov>. Please note, you will be required to pay a fee for the list. In addition, the list may be incomplete as some of the information is considered private and not available to the public.
2. **Category 2: When working within a jurisdiction is it necessary to implement all three of the primary provisions?**
All the provisions of the adopted comprehensive smoke-free outdoor area policy should be implemented.
3. **If there is a smoke free ordinance (in place) for a city park, should we be looking at working within that ordinance or is it expected that we provide activities in areas that are either outside the city ordinance or in allocated smoking area? For instance; should the activities in "Phase 5" take place throughout the whole park or only the designated "smoking areas"?**
The activities in Phase 5 should address all provisions of the adopted comprehensive smoke-free outdoor area policy.
4. **As a part of the Comprehensive Secondhand Smoke Policies do all of the three (3) primary provisions have to be enacted at the same time or can they be worked on in phases?**
All provisions of the adopted comprehensive smoke-free outdoor area policy should be enacted.
5. **Can a city be chosen that already has one or more of the policies enacted?**
As stated on page 23 of the RFP: "Proposals will not be funded in a jurisdiction that has adopted the proposed policy."
6. **Category 3: What would be an appropriate number of housing units that would have a 75% smoke free ratio, which would make our proposal competitive?**
The proposals should address at least 75% of the housing units within the proposed housing type (e.g., market rate).
7. **Category 3: The provisions, states "create separate smoking and non-smoking sections." What is meant by "separate?" Does it have to be separated by a hallway? Be separate buildings?**
The proposer is not responsible for identifying how the units will be separated in the RFP.

8. **Does the size of the city (incorporated) matter, when proposing to work on smoke-free multi-housing projects? Can a small city in Los Angeles County qualify for Multi-Housing grants?**
The city size does not matter, however there must be market-rate and/or affordable apartments in the city.
9. **We are considering the City of Hawthorne for Multi-Unit Housing. The City of Hawthorne has a TRL and smoke-free parks according to the RFP. Can you tell us what agencies have been working in the city of Hawthorne?**
Dakota Communications worked on the TRL ordinance in Hawthorne. The smoke free parks ordinance was adopted in 2003.
10. **Our agency was unable to deploy staff to attend the meeting on the 11th. Was attendance a qualifying requirement?**
No.
11. **Is the hard copy RFP substantially different from the online version?**
It's the same version.
12. **In one of the sections (Policy/Decision makers) the RFP states "Include a justification for each individual." We wanted to find out if that is to mean a separate sentence for each, or if we can list the city council member in one sentence stating they each have the ability to vote on an ordinance that serves the campaign goal? We would just do a separate sentence for each to be sure but we have a limited number of pages, so I want to get all the information I can into it.**
The emphasis is on *EACH*, so yes you must address each council member.
13. **How will the invoicing and payment for this contract work? Is this cost-reimbursement or unit-based?**
The invoicing and payment structure are currently being developed .
14. **Will we be able to get the attachments/forms in Word? If so, it would make it easier and cleaner.**
No, the attachments/forms will not be released as Word documents under the advisement of the County's Public Health Contracts and Grants Division.
15. **My agency will be submitting the RFP however we were hoping to receive clarification on a certain area. When choosing a funding category, are we required to choose more than one city to implement the proposal or would one city suffice?**
One city per funding category.
16. **In the Financial Capability Section (page 27) one of the forms we are required to submit is a recent independent audit completed by a certified public accountant. What portion of the audit are we required to submit?**
You are required to submit the entire independent audit report.
17. **For the Transitional Job Opportunities Preference Application, what portions of our three most recent annual tax returns need to be submitted with our application?**
The entire annual tax return for each of the most recent three years is required.

18. **What do we do when it indicates that an Attachment is included in Required Docs and in other areas of the proposal - do we put them in twice. Example Attachment B - Request for Proposal Cover Page -- do I place that as page 3 and also in the Required Doc section.**

Submit it as page 3 of the document. No need to submit it again in the Required Document section.

Same for Scope of Work.

Submit your proposed scope of work in Section 3: Scope of Work. No need to submit the sample scope of work in the Required Document Section.

Do I put the "Sample" Line Item budget in Required Docs or do I put the "proposed " budget in Required Doc and in Section 4 of Narrative.

Submit your proposed budget and budget justification in Section 4: Budget and Budget Justification. No need to submit the sample Budget and Budget Justification in the Required Doc. Section.

19. **Do we include in the final proposal "Reference Only" Attachments (G, K, P,W,X)?**

Reference only Attachments: G, P, W, and X do not need to be submitted. However, "Attachment K; The County of Los Angeles Contractor Employee Jury Service Program Certification Form and Application for Exception" does need to be completely filled out and submitted.

20. **Attachment I (if applicable) - We are not a Local SBE (question I), do we complete (question II) the CBE Firm/Organization Information?**

If Attachment "I" does not apply to your organization, please write N/A across the form, and submit it as required documentation.

21. **Do we submit Attachment T (Solicitation Requirements Review) with the final proposal even if we did not submit it (looks like it was due by January 18 or 19)?**

Please write N/A across the form, and submit it as required documentation.

22. **Attachment Q - Transitional Job Opportunities (if applicable) - do we include the form and write "Not Applicable" at the top or leave it out.**

If Attachment "Q" does not apply to your organization, please write N/A across the form, and submit it as required documentation.

23. **TALC's Comprehensive SHS model ordinance includes public places, places of employment and multi-unit residence common areas. If we are interested in pursuing an Outdoor Areas SHS Free ordinance in Lancaster, could we/should we include the multi-unit residence common areas provision in this proposal or should we separate this provision because it is part of a different Category?**

Common areas of multi-unit housing should be addressed under Funding Category 3 only.

24. **For your info, the TALC ordinance addresses only the outdoor common areas and not the 6 other primary provisions TCPP would like us to address if we were to pursue the Smoke-Free Multi-Unit Housing Category. As we see it, if Lancaster were to adopt TALC's model ordinance in full with the multi-unit common ground areas included, it would be a great precursor and help facilitate a comprehensive smoke-free multi-unit housing ordinance which could be pursued in the future.**

Your proposal should respond to the requirements of the funding categories in the Request for Proposal.

25. **A second question follows: Could you give us examples of privately owned buildings the likes of which should be the focus of our interventions? Someone asked for a definition and I read your answer but it did not lend clarity and we remain with the question.**

Privately owned buildings are not owned by a city, county, state, other government entity.

26. **See Attachment ZZ - What is meant by "Reference Only?"**

Reference only documents provide you with information about County Policies.

27. **What are the requirements of the County's Lobbying Law? I can't find that information in the RFP.**

Below is a link to a website that maybe helpful in answering your questions regarding Chapter 2.160 of the Los Angeles County Code "Lobbyist Rules" <http://countypolicy.co.la.ca.us/BOSPPolicyFrame.htm> The ordinance can be found in the website of the Board of Supervisors Policy Manual: Chapter # 3 , Policy # 3.110 , Conflict of Interest and Lobbying, under Media 3.110. Please note that the County requires that all RFP's contain Attachment F; FAMILIARITY WITH THE COUNTY LOBBYIST ORDINANCE CERTIFICATION form so that proposers are informed of this County Code. ***However, please note that Proposition 99 Funds does not allow the use of funds for lobbying.***

28. **Proposal Conditions - Question 2 Financial Capability Do we submit 3 copies of our audit - 1 as part of the numbered proposal package and 2 in a separate envelope?**

Please submit two sets of Financial Stability Documentation in a package separate from the proposal labeled "Financial Documentation"

2010 Tobacco Control and Prevention Services Proposers' Conference Attendee List

CONTACT PERSON	AGENCY NAME	EMAIL
Christine Araquel	People's CORE	caraque@peoplescore.net
Ruben Rodriguez	Pueblo y Salud, Inc.	rodriguez@pys.com
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