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Tobacco Control & Prevention Program

LINDA ARAGON, M.P.H., Director
3530 Wilshire Boulevard, Suite 800
Los Angeles, California 90010

January 14, 2010

Prospective Proposers:

**ADDENDUM NUMBER 1 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 in the Request for Proposals (RFP) for Tobacco Control and Prevention Services: Community-Based Interventions in Los Angeles County (Section XI – Proposal Conditions, Paragraph F), the County may make changes to the RFP by written addenda. Addendum Number 1 revises the following applicable RFP paragraph/sentences as noted below:

- Section 2, 'Proposed Program', page 22-23 – 2nd sentence, has been revised to read as follows: Please refer to the Phase Model descriptions in Section III, pages ~~6-9~~-2-5.
- XII, ATTACHMENTS/REQUIRED DOCUMENTS, Page 42, has been revised to read as follows: Attachment C – Sample Line Item Budget and Justification (**Reference Only**)
- Attachment A, Letter of Intent has been revised to add the following:

FUNDING CATEGORY (Check one):

1.	Tobacco Retail Licensing	<input type="checkbox"/>
2.	Smoke-Free Outdoor Areas	<input type="checkbox"/>
3.	Smoke-Free Multi-Unit Housing	<input type="checkbox"/>

Additionally, Attachment B contains written questions (and answers) that have been received by the Tobacco Control and Prevention Program by 5:00 pm on January 11, 2009. Proposers shall take into account these revisions, and submit their RFP proposal response as appropriate.

Sincerely,

Linda M. Aragon, MPH
Director

Los Angeles County Department of Public Health
Tobacco Control and Prevention Program

Please submit this form by 5:00 p.m., Tuesday, January 19, 2010. Failure to submit this form to TCPP will render you ineligible to apply under this RFP.

TO: Linda Aragon, MPH
Tobacco Control and Prevention Program
3530 Wilshire Boulevard, Suite 800
Los Angeles, CA 90010

FAX: (213) 351-2710

This is to inform you that our organization is interested in applying for funding under RFP #2010-001 Tobacco Control and Prevention Services: Community-Based Interventions in Los Angeles County. We understand that this is not a commitment, but is provided to TCPP only for the purposes of identifying interest in the RFP and to adequately plan for the proposal review process.

AGENCY NAME: _____

AGENCY ADDRESS: _____

CONTACT PERSON: _____

PHONE: _____ FAX: _____

E-MAIL: _____

FUNDING CATEGORY (Check one):

1.	Tobacco Retail Licensing	
2.	Smoke-Free Outdoor Areas	
3.	Smoke-Free Multi-Unit Housing	

Signature of Executive Director, CEO, designated Board Member Date

**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. **Does the applying agency need to apply for each category separately for the intent to apply?**
Yes. The applying agency must submit one *Intent to Apply* form for EACH category for which they intend to apply.
2. **How should an agency decide which area to pick – by city, district, or SPA, etc.?**
Proposals should focus on a specific city or the unincorporated areas of Los Angeles County.
3. **Can an agency be awarded a contract in multiple categories?**
TCPP may fund a maximum of one contract per Proposer.
4. **For Category 1: how many retailers in a given SPA should we focus on?**
Proposals should include all the tobacco retailers in a proposed city, not SPA.
5. **For Category 2: How many parks or outdoor spaces should an agency try to reach?**
Please see the primary and secondary provisions for Category 2 on page 6 of the Request for Proposal (RFP).
6. **Cessation contracts: will there be an extension on the grant?**
This RFP is for Tobacco Control and Prevention Services: Community-Based Interventions in Los Angeles County, not cessation services.
7. **Where can we find information to identify the jurisdictions that have already adopted the proposed policies?**
The Background Section of the RFP lists cities with existing ordinances. In addition, Attachment Z provides a Resource Guide for obtaining additional data.
8. **Who are the current incumbents? Do you have agencies in each of the three areas?**
TCPP currently funds 8 agencies for tobacco retail licensing (Asian American Drug Abuse Program, Dakota Communications, Day One, Inc., Glendale Adventist Medical Center, Office of Samoan Affairs, Pueblo Y Salud, Search to Involve Pilipino Americans, Valley Community Clinic) 3 agencies for smoke-free outdoor air (Asian Youth Center, Girls Club of Los Angeles, National Council of Alcoholism and Drug Dependence/Southbay) and 2 agencies for smoke-free multi-unit housing (FAME Assistance Corporation, Smokefree Air for Everyone)
9. **How will the review committee score the RFP?**
Section XIV of the RFP (pages 44-46) provides an overview of the selection process and evaluation criteria that will be used to score proposals. In addition, the Program Narrative Requirements (page 22-26) include the maximum score for each section.
10. **A) How much time should be spent on each of the phases? Should one phase take longer than another?**
The amount of time spent on each policy phase is at the discretion of the Proposer.

B) Are you expecting all five phases it to be completed within the first year?

Yes.

C) If some phases have already been completed prior to this contract, can it be skipped in the Five Phase Model?

All five phases must be addressed in the proposal.

11. **Category 2 “Primary Provision”: Prohibition of smoking around doorways and windows of privately-owned buildings. Please define “privately owned” (e.g. house/apartment/business)** Buildings that are not owned by a city, county, state, other government entity.
12. **Category 2 “Primary provision”: How many feet from a doorway or a window of privately-owned building will smoking be prohibited? 25ft?**
A minimum of 25 feet.
13. **What type/size binder clips?**
Binder clips must be large enough to adequately secure all pages of the proposal.
14. **Can agencies collaborate to submit one proposal?**
No, one proposal per agency.
15. **Will the proposal be strengthened if two agencies collaborate?**
No, one proposal per agency
16. **Are different agencies allowed to apply together? Is there a maximum number of agencies that can apply together?**
No, one proposal per agency.
17. **If your agency is located in the city of Los Angeles, can you choose to focus on another city or stay with the city in which you are located?**
You can propose to work in a city other than where your office is located.
18. **Maximum percentage of contract allowed to subcontract?**
There is no maximum percentage for subcontracts. Please note that All contract conditions apply to subcontracts and consultants. Failure of a subcontractor or consultant to meet all contract conditions may result in the termination of the county contract
19. **Languages—are there any preferences in terms of language capacity?**
No.
20. **Is the downloadable RFP identical to the paper RFP?**
Yes.
21. **Submission requirement #4 on page 21: can you clarify “alphabetized” (i.e. budget)**
Proposal should be organized in a format similar to Program Narrative Requirements, Scope of Work, and Budget/Budget Justification sections.

22. **Does the one year experience in health policy advocacy or prevention intervention have to relate to tobacco control and prevention?**
No.
23. **What is the maximum amount each agency can ask for? What is the total funding budget per category? What is the yearly amount for the grant?**
Maximum amount awarded is \$100,000 per year of each contract.
24. **TCPP is planning to fund 12 total and individual firms to do contract work – could that break down any differently than twelve \$100,000-contracts?**
TCPP anticipates funding up to 12 contracts at \$100,000 each.
25. **The budget and justification is supposed to go in section 4 of the narrative, however the required documentation list (attachment 22) states that attachment C, the Sample Budget and justification must also be included. Do we need to include our own budget and justification as well as the Sample in the attachment section?**
The Sample Line Item Budget and Justification in Attachment C is for reference only. You are only required to submit a budget and budget justification specific to your proposal.
26. **Please explain the Local SBE preference and Transitional Job Opportunities preference; can these agencies that have these preferences get 6 points for each totaling 12 extra points?** Upon verification of an agency's Local SBE or Transitional Job Opportunities preference, 6 or 12 extra points will be awarded to the proposal's final score.
27. **What is the approval process for the education materials?**
Following the contract award, TCPP will utilize an internal material review process.
28. **What are the minimum requirements for the one year experience in health policy?**
Experience in health policy can include passing tobacco related policies, tobacco control in general, or other policy related work. The experience does not have to be in tobacco control.
29. **Small business requirements: please elaborate.**
Please see subsection 8 – County Policy on Doing Business with Small Business (Page 36-37) of RFP.
30. **Can we obtain the data from the Youth Purchase Surveys that TCPP did from 2005 -2009. The RFP provides data from some cities, and I wanted to see what the local numbers in our area were to determine if we want to focus on Retail Licensing on a proposal.**
TCPP only has Youth Purchase Survey (YPS) data for cities that have already adopted a Tobacco Retail Licensing (TRL) ordinance. However, YPS data collected from these cities cannot be used as a predictor of the need for a TRL ordinance in a specific city. Pages 16 and 17 of the RFP provide local and state data regarding sales to youth and a list of all the cities that have a TRL. This information should help you make a decision.

- 31. Our agency is in Long Beach. We have also have been named as a mini-grant CBO partner with the Long Beach Department of Health and Human Services for the Communities Putting Prevention to Work Initiative. We meet the other minimum qualifications. Would we qualify to apply for RFP #2010-001?**

If your agency meets the minimum requirements to participate we encourage you to apply. However, please note that both cities of Long Beach and Pasadena receive direct Proposition 99 funding for tobacco control activities so we do not fund agencies to work in either cities under our Proposition 99 funding.

- 32. Please provide an estimate value for this bid. Are these campaigns county wide? Are they ballot measures or referendums?**

The anticipated award for each contract is \$100,000. The RFP seeks to fund proposals in cities or the unincorporated areas of Los Angeles County. Each proposal must be implemented in a jurisdiction with an elected decision making body (i.e., city council or County Board of Supervisor). The outcome of the proposal is the adoption of a local ordinance, not a ballot measure or a referendum.

- 33. I am interested to know if these are LA county wide ballot measures or referendum? Also, although the message is extremely important what is the amount set-aside for these initiatives?**

The RFP is not seeking to fund a countywide ballot measure or referendum. The outcome of the proposal is the adoption of a local ordinance.

- 34. I wanted to follow up with you regarding something that was noted at today's conference, specifically the assertion that a Letter of Intent should be submitted for each category an agency plans on submitting a proposal in. The Letter of Intent form does not seem to include a section where the funding category should be specified. Would you like agencies to add this information to the bottom of the form? Or should we just submit 1, 2, or 3 forms, depending on the number of categories we would like to apply in? Any information you can give me would be greatly appreciated.**

You must submit one Letter of Intent for each category for which you plan to apply. You can write the intended category on the original version of the *Letter of Intent* form or check the boxes on the revised version of the form (see Attachment A)