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Tobacco Control & Prevention Program

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April 9, 2009

Prospective Proposers:

ADDENDUM NUMBER 1 TO DEPARTMENT OF PUBLIC HEALTH, TOBACCO CONTROL AND PREVENTION PROGRAM'S REQUEST FOR PROPOSALS FOR PROMOTION OF SMOKING CESSATION SERVICES IN LOS ANGELES COUNTY

As indicated in the Request for Proposals (RFP) for Promotion of Smoking Cessation Services in Los Angeles County (Section VIII – 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:

1. Section V, 'MINIMUM REQUIREMENTS TO PARTICIPATE', page 5, has been revised to read as follows: Note: ~~Any agency/organization that has received or is currently receiving any form of donations from any tobacco company, or its subsidiaries, to promote the use of tobacco products is not eligible to participate in this RFP process.~~ **The contractor will not accept funding from or have any affiliation or contractual relationship with a tobacco company, any of its subsidiaries or parent company during the term of the contract with TCPP. Violation of this TCPP policy during the term of the contract may result in termination of the contract. Please sign and submit Attachment Z (Non-Acceptance of Tobacco Company Funds) with your proposal.**
2. Section VI, CRITICAL DATES AND SUBMISSION INFORMATION, Intent to Apply, page 7 has been revised to read as follows: ~~lchavez@ph.lacounty.gov~~
luchavez@ph.lacounty.gov.
3. Section XII, 'SUBMISSION OF PROPOSAL', page 34, fourth paragraph has been revised to read as follows: In a sealed package, plainly marked in the upper left-hand corner with the name and return address of the Proposer, and marked in the lower left-hand corner County OF LOS ANGELES DEPARTMENT OF **PUBLIC HEALTH SERVICES REQUEST FOR PROPOSALS FOR TOBACCO CONTROL AND PREVENTION SERVICES (RFP #2009-01)**, submit one (1) complete unstapled but bound, ink-signed proposal, plus ~~six (6)~~ **five (5)** stapled, single sided complete copies, for a total of ~~seven (7)~~ **six (6)** complete sets of the proposal to:



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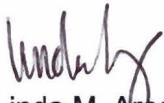
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4. Section XIII, 'RFP EXHIBITS AND ATTACHMENTS', Attachment Y (Required Documentation/Requirement Checklist), shall be revised to include **Attachment Z: Certification of Non-Acceptance of Tobacco Funds.**

Additionally, Attachment I contains questions that have been received by TCPP to date. All written questions must be received by 5:00 pm on April 17, 2009.

Proposers shall take into account these revisions, and submit their RFP proposal response as appropriate.

Sincerely,



Linda M. Aragon, MPH
Director

Attachment Y

REQUIRED DOCUMENTATION/REQUIREMENT CHECKLIST	
This form is provided as a reference only. Proposers shall assume responsibility for all documentation requested in this RFP.	
DOCUMENTATION/REQUIREMENT	CHECK (✓)
Cover Letter Signed in Blue Ink (1 page)	
Table of Contents	
Request for Proposals Paper Cover Page (1 page)	
Minimum Requirements to Participate	
Executive Summary (1 page)	
Narrative Description (9 pages maximum)	
Section 1: Organizational Information (3 pages)	
Section 2: Statement of Need (2 pages)	
Section 3: Program Design (2 pages)	
Section 4: Evaluation and Quality Management (2 pages)	
Scope of Work (no page limit)	
Budget and Budget Justification (no page limit)	
Legal Entity Description/Financial Capability/Insurance	
Legal Entity Description	
Financial Capability	
Insurance	
Attachment/Required Documents	
Attachment A: Intent to Apply	
Attachment B: Proposal Cover Page	
Attachment C: Sample Line Item Budget and Justification	
Attachment D: Scope of Work Instruction and Form	
Attachment E: Certification of No Conflict of Interest	
Attachment F: Familiarity with the County Lobbyist Ordinance.	
Attachment G: IRS Notice 1015 (Reference only)	
Attachment H: Attestation of Willingness to Consider Gain/Grow Participants	
Attachment I: Request for Local SBE Preference Program Consideration and CBE Firm/Organization Information Form (if applicable)	

Attachment J: Proposer's Organization Questionnaire/Affidavit	
Attachment K: Contractor Employee Jury Service (Reference only)	
Attachment K: Jury Services Certification Form and Application for Exception	
Attachment L: Proposer's Contractor References	
Attachment M: Proposer's Contractor List of Contracts	
Attachment N: Proposer's Contractor List of Terminated Contracts	
Attachment O: Proposer's EEO Certification	
Attachment P: Listing of Contractors Debarred in LACounty (Reference only)	
Attachment Q: Transitional Job Opportunities Preference Application (if applicable)	
Attachment R: Acceptance of Terms and Conditions of Affirmation	
Attachment S: Certification of Independent Price Determination & Acknowledgement of RFP Restrictions	
Attachment T: Transmittal Form to Request RFP Solicitation Requirements Review	
Attachment U: Federally Funded Health Care Program Affidavit	
Attachment V: Charitable Contributions Certification	
Attachment W: Policy on Doing Business with Small Business (Reference only)	
Attachment X: Safely Surrendered Baby Law (Reference only)	
Attachment Y: Documentation/Requirement Checklist	
Attachment Z: Certification of Non-Acceptance of Tobacco Funds	

NON-ACCEPTANCE OF TOBACCO COMPANY FUNDS

In order to receive funds from the Los Angeles County Department of Public Health, Tobacco Control and Prevention Program (TCPP), contractors must comply with the following:

Universities/Colleges Only

The Principal Investigator, or any investigator associated with the contract cannot receive funding from or have an affiliation or contractual relationship with a tobacco company, any of its subsidiaries or parent company within the last five (5) years prior to the start date of the contract period. In addition, the Principal Investigator or any investigator associated with the contract will not accept funding from or have an affiliation or contractual relationship with a tobacco company, any of its subsidiaries or parent company during the term of the contract with TCPP. See attached partial list of tobacco company subsidiaries.

All Other TCPP Contractors

The contractor will not accept funding from or have an affiliation or contractual relationship with a tobacco company, any of its subsidiaries or parent company during the term of the contract with CDHS/TCS. See attached partial list of tobacco company subsidiaries. Since subcontractors are held to the same standards as the prime contractor, they are also subject to these requirements.

Contractors are required to sign and submit the "Certification of Non-Acceptance of Tobacco Funds" form as part of the Request for Application process. The certifications are on file at TCPP. See attached sample of the certification form. Violation of this TCPP policy during the term of the contract may result in termination of the contract.

CERTIFICATION OF NON-ACCEPTANCE OF TOBACCO FUNDS

Company/Organization Name:

Please check one of the following:

The applicant named above hereby certifies that it will not accept funding from nor have an affiliation or contractual relationship with a tobacco company, any of its subsidiaries or parent company during the term of the contract with the Los Angeles County Department of Public Health, Tobacco Control and Prevention Program.

University/Colleges Only

The Principal Investigator, or any investigator associated with the contract, of the university or college named above hereby certifies that he/she has not received funding from nor had an affiliation or contractual relationship with a tobacco company, any of its subsidiaries or parent company within the last five (5) years prior to the start date of the grant period. In addition, the Principal Investigator, or any investigator associated with the contract, of the university or college named above hereby certifies that he/she will not accept funding from nor have an affiliation or contractual relationship with a tobacco company, any of its subsidiaries or parent company during the term of the contract with the Los Angeles County Department of Public Health, Tobacco Control and Prevention Program.

CERTIFICATION

I, the official named below, hereby swear that I am duly authorized legally to bind the contractor or grant recipient to the above described certification. I am fully aware that this certification, executed on the date below, is made under penalty of perjury under the laws of the State of California.

Director of Agency or Principal Investigator:

Signature

Date

Print Name and Title

ATTACHMENT I

Los Angeles County -Tobacco Control and Prevention Program

Request for Proposals (RFP) # 2009-01 Tobacco Control and Prevention Services: Promotion of Smoking Services in Los Angeles County

Questions and Answers

- 1. Is this a new RFP...if not who had last contract.**
This is a new RFP and there is no previous contractor.
- 2. On page 11 of the RFP, it is stated that the "proposer must submit one (1) original and "five (5) copies" of the proposal," however on page 34 of the RFP, it is stated to "submit one (1) complete original, unstapled but bound, ink-signed proposal, "plus six (6)" stapled, single-sided completed *copies*..."**

In accordance with Section VIII Submission Requirements, Paragraph,12, please submit one (1) original and five (5) copies of your proposal.

- 3. We have two service sites one located in SPA 2, the other at in SPA 8. Can we submit 2 different proposals for the 2 different service sites? Also, do we need to submit 2 different Intent to Apply forms each representing the two different service sites?**

On page 6 of the RFP, it states that only one proposal per sole proprietorship, partnership or corporation (whether a parent corporation or a subsidiary corporation under the same name or different names) will be considered for this RFP process.

- 4. For the first smoking cessation promotion requirement on page 2 of RFP, what's being defined as the "community education toolkit"? How comprehensive should the toolkit be? Is this a tool kit that includes a manual and/or standard curriculum or more of a resource tool with brochures & handouts?**

The contents of the "Community Education toolkits" could include all of the items you described; this will vary depending on the targeted audience. All tool kits and educational material are subject to approval by TCPP prior to dissemination to the community. Please refer to the "Educational Material Standards" on page EXA – 4 in the Sample Agreement.

- 5. The development and coordination of the toolkit sounds like it might be somewhat costly, who would hold monetary responsibility for the development of the toolkit? Will grantees also be responsible for the cost of producing (i.e., printing, copying, packaging) and distribution of tool kit (i.e., mailing)?**

The grantee will be fiscally responsible for the development, printing and distribution of a tool kit and all other educational material. Please refer to the sample Budget and Budget Justification in the RFP.

6. **If a grantee is primarily proposing services in one LA County Service Planning Area (for example SPA 2), can it still participate in "community events" outside of SPA 2 to "promote free and low-cost smoking cessation services among target population...."?**

Yes.

7. **Our agency does not currently receive any funding support from the tobacco industry and has never received funds to promote a product; therefore, do these parameters indicate that we would be eligible to apply?**

Note: Any agency/organization that has received or is currently receiving any form of donations from any tobacco company, or its subsidiaries, to promote the use of tobacco products is not eligible to participate in this RFP process.

Pending review by County Counsel; TCPP will issue an addendum to the RFP regarding the non-acceptance of tobacco company funds. At a minimum the language will include the following:

The contractor will not accept funding from or have an affiliation or contractual relationship with a tobacco company, any of its subsidiaries or parent company during the term of the contract with TCPP. In addition, Contractors will be required to sign and submit a "Certification of Non-Acceptance of Tobacco Funds" form as part of the RFP application process.

8. **On Page 2 of the RFP, under "Smoking Cessation Promotion Service Requirements" lists the expected activities and number of presentations, etc. for this project. Are these expectations to be completed within the First Project Term (August 1, 2009 - June 30, 2010) or over the course of the three years (August 1, 2009 -June 30, 2012)?**

They presentations are expected to be completed during the first term, August 1, 2009 through June 30, 2010.

9. **Is it the intention that the \$100,000 funding limit for each contract will be for the first 11-month contract term (As stated in Section III, paragraph 4) or for the entire three year period?**

The one Hundred Thousand Dollars (\$ 100,000) in funding is for the first 11-month contract term (August 1, 2009 - June 30, 2010).

10. **What is the Los Angeles County Department of Public Health's (DPH) plan to coordinate the content and messaging of the prospective five (5) grant recipients' marketing campaigns, cessation toolkits and community-based cessation services?**

All material must be approved by DPH Tobacco Control Program prior to use. Please refer to the "Educational Material Standard" document in the RFP for additional information.

11. **Is the DPH anticipating having up to five (5) separate tobacco cessation marketing campaigns in Los Angeles County?**

Yes.

- 12. Will contractors be provided, or required to use, State-branded tobacco cessation marketing materials to better promote the California Smokers' Helpline to smokers in Los Angeles County? If not, will DPH coordinate marketing strategies so that branding is consistent with existing campaigns?**

Contractors will be encouraged to develop innovative marketing material and strategies [in addition to state materials, but these must be approved by DPH TCPP prior to use.

- 13. Will DPH assist agency contractors identify community organizations currently providing tobacco cessation services in Los Angeles County to maximize the promotion of free or low-cost services. If not, does DPH have preferred community organizations it would like partnered with agency Contractors?**

Yes. Please refer to the California Smokers Helpline website for list of community agencies that provide cessation services in Los Angeles County.

- 14. Can an organization who is currently funded thru California state health department tobacco control program eligible to apply for this. Currently the CTCP is not funding us for the tobacco cessation services we are working on second hand smoke free housing.**

Having a contract with the California State Tobacco Control Program does not determine your eligibility to submit a proposal in response to our RFP. Agencies that meet the minimum requirements to participate as outlined in RFP are eligible.

- 15. Would the grantee be required to complete all of the 8 activities proposed on pages 2 and 3 of the RFP? If yes--must they all be completed within the 11 month grant period? If no--should these be considered as a guide for the development of a work plan?**

Yes, grantees must complete all of the activities outlined on pages 2 & 3 during the 11 month contract term.

- 16. Can we have our service areas spread out into several different cities of the Antelope valley (SPA1), San Fernando valley (SPA2), and South Bay areas (Long Beach, SPA8)? We want to take this approach since we have two locations which happen to border these three service areas. We also feel confident that we have sufficient resources to cover these wide areas for this service program. I thank you in advance for your quick reply.**

It is acceptable to propose to provide services in more than one Service Planning Area (SPA).

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