

**COUNTY OF LOS ANGELES
WORKFORCE DEVELOPMENT, AGING AND COMMUNITY SERVICES
REQUEST FOR PROPOSALS (RFP)
LINKAGES PROGRAM SERVICES
ADDENDUM FOUR**

Pursuant to Section 7.5, Proposers' Questions, of the RFP, this Addendum FOUR provides answers to question(s) received in response to RFP No: AAA-LNK-1722 RFP.

QUESTIONS AND ANSWERS

Question #1

Do we need to submit two (2) thumb drives containing the proposal?

Answer #1

Yes, two (2) thumb drives are required for proposal submission, as noted in subparagraph 7.11 "Proposal Submission," of the Linkages RFP.

Question #2

This is in regards to the cost proposal. RFP section 7.9.3.4.2, states that Proposer shall provide the requested information for the budget throughout five years. However the next section says that we are only supposed to submit for three years.

Answer #2

We are revising those instructions and we will clarify the budget submission requirements in the upcoming Addendum. Please refer to Addendum two (2).

Question #3

I believe that presently there are more than one Linkages agency in each Supervisorial District, so this RFP would change that to only one?

Answer #3

WDACS anticipates granting a Subaward to one (1) successful Proposer for each Supervisorial District. Currently, there is one provider per Supervisorial District.

Question #4

In the beginning how do you define functional impairment? What is the extended documentation on that? I don't have the direct quote, but I know there was functional impairment as a qualification.

Answer #4

The Linkages Program is intended to prevent premature or inappropriate institutionalization of at-risk individuals. Being at-risk of institutionalization is an eligibility criteria. To be considered at-risk of institutionalization, an individual must be: unable to perform at least one activity of daily living or (ADL) or at least two (2) instrumental activities of daily living or (IADLs) without substantial human assistance including verbal

reminding, physical cuing or supervision; or unable to manage their own affairs due to emotional and/or cognizant impairment; or impaired by a virtue of a significant event or circumstance that has occurred in the past 12 months; or be able to reside independently in the community through the use of program services; and have a need for care management and be willing to participate in the program.

ADL's includes bathing, toileting, dressing, feeding, breathing, transporting and mobility and associated tasks. IADL's include light and heavy housework, shopping, ability to access transportation, meal preparation, using the telephone, managing medications and managing money.

Other key terms discussed were Unduplicated Client and Unit of Measurement. An Unduplicated Client is a client that is counted only once during the Fiscal Year. Unit of Measurement is a representation of the output which is also known as the benefit service provided to each client. All of the Linkages program services are measured in terms of the number of hours except for purchase of services which is measured by the number of occurrences.

Question #5

What qualifications are you looking for organizations applying if there are more than one (1) per Supervisorial District? If there are more than one (1) applicant for each Supervisorial District, how will you determine who qualifies and who doesn't?

Answer #5

Subparagraph 7.9 of the Linkages RFP describes the proposal submission requirements and criteria which will be evaluated in response to this RFP. Please refer to this subparagraph of the RFP to review the requirements and minimum mandatory qualifications needed for a proposer to move forward in the RFP process.

Question #6

Is the Linkages program an ongoing program and a continuation RFP or is this a new program that the County is involved in.

Answers #6

The Linkages Program is not a new program, it is an existing program, for which the "County" or WDACS is soliciting new subrecipients.

Question #7

Who are the current agencies providing services for this Program?

Answer #7

The current Linkages Program Subrecipients are: Human Services Association (HSA); Jewish Family Services of Los Angeles (JFS); Senior Care Action Network Plan (SCAN); Special Services for Groups (SSG); and YWCA San Gabriel Valley.

Question #8

As indicated in Sections 3.2.3 and Section 7.9.1.6, Proposer shall submit audited financial statements for the most recent three full Fiscal Years of financial activities, if our 2015-16 fiscal report will be ready in May, what reports should we submit?

Answer #8

Please submit fiscal information from the three most recent fiscal years that are completed. If the fiscal report for 2015-16 will not be available at the time of Proposal submission, please submit financial statements for Fiscal Years 2014-15, 2013-14 and 2012-13. *If the 2015-16 fiscal audit is in draft form, please do not submit it. Instead submit the three most current finalized audits.*

Question #9

Will you be issuing the mandatory forms in an editable/fillable format?

Answer #9

Yes. Please see Addendum one (1).

Question #10

Section 7.9.2.5 references Appendix Q, has it been released?

Answer #10

Yes. Please navigate to the original RFP web-link at <http://wdacs.lacounty.gov/linkages-rfq/>. Click on the link labeled "Appendix E to R." It is page 69 of 82.

Question #11

Section 7.9.2.4.1 Section A (Proposer's Qualifications) states the Proposer shall provide references to substantiate its qualifications. It is Proposer's sole responsibility to ensure that the reference's name, and point of contact's name, title, phone number and e-mail address are accurate. The same references may be listed on Appendix D (Required Forms and Documentation), Exhibit 2 (Proposer's Contractor References) and Appendix D (Required Forms and Documentation), Exhibit 3 (Proposer's List of Contracts) if the reference falls within both categories. Can we use WDACS as a reference in response to section 7.9.2.4.1 and Exhibit 2 (Proposer's Contractor References)?

Answer #11

Yes. WDACS can be a reference in Exhibit 2 and Exhibit 3.

Question #12

On the Countywide link, "Open Bids and Solicitations", the Linkages RFP is listed as three distinct RFP bids, however on the WDACS/CSS website where the actual Linkages RFP is downloaded there is only one bid for the RFP. Is there a reason why the Countywide link lists three separate bids and does an agency have to submit separate bids?

Answer #12

The Countywide website "Open Bids and Solicitations" targets three separate groups of potential bidders. All three sites are linked to the WDACS website which contain the RFP.

If you would like to bid, please submit only one Proposal as noted on subparagraph 7.11 "Proposal Submission," of the Linkages RFP.

Question #13

Section 1.7.1.2 states that "Proposers shall only submit proposals for one (1) Supervisorial District. Our understanding is that a proposer can only submit a proposal containing one (1) Supervisorial District. Can an agency submit two (2) separate proposals for different Supervisorial Districts?"

Answer #13

A proposer can only submit one proposal for one Supervisorial District and cannot submit two proposals for two (2) Supervisorial Districts.

Question #14

In Addendum two (2)-Revised Budget Documents, Exhibits 23 and 24 contain the same information. Will the County revise these forms to reflect only the required information per exhibit?

Answer #14

Since some of the fields on Exhibit 23 are linked to Exhibit 24, they contain the same information. However, the first 4 pages are Proposed Program Services and the last five pages are the Budget.

Question #15

Please confirm that even though the program is set to run from 2017 to 2022, a Proposer is only required to submit budget information and exhibits for the Cost Proposal for one fiscal year (FY 2017-18)?

Answer #15

Yes. Please submit budget information and exhibits for the Cost Proposal for one fiscal year, Fiscal Year 2017-18.

Question #17

Given the time constraint and return date of answers to all questions provided by March 10, 2017, will the County extend the due date for this RFP?

Answer #17

No. The proposal due date remains March 22, 2017.

Question #18

If clients are receiving Case Management services in SSP from one agency, can they receive services in Linkages from the same agency?

Answer #18

Subrecipients must make every reasonable effort to avoid duplication of services. According to Section 10.4.3 of the Statement of Work, Clients must not currently receive any other duplicative Care Management or Case Management services.

Question #19

The SOW mentions that the Project Manager must be full-time. Does this mean that the position needs to be full-time in the Program, or just a full-time staff person that may be Project Manager in other County programs?

Answer #19

The full-time Project Manager may manage more than one program as long as the Statement of Work requirements are met.

Question #20

Section 7.9.2.5.1.1 states "Proposer shall describe its plan to sustain the level of Linkages Services needed by County as identified in Appendix Q (Service Delivery Data), Exhibit 2 (FY 2017-18 Projected Linkages Program Services) for the proposed Supervisorial District during the term of the Subaward (which includes five Fiscal Years, 2017-18, 2018-19, 2019-20, 2020-21 and 2021-22). I could not locate Appendix Q, Exhibit 2 on any of the attachments. Is there an attachment that contains Appendix Q, Exhibit 2?

Answer #20

Appendix Q, Service Delivery Data is only one page. There is no Exhibit 2; WDACS mistakenly cited it as Appendix Q, Exhibit 2. The corrected site is simply Appendix Q.

Question #21

Section 7.9.1.3.1, Minimum Mandatory Requirements, Table of Contents page 43: "Proposer shall use references to identify every response in the proposal by using one of these methods:" The Minimum Mandatory Requirements section appears to include County-provided forms only and no narrative. How should we apply the reference methods to county-provided forms?

Answer #21

The RFP uses the term "use references" to mean that the Proposal needs to state which section it is responding to.

Question #22

Section 7.9.1.7.1, Minimum Mandatory Requirements, Proposer's Cost Allocation Plan page 50: "Proposer shall provide a cost allocation plan narrative which describes Proposer's method for allocating shared costs where such method adheres to the following: Office of Management and Budget Uniform Administrative Requirements for Federal Grants; Appendix A (Sample Subaward), Exhibit Q (Accounting, Administration and Reporting Requirements and, Appendix P (Cost Allocation and Indirect Cost Requirements). This narrative must demonstrate Proposer's ability to allocate costs if followed. Proposer shall submit the cost allocation plan as part of Section D." Exhibit Q and Appendix P do not appear to be included in Appendix A (Sample Subaward), or as any other available attachment online. Where can these documents be found? Also, the language in this section refers to a "cost allocation plan narrative" in the first sentence, and also to a "cost allocation plan" in the last sentence. Are the terms "cost

allocation narrative” and “cost allocation plan” different?

Answer #22

Please refer to the WDACS website (wdacs.lacounty.gov) that contains the RFP. Exhibit Q (Accounting, Administration and Reporting Requirements) can be accessed by clicking on the link to Sample Subaward Exhibits (it begins on page 71 of 172). Appendix P (Cost Allocation and Indirect Cost Requirements) can be accessed by clicking on the link on Appendix E to R (it begins on page 36 of 82). The terms “Cost Allocation Plan” and “Cost Allocation Narrative” are the same thing. A proposer can either submit a narrative that describes its cost allocation methodology or a spreadsheet. Both are acceptable ways of describing how a proposer will allocate costs to different funding sources.

Question #23

Section 7.9.1.11.2 Minimum Mandatory Requirements, Subsection H-2 (Required Documentation) page 55: "Proposer shall submit copies of its organizational documents as listed in Appendix D (Required Forms and Documentation)." The RFP does not include instruction on where to include Appendix D, Exhibit 25. Should Exhibit 25 be included in Subsection H-2?

Answer #23

Please submit Exhibit 25 (Compliance with County’s Zero Tolerance Human Trafficking Policy) as part of Subsection H-1.

Question #24

Section 7.9.2.5.2 Business Proposal, Subsection B-3 (Proposer's Target Population) page 61: There is no Subsection B-2, was this intentionally omitted?

Answer #24

Yes. This was intentionally omitted.

CHANGES TO THE RFP

In accordance with the RFP, Subparagraph 4.4 (County’s Right to Amend Request for Proposals), County has the unlimited right to amend this RFP by written addendum at any time before the submission date. As such, this Addendum Two is hereby issued for this RFP to address the following elements:

Section 7.9.2.5.1.1 is deleted in its entirety and replaced with “Proposer shall describe its plan to sustain the level of Linkages Services needed by County as identified in Appendix Q (Service Delivery Data) (FY 2017-18 Projected Linkages Program Services).” Please note that Appendix Q, Service Delivery Data is only one page. There is no Exhibit 2.