

**COUNTY OF LOS ANGELES
WORKFORCE DEVELOPMENT, AGING AND COMMUNITY SERVICES
INVITATION FOR BIDS (IFB)
LONG-TERM CARE OMBUDSMAN PROGRAM (LTCOP) SERVICES
AAA-LTCOP-1920 IFB
JANUARY 25, 2019
ADDENDUM ONE**

In accordance with the IFB Subparagraph 1.5 (County's Rights and Responsibilities), County has the unlimited right to amend this IFB by written addendum at any time before the required submission date. As such, this Addendum One is hereby issued for this IFB to address the following elements:

PART I (CHANGES TO THE IFB)

A. IFB Subparagraph 1.11.1 is deleted in its entirety and replaced as follows:

1.11.1 Prior to Subaward (that is, "Contract") award, successful Bidder must register on County's WebVen. The WebVen contains Bidder's business profile and identifies the goods/services Bidder provides. Bidder shall register online at <http://camisvr.co.la.ca.us/webven/>.

B. IFB Subparagraph 1.25.1 is deleted in its entirety and replaced as follows:

1.25.1 The Board of Supervisors has enacted an ordinance regulating the activities of persons who lobby County officials. This ordinance, referred to as the "Lobbyist Ordinance", defines a County Lobbyist and imposes certain registration requirements upon individuals meeting the definition. The complete text of the ordinance can be found in Los Angeles County Code Chapter 2.160 (County Lobbyists). In effect, each person, corporation, or other entity that seeks a County permit, license, franchise, or subaward (that is, "contract") must certify compliance with the ordinance. As part of this solicitation process, it will be the responsibility of Bidder to review the ordinance independently as the text of said ordinance is not contained within this IFB. Thereafter, each person, corporation, or other entity submitting a response to this solicitation, must certify that each County Lobbyist, as defined by Los Angeles County Code Section 2.160.010, retained by Bidder is in full compliance with Los Angeles County Code Chapter 2.160 (County Lobbyists) and each such County of Los Angeles Lobbyist is not on the Executive Office's List of Terminated Registered Lobbyists by completing Appendix D (Required Forms and Documentation), Part I (Required Forms), Exhibit 6 (Familiarity with County's Lobbyist

Ordinance Certification) and submitting it as part of the bid.

- C. IFB Subparagraph 2.4 (IFB Timetable) is deleted in its entirety and replaced as follows:

2.4 IFB Timetable

Activity	Date and Time (Pacific Time (PT))
Release IFB	01/25/2019
Request for a Solicitation Requirements Review	02/08/2019 12:00 p.m. (noon) PT
Mandatory Bidders' Conference	02/08/2019 2:00 p.m. PT
Notice of Intent to Submit Bid	02/12/2019 12:00 p.m. (noon) PT
Bidder's Written Questions	02/15/2019 12:00 p.m. (noon)
Final Questions and Answers Released (Tentative)	02/21/2019
Final Bid Due Date and Time	02/25/2019 12:00 p.m. (noon) PT
Completion of Evaluation/Bid Review (Tentative)	03/01/2019
Request for Disqualification Review (Tentative)	03/11/2019 12:00 p.m. (noon) PT
Announcement of Award (Tentative)	03/15/2019
Receive Letter of Intent from Prospective Subrecipient (Tentative)	03/22/2019
Request for Proposed Contractor Selection Review (Tentative)	04/03/2019 12:00 p.m. (noon) PT

Activity	Date and Time (Pacific Time (PT))
Request for County Independent Review (Tentative)	04/17/2019 12:00 p.m. (noon) PT
Effective Date to Commence Subaward Services	07/01/2019

- D. IFB Subparagraph 2.6.1 is deleted in its entirety and replaced as follows:
- 2.6.1 Each Bidder may submit written questions regarding this IFB by mail or e-mail to County as identified in Subparagraph 2.6.3. All questions must be received by Friday, February 15, 2019 no later than 12:00 p.m. (noon) PT and must be in writing. Without identifying the submitting company, all questions along with their corresponding answers will be compiled into a question and answer document (Q & A). The Q & A document will be issued as an addendum to the IFB and provided to each individual whose name and contact information is legibly provided on the Mandatory Bidders' Conference sign-in sheet.
- E. IFB Appendix A (Sample Subaward), Subparagraph 5.12.2 is deleted in its entirety and replaced as follows:
- 5.12.2 The match contribution requirement for OAA Title VIIA Chapter 2 (Ombudsman Programs) is fifteen percent (15%) of the Maximum Annual Subaward Sum allocated for OAA Title VIIA Chapter 2 (Ombudsman Programs).
- F. IFB Appendix A (Sample Subaward), Subparagraph 5.12.3 is added as follows:
- 5.12.3 The match contribution requirement for OAA Title VIIA Chapter 3 (Programs for Prevention of Elder Abuse, Neglect, and Exploitation) is fifteen percent (15%) of the Maximum Annual Subaward Sum allocated for OAA Title VIIA Chapter 3 (Programs for Prevention of Elder Abuse, Neglect, and Exploitation).
- G. The title of Exhibit 20 (Proposed Budget for LTCOP Services OAA Title III B (Supportive Services and Senior Centers Program Authorized)) of Appendix D (Required Forms and Documentation) is deleted in its entirety and replaced as follows: Appendix D (Required Forms and Documentation), Part I (Required Forms), Exhibit 20 (Proposed Budget for LTCOP Services OAA Title III B (Supportive Services and Senior Centers Program Authorized)).

- H. The title of Exhibit 23 (Proposed Budget for LTCOP Services State General Funds Title III B (Ombudsman Programs)) of Appendix D (Required Forms and Documentation) is deleted in its entirety and replaced as follows: Appendix D (Required Forms and Documentation), Part I (Required Forms), Exhibit 23 (Proposed Budget for LTCOP Services State General Funds Title III B (Ombudsman Programs)).
- I. The title of Exhibit 24 (Proposed Budget for LTCOP Services Long-Term Care Facility Citation Penalty Account-Special Deposit Fund) of Appendix D (Required Forms and Documentation) is deleted in its entirety and replaced as follows: Appendix D (Required Forms and Documentation), Part I (Required Forms), Exhibit 24 (Proposed Budget for LTCOP Services Long-Term Care Facility Citation Penalty Account-Special Deposit Fund).
- J. The title of Exhibit 25 (Proposed Budget for LTCOP Services Public Health Licensing and Certification Program) of Appendix D (Required Forms and Documentation) is deleted in its entirety and replaced as follows: Appendix D (Required Forms and Documentation), Part I (Required Forms), Exhibit 25 (Proposed Budget for LTCOP Services Public Health Licensing and Certification Program).
- K. The title of Exhibit 26 (Proposed Budget for LTCOP Services Skilled Nursing Facility Quality and Accountability Fund) of Appendix D (Required Forms and Documentation) is deleted in its entirety and replaced as follows: Appendix D (Required Forms and Documentation), Part I (Required Forms), Exhibit 26 (Proposed Budget for LTCOP Services Skilled Nursing Facility Quality and Accountability Fund).

PART II (ATTACHMENTS TO ADDENDUM ONE)

- A. Attachment 1 (AAA-LTCOP-1920 IFB Questions and Answers Addendum One) is added as an addendum to this IFB.
- B. Attachment 2 (Long-Term Care Ombudsman Program Invitation for Bids (AAA-LTCOP-1920 IFB) Mandatory Bidders' Conference February 8, 2019 (2:00 P.M.) Sign-in Sheet) is added as an addendum to this IFB.
- C. Appendix D (Required Forms and Documentation), Part I (Required Forms), Exhibit 21 (Proposed Budget for LTCOP Services OAA Title VII A Chapter 2 (Ombudsman Programs)) is deleted in its entirety and replaced with the attached Appendix D (Required Forms and Documentation), Part I (Required Forms), Exhibit 21 (Proposed Budget for LTCOP Services OAA Title VII A Chapter 2 (Ombudsman Programs)) dated 02/08/2019.

- D. Appendix D (Required Forms and Documentation), Part I (Required Forms), Exhibit 22 (Proposed Budget for LTCOP Services OAA Title VII A Chapter 3 (Programs for Prevention of Elder Abuse, Neglect, and Exploitation)) is deleted in its entirety and replaced with the attached Appendix D (Required Forms and Documentation), Part I (Required Forms), Exhibit 22 (Proposed Budget for LTCOP Services OAA Title VII A Chapter 3 (Programs for Prevention of Elder Abuse, Neglect, and Exploitation)) dated 02/08/2019.

ATTACHMENT 1 (AAA-LTCOP-1920 IFB QUESTIONS AND ANSWERS ADDENDUM ONE)

Pursuant to the IFB Section 2.6 (Bidder's Questions), this Question and Answer document provides answers to questions received in response to IFB No. AAA-LTCOP-1920 IFB. The questions/answers have been summarized/edited in order to capture the essence of the speaker's communication without losing its integrity.

Question 1: The narrative is not as intense as usual. Is that because it is an Invitation for Bids (IFB) as opposed to a Request for Proposals (RFP)?

Answer 1: Yes, that's correct; that is one of the key distinctions between these two (2) types of procurements. An IFB award is based on lowest cost as well as Bidder meeting/satisfying all of the other qualification requirements that are outlined in the IFB, which would include the Statement of Work (SOW), Minimum Requirements, financial capability, insurance, licensing, etc. Under this procurement, the lowest cost is based on the cost per unduplicated Client.

Question 2: So then the main part for the narrative is really the Bidder's Qualifications Section on page 37. That seems like the only area outside of forms that we really need to fill out. I want to make sure I didn't miss something.

Answer 2: The majority of the responses to be included in the bid do not require a narrative. Responses to the IFB Subparagraph 2.10.4.5 (Subsection B.4 (Bidder's Pending or Threatening Litigation) and Subparagraph 2.10.4.6 (Subsection B.5 (Bidder's Judgment Action(s))) will require narrative responses in order to describe the nature of the case. Other Subparagraphs do not require a response and are noted as such (e.g., Subparagraph 2.10.4.2.7). Otherwise, provide the appropriate response(s)/document(s) as indicated in each of Sections A (Pricing Sheet), B (Bidder's Qualifications), C (Required Forms and Documentation), D (Proof of Insurability), E (Proof of Licenses), and F (Financial Capability).

Question 3: The demonstrating of five (5) years of experience, is that just a narrative as well?

Answer 3: In order to demonstrate the five (5) years of experience, Bidder shall provide responses to the IFB Subparagraphs 2.10.4.2.4.1 and 2.10.4.2.4.2. County will validate Bidder's experience based on the responses to the information provided in Subparagraphs 2.10.4.2.4.1

and 2.10.4.2.4.2 along with the information received from Bidder's references as noted in Subparagraph 2.10.4.4 (Subsection B.3 (Bidder's References)).

Question 4: When we complete everything it says to label everything, do you want handwritten page numbers?

Answer 4: Yes, handwritten page numbers are acceptable. Include sequential page numbers on each page of the bid in order to ensure that there are no missing pages when the bid is submitted. You may use tabs to identify the Sections (i.e., Section A, Section B, Section C, etc.) of the bid. The table of contents should identify the Sections and page numbers of the bid.

Question 5: When you spoke about how to qualify as a Social Enterprise vendor, you said something about fifteen percent (15%). There were two (2) mentions of fifteen percent (15%): one for the match and one for this. What does signing-up or qualifying for this [Social Enterprise] mean?

Answer 5: Under this procurement, County offers Preference Program scoring, which provides a fifteen percent (15%) discount on a vendor's bid price. This Preference will only be used for the purpose of reviewing/evaluating the cost component of the bid and will not affect the amount of the final award. It is a scoring preference that Bidder will receive over another Bidder who does not have it.

There are three (3) types of Preference Programs that a vendor may qualify for, which include:

- Local Small Business Enterprise (LSBE) Program: IFB Subparagraph 1.33 (Local Small Business Enterprise Preference Program)
- Social Enterprise (SE) Program: IFB Subparagraph 1.36 (Social Enterprise Preference Program)
- Disabled Veterans Business Enterprise (DVBE) Program: IFB Subparagraph 1.40 (Disabled Veteran Business Enterprise Preference Program)

Most non-profits would qualify to be a SE. In order to determine if Bidder qualifies for these Preference Programs, Bidder must go through the County's Department of Consumer and Business Affairs (DCBA), which certifies an organization as LSBE, SE, and/or DVBE. Please refer to DCBA's website as provided in the IFB

<http://dcba.lacounty.gov>) for additional information regarding these Preference Programs, which are available for most County procurements.

Question 6: What does a fifteen percent (15%) discount on a bid mean?

Answer 6: If an organization qualifies under one (1) of the Preference Programs then its bid price will be reduced by fifteen percent (15%). This Preference will only be used for the purpose of reviewing the cost component of the bid and will not affect the amount of the final award. It is a scoring preference that Bidder will receive over another Bidder who does not have it.

For example, Bidder A and Bidder B submit bids with a cost of \$100; however, Bidder A has been certified as SE vendor and is eligible to receive the SE Preference. When the costs are evaluated, Bidder A's cost will be reduced by fifteen percent (15%), which effectively means that Bidder A's cost is \$85 [$\$100 - (\$100 * 15\%) = \85] versus Bidder B's cost of \$100. In this example, Bidder A will be selected as the lowest cost bid. However, if selected to receive an award contingent upon meeting all of the requirements outlined in the IFB, Bidder A will be awarded the Subaward for \$100.

Question 7: You mentioned that in the addendum that you will be sending out there will be a change to the match relating to Title VII A, what was the other Title?

Answer 7: An Addendum will be issued to reflect the revised match contribution requirement for OAA Title VII A Chapter 2 (Ombudsman Programs) and OAA Title VII A Chapter 3 (Programs for Prevention of Elder Abuse, Neglect, and Exploitation). The match will be revised from ten percent (10%) to fifteen percent (15%). This revision will be reflected in Appendix A (Sample Subaward) and Appendix D (Required Forms and Documentation), Part I (Required Forms), Exhibit 21 (Proposed Budget for LTCOP Services OAA Title VII A Chapter 2 (Ombudsman Programs)) and Exhibit 22 (Proposed Budget for LTCOP Services OAA Title VII A Chapter 3 (Programs for Prevention of Elder Abuse, Neglect, and Exploitation)). Since the two (2) Proposed Budget forms will be revised, please do not complete the forms originally issued with the IFB; the revised forms will be released with the Addendum as soon as possible.

Question 8: The Ombudsman Program and Elder Abuse Prevention Program are together in this IFB. Does this bid cover both of these Programs or just Ombudsman?

Answer 8: Even though the Long-Term Care Ombudsman Program has seven (7) different funding sources, it is being procured under one (1) IFB and will result in one (1) Subaward. The Pricing Sheet, Proposed Program Services, and Mandated Program Services identify all of the funding sources and will be used to capture how these monies will be utilized. Ultimately, all funding under the Subaward will be used to provide the full array of Long-Term Care Ombudsman Program Services outlined in Appendix B (Statement of Work).

Question 9: For the other year after the first year (Subaward option years) for this IFB, what does applying for the additional three (3) years look like on an annual basis?

Answer 9: The Subaward will be effective for one-year commencing on July 1, 2019 through June 30, 2020 for Fiscal Year (FY) 2019-20. Prior to the end of FY 2019-20 (i.e., before June 30, 2020), County will make the determination to either allow the Subaward to expire on June 30, 2020 and re-procure or alternatively, County has the option to extend/renew the term of the Subaward for an additional year commencing on July 1, 2020 through June 30, 2021. Such extension/renewal will be enacted through an amendment, pursuant to Appendix A (Sample Subaward), Subparagraph 8.1 (Amendments). At its sole discretion, County may continue to exercise the renewal options annually for up to three (3) years through FY 2022/23.

Long-Term Care Ombudsman Program
Invitation for Bids (AAA-LTCOP-1920 IFB)
Mandatory Bidders' Conference
February 8, 2019 (2:00 P.M.)
SIGN-IN SHEET

NO.	NAME OF ATTENDEE	AGENCY/ORGANIZATION	ATTENDEE'S EMAIL(S)	ATTENDEE'S PHONE NUMBER(S)
1	Molly Davies	WISE & Healthy Aging	mdavies@wiseandhealthyaging.org	1
2				
3				
4				
5				
6				
7				
8				