

**COUNTY OF LOS ANGELES
WORKFORCE DEVELOPMENT, AGING AND COMMUNITY SERVICES**

**PROCUREMENT FOR SERVICES ENTITLED:
REQUEST FOR PROPOSALS (RFP)
DISEASE PREVENTION AND HEALTH PROMOTION PROGRAM
AAA-DPHPP-2122 RFP**

**ADDENDUM ONE
QUESTIONS AND ANSWERS**

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

PART I (CHANGES TO THE RFP) – NOT APPLICABLE

PART II (ATTACHMENTS TO ADDENDUM ONE)

- A. Attachment 1 (AAA-DPHPP-2122 RFP Questions and Answers Addendum One) is added as an addendum to this RFP.
- B. Attachment 2 (AAA-DPHPP-2122 RFP Proposers' Conference January 8, 2021 (2:00 P.M.) Audio of conference) is added as an addendum to this RFP.

Questions Regarding the Business Proposal

1. **Regarding the Request for Proposals – “Proposer shall provide a narrative description indicating how it plans to sustain the proposed DPHPP Services.” Should this section only discuss sustainability? Or should the narrative include the number of host sites and lay leaders, trainings, referral pipelines, challenges to sustainability, etc.? What other details should be included in this narrative?**

Subparagraph 7.9.7, Section D (Proposer's Approach to Provide Required Services), Subparagraphs 7.9.7.1.1, 7.9.7.2.1, 7.9.7.3.1, 7.9.7.4.1, 7.9.7.5.1, and 7.9.7.6.1 of the RFP states that the narrative must describe how the Proposer intends to meet County's objectives to provide the specific Service and how it plans to sustain the proposed DPHPP Services for the term of the Subaward. At minimum, the Proposer must address these elements. It is at the Proposer's discretion to include additional detail in the narrative.

2. Recommendation of Additional Program Services – should this Subsection be labeled as D.9? Or should it be considered part of D.8?

Subparagraph 7.9.7.9, Recommendation of Additional Program Services is not considered part of Subsection D.8 and should not be labeled as Subsection D.9. Recommendation of Additional Program Services is optional if Proposer chooses to provide a response. Proposer shall label it as Recommendation of Additional Program Services and include it after Subsection D.8.

3. Is it appropriate to make assumptions around the number of programs that will need to be made available remotely? Or should we identify individually the number of programs that we are proposing to be remote and the number we are proposing to be in-person?

As indicated in Subparagraph 7.9.7.9.1, in addition to the six (6) Evidence-Based Programs already identified, Proposer may make recommendation for additional services in its proposal. No, for the purpose of the proposal submission, it is not necessary to identify individually the number of programs that are being proposed to be remote versus in-person. Any additional recommended services must meet the criteria that is identified in Exhibit A, Statement of Work.

4. May two PDFs be submitted via email or USB thumb drive– one Business Proposal and One Cost Proposal? Or should one PDF containing both proposals be submitted?

No, one (1) PDF containing both Business and Cost proposals shall be submitted, either via email or USB thumb drive. If the file is too large, then multiple emails shall be clearly numbered (i.e., 1 or 2) and submitted.

5. Are title pages appropriate and do they count towards the page limit? As well as subsequent forms – should a title page denoting Section A be included here? Or should the header of Section A – be placed on the top of the Form?

Title pages are not required, and they do not count towards the page limit according to Subparagraph 7.8.5, Page Limitations. Proposal should follow the format described in Subparagraph 7.8 (Preparation of the Proposal) and Subparagraph 7.9 (Proposal Format) in the RFP. No header or title page is required for each form within each Section (e.g., Section A, Section B, etc.).

6. If the Proposer has no pending litigation and judgments, how should this be noted, as “not applicable” is “not a valid response and will be deemed as unresponsive?”

Proposer shall provide a written statement indicating they have no pending litigations and/or judgments.

Questions Regarding the Cost Proposal

1. Should copies of Form D25 appear both in this section, as well as in the Business Proposal under Subsections D.1-D.6? Or, only in Subsection A.2?

Form D25 (Proposed Program Services), should only be in the Cost Component as detailed under Subparagraph 7.10.4.2, Subsection A.2 (Proposed Program Services).

2. Regarding page 58, paragraph 7.10.6 of the solicitation document, is there a specific format for the budget narrative or a minimum level of detail required for responding to this question?

No, there is no specific format for the budget narrative or minimum level of detail required as long as Proposer explains the reasonableness and necessity of each item of the of cost that is included in Appendix D.

Questions Regarding the Forms/Attachments

1. On Form D25 – the 6 DPHP Program Services are listed. How should a Proposer include additional programs that it will offer in this form given that it does not appear additional lines may be added to the form.

At this time, there is no need to include any additional program services on Form D25 for purpose of the proposal submission.

2. On Form D25 –
a) Should a Proposer contemplate the number of clients who will receive programming through both in-person and remote programming?

Yes.

- b) Should programming be denoted together or should the different categories (in-person and remote) be separated?

Please denote together.

- c) If programming should be separated, how can this information be added to the form as it does not appear that the form allows for additional information?

N/A.

3. Regarding Form D3 (*List of Contracts with Public Entities*) and Form D4 (*List of Expired and Terminated Contracts*), the instructions state a Proposer can use additional sheets as necessary, can a Proposer put all information into an excel table (following the same formatting as the Word document) for submission? Or must the Word document of each Form be completed and supplemented by additional information in subsequent Word documents?

Please use the forms provided.

4. Is the funding for this RFP divided by supervisorial districts and how my subawards will be awarded?

No, funding shall serve all five (5) supervisorial districts, and only one (1) subaward will be issued according to Subparagraph 1.1, Request for Proposals for Disease Prevention and Health Promotion Program Services, Subparagraphs 1.1.1 and 1.1.2.

Question Regarding Proposers' Conference

1. I was unable to access the Proposers' Conference. Can I view this?

Yes, Proposers may view the recording of the DPHPP Proposers' Conference at the WDACS website, which will be available for viewing through Tuesday, January 26, 2021 at 5:00 P.M. (PST). The website is: <https://wdacs.lacounty.gov/doing-business-with-wdacs/rfp/>