

**COUNTY OF LOS ANGELES
WORKFORCE DEVELOPMENT, AGING AND COMMUNITY SERVICES
REQUEST FOR PROPOSALS (RFP)
FAMILY CAREGIVER SUPPORT PROGRAM
AAA-FCSP-2223 RFP**

ADDENDUM TWO

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 Two is hereby issued for this RFP to address the following elements:

PART I (CHANGES TO THE RFP)

A. RFP Subparagraph 5.19 (Notification to County of Pending Acquisitions/Mergers by Proposer) is deleted in its entirety and replaced as follows:

5.19.1 Proposer shall notify the County of any pending acquisitions/mergers of its company unless otherwise legally prohibited from doing so. If Proposer is restricted from legally notifying County of pending acquisitions/mergers, then it should notify County of the actual acquisitions/mergers as soon as the law allows and provide to County the legal framework that restricted it from notifying County prior to the actual acquisitions/mergers. This information shall be provided by Proposer on Appendix D (Required Forms), Form D1 (Proposer's Organization Questionnaire/Affidavit). Failure of Proposer to provide this information may eliminate its Proposal from any further consideration. Proposer shall have a continuing obligation to notify County and update any changes to its response in Appendix D (Required Forms), Form D1 (Proposer's Organization Questionnaire/Affidavit) during the solicitation.

B. RFP Subparagraph 6.1.1 is deleted in its entirety and replaced as follows:

6.1.1 The Board of Supervisors encourages business participation in the County of Los Angeles' contracting process by continually streamlining and simplifying the selection process and expanding opportunities for these businesses to compete for our business. In accordance with this approach, County has established the following three (3) preference programs: Local Small Business Enterprise Preference Program, Social Enterprise Preference Program, and Disabled Veterans Business Enterprise Preference Program (collectively, Preference Programs). The Preference to be granted to a certified Proposer shall be equal to fifteen percent (15%) of the lowest proposed cost and such Preference shall not exceed \$150,000.

- C. RFP Subparagraph 7.11.4.4 is added as follows:
- 7.11.4.4 In an effort to coordinate the submission portion of this solicitation, Proposer shall notify County of USB submission by sending an email to the following e-mail address: aaarfp@wdacs.lacounty.gov.
- D. Appendix A (Sample Subaward), Subparagraph 8.2 (Assignment and Delegation/Mergers or Acquisitions) is deleted in its entirety and replaced as follows:
- 8.2.1 Subrecipient (that is "Contractor") shall notify County of any pending acquisitions/mergers of its company unless otherwise legally prohibited from doing so. If Contractor is restricted from legally notifying County of pending acquisitions/mergers, then it should notify County of the actual acquisitions/mergers as soon as the law allows and provide to County the legal framework that restricted it from notifying County prior to the actual acquisitions/mergers.
- 8.2.2 Contractor shall not assign, exchange, transfer, or delegate its rights or duties under this Subaward (that is, "Contract"), whether in whole or in part, without the prior written consent of County, in its sole discretion, and any attempted assignment, delegation, or otherwise transfer of its rights or duties, without such consent shall be null and void. For purposes of this Subparagraph 8.2, County consent shall require a written Amendment to this Contract, which is formally approved and executed by the parties. Any payments by County to any approved delegatee or assignee on any claim under this Contract shall be deductible, at County's sole discretion, against the claims, which Contractor may have against County.
- 8.2.3 Any assumption, assignment, delegation, or takeover of any of Contractor's duties, responsibilities, obligations, or performance of same by any person or entity other than Contractor, whether through assignment, Lower Tier Subaward (that is "Subcontract"), delegation, merger, buyout, or any other mechanism, with or without consideration for any reason whatsoever without County's express prior written approval, shall be a material breach of this Contract which may result in the termination of this Contract. In the event of such termination, County shall be entitled to pursue the same remedies against Contractor as it could pursue in the event of default by Contractor.

PART II (ATTACHMENTS TO ADDENDUM TWO)

- A. Attachment 1 (AAA-FCSP-2223 RFP Questions and Answers Addendum Two) is added as an addendum to this RFP.
- B. Appendix D (Required Forms), Form D24.1 (Proposed Budget) and Form D24.2 (Proposed Budget) are deleted in their entirety and replaced with Appendix D (Required Forms), Form D24.1 (Proposed Budget) revised 12/07/2021 and Form D24.2 (Proposed Budget) revised 12/07/2021.

There was an error in calculating the indirect costs throughout the Proposed Budgets and that information has been corrected on the attached Forms. Accordingly, all references made to RFP, Appendix D (Required Forms), Form D25.1 (Proposed Budget) and Form D25.2 (Proposed Budget) throughout the RFP and its Appendices shall mean the attached Appendix D (Required Forms), Forms D24.1 (Proposed Budget) revised 12/07/2021 and Form D24.2 (Proposed Budget) revised 12/07/2021.

- C. Appendix D (Required Forms), Form D25.1 (Proposed Program Services) and Form D25.2 (Proposed Program Services) are deleted in their entirety and replaced with Appendix D (Required Forms), Form D25.1 (Proposed Program Services) revised 12/07/2021 and Form D25.2 (Proposed Program Services) revised 12/07/2021.

Additional rows have been added to Section I., Site Summary to allow Proposer to enter up to ninety-three (93) zip codes. Accordingly, all references made to RFP, Appendix D (Required Forms), Form D25.1 (Proposed Program Services) and Form D25.2 (Proposed Program Services) throughout the RFP and its Appendices shall mean the attached Appendix D (Required Forms), Form D25.1 (Proposed Program Services) revised 12/07/2021 and Form D25.2 (Proposed Program Services) revised 12/07/2021.

**ATTACHMENT 1
AAA-FCSP-2223 RFP
ADDENDUM TWO
QUESTIONS AND ANSWERS**

Pursuant to the RFP Subparagraph 7.5 (Proposer's Questions), this Question and Answer (Q&A) document provides answers to questions received in response to RFP No. AAA-FCSP-2223 RFP. The Q&A have been summarized/edited to capture the essence of the speaker's communication without losing its integrity. Please note that similar questions may have been combined and answered together.

Question 1: How can I get the RFP?

Answer 1: The RFP is available online at <https://wdacs.lacounty.gov/doing-business-with-wdacs/>.

Question 2: Do we need to register or RSVP for the Proposer's Conference if we will be calling the number provided?

Answer 2: There is no need to register/RSVP to join the Conference via telephone. You may refer to RFP Subparagraph 7.7 to learn more.

Question 3: Do Proposers have to apply for FCSP-G if they apply for FCSP-R?

Answer 3: As indicated in Subparagraph 1.1.2.1 of the RFP, Proposals will only be accepted from Proposers who can provide services for **both** FCSP-R and FCSP-G clients.

Question 4: Can you provide clarification or more instruction for item 13 on Form D1 (Proposer's Organization Questionnaire/Affidavit)? Specifically, are we supposed to provide site information for each community focal point? Can we add an attachment if there are multiple sites?

Answer 4: Please complete item 13 on Form D1 by providing the requested information for each designated Focal Point. If your organization is designated as a Focal Point, then enter your information accordingly. Please list all site(s) designated as Focal Points. Please use a separate page to identify any additional Focal Points and include it as an attachment to your Form D1.1.

Question 5: Can you clarify what Community Focal Points are (item 13 on Appendix D (Required Forms), Form D1 (Proposer's Organization Questionnaire/Affidavit)? How should these focal points be selected? Are we expected to use the list of addresses in Appendix A (Sample Subaward), Exhibit A (Statement of Work), Attachment 3 (Community Focal Points List) to identify these focal points, or is Proposer's address considered the Community Focal Point?

Answer 5: Per Appendix A (Sample Subaward), Exhibit P (Definitions), Community Focal Point is defined as an agency within the community which has a proven record of providing comprehensive services to older individuals (i.e., multi-purpose senior center). For item 13 on Form D1 (Proposer's Organization Questionnaire/Affidavit), please list all sites that your organization identifies as a Community Focal Point. This may be the organization's address if the site will serve as a Community Focal Point. The sites listed on Appendix A (Sample Subaward), Exhibit A (Statement of Work), Attachment 3 (Community Focal Points List) is a compilation of designated focal points within Los Angeles County and is included as reference only.

Question 6: Is there a minimum amount of grant funding to be used to provide Respite Care Services?

Answer 6: There is no minimum amount of grant funding to be used for Respite Care Services. Please refer to Appendix A (Sample Subaward), Exhibit A (Statement of Work) Subsection 10.5.4 (Respite Care Services) for more information on Specific Services to be provided to Clients.

Question 7: Do we have to apply for FCSP-R and FCSP-G for every Supervisorial District we apply for?

Answer 7: Yes, each Proposal shall include services for both FCSP-R and FCSP-G Clients.

Question 8: Are we required to apply for the entire Supervisorial District, or can we apply for a portion?

Answer 8: As indicated in Subparagraph 7.9.7.1. (Service Delivery Coverage), Proposer shall refer to Appendix P (County of Los Angeles Zip Code List) and identify every zip code that will be served within the Supervisorial District.

Question 9: Are we required to provide all Services Details within each Service Category? (i.e., if we apply for Supplemental Services, do we have to provide Registry)?

Answer 9: Yes, Proposer shall provide all Service Details within each Service Category they are applying for.

Question 10: Do we have to apply for the same Service Categories for FCSP-R and FCSP-G?

Answer 10: No, you are not required to apply for the same Service Categories for FCSP-R and FCSP-G Clients.

Question 11: Is there a set unit rate for each Service Category?

Answer 11: For information about unit rates, please refer to Appendix A (Sample Subaward), Exhibit A (Statement of Work), Subsection 10.6 (Unit Rate Summary Chart).

Question 12: For agencies that have a relatively long list of relevant contracts, entering information into Appendix D (Required Forms), Form D3 (Proposer's List of Contracts with Public Entities) will be extremely labor intensive. Is there an option to provide all the required details in a different format?

Answer 12: Please complete Appendix D (Required Forms), Form D3 (Proposer's List of Contracts with Public Entities) as instructed. If additional space is needed to respond to any of the requested information, use additional sheets. When using additional sheet(s), ensure that you capture all fields included on Form D3: Name of the Entity, Address of Entity, Contact Person's Name, Telephone Number, Email Address, Contract Name and Number, Contract Term, Type of Service and Contract Amount. Additional pages may be provided in Microsoft Word or Excel format and submitted as an attachment to Form D3. All additional pages shall be labeled, and numbered accordingly (i.e., page X of X).

Question 13: According to RFP Subparagraph 3.2.2.1, Proposer must provide at a minimum three of the service categories (but is not required to provide all five), and the recent addendum confirmed that Proposers are not required to propose every Service for both FCSP-R and FCSP-G. RFP Subparagraph 8.4.2.1 assigns points for each Service, broken into points for each target population. If I am understanding this correctly, a Proposer

must receive a score for every single item to come close to a score of 1,250. If a Proposer chooses not to propose a given Service, does that result in a score of zero? If not, how will the Services that we do not propose be scored? If so, is there a concern that Proposers that select 3-4 Service Categories will be at a significant disadvantage? The same question applies to the scoring in RFP Subparagraph 8.5.1.2.1.

Answer 13: A score of 1,250 is the maximum points Proposer can receive for Business Component - Section D, Subsection D.1 (Service Delivery Coverage). Proposer can receive a maximum of 2,900 for Business Component - Section D, Subsections D.2-D.6. Proposer will receive zero (0) points for any Service Details they are not proposing. Proposers can potentially score a maximum 2,900 points for Business Component - Section D, Subsections D.2-D.6 if they propose to serve all 5 Service Categories for both FCSP-R and FCSP-G Clients. The more Service Categories and Client types that are proposed, the greater the opportunity to obtain a higher score. The same methodology applies in RFP Subparagraph 8.5.1.2.1. Proposers shall only indicate unit rates for Service Details being proposed. Service Details that are not being proposed will receive zero (0) points.

Question 14: Appendix D (Required Forms), Form D1.2 (Authorization Warranty) requires an authorization warranty that specifically names this RFP. If the Board of an organization is not scheduled to meet between 11/15/21 and 12/17/21, can this authorization be submitted after the deadline? Alternatively, can we submit our standard Resolution of Executorial Authority?

Answer 14: A Resolution of Executorial Authority may be submitted with the Proposal. It will be accepted as a placeholder until Proposer can provide a copy of the current, valid, adopted/approved resolution. The Resolution of Executorial Authority shall identify, by name and title, the individual(s) authorized to sign the Proposal and/or Contract on behalf of Proposer. Additionally, the Resolution of Executorial Authority shall be on Proposer's official letterhead. Proposer shall submit their adopted/approved resolution no later than sixty (60) days after the due date of this RFP.

Question 15: RFP Subparagraph 7.11.3 states that the Proposal is to be submitted by email, and RFP Subparagraph 7.11.6 states that it is the "sole responsibility of the Proposer to ensure that its Proposal is received ... no later than the final Proposal due date and time." Will Proposers be receiving a confirmation email after the Proposal is submitted, or is there another

method for confirming that our email message(s) were received and could be read?

Answer 15: County will email Proposer to confirm receipt of Proposals submitted via email, **however, this confirmation will only validate receipt of the submission by the Proposal due date and time.** To maintain the integrity of the solicitation, County will not open/review the contents of any Proposals prior to the final Proposal due date and time. As such, it is Proposer's responsibility to ensure Proposal(s) is received timely and the contents of the Proposal(s) is complete, accessible, free of defects, etc.

Question 16: What constitutes the 25-page narrative section? Does the Business and Cost Component each have a 25-page limit?

Answer 16: In accordance with RFP Subparagraph 7.8.5.1, the combined narrative responses for the Proposal (including both the Business Component and the Cost Component) shall not exceed a total of twenty-five (25) single-sided pages. This page limit does not apply to exhibits, attachments, the cover page, and the table of contents (e.g., attachments are not counted toward the 25-page limit). Also, please keep in mind that not every section requires a narrative response (i.e., only Section C of the Cost Component requires a narrative response).

Question 17: Is the Executive Summary counted in the twenty-five (25) pages?

Answer 17: Yes, Section B (Executive Summary) requires a narrative response and will be counted towards the twenty-five (25) page limit.

Question 18: To reduce the file size of our Proposal, rather than attaching samples of flyers or brochures as PDF to the Proposal, are we able to provide direct links or hyperlinks to website materials or PDF flyers that we are referencing as supporting documents in our Proposal?

Answer 18: All supporting documents (brochures, flyers, resource materials, etc.) must be in PDF format and accessible in their entirety in the Proposal. References to websites, direct links, hyperlinks will not be accepted as response and/or supporting documentation in the Proposal due to associated risks including, but not limited to the website/link may not work; the website/link is down; access to the website/link is not authorized due to system security restrictions; etc.

Question 19: Do we need an office in each Supervisorial District that we are applying for?

Answer 19: No, you don't need to have an office in each Supervisorial District.

Question 20: The RFP mentions that Proposer shall provide, at minimum, one Service Detail per Service Category being proposed, however, the information shared in the Proposers' Conference conflicts. Please clarify.

Answer 20: Proposer shall **provide all Service Details** within each Service Category being proposed. Addendum One, which addresses this requirement, was posted on 12/1/2021. To access the Addendum and to get more information, please visit the following link: <https://wdacs.lacounty.gov/aaa-fcsp-2223-rfp/>

Question 21: Can Proposer apply for more than one Supervisorial District?

Answer 21: Yes, Proposer can apply for up to five (5) Supervisorial Districts. Proposer shall submit a separate Proposal for each Supervisorial District that they are proposing for.

Question 22: If our organization has a multi service senior program would that qualify us for this opportunity? We work with seniors, but do not have/work with caregiver programs.

Answer 22: In accordance with the RFP, Subparagraph 3.2.1, Proposer must have five (5) consecutive years of experience, obtained during the years of 2014 through 2020, providing FCSP Services or services which are equivalent or substantially similar to these Program Services/Service Categories.

Question 23: Can participants on this Conference get notifications or any future Addendums emailed to them directly?

Answer 23: Those interested in receiving communications should submit an email to aaarfp@wdacs.lacounty.gov. Only communications issued after the individual's request to receive emails has been received by County will be provided. Please note that it is Proposer's responsibility to check the WDACS website to ensure they have the most up to date information pertaining to the RFP. Such information is available on the WDACS website: <https://wdacs.lacounty.gov/aaa-fcsp-2223-rfp/>

Question 24: Is it mandatory to have volunteers assist in FCSP?

Answer 24: No, volunteers are not mandatory.

Question 25: For Proposer's background for experience, do we need to demonstrate that we meet the minimum requirements and discuss our experience in providing caregiver services in the past through narration?

Answer 25: As indicated in RFP Subparagraph 7.9.6.2, Subsection C.1 (Proposer's Background and Experience), Proposer shall provide a written narrative of relevant background information to demonstrate that Proposer meets the minimum requirement(s) stated in Paragraph 3.0 (Minimum Requirements) of this RFP and has the capability to perform the required Program Services.

Question 26: RFP Subparagraph 3.2.3.1 states that Proposer must provide a resume and diploma and/or certificate for the Project Manager but does not specify where within the Proposal these attachments should be placed. Can you please clarify where these materials should be included?

Answer 26: Supporting documents shall be provided in Subsection C.1 (Proposer's Background and Experience). You may refer to RFP Subparagraph 7.9.6.2, Subsection C.1 (Proposer's Background and Experience) for more information.

Question 27: Per RFP Subparagraph 2.2.7.1, we need an editable form (List of Lower Tier Subawards).

Answer 27: RFP Subparagraph 2.2.7.1 indicates that Proposer may enter into a lower tier subaward(s) with other business partners, agencies, consortiums, vendors, etc. This is simply a reference. There is no form to be completed at this time as Appendix A (Sample Subaward), Exhibit Y (List of Lower Tier Subawards) will be completed by Proposer(s) that is awarded a Contract.

Question 28: We have noticed some errors on a few of the fillable Forms. How can we get updated/revised versions? Here is a list of the errors:

- Appendix D (Required Forms), Form D25.1 and D25.2 (Proposed Program Services) - Section I. Site Summary only allows for 90 zip codes however we have more than 90 to list.

- Appendix D (Required Forms), Form D24.1 and D24.2 (Proposed Budget) - Row 37 is not adding up the indirect cost and match in-kind on the tab for Budget Detail (Space)
- Appendix D (Required Forms), Form D24.1 and D24.2 (Proposed Budget) - Row 40 is not adding up the indirect cost and match in-kind on the tab for Budget Detail (Other Costs)

Answer 28: The corrections have been made and are reflected in Addendum Two of this RFP. Additionally, the updated Appendix D (Required Forms), Forms D24.1 and D24.2 (Proposed Budget) revised 12/07/2021 and Forms D25.1 and D25.2 (Proposed Program Services) revised 12/07/2021 have been uploaded to the WDACS website: <https://wdacs.lacounty.gov/aaa-fcsp-2223-rfp/>