



**LOS ANGELES COUNTY
DEPARTMENT OF HEALTH SERVICES**

**REQUEST FOR QUALIFICATIONS NO. HS-1151
FOR
HEALTHCARE ANCILLARY SERVICES
MASTER AGREEMENT**

OCTOBER 2023

**Prepared By
Department of Health Services
Contracts and Grants Division**

TABLE OF CONTENTS

<u>SECTION</u>	<u>PAGE</u>
1.0 Introduction.....	1
1.1 Purpose and Overview	1
1.2 Department of Health Services	1
1.3 Terms and Definitions	1
1.4 Contact with County Personnel	1
2.0 Overview Of Solicitation Process.....	2
2.1 HASMA Solicitation	2
2.2 Work Order Solicitations	2
2.3 Work Orders.....	2
3.0 Response Requirements and Instructions	2
3.1 Required Forms	3
3.2 Mandatory Registration on County's WebVen.....	3
3.3 Response Submission	3
4.0 Response Review and Acceptance	3
4.1 Minimum HASMA Qualifications	4
4.2 Minimum Mandatory Requirements	5
4.3 Master Agreement.....	5
5.0 General Conditions.....	5
5.1 Truth and Accuracy of Representations	5
5.2 Changes to RFQ	6
5.3 County Rights.....	6
5.4 Final HASMA Award	6
5.5 Conflict of Interest	6
5.6 Gratuities.....	6
5.7 Notice to Vendors Regarding the Public Records Act	7
5.8 Determination of Vendor Responsibility	8
5.9 RFQ Response Disqualification Review.....	8

TABLE OF CONTENTS

APPENDICES

Appendix A	Master Agreement
Appendix B	Required Forms

1.0 INTRODUCTION

1.1 PURPOSE AND OVERVIEW

The Department of Health Services ("DHS" or "Department") of the County of Los Angeles ("County") is releasing this Request for Qualifications No. HS-1151 ("RFQ") for Healthcare Ancillary Services ("Services") in order to obtain responses ("Response(s)") from qualified entities, including companies and individuals ("Vendor(s)"), and execute Healthcare Ancillary Services Master Agreement(s) ("HASMA(s)" or "Master Agreement(s)") with qualified Vendor(s) ("Contractor(s)").

Attached to and referenced in this RFQ are the following documents, which may also have Exhibits, Attachments and/or Schedules attached to them:

➤ **Appendix A - Master Agreement**

Required standard County contract terms and conditions that will need to be agreed to by interested qualified Vendors to be considered for HASMA award.

➤ **Appendix B - Required Forms**

Forms required to be completed and provided in response to this RFQ.

1.2 DEPARTMENT OF HEALTH SERVICES

DHS is the second largest municipal health system in the nation, operating as an integrated health system, comprised of 26 health centers and four (4) acute care hospitals, in addition to providing health care to youth in the juvenile justice system and inmates in the County jails. Across the network of DHS' directly operated clinical sites and through partnerships with community-based clinics, DHS cares for about 750,000 unique patients each year. The primary mission of DHS is to advance the health of patients and Los Angeles County communities by providing extraordinary care. Additional information about DHS may be found at <http://dhs.lacounty.gov>.

1.3 TERMS AND DEFINITIONS

Unless otherwise specified herein, (i) all references to Paragraphs of Appendix A – Master Agreement to this RFQ shall be made to Appendix A – Master Agreement; and (ii) those terms with the initial letter capitalized that are not expressly defined herein shall have the meanings given to such terms in the document under Appendix A – Master Agreement.

1.4 CONTACT WITH COUNTY PERSONNEL

All contact and any questions regarding this RFQ or any matter relating thereto must be in writing and must be emailed to the County's point of contact identified below ("HASMA Administrator"):

HASMA@dhs.lacounty.gov

Vendors are specifically directed not to contact any other County person or agent for any matters related to this procurement.

2.0 OVERVIEW OF SOLICITATION PROCESS

Vendors responding to this RFQ must also submit a Response to the accompanying Request for Applications (“RFA”) or Request for Services (“RFS”), as applicable (collectively and individually referred to as “Work Order Solicitation(s)”), in order to be considered for HASMA award and execution of any applicable Work Order thereunder, as further described below.

2.1 HASMA SOLICITATION

The HASMA solicitation process consisting of issuance of an RFQ and applicable Work Order Solicitation(s) is designed to provide DHS with maximum flexibility in soliciting for Services to fulfill the Department's current needs, while building a pool of qualified Vendors for the future. In furtherance of these goals, depending on its needs, DHS may use this RFQ to enter into Master Agreement(s) with all qualified Vendors as per the RFQ Minimum HASMA Qualifications, and may lead to the selection of one or more vendors for provision of Services as indicated in the accompanying Work Order Solicitation.

2.2 WORK ORDER SOLICITATIONS

The Work Order Solicitation will contain the details regarding the Services, period of performance, any additional required provisions, and qualifications and other requirements for any applicable Work Order award ("Minimum Mandatory Requirements"). Any Vendor submitting a Response to this RFQ, in order to be considered for provision of Services pursuant to a HASMA, must (i) meet the qualifications and other requirements specified in this RFQ, including Section 4.1 – Minimum HASMA Qualifications ("Minimum HASMA Qualifications") and (ii) submit a Response to the applicable Work Order Solicitation. Any Vendors meeting the Minimum HASMA Qualifications and the Minimum Mandatory Requirements, but not awarded a Work Order as a result of the Work Order Solicitation, will be eligible for a HASMA award.

2.3 WORK ORDERS

County will engage Contractors for provision of Services by executing Work Orders. Any Work Order executed under HASMA will contain, to the extent applicable, the scope of Services to be provided, applicable pricing and reimbursement terms, period of performance and any additional required provisions applicable to the particular Services in addition to those in the underlying Master Agreement. Performance of Services under a Work Order will be subject both to the provisions and requirements of the underlying Master Agreement and such Work Order. A Contractor under a HASMA shall be reimbursed only upon satisfactory performance of Services pursuant to the executed Work Order in accordance with the terms of the HASMA and the applicable Work Order.

3.0 RESPONSE REQUIREMENTS AND INSTRUCTIONS

To be considered for a HASMA award, Vendors must provide all information and completed forms and certifications and meet all requirements of (i) this RFQ, including the Minimum HASMA Qualifications below, and (ii) the Minimum Mandatory

Requirements specified in the applicable Work Order Solicitation. The content and sequence of Responses to this RFQ must be as prescribed below.

3.1 REQUIRED FORMS

Vendors interested in a HASMA award for provision of Services under this RFQ must submit by email to the HASMA Administrator identified in Section 1.4 – Contact with County Personnel the following fillable Exhibits under Appendix B – Required Forms to this RFQ, together with all supporting documentation:

- Exhibit 1 – Organization Questionnaire/Affidavit and CBE Information
- Exhibit 2 – Certification of No Conflict of Interest
- Exhibit 3 – Charitable Contributions Certification

Vendors with current executed HASMAs and in good standing may be required by DHS to submit such information and completed forms and certifications to the extent they need to be updated since previous submission in response to a HASMA solicitation.

3.2 MANDATORY REGISTRATION ON COUNTY'S WEBVEN

All potential Contractors must register on the County's WebVen. The WebVen contains the Vendor's business profile and identifies the goods/services the business provides. Registration can be accomplished online via the County's home page at <http://camisvr.co.la.ca.us/webven/>.

3.3 RESPONSE SUBMISSION

To be considered for a HASMA award under this RFQ, Vendor must submit:

1. A separate Response to this RFQ in a searchable Adobe Portable Document Form ("PDF") format by email to the HASMA Administrator identified in Section 1.4 – Contact with County Personnel, no later than by any deadline for submitting a Response to the applicable accompanying Work Order Solicitation; and
2. A separate Response to the applicable accompanying Work Order Solicitation in accordance with the submission instructions specified in such Work Order Solicitation. Work Order Solicitations will be made available on the DHS Contracts and Grants Portal at <https://dhs.lacounty.gov/cg>.

4.0 RESPONSE REVIEW AND ACCEPTANCE

To be considered for HASMA award, Vendors' Responses will first be reviewed to determine whether they meet the Minimum HASMA Qualifications, including willingness to comply with County's standard required provisions specified in Appendix A – Master Agreement to this RFQ, before being reviewed for compliance with the Minimum Mandatory Requirements specified in the applicable Work Order Solicitation, which may also include compliance with certain Additional Required Provisions. Minimum HASMA Qualifications and Minimum Mandatory Requirements cumulatively shall be referred to as "Solicitation Requirements".

4.1 MINIMUM HASMA QUALIFICATIONS

County will review RFQ Responses submitted in accordance with Section 3.0 – Response Requirements and Instructions and determine whether they meet the Minimum HASMA Qualifications, taking into consideration the areas and information as described below. County reserves the right to request additional information and/or documents to determine the acceptability of any RFQ Response.

4.1.1 BUSINESS STATUS VERIFICATION

County will conduct a review of Vendor's business status by checking all applicable databases, including, but not limited to, databases available with the California Secretary of State – Business Programs; Federal Debarment List; and the Federal System for Award Management ("SAM") List.

4.1.2 APPENDIX B – REQUIRED FORMS

County will review the forms submitted pursuant to Section 3.1 – Required Forms of this RFQ.

4.1.3 VENDOR NON-RESPONSIBILITY

A Vendor may be disqualified by County if County determines that the Vendor is non-responsible pursuant to Chapter 2.202 (Determinations of Contractor Non-Responsibility and Contractor Debarment) of the Los Angeles County Code based on a review of the Vendor's performance on any contracts, including but not limited to County contracts.

4.1.4 STANDARD REQUIRED PROVISIONS

Any Services provided as a result of a Work Order Solicitation shall be subject to the standard required provisions set forth in Appendix A – Master Agreement to this RFQ. As a condition of any HASMA award, County requires Vendors to agree to the standard required provisions, set forth in Appendix A – Master Agreement to this RFQ, and vendors further agree that such provisions may be amended by County prior to executing the Master Agreement.

Vendor understands and agrees that:

- Submission of a Response to this RFQ constitutes acknowledgement and acceptance of, and a willingness to comply with, the standard required provisions and that the standard required provisions shall serve as the basis for any awarded Master Agreement; and
- Any awarded Master Agreement may be amended by County during the term to implement changes to County or DHS policies and procedures, mandates of County's Board of Supervisors ("Board") or Chief Executive Office ("CEO"), and/or County or DHS budgetary directives; and
- Award of any Master Agreement to a Vendor is not a guarantee that the Vendor will be engaged for provision of Services thereunder, unless such Vendor is selected and awarded a Work Order pursuant to a Work Order Solicitation; and

- Any awarded Master Agreement shall constitute a non-exclusive relationship with one or more County contractors, including other HASMA contractors, for provision of Services.

4.2 MINIMUM MANDATORY REQUIREMENTS

Responses of Vendors meeting the Minimum HASMA Qualifications of this RFQ will be reviewed for compliance with the Minimum Mandatory Requirements specified in the applicable Work Order Solicitation as well as compliance with any Additional Required Provisions that may be included in such Work Order Solicitation. The Vendor must meet the Minimum Mandatory Requirements as specified in the applicable Work Order Solicitation in order to be considered for a Work Order award. Failure by Vendor to meet the Minimum Mandatory Requirements may eliminate its Response from further consideration. Any Vendor meeting the Minimum Mandatory Requirements, but not awarded a Work Order as a result of a Work Order Solicitation, will be eligible for a HASMA award to become a Contractor, without execution of a Work Order or guarantee of any minimum amount of work or business.

4.3 MASTER AGREEMENT

4.3.1 HASMA AWARD

Vendors meeting the Minimum HASMA Qualifications of this RFQ and the Minimum Mandatory Requirements specified in the applicable Work Order Solicitation will be qualified for a HASMA award. Any such qualified Vendors interested in being awarded a HASMA will be provided for execution the most current Master Agreement based on the standard required provisions set forth in Appendix A – Master Agreement of this RFQ. Any Additional Required Provisions required under a Work Order Solicitation accompanying this RFQ, as such may be updated by County, will become part of the Master Agreement upon execution of any Work Order as result of such Work Order Solicitation.

4.3.2 TERM

The term of any awarded Master Agreement shall commence upon execution by all parties and shall continue in full force and effect until and through June 30, 2026 (hereinafter "Initial Term"), unless sooner terminated or extended, in whole or in part, as provided in the Master Agreement. At the end of the Initial Term, the County, in its sole discretion, shall have the option to extend the term for up to three (3) years.

5.0 GENERAL CONDITIONS

5.1 TRUTH AND ACCURACY OF REPRESENTATIONS

False, misleading, incomplete or deceptively unresponsive statements in connection with a Response to this RFQ or a Work Order Solicitation issued thereunder shall be sufficient cause for rejection of the Response. The review and determination in this area shall be at the sole judgment of the Director of DHS ("Director"), whose decision shall be final.

5.2 CHANGES TO RFQ

The County is responsible only for that which is expressly stated in this RFQ and any authorized written addenda thereto. The County may amend this RFQ in the form of an addenda thereto. Any addenda issued to this RFQ shall be made available on the DHS Contracts and Grants Portal at <https://dhs.lacounty.gov/cg> and/or provided to each potential Vendor that has received this RFQ based on County's records. Should an addendum require additional information not previously requested or impose additional requirements on Vendors, failure by a Vendor to provide the additional information or meet the requirements of such addendum may result in such Vendor's Response being found non-responsive and eliminated from further consideration, as determined by County in its sole discretion.

5.3 COUNTY RIGHTS

- 5.3.1 The County reserves the right to waive any immaterial deviations in any submitted Response to this RFQ or any accompanying Work Order Solicitation.
- 5.3.2 County, at its sole discretion, may (i) suspend this RFQ indefinitely, once the County's needs are met, and subsequently re-open it if the County needs additional Contractors for provision of Services; or (ii) cancel the RFQ altogether.
- 5.3.3 The County shall not be liable in any way or be responsible for any costs or expenses incurred by Vendors in connection with the preparation or submission of Responses to the RFQ or any accompanying Work Order Solicitation.

5.4 FINAL HASMA AWARD

The County is not responsible for representations made by any of its officers or employees prior to the execution of a Master Agreement with the County, unless such understanding or representation is included in the Master Agreement.

Any Master Agreement(s) that may be awarded as a result of this RFQ are authorized by Board pursuant to delegated authority granted to the Director.

5.5 CONFLICT OF INTEREST

No County employee whose position in the County enables such person to influence the selection of Contractor(s) as a result of this RFQ, any applicable Work Order Solicitation or any competing solicitation, nor any spouse or economic dependent of such employees shall be employed in any capacity by Vendor or have any other direct or indirect financial interest in the selection of Contractor(s). Vendor shall certify acknowledgement of and having read Section 2.180.010 of the Los Angeles County Code by completing the form in Exhibit 2 – Certification of No Conflict of Interest under Appendix B – Required Forms to the RFQ.

5.6 GRATUITIES

5.6.1 ATTEMPT TO SECURE FAVORABLE TREATMENT

It is improper for any County officer, employee or agent to solicit consideration, in any form, from a Vendor with the implication, suggestion

or statement that the Vendor's provision of the consideration may secure more favorable treatment for the Vendor in the award of the Master Agreement or any Work Order issued thereunder or that the Vendor's failure to provide such consideration may negatively affect the County's consideration of the Vendor's submission. Vendor shall not offer or give either directly or through an intermediary, consideration, in any form, to a County officer, employee or agent for the purpose of securing favorable treatment with respect to the award of the Master Agreement or any Work Order issued thereunder.

5.6.2 VENDOR NOTIFICATION TO COUNTY

Vendor shall immediately report any attempt by a County officer, employee or agent to solicit such improper consideration. The report shall be made either to the County manager charged with the supervision of the employee or to the County Fraud Hotline at (800) 544-6861 or <http://fraud.lacounty.gov>. Failure to report such a solicitation may result in the Vendor's submission being eliminated from consideration.

5.6.3 FORM OF IMPROPER CONSIDERATION

Among other items, such improper consideration may take the form of cash, discounts, services, the provision of travel or entertainment or tangible gifts.

5.7 NOTICE TO VENDORS REGARDING THE PUBLIC RECORDS ACT

- 5.7.1 Responses to this RFQ and any accompanying Work Order Solicitation(s) shall become the exclusive property of the County.
- 5.7.2 Exceptions to disclosure are those parts or sections of Vendors' Responses that are justifiably defined as business or trade secrets and plainly marked as "Trade Secret", "Confidential" or "Proprietary".
- 5.7.3 The County shall not, in any way, be liable or responsible for the disclosure of any such record or any parts thereof, if disclosure is required or permitted under the California Public Records Act or otherwise by law. A blanket statement of confidentiality or the marking of each page of Vendor's Response as "Confidential" shall not be deemed sufficient notice of exception. Vendors must specifically label only those provisions of their respective Responses which are "Trade Secrets", "Confidential" or "Proprietary" in nature.
- 5.7.4 In the event the County is required to defend an action on a Public Records Act request for any of the aforementioned documents, information, books, records and/or contents of a Response to this RFQ or an accompanying Work Order Solicitation marked as "Confidential", "Trade Secret" or "Proprietary", by submitting a Response, Vendor agrees to defend and indemnify the County from any and all costs and expenses, including reasonable attorneys' fees, incurred in connection with any action, proceedings or liability arising out of or in connection with the Public Records Act request.

5.8 DETERMINATION OF VENDOR RESPONSIBILITY

- 5.8.1 A responsible Vendor is a Vendor that has demonstrated the attribute of trustworthiness, as well as quality, fitness, capacity and experience to satisfactorily perform the Master Agreement. It is the County's policy to conduct business only with responsible Vendors.
- 5.8.2 Vendors are hereby notified that, in accordance with Chapter 2.202 (Determinations of Contractor Non-Responsibility and Contractor Debarment) of the Los Angeles County Code, the County may determine whether a Vendor is responsible based on a review of the Vendor's performance on any contracts, including but not limited to County contracts. Particular attention will be given to violations of labor laws related to employee compensation and benefits and evidence of false claims made by the Vendor against public entities. Labor law violations which are the fault of the subcontractors and of which the Vendor had no knowledge shall not be the basis of a determination that the Vendor is not responsible.
- 5.8.3 The County may declare a Vendor to be non-responsible for purposes of any resultant Master Agreement, if the Board, in its discretion, finds that the Vendor has done any of the following: (i) violated a term of a contract with the County or a nonprofit corporation created by the County; (ii) committed an act or omission which negatively reflects on the Vendor's quality, fitness or capacity to perform a contract with the County, any other public entity, or a nonprofit corporation created by the County, or engaged in a pattern or practice which negatively reflects on same; (iii) committed an act or omission which indicates a lack of business integrity or business honesty; or (iv) made or submitted a false claim against the County or any other public entity.
- 5.8.4 If there is evidence that a Vendor may not be responsible, DHS shall notify the Vendor in writing of the evidence relating to the Vendor's responsibility, and its intention to recommend to the Board that the Vendor be found not responsible. The Department shall provide the Vendor and/or the Vendor's representative with an opportunity to present evidence as to why the Vendor should be found to be responsible and to rebut evidence which is the basis for the Department's recommendation.
- 5.8.5 If the Vendor presents evidence in rebuttal to the Department, the Department shall evaluate the merits of such evidence and, based on that evaluation, make a recommendation to the Board. The final decision concerning the responsibility of the Vendor shall reside with the Board.
- 5.8.6 These terms shall also apply to any proposed subcontractors of Vendors on County contracts.

5.9 RFQ RESPONSE DISQUALIFICATION REVIEW

- 5.9.1 A Vendor's Response to the RFQ may be disqualified from consideration for a HASMA award if the County determines that such Response does not meet all of the Minimum HASMA Qualifications specified in Section 4.1 – Minimum HASMA Qualifications above or is otherwise non-responsive.

County shall notify the Vendor in writing of its decision to disqualify the Vendor's Response together with a reason for the disqualification.

- 5.9.2 Upon receipt of County's written notice of disqualification, the Vendor may submit a written request for a Disqualification Review by the date specified by County in such notice.
- 5.9.3 A request for a Disqualification Review may, in the County's sole discretion, be denied if the request does not satisfy all of the following criteria:
- The person or entity requesting a Disqualification Review is a Vendor;
 - The request for a Disqualification Review is submitted timely (i.e., by the date and time specified in County's written notice); and
 - The request for a Disqualification Review asserts that the Department's determination of disqualification due to non-responsiveness or failure to meet the Minimum HASMA Qualifications was erroneous (e.g. factual errors, etc.) and provides factual support on each ground asserted as well as copies of all documents and other material that support the assertions.
- 5.9.4 The Disqualification Review shall be completed, and County's determination shall be provided to the requesting Vendor, in writing, prior to the conclusion of the review of RFQ Responses.