

**ADDENDUM NUMBER ONE
TO REQUEST FOR STATEMENT OF QUALIFICATIONS (RFSQ)
FOR ECONOMIC DEVELOPMENT SERVICES
OF THE CHIEF EXECUTIVE OFFICE (CEO)**

**BID NO.: CEO01-999
7/03/2018**

This Addendum Number One is issued to clarify that the County will be continuously accepting Statements of Qualifications (SOQ) throughout the term of the Master Agreement, revise the minimum requirements, update website links, and update County contact information.

This addendum to Bid No.: CEO01 -999 makes revisions to the following sections:

- Section 1.4,
- Section 1.10,
- Section 1.11,
- Section 1.32, Subsections 1.32.2 and 1.32.4,
- Section 1.39, Subsection 1.39.5,
- Section 2.3,
- Section 2.5,
- Section 2.7, and
- Section 2.9

by replacing the following sections as follows:

Timetable Updates

2.3 RFSQ Timetable

The timetable for this RFSQ is as follows:

- Release of RFSQ 3/15/2017
- Written Questions Due 3/31/2017
- Request for a Solicitation Requirements Review Due 3/31/2017
- Questions and Answers Released 4/15/2017
- **SOQ Initial Deadline - 2:00P.M (Pacific Time) 4/28/2017**

SOQs will be accepted throughout to the term of the Master Agreement.

SOQs submitted on or before the initial deadline will be reviewed by the County to determine if the Vendor meets the County's minimum requirements for qualification under one or more categories of service (see RFSQ, Paragraph, 1.5). SOQs submitted after the initial deadline will be reviewed in the order they are received. Although the County plans to accept SOQs throughout to the term of the Master Agreement, the County may, at its sole discretion, stop accepting SOQs at any point.

Minimum Qualifications Update

1.4 Vendor's Minimum Qualifications

Interested and qualified Vendors that meet the Minimum Qualifications stated below are invited to submit an SOQ. Each Work Order request will describe the specialized expertise required for that project, and therefore proposers need not demonstrate expertise in all of the professional specializations noted in Section 1.1 - Scope of Work in order to qualify for the Master Agreement in each service category for which the Vendor is seeking to qualify. In order to qualify, a Vendor must:

1.4.1 Have at least three (3) years' experience, within the last five (5) years providing Economic Development Services for each service category in which it is seeking to qualify, or services equivalent to the services stated in sub-paragraph 1.1 – Scope of Work, and demonstrate said qualifications pursuant to section 2.6.1 – Vendor's Qualifications.

1.4.2 Intentionally Omitted

1.4.3 Provide a list of three (3) references of current or former customers/clients for which similar services were provided, including the name and phone number of the client's contract manager or person responsible for oversight of the Vendor's activities.

1.4.4 Have completed at least five (5) prior economic development – related projects for a government agency under any of the categories in the Scope of Work herein.

1.4.5 Provide a listing of County programs in which the Vendor (including its affiliates, subsidiaries or parent company) currently provides Economic Development Services

Website Link Updates

1.11 Mandatory Requirement to Register on County's WebVen

Prior to executing a Master Agreement, all potential Vendors must register in 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 Internet by accessing the County's home page at <http://camisvr.co.la.ca.us/webven/>.

1.32.2 To apply for certification as a Local SBE, companies may register at the Department of Consumer and Business Affairs website at: <http://dcba.lacounty.gov/>

1.32.4 Information about the State's small business enterprise certification regulations is in the California Code of Regulations, Title 2, Subchapter 8, Section 1896 et seq., and is also available on the California Department of General Services

Office of Small Business Certification and Resources Web site at <http://www.pd.dgs.ca.gov/smbus/default>.

- 1.39.5 To request the Disabled Veteran Business Enterprise Preference, a Vendor must complete and submit the Request for Disabled Veteran Business Enterprise Consideration form in *Appendix A, Required Forms, Exhibit 13*, with supporting documentation with their proposal.

Information about the State's DVBE certification regulations is found in the California Code of Regulations, Title 2, Subchapter 8, Section 1896 et seq., and is also available on the California Department of General Services Office of Disabled Veteran Business Certification and Resources Website at <http://www.pd.dgs.ca.gov/>

Information on the Department of Veteran Affairs SDVOSB certification regulations is found in the Code of Federal Regulations, 38 CFR 74 and is also available on the Department of Veterans Affairs Website at: <https://www.va.gov/>

County CEO Contact Information Updates

1.10 Contact with County Personnel

Any contact regarding this RFSQ or any matter relating thereto must be in writing and may be mailed, e-mailed or faxed as follows:

Leticia Loya
Chief Executive Office
500 West Temple Street, Room 750
Los Angeles, California 90012
lloya@ceo.lacounty.gov

If it is discovered that a vendor contacted and received information from any County personnel, other than the person specified above, regarding this solicitation, County, in its sole determination, may disqualify the vendor's SOQ from further consideration.

2.5 Vendors' Questions

Vendors may submit written questions regarding this RFSQ by mail, fax or e-mail to the Contracts Analyst identified below. All questions, without identifying the submitting firm, will be compiled with the appropriate answers and issued as an addendum to the RFSQ.

When submitting questions please specify the RFSQ section number, paragraph number, and page number and quote the passage that prompted the question. This will ensure that the question can be quickly found in the RFSQ. County reserves the right to group similar questions when providing answers.

Questions may address concerns that the application of minimum requirements, evaluation criteria and/or business requirements would unfairly disadvantage

vendors or, due to unclear instructions, may result in the County not receiving the best possible responses from vendor.

Questions should be addressed to:

County of Los Angeles, Chief Executive Office
Attention: Leticia Loya
500 West Temple Street, Room 750
7th Floor, Los Angeles, CA 90012
e-mail address: lloya@ceo.lacounty.gov

2.7 SOQ Submission

The original SOQ and one (1) labeled copy shall be enclosed in a sealed envelope, plainly marked in the upper left-hand corner with the name and address of the vendor and bear the words: **“SOQ FOR ECONOMIC DEVELOPMENT SERVICES.”**

The SOQ and any related information shall be delivered or mailed to:

Chief Executive Office
Attention: Leticia Loya
500 West Temple Street, Room 750
Los Angeles, CA 90012

It is the sole responsibility of the submitting vendor to ensure that its SOQ contains all required documents. Submitting vendors shall bear all risks associated with delays in delivery by any person or entity, including the U.S. Mail. No facsimile (fax) or electronic mail (e-mail) copies will be accepted.

2.9 SOQ Withdrawals

The vendor may withdraw its SOQ at any time prior to award of Master Agreement, upon written request for same to:

Chief Executive Office
Attention: Leticia Loya
500 West Temple Street, Room 750
Los Angeles, CA 90012
e-mail address: lloya@ceo.lacounty.gov