



LOS ANGELES COUNTY REGISTRAR-RECORDER/COUNTY CLERK

DEAN C. LOGAN
Registrar-Recorder/County Clerk

October 3, 2024

ADDENDUM NUMBER TWO VOTING SOLUTIONS FOR ALL PEOPLE (VSAP) ENHANCEMENTS AND SUPPORT SERVICES MASTER AGREEMENT (VESSMA) WORK ORDER SOLICITATION (WOS) #24-015

CATEGORY 2: Election Operations Management and Planning Services, B. Voting Location Accessibility Support Services **“Accessibility Compliance for Voting”**

Addendum Number Two is released pursuant to VESSMA WOS #24-015 released on September 4, 2024 by the Department of Registrar-Recorder/County Clerk (RR/CC). This Addendum updates the Response Instructions and Selection Process as follows:

- Paragraph 4.0 (Response Instructions) is hereby deleted and replaced with the following:

4.0 RESPONSE INSTRUCTIONS

All responses must be bound and submitted in the prescribed PDF format. Any response that deviates from this format may be rejected without review at the County's sole discretion.

The response to this WOS shall include each of the following in the prescribed format and order:

- A. Cover Memo: Identify the WOS by title and number; company name and address; and the name, telephone number, and e-mail address of the point of contact.
- B. Table of Contents
- C. Minimum Qualifications: Provide a summary of relevant background information to demonstrate that the Qualified Contractor meets the minimum requirements.
- D. Approach and Methodology (Weighted 70%): Provide a detailed description of your approach and methodology to provide services as

described in Exhibit A (Statement of Work). The response shall include information that will provide the RR/CC with a clear understanding that your company has the ability to provide or exceed the services requested in this WOS.

E. Pricing Sheet(s) (30%) – Complete and Submit Exhibit B

- Paragraph 8.0 (Review and Selection Process), subparagraph A is hereby deleted and replaced with the following: Selection Process:

- A. Evaluation of the proposals will be made by an Evaluation Committee selected by the RR/CC. All proposals will be evaluated based on the WOS response outlined in Paragraph 6.0 (Response Instructions) and will be scored and ranked in numerical sequence from high to low. The County will combine each Approach and Methodology and the Pricing Sheet evaluation scores to arrive at a total cumulative (or “final”) score, which will be used to determine and select the highest-overall rated Qualified Contractor.

Bids will be examined to determine the lowest price. The maximum number of possible points will be awarded to the lowest cost, and the most responsive and responsible bid. All other bids will be compared to the lowest cost and points awarded accordingly.

The County retains the right to select a proposal other than the proposal receiving the highest number of points if the County determines, in its sole discretion, another proposal is the most overall qualified, cost effective, responsive, responsible and in the best interests of the County.

If you have any questions or need additional information, please contact contracts@rrcc.lacounty.gov

Sincerely,



JEROME JORDAN

Assistant Registrar-Recorder/County Clerk, Administration

JJ:JS

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