Los Angeles County
DEPARTMENT OF MENTAL HEALTH

February 11, 2019

Dear Prospective Contractor:

ADDENDUM NUMBER TWO
REVISING THE REQUEST FOR STATEMENT OF QUALIFICATIONS FOR THE PROJECT MANAGEMENT SERVICES
(BID NO. DMH110918B1)

On November 9, 2018, the Los Angeles County Department of Mental Health (DMH) released a Request for Statement of Qualifications (RFSQ) for the Project Management Services.

Pursuant to the RFSQ, Section 1.9, County Rights and Responsibilities, DMH has the right to amend the RFSQ by written addendum. This Addendum No. 2 is being issued to make modifications to the RFSQ as indicated below. New RFSQ language is highlighted for easy reference.

1) **RFSQ Section 1.15 (Indemnification and Insurance)** shall be deleted in its entirety and replaced by the following:

   For the purposes of this RFSQ, County is waiving the insurance requirements contained in Appendix H – Sample Master Agreement, sub-paragraphs 8.23 - General Provisions for all Insurance Coverage and 8.24 – Insurance Coverage. However, the insurance requirements, where applicable, will not be waived for a Request for Services or Work Order Solicitation. Therefore, should a Vendor be selected/awarded a contract through a Request for Services or Work Order Solicitation, Vendor shall be required to comply with the Indemnification provisions contained in Appendix H – Sample Master Agreement, sub-paragraph 8.22. Also, Vendor shall procure, maintain, and provide to the County proof of insurance coverage for all the programs of insurance along with associated amounts specified in Appendix H – Sample Master Agreement, sub-paragraphs 8.23 and 8.24.

2) **RFSQ Section 2.7 (Preparation and Format of the SOQ)** shall be deleted in its entirety and replaced by the following:

All SOQs must be submitted in the prescribed format below. **Any SOQ that deviates from this format may be rejected without review at the County's sole discretion**.

In preparing the SOQ, Vendors shall ensure the following:

- Submit one (1) original and two (2) copies, **AND** an electronic version of the SOQ on a thumb drive/compact disk.

- The cover of the original SOQ must clearly state "Original". The original SOQ and two (2) copies must state the Project Management Services SOQ, RFSQ Bid No. DMH110918B1, and the name of Vendor's organization/firm.

- SOQ must be typewritten on standard size (8-1/2" x 11") sheets of white paper, single-sided and double-spaced, 12-point Arial font size. No other font size or smaller point size may be used in the SOQ. Margins must be at least one (1) inch each (left, right, top, and bottom).

- SOQ shall be bound in standard, locking, 3-ring notebooks.
- Pages must be numbered consecutively, including attachments/exhibits.
- Each section must be specifically labeled with tab inserts and in the order indicated below.

  The content and sequence of the SOQ must be as follows:

  - Transmittal Letter
  - Table of Contents
  - Vendor's Minimum Qualifications (Section 1.5) Exhibit MQ-1 to Exhibit MQ-4
  - Vendor's Qualifications (Section A)
  - Required Forms (Section B)
  - Proof of Insurability (Section C) – Refer to Section 2.7.5
  - Proof of Licenses (Section D)

3) **RFSQ Section 2.7.5 (Proof of Insurability – Section C)** shall be deleted in its entirety and replaced by the following:

   For the purposes of this RFSQ, County is waiving the insurance requirements contained in Appendix H – Sample Master Agreement, sub-paragraphs 8.23 - General Provisions for all Insurance Coverage and 8.24 – Insurance Coverage. However, the insurance requirements, where applicable, will not be waived for a Request for Services or Work Order Solicitation. Therefore, should a Vendor be selected/awarded a contract through a Request for Services or Work Order Solicitation, Vendor must provide proof of insurability that meets all insurance requirements set forth in the Appendix H – Sample Master Agreement, sub-paragraphs 8.23 and 8.24.

4) **RFSQ Appendix H – Sample Master Agreement Sections 8.23. (General Provisions for all Insurance Coverage)** shall be added as follows:

   For the purposes of this RFSQ, County is waiving the insurance requirements contained in Appendix H – Sample Master Agreement, sub-paragraph 8.23 - General Provisions for all Insurance Coverage and 8.24 – Insurance Coverage. However, the insurance requirements, where applicable, will not be waived for a Request for Services or Work Order Solicitation. Therefore, should a Vendor be selected/awarded through a Request for Services or Work Order Solicitation, Vendor shall procure, maintain, and provide to the County proof of insurance coverage for all the programs of insurance along with associated amounts set forth in sub-paragraph 8.24 -Insurance Coverage.

5) **RFSQ Appendix A – Required Forms Exhibit 1 – Statement of Qualifications** has been replaced in its entirety to reflect the deletion of Section 2.7.5 (Proof of Insurability-Section C). The revised Appendix A – Required Forms Exhibit 1 – Statement of Qualifications (Revision No. 1) has been made available at the following websites:

   - DMH website
     https://dmh.lacounty.gov/contract-opportunities/open-solicitations/

   - Los Angeles County Doing Business With Us
     http://camisvr.co.la.ca.us/lacobids/BidLookUp/BidOpenStart.asp

Please continue to access the above-mentioned websites for updates.

Except for the revisions contained in this Addendum No. 2, there are no other revisions to the RFSQ. All other terms and conditions of the RFSQ remain in full force and effect.

Thank you for your interest in contracting with the County of Los Angeles.

Sincerely,

Dana Ong
Administrative Services Manager II

c: Jonathan E. Sherin, M.D., Ph.D.
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