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January 23, 2019

**ADDENDUM NUMBER 1
TO
REQUEST FOR STATEMENT OF QUALIFICATIONS
FOR
EVALUATION SERVICES RFSQ #2018-013**

On December 21, 2018, the County of Los Angeles Department of Public Health (DPH) released a Request for Statement of Qualifications (RFSQ) for Evaluation Services.

As indicated in the RFSQ, Section 2.0, INSTRUCTIONS TO VENDORS, subsection 2.5, Vendors' Questions, questions received by the date indicated in subsection 2.3, RFSQ Timetable, will be complied with the appropriate answers and issued as an addendum to the RFSQ. Vendors are advised that the County has grouped similar questions when providing answers. This Addendum is being issued to provide responses to Vendors' Questions.

GENERAL QUESTIONS

- Q1:** Back in 2013, a similar project was released under "Request for Statement of Qualifications (RFSQ) for Evaluation Services 2013-005." However, the LA County website procurement site seems to be missing the award document for this contract. Is it possible to obtain a copy of this award contract and the name of the awarded vendor?
- A1:** The award document and names of the awarded vendors are not identified on the website which reflected RFSQ 2013-005. Attachment 1 to this addendum provides the list of current vendors by service category awarded Master Agreements for Evaluation Services under RFSQ 2013-005.
- Q2:** Harder + Company currently has a Master Agreement for Evaluation Services that expires June 30, 2020 (with up to 6 month extension). What would be the best way to extend our Master Agreement past 2020? Should we respond to the current RFQS#2018-013 at this time? Or can we wait until 2020 and submit then, as the RFSQ states that "SOQs that are submitted after the

initial due date and time indicated above shall be considered for review at the convenience of the County.”

- A2:** DPH anticipates that the current Master Agreements for Evaluations Services will sunset on June 30, 2020. Current Master Agreement for Evaluation Services Contractors are strongly encouraged to submit a Statement of Qualifications (SOQ) by the deadline specified in subsection 2.3, RFSQ Timetable.
- Q3:** **What is the value range of the projects awarded with the prior Work Order Solicitation Process (2013-2018) under the following categories: Evaluation Services; Online Assessment Tools and Evaluations of Social Media; Survey Methods; and Outcome/Impact Assessment Methods?**
- A3:** The projects awarded through the Work Order Solicitation (WOS) process for years 2013 through 2018 range from \$88,756 to \$1,200,000. Some project awards included multiple service categories.

SECTION 1.0 – GENERAL INFORMATION

- Q4:** **RE: the Evaluation Service Master contract for LA County, can you please let us know if international project work accepted as proof of our qualifications both here on page 32: 4) Submit an evaluation report or article completed within the past five(5) years which demonstrates company, agency, firm, or university program’s expertise in the desired category. And here in Appendix A: 1.4.3 Vendor must have at least two (2) years of experience conducting evaluations that are culturally sensitive or culturally appropriate for populations that are predominantly non-English speaking. We have done Public Health work outside of the US as well as within the US, and are interested in including it in our application if possible.**
- A4:** Vendors are recommended to include all vital information they deem necessary to demonstrate that they meet the Minimum Mandatory Qualifications. Please refer to RFSQ subsection 1.4, Vendor’s Minimum Mandatory Qualifications.
- Q5:** **RFSQ Section 1.7.3, “DPH will continuously accept SOQs throughout the duration of Master Agreement to qualify additional vendors and/or to allow contractors to apply for additional categories.” What is the timetable for when LA County will review, evaluate, and notify vendors for SOQs that are submitted after the initial due date and time?**
- A5:** SOQs submitted after the initial due date and time as indicated in subsection 2.3, RFSQ Timetable, shall be considered for review at the convenience of the County.
- Q6:** **RFSQ Section 1.4.1b, “Online Assessment Tools and Evaluations of Social Media” What social media platforms is LA County most interested in learning about?**

- A6:** Per RFSQ subsection 1.6, Master Agreement/Work Order Solicitation (WOS) Process, subsection 1.6.2, specific tasks, deliverables, etc. will be determined at the time that DPH releases specific Work Order Solicitations to qualified vendors.
- Q7:** **RFSQ Section 1.4.1c, “developing and conducting surveys in multiple languages” What languages other than Spanish should the vendor be able to demonstrate proficiency in with regard to evaluation services data collection?**
- A7:** Please refer to RFSQ Section 1.0, General Information which provides background information on populations served in Los Angeles County. Per RFSQ subsection 1.6, Master Agreement/Work Order Solicitation (WOS) Process, subsection 1.6.2, each WOS will describe in detail the particular project and the work required for the performance thereof. Specific language requirements will be determined by County for each WOS based on program needs.
- Q8:** **Can you please provide examples of the projects awarded with the prior Work Order Solicitation Process (2013-2018) for under the following categories: Evaluations Services; Online Assessment Tools and Evaluations of Social Media; Survey Methods; and Outcome/Impact Assessment Methods?**
- A8:** Attachment 2 provides examples of projects awarded as a result of the WOS process. Please note these are examples of project awards; however, future projects will be based on program needs.

SECTION 2.0 - INSTRUCTIONS TO VENDORS

- Q9:** **Do you want the 3 copies with tabs and in 3 notebooks?**
- A9:** Each SOQ copy must be presented in a folder or three-ring binder. Tabs are not required; however, each section of the SOQ must be clearly identified. Please refer to RFSQ subsection 2.7, Preparation and Format of the SOQ for additional information.

Pursuant to RFSQ, Section 1.8, County Rights and Responsibilities, Addendum Number 1 has been made available on the Los Angeles County Department of Public Health Contracts and Grants website at: <http://publichealth.lacounty.gov/cg/index.htm> and on the County's website at <http://camisvr.co.la.ca.us/lacobids/BidLookUp/BidOpenStart.asp>.

Thank you for your interest in contracting with the County of Los Angeles. Except for the revisions contained in Addendum Number 1, there are no other revisions to the RFSQ. All other terms and conditions of the RFSQ remain in full force and effect.

Department of Public Health - Current Evaluation Services Master Agreements Vendor List

#	Vendor	Category A - Evaluation Services	Category B – Online Assessment Tools and Evaluation of Social Media	Category C - Survey Methods	Category D - Outcome/Impact Assessment Methods
1	Abt Associates			X	
2	California State University Long Beach Research Foundation	X		X	X
3	California State University Northridge: The University Corporation	X	X	X	X
4	Global Strategy Group, LLC	X	X		
5	Harder + Company Community Research, Inc.	X		X	X
6	Mathematica Policy Research, Inc.	X		X	X
7	RAND Corporation	X	X	X	X
8	Resource Development Associates, Inc.	X		X	X
9	Samuels & Associates Inc. dba The Sarah Samuels Center for Public Health Research & Evaluation	X			
10	TAP International	X			
11	The Regents of the UCLA: Center for Health Policy Research	X		X	X
12	The Regents of the UCLA: Center for Healthier Children, Families & Communities	X	X	X	X
13	University of Southern California	X	X	X	X
14	Walter R. McDonald & Associates, Inc.	X		X	X
15	Westat, Inc.	X	X	X	X

Department of Public Health – Example of Evaluation Service Projects Awarded

Service Category(ies)	Project Title
Evaluation Services	Choose Health LA Moms Program Evaluation Services
	Children's Oral Health Needs Assessment
Online Assessment & Evaluation of Social Media	L. A. County Sodium Reduction Initiative (LACSRI) - Survey of Sodium Knowledge, Use and Health Related Behaviors
	Internet Panel Survey: LACSRI Sodium Survey and Chronic Disease Prevention Strategy Survey on Health and Related Behavior
Survey Methods	Survey of Ambulatory Surgery Centers of Los Angeles County
	Survey of Existing Sick Leave Policies and Practices Among Food Service Workers in L.A. County
Evaluation Services, Survey Methods, and Outcome/Impact Assessment Methods	Parks After Dark Evaluation Services
	Smokefree Multi-Unit Housing Evaluation Services