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Chief Executive Officer

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May 19, 2022

Addendum Number One to the Request for Statement of Qualifications for American Rescue Plan Support Services (RFSQ ARP-2022-01)

This Addendum Number One is issued to provide clarifications to RFSQ ARP-2022-01 and to respond to questions asked during the Proposers' Conference, and submitted in writing after the Conference held on May 11, 2022. The questions presented in this Addendum Number One represent the questions asked by the proposers in the form and context as submitted. Answers to questions and any clarifying statements are presented below.

Attachments

Attachment I - Copy of the Proposers' Conference PowerPoint Presentation

Clarification

Exhibit 3, Proposer's List of References, has been deleted in its entirety and replaced with the Attachment II, Exhibit 3-1, dated May 19, 2022, Proposer's List of References.

Questions and Answers

1. **Question:** Are evaluated work orders subject to the protest policy and review steps?
Response: Work Order Solicitations may include certain steps of the County's Protest Policy.
2. **Question:** Will this slide deck be shared?
Response: The slide guide is included as an Attachment I to this Addendum
3. **Question:** If we are not existing contractor, we do not qualify? I'm a little confused and this would be our first time applying for County.
Response: Vendors who are not existing contractors, are eligible to apply provided they meet one of the requirements identified in RFSQ, Section 1.4, Minimum Requirements.

4. **Question:** If we need to register with LA County as vendor, can we apply if that is still in progress?
Response: We recommend registering as soon as possible, as this number is required on Exhibit 1 of the RFSQ. If the County Vendor Number is not included, the application will not be processed until this information is received.
5. **Question:** For Federal contracts, EDWOSB gets the same 15% - are they not included? What about DBE's?
Response: The County is only including applicable County Preference Programs. As stated in RFSQ, Section 3.6, Disabled Veteran Business Enterprise (DVBE) Preference Program, certified DVBE's may receive a 15 percent preference at the Work Order Solicitation (WOS) stage. This determination will be made by the department issuing the WOS.
6. **Question:** Is the CBE certificate ever taken into account?
Response: Community Based Enterprises is not a preference program for Los Angeles County. This information is collected for reporting purposes only.
7. **Question:** Is SE a federal program?
Response: Social Enterprises Preference Program is County program approved by the Board of Supervisors.
8. **Question:** Where can we find the RFPQ? (specifically, on Webven?)
Response: Click here to access the [RFSQ](#).
9. **Question:** Is there a master agreement required to apply?
Response: Refer to RFSQ, Section 4.4, Application Requirements, Section C, Acceptance of Terms and Conditions.
10. **Question:** Could you clarify B. Proposer's Background - Only 3 pages of background information. Can we provide additional background elsewhere in our response?
Response: Refer to RFSQ, Section 4.4, Application Requirements, Section B, this response is limited to 3 pages.
11. **Question:** Will a certificate of status from the secretary of state of California need to be submitted with the package response?
Response: Corporate documents from any State are not required at the time of application submission, however they may be required at the Work Order Solicitation stage.

12. **Question:** Do CSBG organization qualify for this process?
Response: Refer to RFSQ, Section 1.4, Minimum Requirements for qualification requirements
13. **Question:** Can you explain why most preferences were excluded? EDWOSB, DBE, WBE, etc.
Response: The County included all applicable programs.
14. **Question:** Section B of the Application Requirements states that we have a maximum of three pages to demonstrate our minimum qualifications for our SOW categories. Are we to interpret this as three pages to address all categories we are seeking consideration for, or will we have three pages per SOW category?
Response: The County will review up to three pages per category.
15. **Question:** Will you be sending out the chat Q&A?
Response: All questions received during the Proposer's Conference, and until the due date for receipt of questions on May 16, are included in this Addendum.
16. **Question:** If we are an existing contractor, do we need to apply under this opportunity?
Response: Yes, if you are an existing County contractor you still need to apply to this RFSQ. Refer to RFSQ, Section 1.4, Minimum Requirements and Section 4.4, Application Requirements.
17. **Question:** A company founder has an individual LA County vendor registration #, can the individual # be used while company as a whole applying to register with LACO and update the account once the company vendor # has been assigned?
Response: It is recommended to register the entity that will be applying. If this cannot be completed prior to the due date for the applications, a notation should be included in the application. Note that the application will not be processed until this information is received.
18. **Question:** Is this Master Agreement only for organizations providing services outlined in attachment 1? For example, I don't see services such as mental health or housing listed in attachment 1, so would organizations who provide mental health services or housing be ineligible for this master agreement?
Response: The services to be provided under this Agreement are included in Attachment I to the RFSQ. Potential Contractors must provide these services. For further opportunities related to mental health services, please refer to the [Department of Mental Health](#) website.
19. **Question:** What is a CBE?
Response: A Community Based Enterprise

20. **Question:** There are issues with the fillable form in adding multiple persons authorized to sign on behalf of the org. Will you accept edited documents to allow us to copy/paste an additional signer in that section?
Response: Yes, the form can be edited to add additional authorized representatives.
21. **Question:** Will you take a letter of recommendation in place of this?
Response: Letters of recommendation are not allowed.
22. **Question:** Could you provide the link to the application? The Contracts-Grant link does not show the grant application online.
Response: The application forms required are included in the [RFSQ](#).
23. **Question:** Our request to reinstate our state incorporation is currently pending. It is suspended due to late filing. Should we wait until it is reinstated to register? We are 32 years old and this is the first suspension due to my not receiving the reminder because I was working at home and forgot the filing deadline.
Response: Refer to response to Question 11 above.
24. **Question:** Where can we find the application?
Response: The application forms required are included in the [RFSQ](#).
25. **Question:** What services must we have experience in to qualify?
Response: The services to be provided under this Agreement are included in Attachment I to the RFSQ. Please refer to RFSQ, Section 1.4, Minimum Requirements for qualification requirements
26. **Question:** If we are already a vendor do we have to do anything else at this time?
Response: Refer to response to Question 16 above.
27. **Question:** Are training support services geared towards program services or providing consulting type services?
Response: The type of training services will be provided by departments when Work Order Solicitations are issued.
28. **Question:** What services do we need to have experience in in order to apply?
Response: Refer to response to Question 25.
29. **Question:** Does a Social Program contract thru the Board of Sup count as have a County contract for a qualifier?
Response: A social program contract with the Board of Supervisors does not qualify vendors under this Agreement.

30. **Question:** How can we obtain a list of agencies that have master agreements under the CEO's Strategic Planning initiative?
Response: To obtain the list, please submit a request to: CEO-ARPcontracts@ceo.lacounty.gov.
31. **Question:** Can we use a recommendation instead of contact? Our recommending companies are contacted all the time and this was a great way to keep from them being contacted all the time.
Response: We are requiring all Vendors to adhere to the same application process. Refer to RFSQ, Section 4.4, Application Requirements.
32. **Question:** Where can we find these documents for the RFSQ?
Response: Refer to response to Question 24.
33. **Question:** Our center provides services to underserved demographics. Is there funding available to fund programs that provide these services within a company to the demographic they serve rather than to the county?
Response: Please refer to the County's [Doing Business with Us website](#) for open solicitations with the County.
34. **Question:** For Third-Party Administrator (TPA) Services, is the County only seeking subrecipients to administer services and programs? Or is the County also seeking contractors to assist County departments in their administration of services and programs?
Response: For purposes of this Agreement, the County is seeking contractors. Other opportunities may be found at the County's [Doing Business with US website](#).
35. **Question:** Do CSBG organization qualify for this process?
Response: Refer to RFSQ, Section 1.4, Minimum Requirements for qualification requirements.
36. **Question:** Does the County's Strategic Planning and Related Consulting Services MSA qualify for any of the service areas?
Response: Qualified Contractors under the Chief Executive Office's Strategic Planning and Related Consulting Services may qualify for this Agreement provided they are in good standing. Refer to RFSQ, Section 1.4.1.1, for the requirement to use a current agreement in good standing with a County department, providing the same services described in Attachment I, ARP Support Services.

37. **Question:** Will the Department of Aging participate in this program?
Response: All departments are able to utilize this Agreement to solicit ARP Support Services.
38. **Question:** Will a certificate of status from the secretary of state of California need to be submitted with the package response?
Response: Refer to response to Question 11.
39. **Question:** If your organization is already registered as a county vendor, do you need to submit the RFSQ to have access to solicitations?
Response: Vendors registered in the County's Webven will be notified of future solicitations based on the commodity code selected at the time of registration. Commodity codes can be added or modified at any time. For further assistance, Vendors may contact the Internal Services Department, Vendor Relations at (323) 267-2725, or by email at: ISDVendorRelations@isd.lacounty.gov.
40. **Question:** At the beginning of April 2022, our marketing and communications agency received an executed County of Los Angeles Chief Executive Office Master Agreement No. AO-18-825. It covers the same services outlined in this new RFSQ. Do we need to reapply for this new RFSQ or do our materials from AO-18-825 apply to this as well? Is AO-18-825 still active or is this new RFSQ replacing it? Asking since that AO-18-825 was a 10-month long process from submission to getting the signed master agreement.
Response: This solicitation is an entirely separate solicitation. Qualified Contractors under the Chief Executive Office's Video Production and Related Services may qualify for this Agreement provided they are in good standing. Refer to RFSQ, Section 1.4.1.1, for the requirement to use a current agreement in good standing with a County department, providing the same services described in Attachment I, ARP Support Services.
41. **Question:** Could you clarify B. Proposer's Background - Only 3 pages of background information. Can we provide additional background elsewhere in our response?
Response: It is a 3-page limit per category.
42. **Question:** Would offeree permit offeror to only list, if any, contracts that were terminated for cause/default? It is common for larger business to enter into many contracts, some of which are terminated for reasons completely unrelated to the contractor's performance. Instead, would it be acceptable to provide a statement that (if true) says offeror does not have any contracts that have been terminated for cause or by default due to offeror's performance?
Response: The County will not accept a statement in lieu of Exhibit 4.

43. **Question:** If my company is already registered with Camisvr, am I to register again for the ARPA process or will I find a link on the system?
Response: Vendors are only required to register once with the County.
44. **Question:** Section B of the Application Requirements states that we have a maximum of three pages to demonstrate our minimum qualifications for our SOW categories. Are we to interpret this as three pages to address all categories we are seeking consideration for, or will we have three pages per SOW category?
Response: Refer to response for Question 14
45. **Question:** Appreciate the streamlined RFSQ process. Is the intent to streamline the work order solicitation process as well?
Response: We anticipate the Work Order process will be streamlined as well.
46. **Question:** For Staffing Services, what qualifying category would that fall under?
Response: Vendors should select the category in which they are most qualified.
47. **Question:** If we are an existing contractor, do we need to apply under this opportunity?
Response: Refer to response to Question 16.
48. **Question:** Does a Social Program contract thru the Board of Sup county for a qualifier?
Response: Refer to response to Question 29.
49. **Question:** Is the Professional and Technical Service Master Agreement (RFQ) the same as the RFSQs recently released?
Response: No, this RFSQ is for an ARP Support Services Agreement.
50. **Question:** Link for the ARP recover website please.
Response: [ARP Recover website](#)
51. **Question:** Will you be calling or emailing references?
Response: References will be contacting through email. Please ensure the email addresses you provide are accurate.
52. **Question:** Are insurance requirements needed prior to receiving an award? Are we able to maintain insurance requirements post-reward?
Response: Insurance requirements for Qualified Contractors are included in Attachment III, Agreement, Exhibit B. Specific Insurance Requirements and submittal of proof of insurance will be included in subsequent Work Order Solicitations.

53. **Question:** If we are already a vendor do we have to do anything else at this time?
Response: Refer to response to Question 16.
54. **Question:** We have a question regarding Attachment I and the scope of services under "IV. Training Support Services." Is the County interested in having its ARP contractors train other professionals to develop their own trainings, or in having its ARP contractors provide trainings to the County's and perhaps other organizations' workforce members on the topics described?
Response: Refer to response to Question 27.
55. **Question:** For the Required Forms - Exhibit 5 CBE Information, if we are a non-profit and do not have any owners/partners/associate partners, do we leave the Race/Ethnic Composition of the Firm section blank/not applicable? Or do we complete the section using information for our volunteer Board of Directors?
Response: Complete the section using information for your Board of Directors
56. **Question:** We had a question concerning this Master Agreement Opportunity. Will a certificate of status from the secretary of state of California need to be submitted with the package response?
Response: Refer to response to Question 11.
57. **Question:** I attended this webinar this morning. I was wondering if there's a recording available? I want to double check a few things that I didn't hear clearly.
Response: The recording is not currently available, however we anticipate the recording will be available at a later date.
58. **Question:** Can you please provide current list of vendors on the County's existing ESMA master agreement?
Response: The Enterprise Services Master Agreement is managed by the Internal Services Department. For further information, contact: ESMA.Contracts.isd.lacounty.gov.
59. **Question:** Can you please expand on what specific types of services would fall under the Technical Assistance Services category? Does the scope of the Technical Assistance Services encompass, for example, determining allowed uses of ARPA funds, assessing eligibility of specific expenses, providing expert programmatic and policy advice, performing sub-recipient risk assessment, monitoring and management, etc.?
Response: Further details for all categories will be provided by departments when Work Order Solicitations are issued.
60. **Question:** Is each County department managing their allocated ARP fund individually, i.e., community outreach, project identification, eligibility evaluation, sub-recipient monitoring, and the US Treasury report submission? If yes, how does

all required compliance information get rolled-up to be submitted to the US Treasury department?

Response: Additional information can be found on the following website:
<https://ceo.lacounty.gov/recovery/arpa/#spending>

61. **Question:** Does the County currently have a consulting firm to assist with compliance monitoring and the submission of federally required reporting?
Response: The County is not working with a consulting firm at this time.
62. **Question:** Once we submit the 5 forms we have completed? Do we upload them onto WebVen?
Response: The Application is not uploaded to Webven. Refer to RFSQ, Section 4.5, Application Submission.
63. **Question:** How do we match with programs? County departments have requested our services in the past but didn't have funds to pay. Will they be notified and if so, how?
Response: Further details will be provided by departments when Work Order Solicitations are issued.
64. **Question:** Once we have submitted the five forms, is there anything else we need to do?
Response: Refer to RFSQ, Section 4.4, Application Requirements. All Applications must consist of the information listed in Sections A, B and C.
65. **Question:** Is there somewhere where we elaborate on what our TA and training entails? I didn't see that anywhere on any of the forms.
Response: Vendors can provide a summary of relevant background information in Section B, Proposer's Background and Experience, of Application.
66. **Question:** After the 5/26 due date, will applications still be accepted on a rolling basis and, if so, for how long?
Response: Yes. Applications will be accepted continuously while the RFSQ remains open.
67. **Question:** Will there be a maximum number of Qualified Contractors accepted in each service category?
Response: There will not be a maximum number of Qualified Contractors.
68. **Question:** Are there any formatting requirements for Section B: Proposer's Background and Experience when it comes to line spacing (single vs. double), font size, etc.?
Response: There are no formatting requirements, however, please limit your response to a maximum limit of 3 pages for Section B.

69. **Question:** If applying for multiple service categories, does the 3-page limit for Section B: Proposer's Background and Experience apply for each category? In other words, should applicants submit a separate 3-page max. narrative for each category or one 3-page max. narrative that covers all categories?
Response: Refer to response to Question 14.
70. **Question:** If applying for multiple service categories, should applicants submit a separate Exhibit 3: Proposer's List of References for each service category?
Response: Vendor's experience will be validated for each category. Therefore, separate references should be submitted.
71. **Question:** Applications are due 5/26 but the RFQ also says applications will be continuously accepted throughout the term of the Agreement. Can you please clarify?
Response: Refer to response to Question 66.
72. **Question:** Litigation reporting. Would offeree permit offeror to refrain from listing any recent litigation where the offeror is subject to confidentiality provisions in a settlement agreement that prohibits providing the type of information listed in Exhibit B? Instead, would the offeree accept a statement that offeror is not currently nor has been within the last 5 years a party to any litigation that relates to subject solicitation or work contemplated there under?
Response: The County will not accept this statement in lieu of completing Exhibit 4, Proposer's Terminated Contracts and Pending Litigation History.
73. **Question:** Contract termination reporting. Would offeree permit offeror to only list, if any, contracts that were terminated for cause/default? It is common for larger business to enter into many contracts, some of which are terminated for reasons completely unrelated to the contractor's performance. Instead, would it be acceptable to provide a statement that (if true) says offeror does not have any contracts that have been terminated for cause or by default due to offeror's performance?
Response: Refer to response to Question 72.
74. **Question:** Are current agreements in good standing for Los Angeles County only, or can these be current agreements in good standing for a different county within or without of California?
Response: This minimum qualification only applies to agreements with Los Angeles County departments.
75. **Question:** Is this procurement open to public companies?
Response: This solicitation is open to all vendors provided they meet the Minimum Requirements identified in RFSQ, Section 1.4

76. **Question:** Do we have to submit on all services or can we select ones we would be best suited for?
Response: Vendor can submit an Application for any of the same services described in Attachment I, ARP Support Services.
77. **Question:** To demonstrate the three years of experience, can we list contracts that ran concurrently or do they have to be consecutive years? For example, we have 3 separate contracts performing the relevant services. Each contract was for one year from 2020 – 2021. Can these be added together for the three years of experience?
Response: The required years of experience must total three years. These years do not have to be consecutive.
78. **Question:** The start of section 4.4 states that all applications must consist of the information listed in sections A, B, and C. What is required for Section C? Do applicants need to submit a statement of acknowledgment and acceptance?
Response: No, separate statement is required. The submission of an Application constitutes acknowledgement and acceptance of, and a willingness to comply with, all terms and conditions as set forth in the Agreement, Attachment III, including all addenda to this RFSQ.
79. **Question:** Can applicants submit two versions of the proposal, confidential and redacted, with trade secret, confidential, and/or proprietary information removed from the redacted version? 3.2.1 Public Records Act
Response: One application may only be submitted with appropriate sections of each Application justifiably defined and identified by the organization as business or trade secrets, and plainly marked by the Proposer as “Trade Secret,” “Confidential,” or “Proprietary”. Refer to RFP Section, 3.2, Public Records Act for further information.
80. **Question:** For the section: “Principal/Partner/Officer Name:_____” – is this the name of the person at the referenced organization? Required Forms, Exhibit 3
Response: These boxes should only be marked if the Vendor is seeking to qualify under Section 1.4.1.3, where a Proposer’s principal, partner or officer has the three (3) years of experience in the last five (5) years providing any of the same services described in Attachment I, ARP Support Services. Please refer to revised, Exhibit 3-1.
81. **Question:** For the section at the top with the 3 boxes, one for each of Principal, Partner, and Officer, is this only required if the applicant is qualifying under Section 1.4.1.3? Required Forms, Exhibit 3
Response: Refer to response to Question 80.

82. **Question:** Does the county have a preference for proposers that are partnered with local subcontractors/firms?
Response: The County does not have a preference for local subcontractors at this stage. However, departments have the discretion to further define project needs in Work Order Solicitations.
83. **Question:** Regarding Support Service VI (Evaluation Categories & Related Services), what are LA County's expectations in terms of levels of measurement regarding the efficiency of programs?
Response: Further details on projects will be provided by departments when Work Order Solicitations are issued.
84. **Question:** Does the County intend to use any of their existing Grant Management technology solutions as part of their ARPA program?
Response: Additional information can be found on the following website: <https://ceo.lacounty.gov/recovery/arpa/#spending>
85. **Question:** Could County provide a copy of the "County Auditor-Controller Contract Accounting and Administration Handbook" for review? (reference: Section 4.0 Compliance with Laws, 4.2)?
Response: [Contract Accounting and Administration Handbook](#)
86. **Question:** Regarding Sections 7.0 Reports and Audits, is it the County's intent that vendors selected for this pool are going to be considered Contractors or Subrecipients? If the intent is for vendors to be considered Contractors, then could the County stipulate that the requirements under Section 7.0 apply to Subrecipients only as the requirements do not apply to Contractors under 2 CFR 200.331? Please see below for specific areas wherein we request clarification related to Contractors vs Subrecipients.
- Regarding Section 7.0 Reports and Audits Contractor requests following change to 7.1.1, "Contractor will keep and maintain all records and documents associated with Contractor, as defined by 200.331 the Services in order to support....". Vendor is a Contractor and its accounting and audit practices to do not comply with Federal requirements of Subrecipients under 2 CFR 200.331.
 - Regarding Section 7.0 Reports and Audits Contractor requests following change to 7.1.2, Contractor requests 7.1.2 be deleted as 7.1.2 only applies to "Subrecipients" and not "Contractors" under 2 CFR 200.331.
 - Regarding Exhibit A, Contractor requests following change to first paragraph, "The terms of this Exhibit shall apply to Contractor as defined by 200.331, and all of its subcontractors, agents, service providers, subrecipients (as defined in 2 CFR Section 200.93 at any tier, and any other entities or persons (excluding beneficiaries) receiving or being reimbursed under the Agreement."

Response: The services requested for the RFSQ are for a contractor and the Agreement will be updated to reflect services of a contractor upon award.

87. **Question:** My company is structured as an LLC, single member manager. I am the managing member however, I have a business partner. Am I to include references for my business partner as well?

Response: Include references for the organization or the individual seeking to qualify under the Agreement.

88. **Question:** How many references do you need per support service? If you intend to apply for multiple support services?

Response: The County will be contacting the listed references to validate the required years of experience for the support service(s) you have applied for. It is the responsibility of the proposer to determine the number of references needed to validate the experience. It is recommended to list four references in case the County is unable to receive a response from one or more of the references.

89. **Question:** For the question on Exhibit 5 regarding Race/Ethnic Composition of Firm, could you clarify what is meant by Owners/Partners/Associate Partners and what information should be provided there for 501(c)(3) nonprofits (e.g., should we provide this information for our Board of Directors)?

Response: Refer to response to Question 55.

90. **Question:** In regard to the aforementioned RFSQ, will this RFSQ be the sole contracting vehicle for the County for all ARP related project work or work orders?

Response: The County may utilize other contracting methods for awarding future work. Refer to response for Question 60 to access link to CEO ARP Contracting Opportunities.

American Rescue Plan

PROPOSER'S CONFERENCE REQUEST FOR STATEMENT OF QUALIFICATIONS

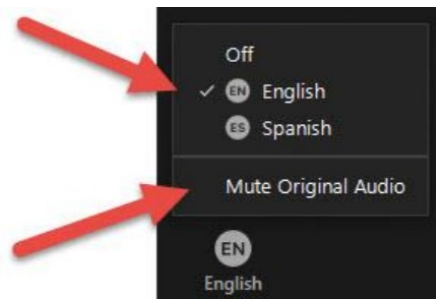
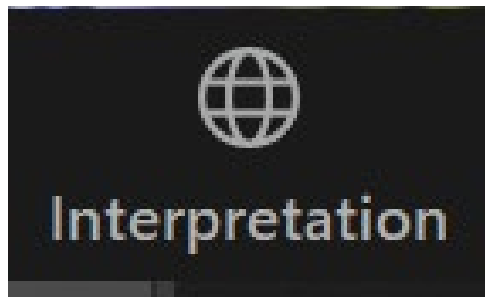
May 11, 2022



LANGUAGE INTERPRETATION

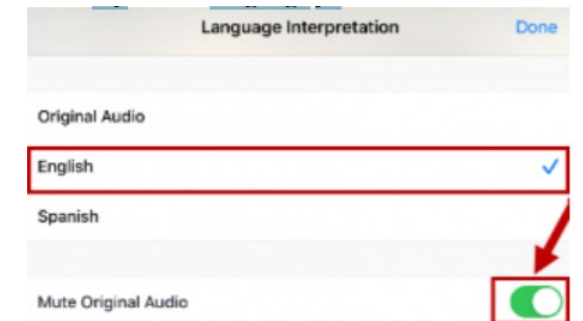
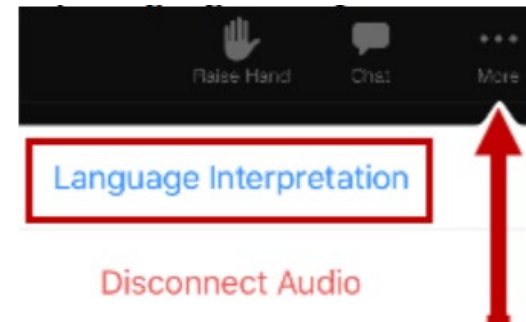
If joining by computer, please click on the globe (interpretation) icon and select your language of choice:

Armenian, English, Korean, Mandarin, Spanish, Tagalog, and Thai



If joining by cell phone, tap the "... More" button and select Language Interpretation. Then tap on the language of choice:

Armenian, English, Korean, Mandarin, Spanish, Tagalog, and Thai





Land **Acknowledgement**

AGENDA

- American Rescue Plan Background and Purpose
- ARP Service Categories
- RFSQ Overview
- Proposer's Minimum Requirements
- Application Requirements
- Sample Agreement
- Application Review
- Other ARP Opportunities

CONFERENCE INSTRUCTIONS

- Question will be addressed at the end of each section
- Questions can also be submitted in the chat feature or by email
- If you find yourself unable to hear at any point, please send a message through chat
- **This Conference is being recorded to ensure that we obtain all questions.**



D'Artagnan Scorza, Ph.D.
Executive Director, Racial Equity

County of Los Angeles Chief Executive Office

Anti-Racism, Diversity, and
Inclusion (ARDI) Initiative





Purpose of American Rescue Plan Support Services

Dr. D'Artagnan Scorza

Executive Director, Racial Equity

American Rescue Plan: Coronavirus State and Local Fiscal Recovery Funds (SLFRF)

The ARP Act of 2021 created the Coronavirus State and Local Fiscal Recovery Funds (SLFRF) program to deliver much needed aid. The key objectives for SLFRF are to:

Support urgent COVID-19 response efforts to decrease spread of virus and bring pandemic under control

Replace lost revenue for eligible recipients to strengthen support for vital public services and help retain jobs

Support an equitable recovery through immediate economic stabilization for households and businesses

Address systemic public health and economic challenges that have contributed to the unequal impact of the pandemic

American Rescue Plan: Federal Guidance

The Compliance and Reporting Guidance addressed priority areas to ensure a speedy and equitable recovery in your programming to ensure that they are:



Equity Focused



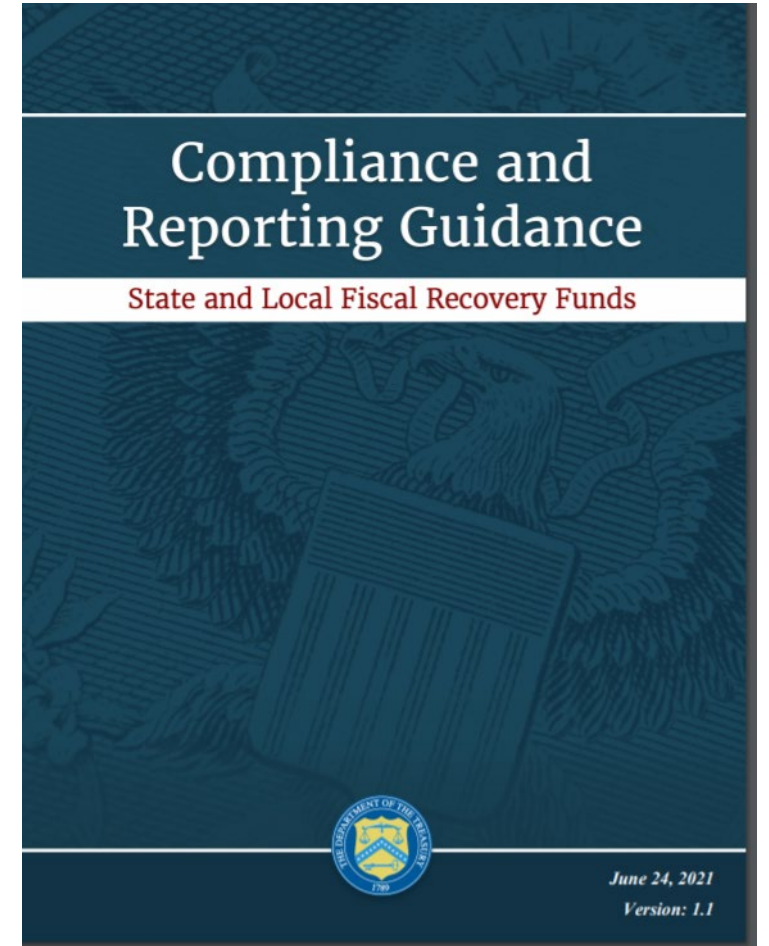
Community Empowering



Worker-centered



Results and evidence focused



Recovering Better Than Before: Ensuring Equitable Implementation of the American Rescue Plan

The Board asked for a Report that includes:

On July 13, 2021, the Board of Supervisors (Board) adopted a motion to **strategically use ARPA funds to the maximum benefit of the communities suffering disproportionate health and economic impacts from the COVID-19 pandemic.**

The motion highlights the imperative opportunity to transform the lives of millions of County residents by centering equity, harm reduction, and providing proportional resources to address the needs of our residents and communities.



Phase One Spending Plan

As part of ARP, Los Angeles County ("County") has received approximately \$1.9 billion. During the first spending tranche, \$975 million have been allocated across three strategic pillars:

(1) \$567.9 million for equity-based investments to position the County to recover better than before the pandemic

(2) \$239.7 million to support an equitable and inclusive recovery

(3) \$167.4 million to preserve the County's fiscal stability and shore up safety net programs.

The County anticipates allocating additional funding in mid-2022.

PURPOSE

The County's Chief Executive Office is seeking qualified companies/organizations to enter into an Agreement with the County to provide American Rescue Plan Support Services (ARP).

Through this RFSQ, County Departments will competitively solicit and award work orders to select contractors to provide the ARP Support Services. This RFSQ will expedite efforts to provide economic recovery and resilience to the communities most impacted by the COVID-19 pandemic.

ARP SERVICE CATEGORIES

(ATTACHMENT I OF RFSQ)

Marketing and/or Branding Services

Technical Assistance Services

Third-Party Administrator (TPA) Services

Training Support Services

As-Needed Language Assistance Services

Evaluation Categories and Related Services

ADDITIONAL SERVICE CATEGORIES

(OTHER MASTER AGREEMENTS)

Community Engagement

(Public Health)

- Contracts-Grants@ph.lacounty.gov

Information Technology and Systems

(Internal Service Department)

- ESMA.Contracts@isd.lacounty.gov

QUESTIONS





Luci Gutierrez
Principal Analyst

County of Los Angeles Chief Executive Office Contract Division





RFSQ Overview

Luci Gutierrez

CEO, Contracts Division

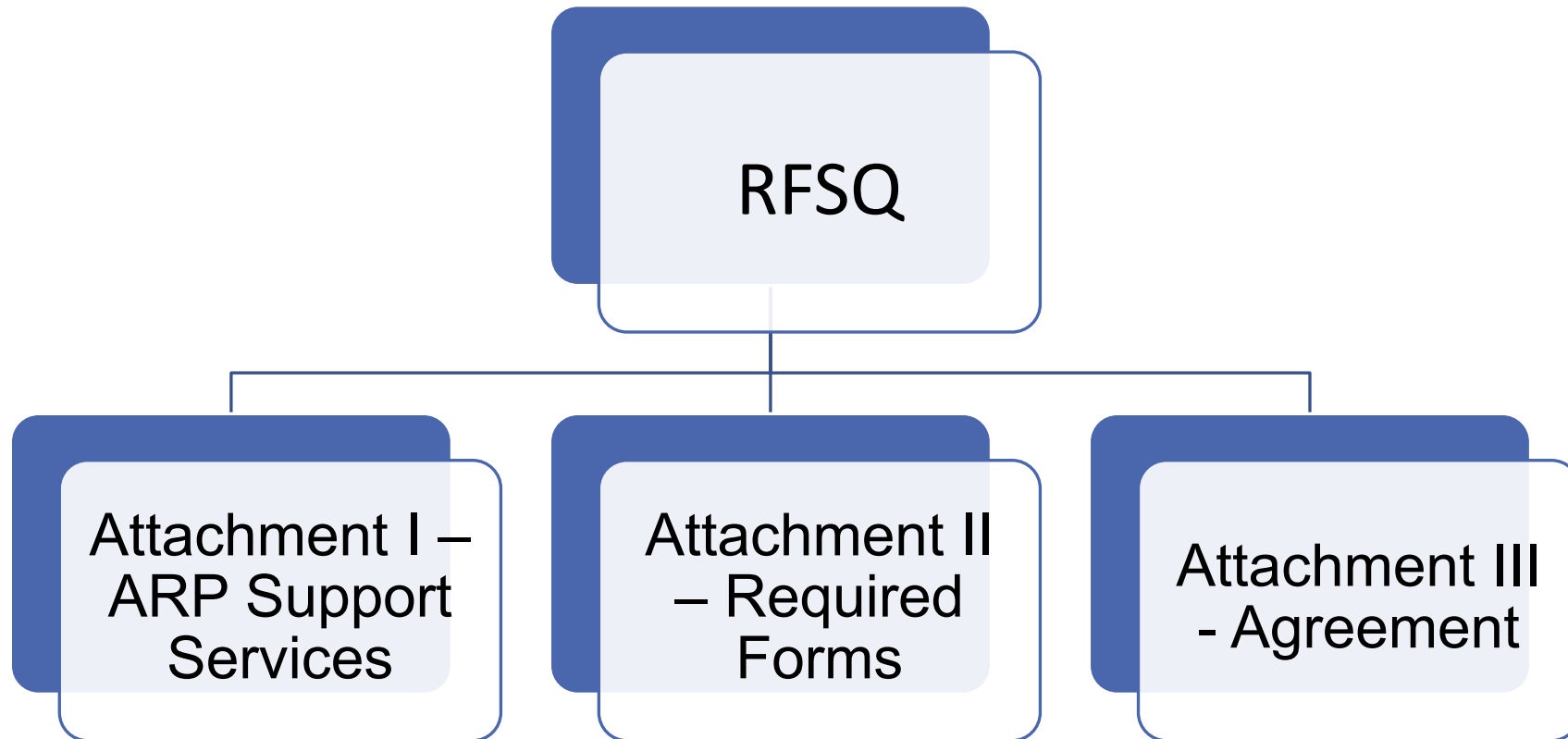
STREAMLINED RFSQ

- Motion authorized CEO to streamline the contracting process to expedite services to stimulate economic recovery
- Standard County solicitation was streamlined for ARP funded contracts while in compliance with federal regulations
- Goal to facilitate the contracting process for small organizations or organizations seeking to contract with the County

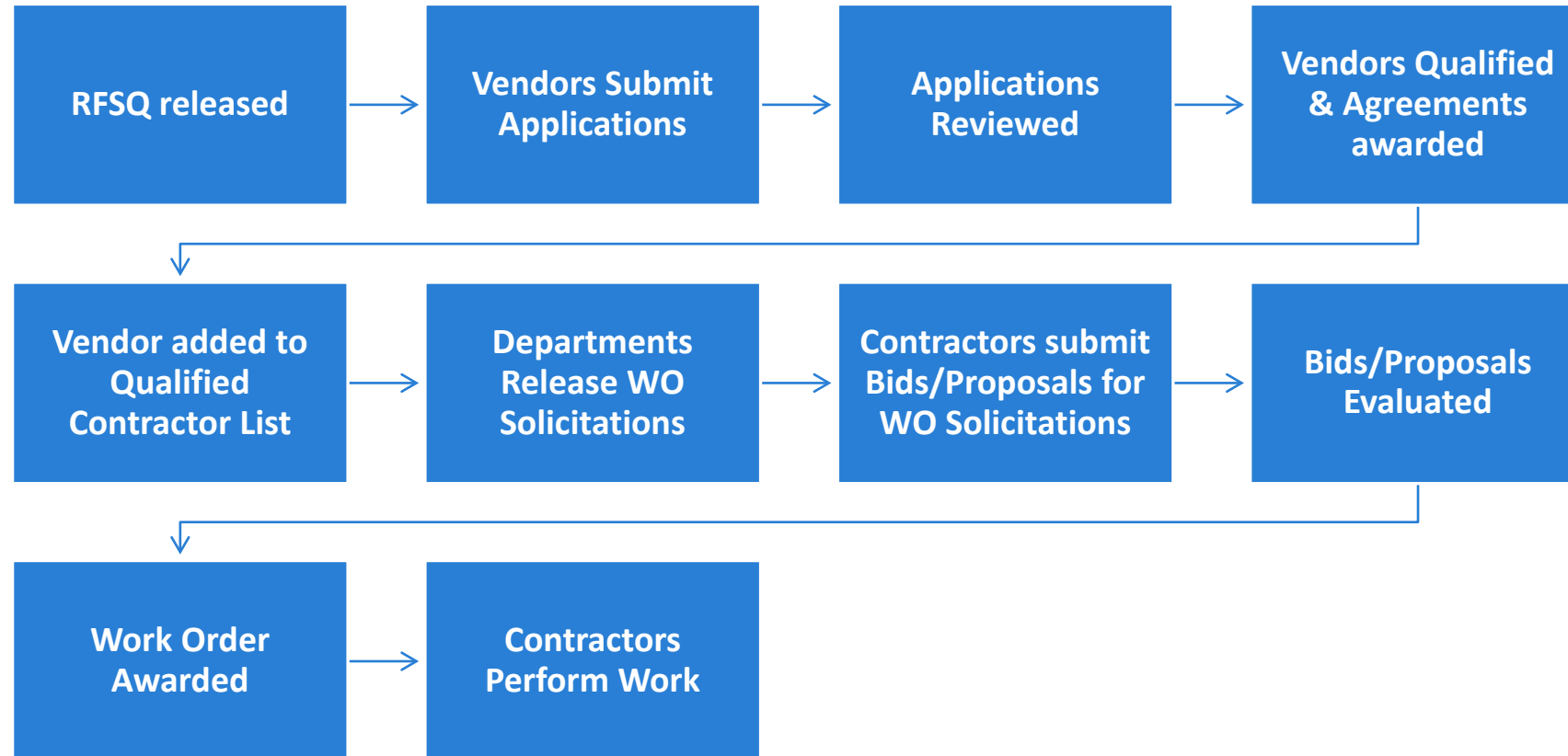
COUNTY CONTRACTING TERMS

- Request for Statement of Qualifications (RFSQ) - the solicitation to award Agreements
- Agreement – Resultant contract under this RFSQ
- Application – Vendor response to the requirements in the will be soliciting the future work.
- Work Order Solicitation – Process when soliciting work under the Agreement

ELEMENTS OF THE RFSQ



SOLICITATION & AWARD PROCESS



PROPOSER'S MINIMUM QUALIFICATIONS

(Section 1.4)

Proposers must meet any one of the minimum qualifications in section 1.4.1

1. Proposer must have a current agreement in good standing with a County department, providing the same services described in Attachment I, ARP Support Services; or
2. Proposer must have three (3) years of experience in the last five (5) years providing any of the same services described in Attachment I, ARP Support Services, in each category they are applying; or
3. Proposer's principal, partner or officer must have three (3) years of experience in the last five (5) years providing any of the same services described in Attachment I, ARP Support Services.

PROPOSER'S MINIMUM QUALIFICATIONS

(Section 1.4 Con't)

If Proposer's compliance with a County contract has been reviewed by the Auditor-Controller within the last ten years, Proposer must not have unresolved/questioned costs identified by the A-C, over \$100,000.00, that are confirmed to be disallowed costs by the County department, and remain unpaid for six months or more from the date of disallowance, unless such disallowed costs are the subject of current good faith negotiations to resolve the disallowed costs, in the opinion of the County.

Proposer must not currently be on any federal, State or local debarment list.

AGREEMENT TERM

(Section 1.5)

The Agreement will become effective upon execution and will expire on December 31, 2026

NOTICE TO PROPOSERS

(Section 3.0)

Mandatory Requirement to Register on County's WebVen

- Registration can be accomplished online via the Internet by accessing the County's home page at:
<http://camisvr.co.la.ca.us/webven/>
- Select as many commodity codes as possible for greater opportunities
- For further assistance, Proposers may contact the Internal Services Department, Vendor Relations at (323) 267-2725, or by email at:
ISDVendorRelations@isd.lacounty.gov.

NOTICE TO PROPOSERS

- Conflict of Interest (Section 3.3)
- Debarment (Section 3.4)
- Social Enterprise Preference Program (Section 3.5)
- Disabled Veterans Preference Program (Section 3.6)

COUNTY'S PREFERENCE PROGRAMS

- County may grant a 15% preference to businesses certified as: Disabled Veteran Business Enterprise (DVBE), or Social Enterprise (SE) at the Work Order stage.
- To apply for certification, contact the Department of Consumer and Business Affairs at <http://dcba.lacounty.gov>

RFSQ TIMETABLE



EVENT	DATE/TIME
Release of RFSQ	April 29, 2022 ☒
Virtual Proposers' Conference	May 11, 2022 ☒
Written Questions Due CEO-ARPcontracts@ceo.lacounty.gov	May 16, 2022
Questions and Answers Released (subject to change at County's sole discretion)	May 19, 2022
Application Due	May 26, 2022 By 12:00 PM (Pacific Time) Thereafter applications will be accepted continuously through the contract term

CONTACT WITH COUNTY PERSONNEL

All questions regarding this RFSQ must be in writing and must be e-mailed to

CEO-ARPcontracts@ceo.lacounty.gov

QUESTIONS



Section A	Section B	Section C
Required Forms	Proposer's Background and Experience	Acceptance of Terms and Conditions of the Agreement

**APPLICATION
REQUIREMENTS**

Exhibit 1 - PROPOSER'S ORGANIZATION QUESTIONNAIRE/AFFIDAVIT

- General information about company or organization
- Authorizing representatives

PROPOSER'S ORGANIZATION QUESTIONNAIRE/AFFIDAVIT

PROPOSER NAME:		COUNTY WEBVEN NUMBER:
ADDRESS:		
TELEPHONE NUMBER:		E-MAIL:
INTERNAL REVENUE SERVICE EMPLOYER IDENTIFICATION NUMBER:		CALIFORNIA BUSINESS LICENSE NUMBER:

1	Select the options that best define your firm's business structure: ☐ Corporation ☐ Limited Liability Company (LLC) ☐ Limited Partnership ☐ Sole Proprietorship ☐ Non-Profit ☐ Franchise ☐ Other (Specify)	If Corporation or Limited Liability Company (LLC): Legal Name (as stated in Articles of Incorporation): _____ State of Incorporation: _____ Year of Incorporation: _____ If Limited Partnership or a Sole Proprietorship: Name of proprietor or managing partner: _____ If other: Specify business structure name: _____
2	Is your firm doing business under one or more DBA's? ☐ Yes ☐ No	Name: _____ Country of Registration: _____ Year became DBA: _____ +
3	Is your firm wholly/majority owned by, or a subsidiary of another firm? ☐ Yes ☐ No	If yes, indicate name of Parent Firm and State of Incorporation. Name of Parent Firm: _____ State of Incorporation or registration of parent firm: _____
4	Has your firm done business as other names within last five (5) years? ☐ Yes ☐ No	If yes, indicate any other names and the year of name change. Name(s): _____ Year(s) of Name Change: _____ +

Exhibit 3 – PROPOSER'S LIST OF REFERENCES

REQUIRED FORMS - EXHIBIT 3 PROPOSER'S LIST OF REFERENCES

Proposer's Name: _____

Provide a comprehensive reference list for the same scope of services that were provided by the Proposer. The contact person must be able to answer contractual questions about the services Proposer provides. It is the Proposer's responsibility to ensure accuracy of the information provided below.

REFERENCE FOR:	PRINCIPAL ☐	PARTNER ☐	OFFICER ☐
PRINCIPAL/PARTNER/ OFFICER NAME:			
SERVICE TYPE:			
NO. OF YEARS PERF.SERVICES:			
FIRM NAME:			
ADDRESS:			
CONTACT:			
TELEPHONE:			
E-MAIL:			

REFERENCE FOR:	PRINCIPAL ☐	PARTNER ☐	OFFICER ☐
PRINCIPAL/PARTNER/ OFFICER NAME:			
SERVICE TYPE:			
NO. OF YEARS PERF.SERVICES:			
FIRM NAME:			
ADDRESS:			
CONTACT:			
TELEPHONE:			
E-MAIL:			

REFERENCE FOR:	PRINCIPAL ☐	PARTNER ☐	OFFICER ☐
PRINCIPAL/PARTNER/ OFFICER NAME:			
SERVICE TYPE:			
NO. OF YEARS PERF.SERVICES:			
FIRM NAME:			
ADDRESS:			
CONTACT:			
TELEPHONE:			
E-MAIL:			

REFERENCE FOR:	PRINCIPAL ☐	PARTNER ☐	OFFICER ☐
PRINCIPAL/PARTNER/ OFFICER NAME:			
SERVICE TYPE:			
NO. OF YEARS PERF.SERVICES:			
FIRM NAME:			
ADDRESS:			
CONTACT:			
TELEPHONE:			
E-MAIL:			

- Provide four references
- County will contact references to validate years of experience and description of same services
- **Helpful hint: Verify information for reference & provide a courtesy notification to contact person**

Exhibit 4 – PROPOSER'S TERMINATED CONTRACTS & LITIGATION

- Acknowledgement of debarment status
- List of Terminated Contracts

REQUIRED FORMS - EXHIBIT 4
PROPOSER'S TERMINATED CONTRACTS AND PENDING LITIGATION HISTORY

Proposer's Name: _____

1. DEBARMENT STATUS	YES	NO
Proposer is currently debarred by a public entity.		
If yes, please provide the name of the public entity: _____		
2. LIST OF TERMINATED CONTRACTS	YES	NO
Proposer has contracts that have been terminated in the past three (3) years.		

If yes, please list all contracts that have been terminated prior to expiration within the last three (3) years.

SERVICE:	
NAME OF ENTITY:	
ADDRESS:	
CONTACT:	
TELEPHONE:	
E-MAIL:	
TERMINATION DATE:	
NAME/CONTRACT NUMBER:	
REASON FOR TERMINATION:	

SERVICE:	
NAME OF ENTITY:	
ADDRESS:	
CONTACT:	
TELEPHONE:	
E-MAIL:	
TERMINATION DATE:	
NAME/CONTRACT NUMBER:	
REASON FOR TERMINATION:	

SERVICE:	
NAME OF ENTITY:	
ADDRESS:	
CONTACT:	
TELEPHONE:	
E-MAIL:	
TERMINATION DATE:	
NAME/CONTRACT NUMBER:	
REASON FOR TERMINATION:	

SERVICE:	
NAME OF ENTITY:	
ADDRESS:	
CONTACT:	
TELEPHONE:	
E-MAIL:	
TERMINATION DATE:	
NAME/CONTRACT NUMBER:	
REASON FOR TERMINATION:	

Exhibit 5 – Community Business Enterprise (CBE) Information

- Statistical data for reporting purposes only

REQUIRED FORMS - EXHIBIT 5
Community Business Enterprise (CBE) Information

TITLE		REFERENCE			
1. Firm/Organization Information		The information requested below is for statistical purposes only. On final analysis and consideration of award, contractor/vendor will be selected without regard to race/ethnicity, color, religion, sex, national origin, age, sexual orientation or disability.			
Total Number of Employees in California:					
Total Number of Employees (including owners):					
Race/Ethnic Composition of Firm. Enter the make-up of Owners/Partners/Associate Partners into the following categories:					
Race/Ethnic Composition		Owners/Partners/ Associate Partners		Percentage of how ownership of the firm is distributed	
		Male	Female	Male	Female
Black/African American				%	%
Hispanic/Latino				%	%
Asian or Pacific Islander				%	%
American Indian				%	%
Filipino				%	%
White				%	%

[illegible]

SAMPLE AGREEMENT

(ATTACHMENT III OF RFSQ)



Sample Contract

Standard County Provisions (Non-negotiable)

Exhibit A – American Rescue Plan Act Requirements

Exhibit B – Insurance Requirements



APPLICATION SUBMISSION

Proposers shall submit a completed Application electronically (PDF file) to the following email address:

CEO-ARPcontracts@ceo.lacounty.gov

APPLICATION REVIEW

County's review of application will result in the follow notifications:

1. Incomplete application submittal
2. Disqualified application
 - Failure to meet Minimum Requirements
 - Review of databases, terminated contracts, pending litigation
3. Approval of application and subsequent Agreement award

OTHER ARP OPPORTUNITIES

CEO

Chief Executive Office
COUNTY OF LOS ANGELES

[QUICK INFO](#)

[OUR DIVISIONS](#)

[PRIORITIES & INITIATIVES](#)

[COUNTY BUDGET](#)

[AGENDAS](#)

[AMERICAN RESCUE PLAN](#)



[HOME](#)

[THE AMERICAN RESCUE PLAN ACT](#)

[EXPLORE THE DATA](#)

[REPORTS](#)

[CONTRACTING OPPORTUNITIES](#)

[GRANT OPPORTUNITIES](#)

[GET HELP](#)



American Rescue Plan Act and Care First Community Investment: Contracting Opportunities

Current Contract Opportunities and Solicitations

Solicitations are added to the website regularly. Please sign up for updates below and check back frequently. If you have any questions regarding specific contract opportunities please click through for contact information.

OTHER ARP OPPORTUNITIES

Interest Form for Potential Vendors

Sign up to receive updates about solicitations and contract opportunities for upcoming County contracts involving ARPA or CFCI:

Subscription Type

Email

• Email Address

SUBMIT

Go to <https://ceo.lacounty.gov/recovery/contract-opportunities/> to sign up!

QUESTIONS





THANK
YOU



REQUIRED FORMS - EXHIBIT 3-1
PROPOSER'S LIST OF REFERENCES

Proposer's Name: _____

Provide a comprehensive reference list for the same scope of services that were provided by the Proposer. The contact person must be able to answer contractual questions about the services Proposer provides. It is the Proposer's responsibility to ensure accuracy of the information provided below.

REFERENCE FOR: PRINCIPAL ☐ PARTNER ☐ OFFICER ☐
COMPANY, PRINCIPAL, PARTNER, OFFICER: _____
SERVICE TYPE: _____
NO. OF YEARS PERF. SERVICES: _____
FIRM NAME: _____
ADDRESS: _____
CONTACT: _____
TELEPHONE: _____
E-MAIL: _____

REFERENCE FOR: PRINCIPAL ☐ PARTNER ☐ OFFICER ☐
COMPANY, PRINCIPAL, PARTNER, OFFICER: _____
SERVICE TYPE: _____
NO. OF YEARS PERF. SERVICES: _____
FIRM NAME: _____
ADDRESS: _____
CONTACT: _____
TELEPHONE: _____
E-MAIL: _____

REFERENCE FOR: PRINCIPAL ☐ PARTNER ☐ OFFICER ☐
COMPANY, PRINCIPAL, PARTNER, OFFICER: _____
SERVICE TYPE: _____
NO. OF YEARS PERF. SERVICES: _____
FIRM NAME: _____
ADDRESS: _____
CONTACT: _____
TELEPHONE: _____
E-MAIL: _____

REFERENCE FOR: PRINCIPAL ☐ PARTNER ☐ OFFICER ☐
COMPANY, PRINCIPAL, PARTNER, OFFICER: _____
SERVICE TYPE: _____
NO. OF YEARS PERF. SERVICES: _____
FIRM NAME: _____
ADDRESS: _____
CONTACT: _____
TELEPHONE: _____
E-MAIL: _____