

EXECUTIVE OFFICE



BOARD OF SUPERVISORS

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EXECUTIVE OFFICER

COUNTY OF LOS ANGELES
EXECUTIVE OFFICE
BOARD OF SUPERVISORS

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August 16, 2022

ADDENDUM NUMBER TWO
REQUEST FOR STATEMENT OF QUALIFICATIONS
FOR CIVIL SERVICE COMMISSION HEARING OFFICER SERVICES

This Addendum Number Two to the Request for Statement of Qualifications (RFSQ) for Civil Service Commission Hearing Officer Services issued by the Executive Office of the Board of Supervisors on June 20, 2022, provides as follows:

CHANGES TO THE RFSQ:

- The following changes were made to the RFSQ, and must be taken into consideration when preparing and submitting the SOQ:

Section 2.8, SOQ Submission, under Paragraph 2.0 INSTRUCTIONS TO PROPOSERS located in CIVIL SERVICE COMMISSION HEARING OFFICER SERVICES RFSQ has been deleted in its entirety and replaced as follows:

2.8 SOQ Submission

Proposers shall submit an electronic copy of the SOQ in a PDF format via email to solicitations@bos.lacounty.gov. Please included "SOQ FOR CIVIL SERVICE COMMISSION HEARING OFFICER SERVICES" in the subject line.

It is the sole responsibility of the submitting Proposer to ensure that their SOQ is received before the submission deadline identified in subparagraph 2.3. Submitting Proposers shall bear all risks associated with delays in delivery.

Proposers may also submit a hard copy of their SOQ. The original SOQ shall be enclosed in a sealed envelope, plainly marked in the upper left-

hand corner with the name and address of the Proposer and bear the words:

“SOQ FOR CIVIL SERVICE COMMISSION HEARING OFFICER SERVICES”

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

Kyler Nathan
Executive Office, Board of Supervisors
500 W. Temple Street, Rm. 383
Los Angeles, CA 90012

SOQ received after the initial due date will be reviewed at a later date to determine if they meet the qualifications listed in the RFSQ. As referenced in Section 1 – General Information, Paragraph 1.7 – Master Agreement Term, Subparagraph 1.7.2, the County will be continuously accepting SOQs to qualified Proposers throughout the duration of the Master Agreement, including the two (2) one (1) year renewal options.

Sub-Section 2.7.2, Item D, Proposer’s Questionnaire (Section A.4), from Section 2.7, Preparation and Format of the SOQ, under Paragraph 2.0 INSTRUCTIONS TO PROPOSERS located in CIVIL SERVICE COMMISSION HEARING OFFICER SERVICES RFSQ has been deleted in its entirety and replaced as follows:

D. Proposer’s Questionnaire (Section A.4)

The Proposer shall complete the Questionnaire – Exhibit 16 as set forth in Appendix A.