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March 7, 2025

ADDENDUM NUMBER THREE
REQUEST FOR STATEMENT OF QUALIFICATIONS
NO. RFSQ-PD-2024-001
Issued by the Los Angeles County Public Defender
For As Needed Legal Immigration Representation Services

This Addendum Number Three to the Request for Statement of Qualifications (RFSQ) No. RFSQ-PD-2024-001 (RFSQ), issued by the Los Angeles County Public Defender on June 24, 2024, 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 a proposal in response to the RFSQ:

- In Section 1.0, Solicitation Information and Minimum Mandatory Requirements of the RFSQ, the listed RFSQ Contact has been deleted in its entirety and replaced as follows in the RFSQ file:

Janice Chen, via email: Contracts@pubdef.lacounty.gov

- Section 5.2, Contact with County Personnel of the RFSQ has been deleted in its entirety and replaced as follows in the RFSQ file:

Any Contact regarding this RFSQ or any matter relating thereto must be in writing and e-mailed to:

Janice Chen
Contracts@pubdef.lacounty.gov

Fighting for our Clients' Futures

If it is discovered that a Vendor contacted and received information from any County personnel, other than the person specified above, regarding this solicitation, County, in its sole determination, may disqualify that Vendor's SOQ from further consideration in this RFSQ.

- Section 7.2.1 under section 7.2., Vendor's Questions of the RFSQ has been deleted in its entirety and replaced as follows in the RFSQ file:

Vendors may submit written questions regarding this RFSQ by e-mail to Janice Chen at Contracts@pubdef.lacounty.gov. All questions must be received by the date and time listed in Paragraph 1.0 (Solicitation Information and Minimum Mandatory Requirements). All questions will be compiled with the appropriate answers, without identifying the submitting Vendor, and then subsequently issued as an addendum to the RFSQ.

- Section 5.4.3 under section 5.4., Invoices and Payments, under Appendix A, Sample Master Agreement, has been deleted in its entirety and replaced as follows in the Appendix A file:

County will not pay Contractor for any overtime premiums, meals, lodging, holidays, vacation, sick leave, per diem, or miscellaneous expenses, etc.

- Exhibit A, County's Administration, under Appendix A, Sample Master Agreement, has been deleted in its entirety and replaced with the revised contact information below to reflect the County's Master Agreement Project Director (MAPD), County's Project Manager, and County's Contract Analyst information. The revised contact information is as follows in the Appendix A file:

COUNTY'S MASTER AGREEMENT PROJECT DIRECTOR (MAPD):

Name:	Graciela Martinez
Title:	Assistant Public Defender
Address:	1440 Erwin Street Mall, 10 th Floor, Van Nuys, CA 91401
Telephone:	(652) 510-4947
E-mail Address:	GMartinez@pubdef.lacounty.gov

COUNTY'S PROJECT MANAGER:

Name:	Casey Lilienfeld
Title:	Head Deputy
Address:	320 W. Temple Street, Ste. 590, Los Angeles, CA 90012
Telephone:	(213) 974-0572
E-mail Address:	CLilienfeld@pubdef.lacounty.gov

COUNTY'S CONTRACT ANALYST:

Name:	Janice Chen
Title:	Administrative Services Manager I
Address:	320 W. Temple Street, Ste. 1501, Los Angeles, CA 90012
Telephone:	(213) 654-3057
E-mail Address:	JChen@pubdef.lacounty.gov

- Exhibit 10, Pricing Schedule, under Appendix B, Required Forms, has been deleted in its entirety and replaced with the following in order to increase the hourly rate for the Paralegal position. The County is continuing to revise Exhibit 10, and the revised Exhibit will be replaced later in the Appendix B file. The revised hourly rates are as follows in the Appendix B file:

Description	Hourly Rate
Lead Immigration Attorney	\$ 145.00
Immigration Attorney	\$ 130.00
Paralegal	\$ 55.00

- WOS Form A, Proposer's Cost Schedule, under Exhibit D-1, Sample Work Order Solicitation (WOS) Format, has been deleted in its entirety and replaced with the following in order to increase the hourly rate for the Lead Immigration Attorney and Immigration Attorney positions. The County is continuing to revise Exhibit D-1 and the revised Exhibit will be replaced later in the RFSQ file. The revised hourly rates are as follows in the Exhibit D-1 file:

Description	Estimated Number of Hours	Hourly Rate	Maximum Compensation
Lead Immigration Attorney	XX	\$ 145.00	\$XX.XX
Immigration Attorney	XX	\$ 130.00	\$XX.XX
Paralegal	XX	\$ 55.00	\$XX.XX

QUESTIONS AND RESPONSES

The following are the responses to questions submitted after Addendum Two, which was released on December 4, 2024:

1. Question:

The RFSQ appears to exclude travel expenses, but clients in removal may be detained in places all over the state (and sometimes even out of state), for example, Adelanto, Desert View, Mesa Verde, Otay Mesa, GSA for example.

Anticipating more detentions in the new administration and the realistic geography of the detention centers, travel can be quite an expense – is this a negotiable part of the contract, or is there a provision to cover this type of travel?

Response:

Yes. Travel reimbursement shall be provided for mileage and parking expenses incurred in the course of contracted work. Travel reimbursement will require a pre-approval by the County's Project Manager. Mileage reimbursement will be in accordance with the County's prevailing mileage reimbursement rate. See the revised Exhibit 10, Pricing Schedule, of Appendix B, Required Forms, for mileage and parking reimbursement requirements.

2. Question:

The listed attorney services include conducting training. Would the attorney presenting be authorized to bill for training preparation, presentation, and travel for in-person training?

Response:

Training and training preparation will be compensated at the attorney rate. A Public Defender representative will confer with the attorney on training topics and discuss an appropriate predesignated amount of time for reimbursement.

3. Question:

If hired first, would the attorney(s) have input in filling the paralegal position?

Response:

Once hired, attorneys may provide input or recommendations for open positions, but the Public Defender will make the ultimate decisions regarding the contract award positions.

4. Question:

The current contract is for 3 years with the option to renew for up to 5 years. This seems like a new venture for the PD's office/County. Is there an option for a one-year review, where both parties have an opt-out option with a specified transition period?

Response:

The existing contract does not penalize either side for the potential termination of contractual services at any point earlier than the 3 years.

5. Question:

Is the paralegal salary negotiable?

Response:

The hourly rate for the contracted paralegal has been increased from \$41.11 per hour to \$55.00 per hour.

6. Question:

The requested forms are phrased as if the applicant is a business/organization. Please confirm the position is not just for business.

Response:

The proposer can be either an individual or a business. We use the word "Vendor" because the individual or business must be registered as a vendor via <https://camisvr.co.la.ca.us/Webven/Account/LoginNew>, in order to conduct business with Los Angeles County.

7. Question:

Section 1A: Qualifications – this section describes the requirement that the applicants demonstrate they meet the minimum requirements for the advertised position. Please confirm if the RFSQ is contemplating both a narrative description (or perhaps CVs of the attorneys?) in addition to Exhibit 1, or only Exhibit 1 and the required corporate documents.

Response:

Both. A narrative statement and Exhibit 1 of Appendix B.

8. Question:

Exhibit 1, Appendix B requests the CA Business License Number. Is this the number associated with my corporate entity when I look it up on the CA Secretary of State website?

Response:

California Business ID number can be located in two ways: 1) it is listed on the California business income tax return, or 2) it can be searched on the California Secretary of State website: <https://secretaryofstate.com/California>.

9. Question:

What to put for the contract amount in Exhibit 7 of Appendix B if multiple attorney applicants are applying from the same firm.

Response:

Please provide a completed Exhibit 7 for each attorney applicant. Contract-related questions in Exhibit 7 apply to the contract term and contract amount (salary or fee) with the listed reference.

10. Question:

Does Exhibit C need to be submitted with the initial application? It appears that a bidder submits it if one feels one's bid has been unfairly rejected.

Response:

Exhibit C (Safely Surrendered Baby Law) in the Sample Master Agreement document does not need to be submitted with the initial application. In addition, Appendix C (Solicitation Requirements Review (SRR) Request) of the RFSQ does not need to be submitted at the initial application as it applies to the Protest Process Review.

11. Question:

Exhibit 7, Appendix B: If a firm is applying on behalf of multiple applicants from the same firm, can the firm submit one reference page for multiple applicants within the same firm, or each applicant needs his/her own reference page?

Response:

Please provide a completed Exhibit 7 for each applicant, even if there are multiple applicants within the same firm. However, the same reference may be used for more than one attorney, assuming the reference has the requisite knowledge of each attorney applicant.

12. Question:

Are there any forms in Exhibit B that need to be submitted in multiple copies based on the number of applicants within the same firm?

Response:

Exhibit B is the Contractor's Administration form, which is one singular page/form. However, Appendix B of the RFSQ has multiple forms, each of which requires a separate completed form for each attorney applicant.