



LISA M. GARRETT
DIRECTOR OF PERSONNEL

COUNTY OF LOS ANGELES

DEPARTMENT OF HUMAN RESOURCES

HEADQUARTERS
KENNETH HAHN HALL OF ADMINISTRATION
500 W. TEMPLE STREET, ROOM 579 • LOS ANGELES, CALIFORNIA 90012
(213) 974-2406 • FAX (213) 621-0387

BRANCH OFFICE
510 S. VERMONT AVENUE, 12TH FLOOR • LOS ANGELES, CALIFORNIA 90020
(213) 866-5846 • FAX (213) 637-0821

September 21, 2023

Dear Vendors:

ADDENDUM NUMBER ONE TO REQUEST FOR STATEMENTS OF QUALIFICATIONS #RFSQ NO. HM-2023-0901 FOR DISPUTE RESOLUTION, MEDIATION AND RELATED SERVICES

This Addendum Number One is issued to amend this Request for Statements of Qualifications (RFSQ), in accordance with RFSQ, Paragraph 4.2 (County's Right to Amend Request for Statements of Qualifications), and to provide answers to questions received subsequent to the release of the RFSQ on September 1, 2023.

Please be advised that no additional questions or requests for clarification received by the County after the September 15, 2023 due date for the submission of written questions in RFSQ, Paragraph 7.2, RFSQ Timetable will be responded to by the County.

COUNTY'S REVISIONS TO RFSQ:

1. The RFSQ Paragraph 7.2, Timetable is hereby deleted and replaced in its entirety by the following:

"7.2 RFSQ Timetable

The timetable for this RFSQ is as follows:

EVENT	DATE/TIME
Release of RFSQ	09/1/2023
Request for a Solicitation Requirements Review Due (10 business days after release of solicitation document)	09/15/2023
Written Questions Due	By 3:00 PM (Pacific Time) on 09/15/2023

Questions and Answers Released	09/21/2023
Initial SOQ Submission Date for Priority Review	By 12:00 PM (Pacific Time) on 10/10/2023

ANSWERS TO QUESTIONS RECEIVED:

RFSQ Questions:

Question 1: RFSQ, Sub-paragraph 3.1.1

One of our employees (Subconsultants) is applying as a Vendor on their own. May we also include that employee on our SOQ?

Response: *The number of Master Agreements under which a Vendor may provide the same services is limited to one (1) Master Agreement.*

Question 2: RFSQ, Sub-paragraph 7.5.2.1, Part C, page 17 requires proof of an LLC, or a limited partnership. I'm a sole proprietor. May I apply and what do I need to submit in this regard?

Response: *"Considering the structure of the Vendor's organization, the Vendor must determine which of the below-referenced supporting documents the County requires. If the Vendor's organization does not fit into one of these categories, upon receipt of the SOQ or at some later time, the County may, in its discretion, request additional documentation regarding the Vendor's business organization and authority of individuals to sign Master Agreements." [RFSQ, Sub-paragraph 7.5.2.1, (C)]*

Accordingly, the Vendor must select the option that best defines its business structure on Exhibit 1 (Vendor's Organization Questionnaire/Affidavit) of Appendix B – Required Forms and submit this Exhibit 1 in Section A.1, Part A of its Statement of Qualifications. Additionally, if the Vendor is a sole proprietor and determines that it does not fall under an LLC or a limited partnership, the Vendor should indicate this in Section A.1, Part C of its Statement of Qualifications.

Question 3: RFSQ, Sub-paragraph 7.5.2.4 (Vendor's Financial Capability), page 19. As a sole proprietor, I do not have financial statements such as a balance sheet or statement of financial position. That paragraph states not to provide a tax return. What should I provide instead to meet this requirement?

Response: *If a Vendor is a sole proprietor, the Vendor does not have to submit financial statements, such as a balance sheet or statement of financial position. If a Vendor is a sole proprietor, the financial statements are non-applicable and*

the Vendor should indicate “non-applicable” in Section A.4 of its Statement of Qualifications. Additionally, the Vendor must select “Sole Proprietor” under the option that best defines its business structure on Exhibit 1 (Vendor’s Organization Questionnaire/Affidavit) of Appendix B – Required Forms and submit this Exhibit 1 in Section A.1, Part A of its Statement of Qualifications.

Question 4: RFSQ, Paragraph 10.12

I see the reference in 10.12 to providing Mediations virtually, but will any in-person Mediations also be required?

Response: *Mediations may be required virtually or in person. While the services are extensively virtual, and that is DHR’s preferred model, some instances may arise where DHR requests in-person services.*

Question 5: RFSQ, Paragraph 3.6 and Exhibit 2 (Certification of Compliance)

- a. For all LACC forms, all I need to do is check the box that I Certify Compliance?
- b. Number 6 (Attestation of Willingness to Consider Gain/Grow Participants): Should I check N/A-program not available and if yes, do I check YES to Certify Compliance?
- c. Number 7 (Contractor Employee Jury Service Program Certification Form & Application for Exception): I am a Sole Proprietor. Am I assuming correctly, that it satisfies the definition of ‘contractor’ as defined in the Program? And under those circumstances I should I check YES to Certify Compliance?
- d. Number 8 (Certification of Compliance with the County’s Defaulted Property Tax Reduction Program): I am not sure how the County’s Default Property Tax Reduction Program applies to me. Should I check YES to Certify Compliance?

Response:

- a. *The Vendor should review the policy for each form listed in Exhibit 2. The policy for each form is located as a hyperlink under the “Reference” column of Exhibit 2. After reviewing each policy, the Vendor should determine if it is compliant and select the appropriate box on Exhibit 2.*
- b. *Yes, the Vendor may check “N/A – program not available.” The Vendor may also check “Yes” to Certify Compliance.*
- c. *On Exhibit 2, Number 7, under “**Certifies Compliance**,” a Vendor who has an exemption to the Jury Service Program would select “No.”*

1) *If a Vendor received less than \$50,000 under a County contract in a 12-month period, that Vendor's business does not meet the definition of "contractor" under the Jury Service Program. Such a Vendor would select, "My business does not meet the definition of "contractor," as defined in the Program," under "If No, identify exemption."*

2) *If a Vendor has 10 or fewer employees during the contract period, the Vendor's business would be considered a "small business," as defined in the program. Such a Vendor would select, "My business is a small business as defined in the Program," under "If No, identify exemption."*

3) *If a Vendor falls under both of these exemptions, they should check both boxes.*

(See LACC 2.203.020 – Definitions, (A) and LACC 2.203.070 – Exceptions, (C) at this link:

https://library.municode.com/ca/los_angeles_county/codes/code_of_or_dinances?nodeId=TIT2AD_DIV4MIRE_CH2.203COEMJUSE_2.203.010FI

d. *The link in Exhibit 2 next to Number 8 explains how the County's Default Property Tax Reduction Program applies to Contractors.*

See LA County Code 2.206 at this link:

https://library.municode.com/ca/los_angeles_county/codes/code_of_or_dinances?nodeId=TIT2AD_DIV4MIRE_CH2.206DEPRTAREPR.

Question 6: RFSQ, Exhibit 3 (Preference Program Enterprises – Prompt Payment Program – Vendor's Letter of Certification)

Am I correct to assume that this Exhibit does not apply to me? What do I need to do, put N/A?

Response: *To qualify for the Prompt Payment Program referenced in Exhibit 3, a Vendor would need to complete certification for one of the County's three preference programs (Local Small Business Enterprise ("LSBE"), Disabled Veteran Business Enterprise ("DVBE"), or Social Enterprise ("SE"), as described in RFSQ, 6.1 and 6.3.2. To determine if a Vendor qualifies for a preference program, the Vendor can review the requirements on the following links:*

LBSE requirements are located at <https://dcba.lacounty.gov/local-small-business-enterprise/>

DVBE requirements are located at <https://dcba.lacounty.gov/disabled-veteran-business-enterprise/>

SE requirements are located at <https://dcba.lacounty.gov/social-enterprise/>

To apply for certification as an LSBE, DVBE or SE, businesses should contact the DCBA at <http://dcba.lacounty.gov>.

If a Vendor is not certified under one of the three preference programs, they may type “Not applicable” on Exhibit 3 under Section B of their Statement of Qualifications.

Question 7: RFSQ, Exhibit 5 (Declaration)

The Declaration states that the information in the Exhibits 1-6 is true and correct. I don't see the Exhibit 6 included in the list of forms.

Response: *Exhibit 6 [Community Business Enterprise (CBE) Information] is a separate Excel document that can be downloaded at the same website where the RFSQ is posted. The Vendor should go to the following County website:*

<https://doingbusiness.lacounty.gov/solicitation-search/?type=solDepSearch&val=19>.

Then, search for the Dispute Resolution, Mediation and Related Services RFSQ and look under “Attachments” for Exhibit 6 CBE Form. The Vendor must download this exhibit, complete it, and provide it in the Vendor's Statement of Qualifications.

Question 8: RFSQ, Exhibit 8 (Vendor's List of References)

If my Minimum Requirements (Exhibit 7) qualify me under 3.1 Option B (being already a panelist for many years), is my assumption correct that I don't have to fill Exhibit 8 form?

Response: *That is correct.*