



COUNTY OF LOS ANGELES
EXECUTIVE OFFICE
BOARD OF SUPERVISORS

KENNETH HAHN HALL OF ADMINISTRATION
500 WEST TEMPLE STREET, ROOM 383
LOS ANGELES, CALIFORNIA 90012
(213) 974-1411 • www.bos.lacounty.gov

HILDA L. SOLIS

HOLLY J. MITCHELL

LINDSEY P. HORVATH

JANICE HAHN

KATHRYN BARGER

October 20, 2025

ADDENDUM NUMBER ONE
REQUEST FOR STATEMENT OF QUALIFICATIONS (RFSQ) FOR
COUNTY EQUITY OVERSIGHT PANEL (CEOP) MEMBER SERVICES

On September 26, 2025, the County of Los Angeles (County), Executive Office (EO) of the Board of Supervisors released the County Equity Oversight Panel (CEOP) Member Services for Request for Statement of Qualifications (RFSQ).

Pursuant to RFSQ Section 7.2, Proposer's Questions, subsection 7.2.1, answers to questions received by the October 14, 2025, by 5:00 p.m. PST deadline are being issued as part of this Addendum Number One. Vendors are advised that the County reserves the right to group similar questions when providing responses.

A. Proposer's Questions

1. Section 7.4, Preparation and Format of the SOQ, Subsection 7.4.1, Table of Contents

Question: Do I manually prepare a Table of Contents, or is there a format, proposed or required?

Response: Yes, Respondents must manually create a Table of Contents listing all required documents identified by sequential page numbers and by sections reference numbers.

2. Section 7.4, Preparation and Format of the SOQ, Subsection 7.4.2, Proposer's Qualifications (Section A)

Question: Is this similar to one's resume and/or existing Panelist bio on the website?

Response: Yes, Respondents must demonstrate their experience which can be in the format of or similar to a resume outlining the years of experience with the corresponding time period and areas of expertise with

in the last 10 years that qualify. If you have an existing contract, please do not copy and paste your biography from the BOS-CEOP website.

3. Section 7.4, Preparation and Format of the SOQ, Subsection 7.4.3, Required Forms (Section B)

Question: As an individual licensed attorney, I can indicate willingness to comply with the goals of these programs, so I checked "certify," but given the complexity of the RFSQ, it appears these do not apply to a sole proprietor. In any event, I am unable to provide any such documentation or certification. does this section apply to me at all?

Response: All documents listed in Appendix B – Required Forms, must be completed by the Proposer, regardless of the Proposer's status/business structure.

4. Section 7.4, Preparation and Format of the SOQ, Subsection 7.4.5, Proof of Insurability (Section C)

Question: As an independent contractor, I do not have professional liability insurance. Can the County make exceptions to the insurance requirement?

Response: In concert with the County's Risk Manager, the EO has determined that it is appropriate to comply with the County's standard insurance provisions. As a result, all contractors are required to maintain the minimum insurance coverage specified in Paragraph 8.24, Insurance Coverage, of Appendix A – Master Agreement, as outlined in the RFSQ. At this time, the County is unable to waive the insurance requirement.

5. Section 7.4, Preparation and Format of the SOQ, Subsection 7.4.5, Proof of Licenses (Section D)

Question: Is a State Bar Card sufficient?

Response: Yes, a State Bar Card is sufficient proof of applicable licenses.

6. Section 7.4, Preparation and Format of the SOQ, Subsection 7.4.3, Exhibit 1 Organization Questionnaire/Affidavit

Question: In general, is the information I put in the Questionnaire, the type of information sought?

Response: All questions in Exhibit 1, Organization Questionnaire/Affidavit, must be completed to the best of Respondent's ability and knowledge. The County cannot advise Proposers on how the form must be completed or

what the content should entail. Any SOQ that deviates from this format may be rejected without review at the County's sole discretion.

7. Section 7.4, Preparation and Format of the SOQ, Subsection 7.4.3, Exhibit 2
Certification of Compliance

Question: Is Exhibit 2, Certification of Compliance, required? This is outside of my role as an individual and/or sole proprietorship and/or independent contractor.

Response: All questions in Exhibit 2, Certification of Compliance, must be completed to the best of Respondent's ability and knowledge. The County cannot advise Proposers on how the form must be completed or what the content should entail. Any SOQ that deviates from this format may be rejected without review at the County's sole discretion.

8. Section 7.4, Preparation and Format of the SOQ, Subsection 7.4.3, Exhibit 3
Request for Preference Consideration

Question: This Exhibit does not seem applicable, is it?

Response: Thank you for asking this question. Since the rates are already established and Respondent does not have to provide a rate, the Preference Exhibit 3, Request for Preference Consideration has been removed from the RFSQ as a required document. Preferences are not applicable to this RFSQ.

9. Section 7.4, Preparation and Format of the SOQ, Subsection 7.4.3, Exhibit 4
Debarment History and List of Terminated Contracts

Question: Do I need to list contracts that I terminated?

Response: Proposer must include contracts terminated within the past three (3) years with a reason for the termination. Terminated contracts refers to any contract that was terminated for default if the contractor materially breached their contract, contractor failed to timely provide and/or satisfactorily perform any task, deliverable, service, or other work required under the contract, or contractor failed to demonstrate a high probability of timely fulfillment of performance requirements of any work or obligations issued under the contract.

10. Section 7.4, Preparation and Format of the SOQ, Subsection 7.4.3, Exhibit 5
Community Business Enterprise (CBE) Information

Question: Exhibit 5, Community Business Enterprise (CBE) Information, does not seem applicable, is it?

Response: When awarding contracts, County departments must report to the Board the Community Business Information on each vendor. Respondent must provide all information requested in Exhibit 5 Community Business Enterprise. If any of the certifications listed in Question 2 do not apply, Proposer may select "Check if not applicable". The County cannot advise Proposers on how the form must be completed or what the content should entail. Any SOQ that deviates from this format may be rejected without review at the County's sole discretion.

11. Section 7.4, Preparation and Format of the SOQ, Subsection 7.4.3, Exhibit 6 Minimum Mandatory Requirements.

Question: Exhibit 6, Minimum Mandatory Requirements, does not seem applicable, is it?

Response: Yes, all Exhibits listed in Section 7.4, Preparation and Format of the SOQ, Subsection 7.4.3, Required Forms (Section B) must be completed in totality. Any SOQ that deviates from this format may be rejected without review at the County's sole discretion.

12. Section 7.4, Preparation and Format of the SOQ, Subsection 7.4.3, Exhibit 7 List of Public Entities

Question: May I list contracts that I voluntarily stepped away from?

Response: Yes, provide a list of all public entity contracts for the last three (3) years if the same or similar scope of services was provided.

13. Section 7.4, Preparation and Format of the SOQ, Subsection 7.4.3, Exhibit 9 Contribution and Agent Declaration

Question: Do I need to complete the sections that indicate "If a Company, Answer Questions 2-3"?

Response: Completion of the Declaration is a Board requirement. Please complete to the best of your abilities and knowledge. The County cannot advise Proposers on how the form must be completed or what the content should entail. For additional information, please see RFSQ, Paragraph 5.0, Notification to Proposers, Section 5.21, Contribution and Agent Declaration.

14. Does the prohibition about discussing the RFSQ with anyone but yourselves preclude Panelists from sharing with each other?

Response: Without a RFSQ reference as to the source of this question, a specific response cannot be made. Pursuant to Section 5.2, Contact with County Personnel, located in Paragraph 5.0, Notification to Proposers, of the RFSQ, all contact regarding this RFSQ or any matter relating thereto must be in writing and e-mailed to solicitations@bos.lacounty.gov.

15. Is there a way to either draft some guidance tailored to what does or does not apply to the individual Panelist applicants (current and prospective), or, to streamline the RFSQ and SOQ for individual professionals, or both?

Response: Respondents should use their best efforts to complete their SOQ based on their knowledge and abilities. The County cannot advise Respondents on how a Response must be completed or what the content should entail. For additional information, please review Paragraph 7.0, Statement of Qualification (SOQ) Requirements, which provides instructions to Proposers in how to prepare and submit their Statement of Qualifications (SOQ).

B. Changes to the RFSQ

1. Paragraph 6.0, County's Preference Programs, has been deleted in its entirety.
2. Paragraph 7.0, Statement of Qualifications (SOQ) Requirements, subsection 7.4.3, Required Forms, has been deleted in its entirety and replaced as follows:

7.4.3 Required Forms (Section B)

Include all forms identified in Appendix B (Required Forms).

Exhibit 1 Organization Questionnaire/Affidavit

Exhibit 2 Certification of Compliance

Exhibit 3 Intentionally Omitted

Exhibit 4 Debarment History and List of Terminated Contracts

Exhibit 5 Community Business Enterprise (CBE) Information

Exhibit 6 Minimum Mandatory Requirements

Exhibit 7 List of Public Entities

Exhibit 8 List of References

Exhibit 9 Contribution and Agent Declaration

Exhibit 10 Pricing Schedule

Exhibit 11 Intentionally Omitted

Exhibit 12 Declaration