



Caring for Our Coast

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October 31, 2022

**ADDENDUM TWO
REQUEST FOR STATEMENT OF QUALIFICATIONS FOR
AS-NEEDED TEMPORARY PERSONNEL SERVICES
RFSQ #DBH76**

The Department of Beaches and Harbors issues Addendum Two to the As-Needed Temporary Personnel Services Request for Statement of Qualifications RFSQ #DBH76, which was released on September 29, 2022.

As indicated in the RFSQ, Section 4.2, County Rights and Responsibilities, the County reserves the right to amend the RFSQ by written addendum. Part One of this Addendum Two contains portions of the RFSQ that have been revised. Part Two of the Addendum contains the answers to the questions that were submitted prior to the deadline of October 13, 2022.

The information contained in this Addendum Two supersedes any related information previously provided.

Thank you for your interest in our Request for Statement of Qualifications for As-Needed Temporary Personnel Services. As a reminder, Statements of Qualifications (SOQs) must be emailed to Contracts@bh.lacounty.gov and must be received no later than 5:00 p.m. Pacific Standard Time on November 10, 2022.

We look forward to receiving your submittals.

Very truly yours,

GARY JONES, DIRECTOR

Angelica Vicente
Angelica Vicente, Contracts Administrator



PART ONE

The information hereunder, specific to the sections discussed below, supersedes any information previously provided as to those sections.

1. Appendix B - Master Agreement Required Forms, Exhibit 7 Minimum Requirements, is deleted from the Request for Statement of Qualifications in its entirety and replaced with the amended Exhibit 7-1, attached to this Addendum Two.

All references to Exhibit 7 in the Request for Statement of Qualifications shall hereafter be replaced with Exhibit 7-1.

2. Appendix B - Master Agreement Required Forms, Exhibit 10 Personnel Specifications Pricing Sheet, is deleted from the Request for Statement of Qualifications in its entirety and replaced with the amended Exhibit 10-1, attached to this Addendum Two.

All references to Exhibit 10 in the Request for Statement of Qualifications shall hereafter be replaced with Exhibit 10-1.

PART TWO

QUESTIONS AND ANSWERS

The information hereunder, specific to the sections discussed below, supersedes any information previously provided as to those sections.

1. Are respondents required to bid on all positions in order to be deemed responsive?

A1: No, vendors may submit a Statement of Qualifications (SOQ) for one or more personnel job classifications as indicated in Exhibit J, Contractor's Job Classification Checklist and meet all the minimum mandatory requirements listed in the Section 3 of the RFSQ.

2. Will respondents be disqualified or adversely impacted during the evaluation process if they were to submit exceptions to County of Los Angeles Department of Beaches and Harbors?

A2: It is understood that Vendor's submission of a SOQ constitutes acknowledgement and acceptance of all terms and conditions of the Master Agreement. Please refer to Section 7.6, Acceptance of Terms and Conditions of Master Agreement in RFSQ.

3. With respect to Affordable Care Act (ACA) costs, would Los Angeles Department of Beaches and Harbors prefer these charges as a separate line item on the invoices, or instead incorporated directly into each respondent's proposed rates? Please clarify.

A3: Rates provided on Exhibit 10, Personnel Specifications Pricing Sheet, in Appendix B should be inclusive of all Vendor costs. Please see amended Exhibit 10-1, attached to this Addendum Two.

4. If government-mandated costs or expenses are enacted during the contract term, will respondents be allowed to request rate increases to cover these higher rates?

A4: No, please account for these possible increases in your rates when completing the Personnel Specifications Pricing Sheet, amended Exhibit 10-1, attached to this Addendum Two.

5. What is the anticipated annual budget and total spent for this contract?

A5: The anticipated annual budget for these services is \$73,000. The total amount spent for the previous contract term, from 2017-2022 is \$213,032.61. Note that the County has the sole discretion to expend some, all or none of such budgeted amounts.

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6. Will County of Los Angeles Department of Beaches and Harbors be using a procurement card as a form of payment? If so, how often? At what purchasing amounts?

A6: No, procurement cards are not used as form of payment. Please refer to Section 5.4, Invoices and Payments in Appendix A – Sample Master Agreement.

7. If not all-or nothing, will bidding on only select positions negatively impact respondents' evaluation score?

A7: Please see response to Question #1.

8. When does County of Los Angeles Department of Beaches and Harbors anticipate completing its evaluation and notifying respondents of its recommended awardee(s)? How many awards does County of Los Angeles Department of Beaches and Harbors anticipate making?

A8: As of now, the Department anticipates sending notification letters at the end of December 2022. The amount of Master Agreement awards that may be given is unknown at this time. The County will be continuously accepting SOQ's throughout the duration of the Master Agreement. Therefore, the number of Master Agreements awarded will depend on how many qualifying SOQs are submitted.

9. Will any positions be remote?

A9: Remote work may be an option based on the operational needs of the requesting Division/Unit and telework is based on the tasks being completed and the resources available, e.g., laptops, phones, etc.

10. What is County of Los Angeles Department of Beaches and Harbors historical usage and yearly spend for this contract during the past three (3) years?

A10: Please see response to Question #5.

11. What kind of Supplies, Equipment, Vehicles are required to fulfil the services in this Contract? Please confirm. (RFSQ, Section 2.1 Scope of Work)

A11: For a complete list, please refer to Section 6.0, Equipment Furnished by Contractor in Exhibit F - Statement of Work.

12. How will job requests be shared among multiple awarded vendors? Please confirm. Will all job requests be shared among all awarded vendors simultaneously? (RFSQ, Section 2.4 Master Agreement Process)

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A12: Work Orders will be issued on a rotational basis based on Contractor qualifications. Job requests will not be shared simultaneously. Please refer to RFSQ, Section 2.5.3.

13. Do we need to submit a state of CA License with our response or after award? Please confirm. (RFSQ, Section 3, Vendor's Minimum Mandatory Qualifications)

A13: Yes.

14. Out of these temporary personnel positions mentioned, what are the most filled positions? Please share. (RFSQ, Section 3, Vendor's Minimum Mandatory Qualifications)

A14: Some of the temporary personnel positions are new to this solicitation, however, the current contract has mostly utilized the Administrative Assistant position.

15. Is it mandatory to have local office in LA County? Only local LA county bidders can bid for this RFP? (RFSQ, Section 3, Vendor's Minimum Mandatory Qualifications)

A15: Yes. Vendors may have office(s) in other locations but must have an office in LA County to provide a submittal.

16. Will County of Los Angeles be giving any preference to local vendors over out-of-state vendors? Please confirm. (RFSQ, Section 3, Vendor's Minimum Mandatory Qualifications)

A16: No. Preference may be given to vendors that are certified under one or more of the County's preference programs in accordance with RFSQ Section 6, County's Preference Programs.

17. We have local office in Santa Clara, CA, so are we eligible to bid on this RFP? Please confirm. (RFSQ, Section 3, Vendor's Minimum Mandatory Qualifications)

A17: In accordance with RFSQ Section 3.5, you must have an office in Los Angeles County and meet the other minimum mandatory qualifications stated to submit a Statement of Qualifications for this RFSQ.

18. It is mandatory to have Community Business Enterprise or Social Enterprise participation at the time of response submission? Please confirm the goal percentage we need to achieve.

A18: If requesting preference, it is mandatory to provide the proper and required certification with the SOQ submittal. Please refer to RFSQ Section 6, County's Preference Programs for program qualifications for the County's preference programs.

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19. We are NMSDC certified MBE vendor, so do we qualify under this Community Business Enterprise program? Please confirm.

A19: Please refer to RFSQ Section 6, County's Preference Programs for program qualifications for the County's preference programs.

20. Is it mandatory to subcontract with local LA County CBE vendors? Are there any subcontracting requirements for this RFSQ? Please confirm.

A20: Please refer to Sample Master Agreement Section 8.39 for the County's subcontracting requirements.

21. Are hourly rate ranges acceptable rather than a single hourly rate? Please Confirm.

A21: No. The hourly rates should be submitted in accordance with Exhibit 10-1, Personnel Specifications Pricing Sheet, attached to this Addendum Two.

22. Is this a new Contract or a renewal of an existing contract? Please share the name of the current supplier.

A22: These services were previously solicited through a Request for Proposals (RFP) where we had only one Contractor. For this next term, we have issued a Request for Statement of Qualifications (RFSQ) which will remain open continuously. The current contractor is Health Advocates Network, Inc.

23. How many incumbents are going to be hired for each position? Please Confirm.

A23: Please refer to Question #8.

24. Can you share details from where we can get old proposal details or share the incumbent's cost proposal?

A24: You may find the proposal for the current contractor at the following link: [BrdLtr \(lacounty.gov\)](http://BrdLtr.lacounty.gov)

25. Will any of these positions require the operation of a vehicle in the course of their employment? If so, which positions?

A25: Any position of temporary personnel may be required to drive County owned, leased or their own vehicles in the performance of their duties.

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26. Please confirm that all positions are supervised by an employee of LA County.

A26: Yes, all positions are supervised by a designated Los Angeles County employee, however, the Contractor is responsible for designating a Contractor Representative who will be responsible for Contractor's day-to-day activities and be available to County staff. Please refer to Section 4.0, Contractor's Responsibility in Exhibit F – Statement of Work, for more detailed information.

27. Please confirm that none of these positions will have sign off authority to bind LA county.

A27: Please refer to Section 7.0, Specific Work Requirements in Exhibit F – Statement of Work, for a list of what is expected from temporary personnel staff.

28. Will any of these positions require travel? If so, how far and what is the mode of transportation.

A28: Please refer to the response to Question #25. Also, please refer to Master Agreement Exhibit H for a complete listing of County site locations.

29. How often have Liquidated Damages been assessed to the current provider?

A29: No Liquidated Damages have been assessed to the current provider.

30. Please confirm if the Exhibits E1 through E5 are required to be submitted along with the proposal.

A30: Yes.

31. Can we team up with a subcontractor to meet the local office requirement?

A31: No.

32. "Contractor must immediately replace any employee who does not meet specified requirements," please confirm the turnaround time for replacement?

A32: The Contractor should provide an acceptable replacement within three hours. Please refer to Section 4.2, Contractor's Staff in Exhibit F – Statement of Work.

33. Kindly share the specified Evaluation criteria for the proposal.

A33: The evaluation criteria can be found in RFSQ Section 8, SOQ Review/Selection/Qualification Process.

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34. Could the County share any estimated number of FTEs required for the positions required?

A34: Temporary personnel will be utilized on an as-needed basis, so an estimate cannot be given at this time.

35. "In no case will the Preference Programs (LSBE, DVBE, and SE) price or scoring preference be combined with any other county preference program to exceed fifteen percent (15%) response to any County solicitation." Under Section 6.1.3 Does it mean can we subcontract with 2 different firms? one for the Local Preference Program and the other for CBE Participation. Therefore, can we split 25% of the goal between the 2 firms?

A35: No, this is not possible. Please refer to RFSQ Section 6, County's Preference Programs and Appendix A Sample Master Agreement Section 8.39, Subcontracting for more detailed information.

36. Kindly share the listing of the minimum wages for the required positions.

A36: You may find the minimum wage at the following website link: [Minimum Wage for Businesses – Consumer & Business \(lacounty.gov\)](http://lacounty.gov/Minimum-Wage-for-Businesses-Consumer-Business). However, Vendor is responsible for determining all-inclusive rates in accordance with amended Exhibit 10-1, Personnel Specifications Pricing Sheet, attached to this Addendum Two.

37. On Page number 133. The county is requesting public and private firm references. If a vendor provides public references only, how will this be evaluated, or will it affect the evaluation criteria? Please also clarify how many references you need from a vendor.

A37: The type of reference does not affect evaluation criteria. Vendor must provide at least five references relating to the job performance and scope of work of this RFSQ and completed within the last five years providing temporary personnel services as stated in RFSQ Section 3, Vendor's Minimum Mandatory Qualifications.

38. On page no. 136 Exhibit 9 county is requesting the "VENDOR'S APPROACH". Would it be acceptable, if we submit our answer in a word file rather than a PDF file as it has limited space?

A38: Word files may be converted into PDF files. Please follow instructions as stated in RFSQ Section 7.5, SOQ Submission.

MASTER AGREEMENT REQUIRED FORMS - EXHIBIT 7-1

MINIMUM REQUIREMENTS

Vendor acknowledges and certifies that it meets and will comply with the Vendor's Minimum Qualifications indicated below and as stated in Section 3.0, of this Request for Statement of Qualifications (RFSQ).

No.	Minimum Requirement(s) (M/R)	Complies with M/R	
		Yes	No
1	Vendor does not have unresolved questioned cost, as identified by the Auditor-Controller, in an amount over \$100,000.00, that are confirmed to be disallowed costs by the County department, and remain unpaid for a period of 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.		
2	Vendor must have a minimum of five years of experience providing temporary personnel services and can provide temporary personnel services in the areas of clerical, information technology, marketing, and personnel services as outlined in Exhibit G of Appendix A (Sample Master Agreement).		
3	Vendor's Contract Representative must have at least three years' experience providing temporary personnel services.		
4	Vendor must provide at least five references relating to the job performance and scope of work of this RFSQ and completed within the last five years providing temporary personnel services.		
5	Vendor must provide a copy of its business license as a provider of temporary personnel services. The name on the license must be vendor's organization's name.		
6	Vendor must have a business office located in Los Angeles County.		
7	Vendor must complete and include with its submittal Exhibits 1-11 of Appendix B (Required Forms).		

PERSONNEL SPECIFICATIONS PRICING SHEET

The pricing sheet will be used for assignment of Work Order and billing (invoice) purposes. Temporary Personnel Services will be compensated at the quoted hourly rates. The hourly rates for the personnel positions identified below must also include Vendor's benefits, direct and indirect costs, overhead, profit and support staff costs.

COST ITEMS / PERSONNEL POSITIONS	PROPOSED HOURLY PRICE (COST TO COUNTY)
Accountant Clerk	\$
Intermediate Clerk	\$
Information Technology Aide	\$
Typist-Clerk	\$
Senior Clerk	\$
Senior Typist-Clerk	\$
Staff Assistant	\$
Administrative Assistant	\$
Accountant I	\$
Accountant II	\$
Procurement Aid	\$
Secretary	\$
Application Developer II	\$
Marketing Assistant	\$

On behalf of _____ (Contractor's name), I _____ (Name of Contractor's authorized representative), certify that the information contained in this Exhibit J - Contractor's Job Classification Checklist is true and correct. Contractor agrees to the Hourly Billable Rates in Exhibit G – Job Specifications, for each of the classifications outlined above.