LAC DMH
LOS ANGELES COUNTY DEPARTMENT OF MENTAL HEALTH
LOS ANGELES COUNTY DEPARTMENT OF MENTAL HEALTH
550 S. VERMONT AVE., LOS ANGELES, CA 90020 HTTP://DMH.LACOUNTY.GOV

ROBIN KAY, Ph.D.
Acting Director

DENNIS MURATA, M.S.W.
Acting Chief Deputy Director

RODERICK SHANER, M.D.
Medical Director

October 11, 2016

Dear Prospective Proposer:

ADDENDUM NUMBER ONE REVISING THE REQUEST FOR STATEMENT OF QUALIFICATIONS FOR PROJECT MANAGEMENT SERVICES (BID #DMH021511B1)

The Los Angeles County Department of Mental Health (DMH) is issuing Addendum Number One to the Request for Statement of Qualifications (RFSQ), for the Project Management Services, Bid #DMH021511B1. Addendum One adds one distinct category, Grant Writing and Grant Administration, to the RFSQ, as follows:

1. **Section 1.0 GENERAL INFORMATION, SubSection 1.2 Scope of Work, Subsection 1.2.9 Grant Writing and Grant Administration** shall be added as follows:

   "**1.2.9 Grant Writing and Grant Administration:**
   Provide assistance in writing, assembling, and submitting grant applications to federal, State, and private funding agencies. Coordinate with program staff on grant development activities. Establish and maintain contact with funding agency representatives. Conduct funding opportunity searches."

2. **Section 1.0 GENERAL INFORMATION, SubSection 1.9 Contact with County Personnel,** is deleted in its entirety and replaced as follows:

   "**1.9 Contact with County Personnel**

   Any contact regarding this RFSQ or any matter relating thereto must be in writing and may be mailed or e-mailed follows:

   Chief of Contracts Development and Administration Division
   Los Angeles County – Department of Mental Health
   550 S. Vermont Avenue, 5th Floor, Room 500
   Los Angeles, CA 90020
   Contracts@dmh.lacounty.gov"

3. **Section 2.0 INSTRUCTIONS TO PROPOSERS, SubSection 2.4 Solicitation Requirements Review**, shall be deleted in its entirety and replaced as follows:

"2.4 Solicitation Requirements Review

A person or entity may seek a Solicitation Requirements Review of the revised RFSQ by submitting *Appendix B - Transmittal Form to Request a RFSQ Solicitation Requirements Review* along with supporting documentation. A Solicitation Requirements Review shall only be granted under the following circumstances:

1. The request for a Solicitation Requirements Review is received by the department by March 1, 2011 and ten (10) business days after the issuance date of any addenda to the RFSQ as detailed in the addenda.
2. The request for a Solicitation Requirements Review includes documentation, which demonstrates the underlying ability of the person or entity to submit a bid;
3. The request for a Solicitation Requirements Review itemizes in appropriate detail, each matter contested and factual reasons for the requested review; and
4. The request for a Solicitation Requirements Review asserts either that:

   - application of the minimum requirements, review criteria and/or business requirements unfairly disadvantage the Proposer; or,
   - due to unclear instructions, the process may result in the County not receiving the best possible responses from the Proposers.

The Solicitation Requirements Review shall be completed and the department's determination shall be provided to the Proposer, in writing, within a reasonable time prior to the SOQ due date.

All requests for a Solicitation Requirements Review should be mailed or delivered in person to:

Chief of Contracts Development and Administration Division
Los Angeles County – Department of Mental Health
550 S. Vermont Avenue, 5th floor, Room 500
Los Angeles, CA 90020"

4. **Section 2.0 INSTRUCTIONS TO PROPOSERS, SubSection 2.5 Proposers' Questions**, shall be deleted in its entirety and replaced as follows:

"2.5 Proposers' Questions:

Proposers may submit written questions regarding this RFSQ by mail or e-mail to the staff identified below. All questions, without identifying the submitting firm, will be compiled with the appropriate answers and issued as an addendum to the RFSQ. The addendum will be mailed to all Proposers that received the RFSQ, in addition to being posted on the County of Los Angeles' web site. To ensure receipt of any addenda, Proposers should include correct mailing address, fax number or e-mail address, whichever is appropriate. Questions should be addressed to:

Chief of Contracts Development and Administration Division
Los Angeles County – Department of Mental Health
550 S. Vermont Avenue, 5th floor, Room 500
Los Angeles, CA 90020
Phone: (213) 738-4684
Contracts@dmh.lacounty.gov"

5. **Section 2.0 INSTRUCTIONS TO PROPOSERS, Section 2.6 Preparation and Format of the SOQ, Subsection 2.6.1 Transmittal Letter**, shall be deleted in its entirety and replaced as follows:

"2.6.1 Transmittal Letter:

The transmittal letter should be a maximum of two (2) pages, transmitting the SOQ on the Proposer's stationery. The transmittal letter should indicate which of the following Project Management categories of service Proposer has demonstrated experience:

- Strategic Management
- Program Planning, Development, and Implementation
- Program Monitoring
- Evaluation and Performance Measurement
- Customer Relations
- Training
- Marketing and Communication
- Emergency Outreach
- Grant Writing and Grant Administration

The transmittal letter must also include: (1) if applicable, statement that Proposer is seeking to qualify under the Section 1 (General Information) Paragraph 1.5, (New Firm Eligibility); 2) Proposer's legal business name and legal business status (i.e., partnership corporation, etc); 3) address, telephone and facsimile numbers of the person or persons to be used for contact; and 4) the names and original signatures of the person(s) authorized to represent the Proposer. **The transmittal letter must bear the signature of the person authorized to sign on behalf of the Proposer and to bind the applicant in a Master Agreement."**

6. Appendix A, Required Form, shall be deleted in its entirety and replaced with Appendix A, Revision 1, incorporating the following change:

   a) Exhibit 6 PROSPECTIVE CONTRACTOR REFERENCES (Duplicate this form and submit five references):

Submit reference forms for five clients which services were performed within the last three years, one being a public entity, for which your firm provided (s) services to those set forth in this RFSQ. References may be verified at the sole discretion of the County.

Prospective Contractors interested in adding the new category are requested to indicate their preferences by submitting an updated Transmittal Letter requesting to add the new category and submit the updated Transmittal Letter to:

Edward Mokhtarian, Administrative Services Manager I
Contracts Development and Administration Division
Los Angeles County Department of Mental Health
550 S. Vermont Ave., 5th Floor, Room 500
Los Angeles, CA 90020

No response is required from agencies that are not interested in or do not qualify to provide this new service.

Please also note that agencies can update their Transmittal Letter at any time. All details for RFSQ Project Management Services Bid #DMH0215115B1 and forms are available at the link below:

http://lacdmh.lacounty.gov/ToolsForAdministrators/Agency_Administration/current_open_solicitations.html

If you have any questions, please feel free to contact Edward Mokhtarian at (213) 738-2841.

Sincerely,

Stella Krikorian, Administrative Services Manager III
Contracts Development and Administration Division

AB:SK:alm

c: Robin Kay, Ph.D. (letter only)
Dennis Murata, M.S.W. (letter only)
Deputy Directors (letter only)
District Chiefs (letter only)
James Sokalski (letter only)
Sharon Reichman (letter only)