



MARK PESTRELLA, Director

COUNTY OF LOS ANGELES

DEPARTMENT OF PUBLIC WORKS

"To Enrich Lives Through Effective and Caring Service"

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IN REPLY PLEASE

REFER TO FILE: **BRC-1**

December 29, 2021

REQUEST FOR STATEMENT OF QUALIFICATIONS - ADDENDUM 1 ON-CALL COACHING SERVICES AND PROFESSIONAL DEVELOPMENT PROGRAM (BRC0000256)

The deadline to submit Statement of Qualifications has been extended to **Monday, January 10, 2022, at 5:30 p.m.**

All addenda and informational updates will be posted at <http://pw.lacounty.gov/brcd/servicecontracts>. Please check the website frequently for any changes to this solicitation.

Please take note of the following revisions to the Request for Proposals (RFP). (Note that the changes that have been added are in **boldface** and deleted languages are ~~strikethrough~~.)

NOTE: If you have already submitted your Statement of Qualifications (SOQ), you may submit a supplement to your SOQ through the same submission options as indicated in Part I, Section 2.B, Statement of Qualifications Submission. In addition, you may submit a supplement to your SOQ via email to Mr. David Pang at dpang@pw.lacounty.gov. Your supplemental SOQs, if any, must be submitted by the above referenced deadline.

A. Addendum

1. Important: Form PW-22, COVID-19 Vaccinations of County Contractor Personnel, has been added to this solicitation and attached hereto as Enclosure B.

Please complete and submit Form PW-22 (COVID-19 Vaccinations of County Contractor Personnel), when submitting your SOQ.

2. Table of Forms, Form PW-22 Business Size Category Enterprise Form, has been deleted in its entirety.

~~Form PW-22 Business Size Category Enterprise Form~~

3. Please note, Form PW-2.2 (Schedule of Prices for Professional Development Training Activities) is deleted in its entirety and replaced with the following revised forms **boldface** and entitled:
 - **Form PW-2.2.1 Schedule of Prices for Professional Development Training Activities**

Important: Please use the revised Form PW-2.2.1, attached hereto as Enclosure A, when submitting your SOQ. **(Statement of Qualifications submitted with Form PW-2.2 may be rejected as nonresponsive.)**

4. The Table of Contents for Part 1, Section 3, on page 2, has been added as shown below:

U. Acceptance of Terms and Conditions
V. Contractors with Unresolved Disallowed Costs
W. COVID-19 Vaccinations of County Contractor Personnel

5. The Table of Contents for Part 1, Forms, on page 3, has been added as shown below:

PW-20 Coaching Consultant's Summary of Qualifications
PW-21 Proposal Submission Form
PW-22 COVID-19 Vaccinations of County Contractor Personnel

6. Part I, Section 2.A.8, Forms List, on page 1.20, has been added as follows:

PW-20 Coaching Consultant's Summary of Qualifications
PW-21 Proposal Submission Form
PW-22 COVID-19 Vaccinations of County Contractor Personnel

7. Part I, Section 3, Item W, COVID-19 Vaccinations of County Contractor Personnel, on page 1.31 has been added as follows:

W. COVID-19 Vaccinations of County Contractor Personnel

Proposers are advised that it must comply with Chapter 2.212 (COVID-19 Vaccinations of County Contractor Personnel) of County Code Title 2 - Administration, Division 4 as a condition of performing work under any awarded contract resulting from this solicitation. Proposers are advised to review the requirements of Chapter 2.212 (COVID-19 Vaccinations of County Contractor Personnel) and the sample contract requirements prior to submitting a proposal to this solicitation.

8. The Table of Forms, Form PW-22, COVID-19 Vaccinations of County Contractor Personnel, has been added as shown below:

PW-20	Coaching Consultant's Summary of Qualifications
PW-21	Proposal Submission Form
PW-22	COVID-19 Vaccinations of County Contractor Personnel

9. Part II, Sample Agreement, Table of Contents, Section 14, COVID-19 Vaccinations of County Contractor Personnel, on page 3, has been added as shown below:

Section 12	Compliance with County's Defaulted Property Tax Reduction Program.....	B.47
Section 13	Proprietary Considerations.....	B.48
Section 14	COVID-19 Vaccinations of County Contractor Personnel.....	B.50

10. Exhibit B, Section 14, has been added to include the following:

SECTION 14

COVID-19 VACCINATIONS OF COUNTY CONTRACTOR PERSONNEL

- A. At Contractor's sole cost, Contractor shall comply with Chapter 2.212 (COVID-19 Vaccinations of County Contractor Personnel) of County Code Title 2 - Administration, Division 4. All employees of Contractor and persons working on its behalf, including but not limited to, Subcontractors of any tier (collectively, "Contractor Personnel"), must be fully vaccinated against the novel coronavirus 2019 ("COVID-19") prior to (1) interacting in person with County employees, interns, volunteers, and commissioners ("County workforce members"), (2) working on County owned or controlled property while performing services under this Contract, and/or (3) coming into contact with the public while performing services under this Contract (collectively, "In-Person Services").
- B. Contractor Personnel are considered "fully vaccinated" against COVID-19 two (2) weeks or more after they have received (1) the second dose in a 2-dose COVID-19 vaccine series (e.g. Pfizer-BioNTech or Moderna), (2) a single-dose COVID-19 vaccine (e.g. ,Johnson and Johnson [J&J]/Janssen), or (3) the final dose of any COVID-19 vaccine authorized by the World Health Organization ("WHO").

- C. Prior to assigning Contractor Personnel to perform In-Person Services, Contractor shall obtain proof that such Contractor Personnel have been fully vaccinated by confirming Contractor Personnel is vaccinated through any of the following documentation: (1) official COVID-19 Vaccination Record Card (issued by the Department of Health and Human Services, CDC or WHO Yellow Card), which includes the name of the person vaccinated, type of vaccine provided, and date of the last dose administered ("Vaccination Record Card"); (2) copy (including a photographic copy) of a Vaccination Record Card; (3) Documentation of vaccination from a licensed medical provider; (4) a digital record that includes a quick response ("QR") code that when scanned by a SMART HealthCard reader displays to the reader client name, date of birth, vaccine dates, and vaccine type, and the QR code confirms the vaccine record as an official record of the State of California; or (5) documentation of vaccination from Contractors who follow the CDPH vaccination records guidelines and standards. Contractor shall also provide written notice to County before the start of work under this Contract that its Contractor Personnel are in compliance with the requirements of this section. Contractor shall retain such proof of vaccination for the document retention period set forth in this Contract, and must provide such records to the County for audit purposes, when required by County.**
- D. Contractor shall evaluate any medical or sincerely held religious exemption request of its Contractor Personnel, as required by law. If Contractor has determined that Contractor Personnel is exempt pursuant to a medical or sincerely held religious reason, the Contractor must also maintain records of the Contractor Personnel's testing results. The Contractor must provide such records to the County for audit purposes, when required by County. The unvaccinated exempt Contractor Personnel must meet the following requirements prior to (1) interacting in person with County workforce members, (2) working on County owned or controlled property while performing services under this Contract, and/or (3) coming into contact with the public while performing services under this Contract:**
- 1. Test for COVID-19 with either a polymerase chain reaction (PCR) or antigen test has an Emergency Use Authorization (EUA) by the FDA or is operating per the Laboratory Developed Test**

requirements by the U.S. Centers for Medicare and Medicaid Services. Testing must occur at least weekly, or more frequently as required by County or other applicable law, regulation or order.

2. Wear a mask that is consistent with CDC recommendations at all times while on County controlled or owned property, and while engaging with members of the public and County workforce members.
3. Engage in proper physical distancing, as determined by the applicable County department that the Contract is with.

E. In addition to complying with the requirements of this section, Contractor shall also comply with all other applicable local, departmental, State, and federal laws, regulations and requirements for COVID-19.

B. Informational Update

1. **Question:** Can the coaches be temporary, part-time, project, gig workers, or temporary employees versus subcontractors?

Response: Yes, that is acceptable, as long as they are direct employees of the proposer since this service does not allow use of subcontractors. Please note that the coaches must be available to conduct training per request and discretion of Public Works.

2. **Question:** Is the difference between a subcontractor and an employee the fact that the prime is taking out taxes for payment?

Response: Please Refer to Exhibit B, Section 1.B, Definitions for the difference between subcontractor and employee. Direct Employee and Subcontractor are defined as follows:

Direct Employee. Worker employed by Contractor under Contractor's State and Federal taxpayer identification.

Subcontractor. Any individual, person or persons, sole proprietor, firm, partnership, joint venture, corporation, or other legal entity furnishing supplies, services of any nature, equipment, and/or materials to Contractor in furtherance of

the Contractor's performance of this Contract, at any tier, under oral or written agreement.

3. **Question:** Can you explain the reason why there are no subcontractors allowed?

Response: It is the preference of Public Works that the Coaching Consultant(s) be employees of the firm that is submitting a proposal.

4. **Question:** Can an entity enter a limited partnership - and utilize business experience from other entities?

Response: This is only acceptable if the limited partnership has already been in existence and obtained the necessary years of experience as a limited partnership prior to the submittal of a proposal.

5. **Question:** The RFSQ states "Proposing Entity's Coaching Consultant(s) identified on Form PW-19 must have at least 5 years of experience with two or more of the following management objectives (in addition to submitting a copy of their resume, proposer(s) must submit supporting documents to verify Consultant experience in two or more of these specific areas" - My question is what specific types of supporting documents are you expecting or would you approve?

Response: Examples of such documents are the following: copies of any training material created, handbooks, guides, reference letters, or other related items develop by the Coaching Consultant(s).

6. **Question:** If our virtual/web conference hourly rate significantly differs from our in-person hourly rate, how are we allowed to reflect that in Form PW-2 Schedule of Prices?

Response: Refer to Form PW-2 and list virtual costs on the appropriate line. Please also refer to Addendum Item No. 2 as a change has been made to PW.2.2.

7. **Question:** If subcontractors are not allowed, how can a proposer that is not a certified CBE, comply with the Community Business Enterprise Participation Program?

Response: The Community Business Enterprise Participation program is a good faith effort by the proposer and if proposer concludes that it cannot be used in this service, it will not negatively impact its proposal evaluation. Please carefully review Part 1, Section 1.X, Community Business Enterprise Participation. As

stated in Part 1, Section 1.X, Community Business Enterprise Participation: All Proposers shall document good faith efforts it has taken to assure that Community Business Enterprises (CBE) are utilized when possible to provide supplies, equipment, technical services, and other services under this contract. Public Works will evaluate the Proposer's good faith efforts to meet the CBE participation goal by reviewing the Proposer's documentation.

8. **Question:** It appears to me that some requirements and information that must be included in the SOQ are not really suited for consultants that provide professional development coaching and educational services, but more so other industries. I am referring to 1) providing a qualified Quality Control Inspector (I guess Inspector must be on staff since subcontracting not allowed), 2) Form PW-4 Contractor's Industrial Safety Record, 3) samples of forms that outline required operations and quality levels, 4) Proposer's inspection schedules and how the inspections are to be performed, 5) Contractor shall perform a prework survey to identify potential safety issues, 6) Contractor shall submit a project safety plan, etc. My question is what type of flexibility/leniency will there be for the above requirements/expectations?

Response: All of these items are still required and the expectation in compliance will be based on what your firm submits as part of the proposal in response to each of these requirements.

9. **Question:** Do we complete Form PW-20 for each of our proposed coaches/facilitators?

Response: Yes.

10. **Question:** The formatting/spacing used in some sections of the RFSQ, especially Exhibit A- Scope of Work, has made it challenging to read and interpret those sections. Can you send me a copy of the RFSQ that is more legible?

Response: Yes, you may request a copy of the RFSQ from Messrs. David Pang or Danny Medina using their contact information indicated below; however, due to deadline of proposals rapidly approaching, you may contact and arrange to pick up a hardcopy.

If you have any questions concerning the above information, please contact Messrs. David Pang at (626) 458-7167 or Danny Medina at (626) 458-4080, Monday through Thursday, 7 a.m. to 5 p.m.

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Follow us on Twitter:

We encourage you to follow us on Twitter @[LACoPublicWorks](https://twitter.com/LACoPublicWorks) for information on Public Works and instant updates on contracting opportunities and solicitations.

Very truly yours,

MARK PESTRELLA, PE
Director of Public Works

A handwritten signature in dark ink, appearing to read "E. Manovitz", with a stylized flourish at the end.

JOSE M. QUEVEDO, PE
Assistant Deputy Director
Business Relations and Contracts Division

DP

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FORM PW-2.2.1

**SCHEDULE OF PRICES
FOR
COACHING SERVICES & PROFESSIONAL DEVELOPMENT PROGRAM (BRC0000256)**

PROFESSIONAL DEVELOPMENT TRAINING ACTIVITIES

The undersigned Proposer offers to perform the work described in the Request for Statement of Qualifications (RFSQ) for the following price(s). The Proposer rate(s) (hourly, monthly, etc.) shall include all administrative costs, labor, supervision, overtime, materials, transportation, taxes, equipment, and supplies unless stated otherwise in the RFSQ. It is understood and agreed that where quantities, if any, are set forth in the Schedule of Prices, they are only estimates, and the unit prices quoted, if any, will apply to the actual quantities, whatever they may be.

Item No.	SPECIALTY CATEGORY B: (PROFESSIONAL DEVELOPMENT TRAINING ACTIVITIES)	HOURLY RATE	ESTIMATED NUMBER OF HOURS	PROPOSED ANNUAL PRICE (Hourly Rate x Estimated Number of Hours)
1	Professional Development Training Activities		50 Hours	
2	Telephonic/Video/Web Coaching Activities		30 Hours	
TOTAL PROPOSED ANNUAL PRICE (Including Items 1-2)				\$ _____

LEGAL NAME OF PROPOSER		
SIGNATURE OF PERSON AUTHORIZED TO SUBMIT PROPOSAL		
TITLE OF AUTHORIZED PERSON		
DATE	STATE CONTRACTOR'S LICENSE NUMBER	LICENSE TYPE
PROPOSER'S ADDRESS:		
E-MAIL		
PHONE	MOBILE	FACSIMILE

FORM PW-22**COVID-19 VACCINATION CERTIFICATION OF COMPLIANCE**

Urgency Ordinance, County Code Title 2 – Administration, Division 4 – Miscellaneous – Chapter 2.212 (COVID-19 Vaccinations of County Contractor Personnel)

I, _____, on behalf of _____,
 (the “Contractor”), certify that _____ on _____ County Contract _____:

- ☐ All Contractor Personnel on this Contract are fully vaccinated as required by the Ordinance.
- ☐ Most Contractor Personnel on this Contract are fully vaccinated as required by the Ordinance. The Contractor or its employer of record, has granted a valid medical or religious exemption to the below identified Contractor Personnel. Contractor will certify weekly that the following unvaccinated Contractor Personnel have tested negative within 72 hours of starting their work week under the County Contract, unless the contracting County department requires otherwise. The Contractor Personnel who have been granted a valid medical or religious exemption are

[LIST ALL CONTRACTOR PERSONNEL]:

I have authority to bind the Contractor, and have reviewed the requirements above and further certify that I will comply with said requirements.

Company/Contractor Name:	
Print Name:	Title
Signature:	Date: