



GAIL FARBER, 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: **AS-0**

February 18, 2014

REQUEST FOR PROPOSALS – ADDENDUM 1 AS-NEEDED SKILLED ACCOUNTING SERVICES (2014-AN010)

Thank you for attending the mandatory Proposers' Conference for As-Needed Skilled Accounting Services (2014-AN010) held on Monday, February 10, 2014.

Please take note of the following revisions and supplemental information to the Request for Proposals (RFP). (Please note that **bold** text has been added, and any text that has a ~~strikethrough~~ has been deleted from the RFP.) Questions presented in this clarification section of this addendum represent the questions asked by Proposers in the form and context as submitted.

Please take note that the deadline to submit proposals remains at **Monday, February 24, 2014, by 5:30 p.m.**

Revisions

1. Part I, Request for Proposals, Section 1.V, Prevailing Wage, on page 1.9 has been deleted as follows:

~~V. Prevailing Wage~~

~~The Director of the California Department of Industrial Relations has established the general prevailing rate of per diem wages for each craft, classification, type of worker, or mechanic needed to execute public works and improvements. The current general prevailing wage rate determinations are available at www.dir.ca.gov/dlsr/pwd/index.htm. The Contractor is required to pay its agents and employees the applicable, current prevailing wage rate and is responsible for selecting the classification of workers required to perform this service.~~

Clarifications

1. Question: Do both the proposer and subcontractor(s) need to fill/submit the PW forms (PW-1 to PW-19)?

Response: As stated in Part I, Section 2.A, Items 10 and 11 on pages 1.13 through 1.15, proposer must complete and submit the forms under Item 10 and all subcontractors must submit the forms under Item 11.

2. Question: By any chance was there thought to maybe bypassing the RFP process and Board of Supervisor process, by creating a purchase order (P.O.) on an as-needed basis?

Response: Using purchase orders was considered, but due to the circumstances and the nature of the required services, an as-needed contract is better suited to meet these needs.

3. Question: According to the RFP's Exhibit A. Scope of Work, Section C. Work Description, on page A.1, the RFP states that the *"Contractor's personnel must be willing and able to drive their own vehicles to specified field office locations anywhere in the County."* Will temporary candidates travel to different work sites a day or will they need to travel on an assigned location for daily work?

Response: Typically, contract personnel will be assigned to one work location. However, there may be rare occasions when a contract personnel is reassigned to another location on the same day.

4. Question: According to the RFP's Part 1. Section 1 Introduction, Subsection R. Security and Background Investigations (page 1.7), *"each of the contractor's . . . staff performing services under this Contract who is in a designated sensitive position . . . shall undergo and pass a background investigation . . . Such background investigation must be obtained through fingerprints submitted to the California Department of Justice..."* Will the County require LiveScan fingerprinting services for all job categories listed in Form PW-2, Schedule of Prices?

Response: Yes. All job categories listed on PW-2, Schedule of Prices, are designated as sensitive positions; therefore, Contractor's and subcontractor's staff performing services under this contract are required to undergo and pass a background investigation through fingerprints submitted to the California Department of Justice. Reduced scores may be given if no policy is included.

5. Question: According to the RFP's Item D. Equipment, Labor, Supervision, and Materials in Section 4, General Conditions of Contract Work (page B.23), "*all equipment, labor, supervision, and materials required to accomplish this Contract, except as might be specifically outlined in other sections, shall be provided by Contractor.*" What types of equipment/materials are required in relation to staffing accounting services?

Response: Contractor is not required to provide equipment/materials in relation to staffing accounting services. As stated in Exhibit A, Scope of Work, Section G, Work Space, Equipment and Supplies, "Public Works will provide a work space with desk, computer, telephone access, and necessary supplies at no cost to contractor."

6. Question: Are proposers allowed to submit exceptions and/or suggested redlines to the County RFP along with their proposals? If so, would proposers be disqualified or adversely impacted during the evaluation process?

Response: No. As stated in Part I, Section 3.B., Altering Solicitation Document, "The wording of the solicitation document shall not be changed. Any additions, conditions, limitations, or provisions inserted by the Proposer will render their Proposal irregular and may cause its rejection as nonresponsive."

7. Question: Will the County allow for adjustment in pricing during 2015 when the Affordable Care Act goes into effect?

Response: No. As stated in Part I, Section 3.S., Wages, Materials, and Other Costs, "It is the responsibility of the Proposer to calculate the Proposal price to take into consideration a possible escalation of wages, materials, and other costs during the contract period. The Board, County, Public Works, District(s), or Directors make no representations regarding future costs or the rate of wages that may become necessary to pay employees of the contractor for the work performed during the contract period." This contract does contain a Cost of Living Adjustment provision as specified in the tenth paragraph of the Sample Agreement.

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If you have questions concerning the above information, please contact Ms. Angela Cho at (626) 458-4169, Monday through Thursday, 7 a.m. to 5:30 p.m.

Very truly yours,

GAIL FARBER
Director of Public Works


GHAYANE ZAKARIAN, Chief
Administrative Services Division

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Enc.

bc: Fiscal (Blank, Hall)