



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 28, 2012

REQUEST FOR PROPOSALS – ADDENDUM 3 INFORMATION VERIFICATION AND REVIEW SERVICES (2012-AN006)

Thank you for attending our mandatory Proposers' Conference for Information Verification and Review Services (2012-AN006) held on Wednesday, February 15, 2012, and Tuesday, February 28, 2012.

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).

ADDENDUM

1. Part I, Section 1, Item B, on page 1.1, of the RFP has been revised as follows:

B. Minimum Mandatory Requirements

Interested and qualified Proposers, who can demonstrate their ability to successfully provide the required services outlined in Exhibit A, Scope of Work, of this RFP are invited to submit a proposal, provided they meet the following requirement(s) at the time of proposal submission:

1. Proposer or its managing employee(s) must have a minimum of three years of experience providing information verification and review services similar or same as described in the Scope of Work.
2. Proposer must have a Certified Public Accountant working on the contract during the entire contract period. The Certified Public Accountant must have a minimum of two years of experience providing information verification and review services similar or

same as described in the Scope of Work. **Subcontractors are allowed only for CPA work; no other work may be subcontracted.**

2. Part I, Section 2, Item A.9, on page 1.11, of the RFP has been revised as follows:

9. Subcontractors

~~No Subcontractors will be allowed for this service except for the Certified Public Accountant (CPA) work.~~ **If Subcontractors are to be used, description of their proposed assignments, qualifications, experience, staffing, and schedules need to be submitted. Subcontractors are allowed only for CPA work; no other work may be subcontracted.**

3. Part I, Section 2, Item a.14, on page 1.13, of the RFP has been added as follows:

14. Subcontractors' Forms List

The County seeks diverse, broad-based participation in its contracting. Subcontractors, if any, shall be subjected to all requirements set forth in the RFP that are applicable to contractors in general. If subcontractors are to be employed, Proposer must submit a statement of their proposed assignments, qualifications, experience, staffing, and schedules. In addition to this statement, the following forms must be completed and submitted for each Subcontractor contemplated:

- | | |
|------|---|
| PW-3 | County of Los Angeles Contractor Employee Jury Service Program Application for Exception and Certification Form; |
| PW-4 | Contractor's Industrial Safety Record; |
| PW-5 | Conflict of Interest Certification; |
| PW-7 | Proposer's Equal Employment Opportunity Certification; |
| PW-9 | Request for Local Small Business Enterprise (SBE) Preference Program Consideration and CBE Firm/Organization Information Form (Part II of form only); |

PW-10 GAIN and GROW Employment Commitment Form; and
PW-12 Charitable Contributions Certifications

4. Part I, Section 3, Item T, on page 1.22, of the RFP has been added as follows:

T. Qualifications of Subcontractors

Proposers shall list all subcontractors, if any, to be used on the List of Subcontractors (Form PW-8). The use of subcontractors shall be subject to Public Works' approval. Subcontractors shall be properly licensed under the laws of the State of California for the type of work, which they are to perform. Alternate Subcontractors shall not be listed for the same work.

5. Part I, Section 4, Item D.7, on page 1.24, of the RFP has been revised as follows:

7. Proposer has submitted Proposer's and/or member of Proposer's staff **and/or Subcontractor's** valid and active Certified Public Accountant certification.

Proposers and/or member of Proposer's staff **and/or Subcontractors** who do not possess the required licenses/certifications/permits at the proposal deadline date will be disqualified as nonresponsive.

6. Form PW-8, List of Subcontractors, has been replaced with Form **PW-8.1** (enclosed). Please use Form **PW-8.1**, when submitting your proposal.
7. Exhibit A, paragraph J, Responsibilities of the Contractor, paragraph 1 and paragraph 3, on page A.8, has been revised as follows:

J. Responsibilities of the Contractor

1. Contractor or member of Contractor's staff **and/or Contractor's Subcontractor** shall maintain a valid and active CPA certification during the entire contract period. All work performed under this Contract shall be performed under the direction of a CPA.
2. Contractor shall provide a Contract Representative (CR) who is a full-time employee of the Contractor. The CR shall provide the overall management and coordination of this Contract and act as

the central contact for Public Works. The CR shall have the full authority to act for the Contractor on all Contract matters relating to the daily operation, including answering questions, responding to emergencies, and approving reports. Supervision shall be provided to the satisfaction of the Contract Manager.

3. ~~No Subcontractors will be allowed for this service.~~ **Subcontractors are allowed only for CPA work; no other work may be subcontracted.**

QUESTIONS:

1. Question:
What is the reason for not allowing subcontractors?

Response:

This question is no longer applicable, since subcontractors are now allowed for CPA work, please see Item 1 under Addendum.

2. Question:
How will Public Works verify the CPA is not subcontracted?

Response:

This question is no longer applies since subcontractors are now allowed for CPA work.

3. Question:
In regards to Form PW-2.1, Tasks, and the \$200,000 budget. Is each element in each of the tasks a commitment from LA County to be included in this contract, or can any elements of each task be eliminated by LA County in the contract and/or the budget?

Response:

The County of Los Angeles Department of Public Works reserves the right to suspended a portion or the entire Task 2 (Items 2a, 2b, and 2c), as indicated in Exhibit A, Scope of Work, Task 2, Reports, on page A.6.

4. Question:

In Exhibit A – page A.5 - it indicates "The review shall not exceed a maximum of eight billable hours per reviewer, but not to exceed a total of 16 billable hours per review." Are the billable hours for on-site and off-site work performed per review, or what is the expectation of LA County for on-site and off-site hours of work performed. And are the pre on-site hours of work performed per review also included in the billable review hours indicated?

Response:

A maximum of 16 billable hours is allotted per review, which includes both on-site and off-site work performed. At the sole discretion of the Contract Manager, additional review may be granted up to maximum of eight billable hours. Refer to Exhibit A, Scope of Work, paragraph D.d.i, on page A.5 for more information.

If you have questions concerning the above information, please contact Ms. Samantha Tsui at (626) 458-4050, 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.

LIST OF SUBCONTRACTORS

Proposer is required to complete the following. Any Subcontractors listed must be properly licensed under the laws of the State of California for the type of service that they are to perform, AND THEIR LICENSE NUMBERS MUST BE LISTED HEREIN. Failure to do so may result in delay of the award of contract. Do not list alternate subcontractors for the same service.

☐ Proposer in providing the requested services will not utilize Subcontractors. Proposer will perform all required services.

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