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COUNTY OF LOS ANGELES
DEPARTMENT OF HEALTH SERVICES
313 N. Figueroa, Los Angeles, CA 90012
(213) 240-8101

July 6, 2005

TO: Each Supervisor

FROM: Thomas L. Garthwaite, M.D.
Director and Chief Medical Officer

for Jonathan E. Fielding, M.D., M.P.H.
Director of Public Health and Health Officer

SUBJECT: **PREQUALIFICATION OF AGENCIES FOR GRANT APPLICATIONS**

On May 31, 2005, the Board approved a motion by Supervisor Molina, instructing us to 1) work with County Counsel to develop a process for the Department to competitively pre-qualify agencies interested in working with the Department of Health Services on specific projects in which the Department needs to quickly prepare grant applications which already include community agencies, so that the timing and competitive selection process are not compromised, and 2) report back to the Board with an action plan and timeline at the June 28, 2005 Board meeting. This is to provide you with our plan.

The Department will issue a Request for Qualifications (RFQ). Public Health will broadly distribute the RFQ, sending it to all current contractors, to all agencies on RFP mailing lists and by posting it on the County web-site. The RFQ will explain that various Public Health programs periodically need to prepare grant applications on short notice which already include community agencies as participants or collaborators. The RFQ will ask agencies that are interested in being considered for such collaborations to complete and submit a brief questionnaire with information about their qualifications and the program categories for which they wish to be considered.

After the evaluation of these responses, the agencies will be notified whether they have been pre-qualified. The pre-qualified agencies will then be offered a Master Agreement and a Board letter will be prepared for approval of Master Agreements with the pre-qualified contractors. One consolidated pool will be maintained for all of Public Health, with agencies qualified for one or more program categories (examples: residential drug treatment, HIV/AIDS medical outpatient, pedestrian safety programs).

When a Public Health program determines that a grant application needs to be prepared which involves one or more community agencies, it will issue a brief notice to the agencies in the Master Agreement pool. The notice will describe the project and ask agencies that are interested to submit a brief proposal. Depending on the type of service needed, agencies will be asked for information necessary to choose the most appropriate agencies for the collaboration.

The Board will be notified prior to utilization of any of the Master Agreements resulting from this process.

We believe that this process can work for many of the collaborative applications we prepare. However, there are limitations. The process does not seem to be easily applicable to consultants, because of the wide range and unpredictability of possible needs for these services. There are also situations where State or federal programs require a consortium of agencies to apply directly, but also require participation by the local health department. In these cases, the consortium may prepare the application, but some funding may be directed to the County, including funding for the consortium.

It is our recommendation that we proceed with this process according to the attached timeline. We will then evaluate its success after one year and determine whether adjustments need to be made. We will provide you with an implementation progress report by August 31, 2005. In the meantime, if you have any questions or need additional information, please let either of us know.

TLG:JEF:lm
506:003

Attachment

c: Chief Administrative Officer
County Counsel
Executive Officer, Board of Supervisors

LOS ANGELES COUNTY – DEPARTMENT OF HEALTH SERVICES
PUBLIC HEALTH

PRE-QUALIFICATION OF COMMUNITY AGENCIES FOR GRANT APPLICATIONS

TIMELINE

Task	Responsible	Date
Develop RFQ	Chief of Operations, PH	09/01/05
Issue RFQ	Chief of Operations, PH	09/12/05
RFQ Responses Due	Chief of Operations, PH	10/07/05
Evaluate Responses	Chief of Operations, PH	10/28/05
File Board Letter for Board approval of Master Agreements	Chief of Operations, PH DHS Contracts & Grants	12/01/05