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**ADDENDUM NO. 1  
TO REQUEST FOR STATEMENT OF QUALIFICATIONS  
FOR HOME HEALTH AND/OR HOSPICE SERVICES**

This Addendum Number 1 to the Request for Statement of Qualifications (RFSQ) for Home Health and/or Hospice Services, Internal Services Department (ISD) Bid Number HS-1064, provides answers to questions received in accordance to RFSQ requirements. This Addendum is posted on the Department of Health Services (DHS) Contracts and Grants Website at <http://cg.dhs.lacounty.gov>.

**Q1.** RFSQ, Section 1.15, Background and Security Investigations and other sections, including Master Agreement, Subparagraph 7.5, Background and Security Investigations and Exhibit L, Mandatory Personnel Monitoring Report: Our agency conducts extensive background checks. Are we required to conduct these background checks through the County?

**A1:** Contractors are not required to conduct these background checks through the County of Los Angeles (County). The contract language does permit the County to perform the background checks, if deemed in the County's sole discretion. For purposes of clarity, please note that we will delete Exhibit L, Mandatory Personnel Monitoring Report, and all references thereto, from the Master Agreement.

**Q2:** RFSQ, Section 1.4, Minimum Requirements: This section states that home health and hospice agencies must have current accreditation or provide a copy of an application or letter of intent to obtain from one of the following accreditation organizations: The Joint Commission or the Community Health Accreditation Program. While our agency meets the highest of quality standards for patients and their families, the cost for such accreditation is very expensive. Why is accreditation a requirement?

**A2:** On September 10, 2013, the County Board of Supervisors instructed DHS to require that contractors meet the quality of care metrics similar to the standard set forth under The Joint Commission accreditation as a condition of contracting when DHS issues its RFSQ for home health and/or hospice services. Leveraging the expertise of organizations like The Joint Commission, and holding contractors responsible for maintaining such accreditation, is the most prudent method by which DHS can comply with the Board's instructions.

**Q3:** RFSQ, Section 1.4, Vendor Minimum Qualifications: This section requires that the vendor must have an office in Southern California defined as within the boundaries of Los Angeles, Orange, Riverside, San Bernardino, San Diego, Santa Barbara and Ventura counties. Does this mean that the County will pay for the care while the member is residing in another county?

- A3: There are two issues presented with the question. The office location is different than the location of services to County patients. In the event that the patient resides outside of Los Angeles County on a temporary or permanent basis, we suggest that your agency seek prior authorization from the County-referring facility to serve such patient.
- Q4. RFSQ, Appendix A, Exhibit 2A, Prospective Contractor References for Home Health Services: This required form requests that we provide you with the *name or contract no.*, *specific date of contract*, and *annual dollar amount*. We desire to list referring physicians as our references, but do not contract with them. Please advise.
- A4. If your agency does not contract with its references listed in Exhibit 2A, Prospective Contractor References for Home Health Services (or Exhibit 2B, Prospective Contractor References for Hospice Services), please identify the “non-applicable” fields, and complete all other information.
- Q5: Master Agreement, Attachment 3, Billing and Rates for Hospice Services: Why are there no rates for general inpatient or continuous care benefits for clinically appropriate patients without third-party coverage?
- A5: General inpatient benefits are beyond the Master Agreement’s scope of work. In the event that a contractor identifies a need for such services, they should consult with the County-referring facility. Continuous care benefits are covered under the Hospice per diem rate located in Exhibit A-2, Statement of Work, Hospice Services, Attachment 3, Pricing Schedule.
- Q6. Do we need to complete the exhibits attached to Appendix J, Department of Health Services Master Agreement, and submit with our Statement of Qualifications?
- A6: Proposers do not need to complete these exhibits. All proposers who meet the RFSQ requirements and agree to the Master Agreement terms and conditions will be required to complete such exhibits at a later date.
- Q7. Where can I find our agency’s County WebVen Number as required under the RFSQ, Appendix A, Exhibit 1, Vendor’s Organization Questionnaire/Affidavit?
- A7. Your agency will be issued a County Webven Number when it registers itself as a potential contractor online at via the Internet at <http://camisvr.co.la.ca.us/webven/> as required under the RFSQ, Section 1.9, Mandatory Requirement to Register on County’s Webven.
- Q8. Do we sign the Master Agreement when we deliver the documents to you by January 21, 2015?

- A8: The agency does not sign the Master Agreement when submitting its Statement of Qualifications (SOQ) by January 21, 2015. All proposers who meet the RFSQ requirements will be offered a Master Agreement for signature at a later date. Please see the RFSQ, Section 3.0, SOQ Review/Qualification Selection/Process, for additional information.
- Q9: We plan to submit our SOQ for both home care and hospice services, whereby each services is under a different company. Do I have to submit a binder for each company?
- A9: Yes, please submit a separate SOQ for each company.