



DEPARTMENT OF MENTAL HEALTH

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JONATHAN E. SHERIN, M.D., Ph.D.
Director

Gregory C. Polk, M.P.A.
Chief Deputy Director

Curley L. Bonds, M.D.
Chief Medical Officer

Lisa H. Wong, Psy.D.
Senior Deputy Director

February 15, 2022

ADDENDUM NUMBER THREE REVISING THE REQUEST FOR STATEMENT OF QUALIFICATIONS FOR STUDENT PROFESSIONAL DEVELOPMENT PROGRAM (BID NO. DMH051220B1)

The Los Angeles County Department of Mental Health (DMH) is issuing Addendum Number Three (No. 3) to the Request for Statement of Qualification (RFSQ) for Student Professional Development Program (SPDP) released on May 12, 2020 (BID No. DMH051220B1).

The following revisions are being made to the RFSQ:

- 1) Sub-paragraph 2.7.3 of Section 2.7 Preparation and Format of the SOQ is being deleted in its entirety and replaced with the following:

2.7.3 Vendor's Qualifications (Section A) Demonstrate that the Vendor's organization has the experience to perform the required services. The following sections must be included:

A. Vendor's Background and Experience (Section A.1)

The Vendor shall complete, sign and date the Vendor's Organization Questionnaire/Affidavit and CBE Information – Exhibit 1 as set forth in Appendix A. **The person signing the form must be authorized to sign on behalf of the Vendor and to bind the vendor in a Master Agreement.** Provide a summary of relevant background information to demonstrate that the Vendor meets the minimum qualifications stated in sub-paragraph 1.4 of this RFSQ and has the capability to perform the required services as a corporation or other entity.

Taking into account the structure of the Vendor's organization, Vendor shall determine which of the below referenced supporting documents the County requires. If the Vendor's organization does not fit into one of these categories, upon receipt of the SOQ or at some later time, the County may, in its discretion, request additional documentation regarding the Vendor's business organization and authority of individuals to sign Contracts.

If the below referenced documents are not available at the time of SOQ submission, Vendors must request the appropriate documents from the California Secretary of State and provide a statement on the status of the request.

Required Support Documents:

Corporations or Limited Liability Company (LLC):

The Vendor must submit the following documentation with the SOQ:

- 1) A copy of a "Certificate of Good Standing" with the state of incorporation/organization.
- 2) A conformed copy of the most recent "Statement of Information" as filed with the California Secretary of State listing corporate officers or members and managers.

Limited Partnership:

The Vendor must submit a conformed copy of the Certificate of Limited Partnership or Application for Registration of Foreign Limited Partnership as filed with the California Secretary of State, and any amendments.

- 2) RFSQ Appendix H-Sample Master Agreement Public Entity is deleted in its entirety and replaced with the attached.
- 3) RFSQ Appendix H-Sample Master Agreement Private Entity is deleted in its entirety and replaced with the attached.
- 4) RFSQ Appendix H- MA Exhibits A-K is deleted in its entirety and replaced with the attached.

All other content will remain the same. No additional information will be provided by DMH staff.

Sincerely,



Beatriz Mejia
Administrative Services Manager II
BM:bm
Attachments (3)

c: Debbie Innes-Gomberg, Ph.D.
Jeff Gorsuch
Emily Issa
Stella Krikorian
Otilia Holguin