



COUNTY OF LOS ANGELES PROBATION DEPARTMENT

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TERRI L. McDONALD
Chief Probation Officer

July 18, 2019

ADDENDUM NUMBER ONE - REQUEST FOR PROPOSALS (RFP) #6401903 TO PROVIDE PROFESSIONAL PSYCHOLOGICAL SCREENING AND EVALUATION SERVICES

This is Addendum One - Request for Proposals for Professional Psychological Screening and Evaluation Services (RFP #6401903), which was released on June 27, 2019. This Addendum contains responses to written questions that were submitted prior to the July 8, 2019, 12:00 p.m., P.T. deadline. This Addendum is posted on the following websites:

Los Angeles County "Doing Business with Us":

<http://camisvr.co.la.ca.us/lacobids/BidLookUp/BidOpenStart.asp>

Los Angeles County Probation:

<http://probation.lacounty.gov/wps/portal/probation/work>

Proposals are due on Friday, August 9, 2019, 12:00 p.m., (Pacific Time). No late proposals will be accepted. We look forward to receiving your proposal.

Sincerely,

For Tasha Howard

Tasha Howard, Director
Contracts & Grants Management Division

**PROFESSIONAL PSYCHOLOGICAL SCREENING AND EVALUATION SERVICES
RFP #6401903**

QUESTIONS AND ANSWERS

1.	Question	1) The RFP (page 121 of the PDF) indicates that the Proposer must have an administrative business office located within or adjacent to the County of Los Angeles. Can this requirement be waived and, if not, what are the requirements for the administrative business office? (RFP, Appendix D (Required Forms) page 2)
	Answer	No, this requirement cannot be waived. An administrative business office handle functions such as payroll, human resource, etc.
2.	Question	2) The RFP (page 124 of the PDF) requests all public entities for which the Contractor has provided service within the last 3 years. If this is a long list (i.e., over 100 entities), is it acceptable to provide the requisite information within the form of a spreadsheet? (RFP, Appendix D (Required Forms) page 5)
	Answer	YES.