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March 2, 2009

TO: Each Health Deputy

FROM: Jonathan E. Freedman 
Chief Deputy Director

SUBJECT: **TOBACCO CONTROL AND PREVENTION PROGRAM - REQUEST FOR PROPOSAL**

This is to inform you that the Department of Public Health's (DPH) Tobacco Control and Prevention Program plans to release a Request for Proposals (RFP) on March 16, 2009 to select three qualified community-based agencies that will develop and implement campaigns to promote free and low-cost smoking cessation services. In total, \$300,000 in funding will be provided by DPH's grant received from the California Department of Public Health's Proposition 99 Tobacco Tax Initiative.

Attached are a preliminary timeline and mailing list for your review. If you have any questions or need additional information, please let me know or contact Linda Aragon, Director of the Tobacco Control and Prevention Program, at (213) 351-7811.

JEF:lma

Attachments

c: Jonathan E. Fielding, M.D., M.P.H.
Tami Omoto-Frias
Richard Martinez
Maxanne Hatch
Linda Aragon

**TOBACCO CONTROL & PREVENTION PROGRAM
PROMOTION OF SMOKING CESSATION SERVICES IN LOS ANGELES COUNTY
REQUEST FOR PROPOSAL ACTION PLAN/TIMELINE**

Request for Proposal Development

Step	Action	Description	Date Due	Date Completed
1.	RFP Development	TCPP staff will prepare		February 11, 09
2.	Submit draft RFP to DPH-C&G for review and approval	C&G staff will review draft RFP and forward to County Counsel and CAO Risk Mgmt for review and approval	February 06, 09	February 11, 09
3.	DPH C&G to submit approval of RFP to TCPP	DPH C&G will notify TCPP of approval	February 25, 09	

Release of RFP

Step	Action	Description	Date Due	Date Completed
4.	Prepare notification memos, letters etc.	Prepare memo to Notify Health Deputies of release of ; Prepare letter to interested individual and agencies; Using data base prepare an RFP mailing list and create labels; Prepare RFP Advertisement for PH OSB and TCPP Websites Prepare advertisement notice for <i>-receive list of newspapers</i>	February 16, 09	
5.	Provide notice to release RFP	Notify Health Deputies of Release of RFP; Prepare and email proposal announcement letter to interested individuals and/or agencies; Enter RFP Advertisement on PH OSB and TCPP Websites Submit advertisement notice to newspapers	February 26, 09	
6.	Release/Issue RFP	Release RFP: RFPs need to be numbered & proposer need to sign for RFP document & provide agency name,	March 2, 09	

Step	Action	Description	Date Due	Date Completed
		contact, phone/fax #'s address		
7.	Deadline for requesting mailing of RFP	RFP will be mailed as a courtesy only upon written request , if written request is received by TCPP no later than 5:00 P.M. on March 13, 2009.	March 13, 09 up until 5:00 P.M.	
8.	Deadline for picking up RFP		March 23, 09 up until 5:00 P.M.	
9.	Deadline for submitting Intent to Apply form	Proposers must submit an Intent to Apply Form in order to receive responses to questions, updates, and RFP addenda, otherwise they should check the TCPP website: http://publichealth.lacounty.gov	March 27, 09 5:00 P.M.	
10.	Deadline for submitting questions in writing to TCPP	Only written questions/inquiries will be accepted regarding the RFP. They must be submitted to Luz Chavez via email, fax, or mail. No telephone inquiries will be accepted.	March 30, 09	
11.	Deadline for receipt of proposals.	Receive Proposals by 5:00 P.M. Clock stamped (date& time) Sign-in, provide receipts.	April 2, 009	

Board Package

Step	Action	Description	Date Due	Date Completed
1	Process Request	Service Request Memo received by C&G logged/assigned to a Contract Administrator.	April 13, 2009	
2	Review and Preparation Process	Service Request Memo, Fact Sheet or draft Board letter, Supporting Documentation/Information reviewed by Contract Administrator for accuracy and completeness. If necessary, Contract Administrator contracts Program Office (PO) contact for clarification, missing information/documents, and/or corrections. Time includes PO review and input to Board letter, proposed contract, etc.	April 20, 2009	
3	Approval Process	Draft Board letter, proposed contract, etc. are submitted to County Counsel, CEO, PO, Finance, and CEO Risk Management (If necessary) for approval. PO responds to programmatic questions from County Counsel and/or CEO, through C&G, if needed.	May 11, 2009	

Step	Action	Description	Date Due	Date Completed
4	Preparing Request for Filing	Board letter, proposed contract, etc. are finalized and prepared for filing.	May 26, 2009	
5	Filing of Board Letter	Board letter is filed on Thursday for the Board Agenda three weeks prior to its effective date.	June 4, 2009	
6	Execution of Contract (s)	Adopted Board letter is obtained. Signatures are obtained from all contract parties and a contract number is issued.	June 16, 2009	
7	Distribution of Contracts	The contract(s) is distributed to the PO, contractor, etc., as applicable	June 24, 2009	
8	Negotiate Contract			
9	Contract Begins		July 01, 2009	

K:\Contracts & Grants\Contract & Grants\Smoking Cessation Services RFP\TIMELINE lc.doc

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