



# DEPARTMENT OF MENTAL HEALTH

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May 1, 2025

Dear Bidder:

## WORK ORDER SOLICITATION FOR DIALECTICAL BEHAVIORAL THERAPY TRAINING SOLICITATION NO. 02122025B1

### ADDENDUM NUMBER ONE (1)

On February 12, 2025, the Los Angeles County (LAC) Department of Mental Health (DMH) released a Work Order Solicitation (WOS) for Dialectical Behavioral Therapy (DBT) Training services.

Pursuant to the WOS, Section 4.1 County's Right to Amend Work Order Solicitation, DMH has the right to amend the WOS by written addendum. This Addendum Number One is being issued to make modifications to the WOS. This Addendum Number One also releases the Questions and Answers.

The following revision is being made to the WOS:

**Section 1.0, Solicitation Information and Minimum Mandatory Requirements, Bids Due** shall be deleted in its entirety and replaced by the following:

**1.0** Bids Due 05/19/2025 by 12:00 p.m. PST

Except for the revision contained in this Addendum Number One, there are no other revisions to the WOS. All other WOS terms and conditions remain in full force and effect.

Thank you for your interest in contracting with LACDMH.

Sincerely,

*April McCaslin*

April McCaslin  
Contracts Development and Administration Division

c:     Debbie Innes-Gomberg  
        Jessica Shaffer  
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Attachment (1)

## DIALECTICAL BEHAVIORAL THERAPY TRAINING SERVICES

### Questions and Answers

May 1, 2025

#### WOS DOCUMENT

1. My organization will not have the ability to provide audited statements before the deadline for submission. We have been operating in good standing with LADMH since 2020. We are in good standing in every aspect of delivery, on every contract we hold. When investigating what it would take to provide audited statements, we found that the process will take several months and be costly. Additionally, most CPAs do not work with companies of our size, most especially in tax season.

We can provide financial statements but will not meet this threshold. How should we proceed?

**Answer:** You can submit the latest two years of tax returns.

#### SOW

2. All personnel who will provide training, consultation and ratings to meet the requirements of this SOW are licensed and insured. Requiring background checks will be redundant and costly especially for a virtual training environment. All personnel providing training and consultation have been actively working to support LADMH since 2020 without incident. Can this requirement be waived?

**Answer:** This solicitation does not require that staff get background checks as a condition for receiving a contract. LACDMH understands that licensing and insurance already require background checks. The Statement of Work reiterates these requirements.

3. All personnel who will provide training, consultation and ratings to meet the requirements of this SOW are licensed and insured. Requiring HIPAA, Sexual Harassment and Cybersecurity Training will be redundant and costly especially for licensed clinicians working virtually. All personnel providing training and consultation have been actively working to support LADMH since 2020 without incident. Can this requirement be waived?

**Answer:** Same as question #2.

## BUDGET

4. My organization provides training and consultation services to LA DMH. We are not a direct service provider or receiving a grant. We will provide information on the “Services and Supplies” section of the budget. The remaining sections are irrelevant to our ability to provide these services. Will this disqualify our submission?

**Answer:** The budget template must be completed based on all the services required in the SOW. An incomplete budget will be ranked lower than those that are fully completed.

## INSURANCE

5. Cyber Liability Insurance. This is a new requirement that will also require additional cost to support this contract. Can this insurance requirement be waived?

**Answer:** No. This requirement cannot be waived per the CEO Risk Management Division which reviews and approves our contract insurance requirements.