



DEPARTMENT OF MENTAL HEALTH

hope. recovery. wellbeing.

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October 29, 2020

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

The Los Angeles County Department of Mental Health is issuing Addendum Number One (No. 1) 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) Section paragraph 2.7 Preparation and Format of the SOQ shall be revised to read as follows:

2.7 Preparation and Format of the SOQ

All SOQs must be bound and submitted in the prescribed format. Any SOQ that deviates from this format may be rejected without review at the County's sole discretion.

In preparing the SOQ, Vendors shall ensure the following:

- One (1) PDF copy of the complete SOQ named **SOQ for STUDENT PROFESSIONAL DEVELOPMENT PROGRAM (BID NO. DMH051220B1)- AGENCY NAME** shall be emailed to SolicitationsTeam@dmh.lacounty.gov via a **One Drive** editable and downloadable link; or
- Mail/deliver the original SOQ and two (2) numbered copies shall be enclosed in a sealed envelope, plainly marked in the upper left-hand corner with the name and address of the Vendor and bear the words **SOQ for STUDENT PROFESSIONAL DEVELOPMENT PROGRAM (BID NO. DMH051220B1)- AGENCY NAME**.

- SOQ must be typewritten on standard size (8-1/2" x 11") sheets of white paper, single-sided and double-spaced, 12-point, Arial font size. No other font size or smaller point size may be used in the SOQ. Margins must be at least one (1) inch each margin, (left, right, top, and bottom).
- Pages must be numbered consecutively, including attachments/exhibits.
- Mailed/delivered proposals must be bound (e.g., 3-ring binder) and submitted with a **cover page and tabbed sections** labeling each part as specified throughout this section and in the order indicated below.

The content and sequence of the SOQ must be as follows:

- Transmittal Letter
- Table of Contents
- Vendor's Qualifications (Section A)
- Required Forms (Section B)
- Proof of Insurability (Section C)
- Proof of Licenses (Section D)

2) Section **2.8 SOQ Submission** shall be deleted in its entirety and replaced to read as follows:

2.8 SOQ Submission

A PDF copy of the complete SOQ named **STUDENT PROFESSIONAL DEVELOPMENT PROGRAM (BID NO. DMH051220B1)- Agency Name** shall be emailed to the SolicitationsTeam@dmh.lacounty.gov via an editable and downloadable **One Drive** link or mail/deliver the original SOQ and two (2) numbered copies shall be enclosed in a sealed envelope, plainly marked in the upper left-hand corner with the name and address of the Vendor and bear the words:

“SOQ FOR STUDENT PROFESSIONAL DEVELOPMENT PROGRAM (BID NO. DMH051220B1)- AGENCY NAME”

The SOQ and any related information shall be **mailed/delivered** to:

County of Los Angeles - Department of Mental Health
Contracts Development & Administration Division (CDAD)
550 South Vermont Avenue, Fifth Floor
Los Angeles, CA 90020
Attn: Pei Liu, ASMI

COVID – 19 Notice: Government offices are closed to public. Only couriers are allowed to make deliveries. Uniformed couriers like FedEx, United Parcel Service (UPS), DHL, etc. are allowed to make deliveries directly to the 5th floor, Suite 500. If your agency is using a private, non-uniformed courier, they must identify themselves to our security staff on the first floor and ask to make a delivery to the 5th floor.

DMH will continuously accept SOQs throughout the duration of the Master Agreement term. All SOQs received by the initial due date (06/15/20) will be reviewed. SOQs submitted after the initial due date (06/15/20) shall be considered for review at the convenience of the County.

THERE WILL BE NO EXCEPTIONS!

Since SOQs may be submitted on a continuous basis, Vendors may resubmit or submit revised/amended SOQs at any time.

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