



COUNTY OF LOS ANGELES PROBATION DEPARTMENT

9150 EAST IMPERIAL HIGHWAY
DOWNEY, CALIFORNIA 90242
(562) 940-2501



ADOLFO GONZALES
Chief Probation Officer

September 9, 2021

ADDENDUM NUMBER ONE - REQUEST FOR PROPOSALS (RFP) #6402106 FOR CLERICAL SERVICES AT CENTRAL JUVENILE HALL

This is Addendum One- Request for Proposals for Clerical Services at Central Juvenile Hall (RFP# 6402106), which was released on August 19, 2021. This Addendum contains responses to written questions that were submitted prior to the September 1, 2021, 12:00 p.m., PT deadline. This Addendum is posted on the following websites:

Los Angeles County Solicitations:
<http://camisvr.co.la.ca.us/lacobids>

Los Angeles County Probation:
<https://probation.lacounty.gov/current-solicitations/>

Proposals are due on Thursday, October 21, 2021, 12:00 p.m., (Pacific Time). No late proposals will be accepted. We look forward to receiving your proposal.

Sincerely,

Tasha Howard, Director
Contracts & Grants Management Division

**CLERICAL SERVICES AT CENTRAL JUVENILE HALL
RFP #6402106
VIRTUAL MANDATORY PROPOSER'S CONFERENCE
SEPTEMBER 8, 2021
QUESTIONS AND ANSWERS**

1.	Question	How many awards does the County of Los Angeles Probation Department (Probation) anticipate making?
	Answer	One contract award
2.	Question	When does the Probation Department anticipate completing its evaluation and notifying respondents of its recommended awardee(s)?
	Answer	There is no specific date at this time. Agencies will be notified once all proposals are evaluated.
3.	Question	If we are an incumbent, can the Probation Department be used as a reference?
	Answer	Yes.
4.	Question	Regarding the fingerprinting requirement on Page, 10 Section 4.5.1.1 - will the Probation Department be administering the fingerprinting of temporary personnel, and does the Probation Department have an ORI code? Or are vendors required to fingerprint temporary personnel on their own?
	Answer	Yes. Probation will administer the fingerprinting.
5.	Question	What specific background checks and/or drug screens are required of the temporary staff?
	Answer	Probation does not disclose the components of the background process
6.	Question	To ensure FCRA compliance, it is our company's policy to provide clients with an attestation of completion of background check pursuant to client's requirements, but not the actual results. Will Probation Department accept letters of attestation in lieu of actual background check results?
	Answer	No.
7.	Question	Will respondents be allowed to pass through the costs for background checks and drug screens (at no additional markup) to the Probation Department?
	Answer	No.
8.	Question	Will respondents be disqualified or adversely impacted during the evaluation process if they were to submit exceptions to the Probation Department?
	Answer	Please refer to RFP Section 8.4.5 Exceptions to Terms and Conditions of Sample Contract and/or Requirements of the Statement of Work, Pg. 44

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9.	Question	With respect to Affordable Care Act (ACA) costs, would the Probation Department prefer these charges as a separate line item on the invoices, or instead incorporated directly into each respondent's proposed rates? Please clarify.
	Answer	All costs should be included in the hourly rate
10.	Question	If government-mandated costs or expenses are enacted during the contract term, will respondents be allowed to request rate increases to cover these higher rates?
	Answer	We will review rate increases as requested by the Contractor