



COUNTY OF LOS ANGELES PROBATION DEPARTMENT

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



ADOLFO GONZALES
Chief Probation Officer

November 22, 2021

ADDENDUM NUMBER ONE - REQUEST FOR PROPOSALS (RFP) #6402107 FOR CLERICAL SERVICES AT DESIGNATED PROBATION LOCATIONS

This is Addendum One- Request for Proposals for Clerical Services at Designated Probation Locations (RFP# 6402107), which was released on October 28, 2021. This Addendum contains responses to written questions that were submitted prior to the November 10, 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, December 16, 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 DESIGNATED PROBATION LOCATIONS
RFP #6402107
VIRTUAL MANDATORY PROPOSER'S CONFERENCE
November 18, 2021
QUESTIONS AND ANSWERS

1.	Question	What is the estimated budget for this RFP? If unknown, please specify previous spending.
	Answer	Previous annual spending was approx. 7 million
2.	Question	Please provide name of the current vendor providing the services with a copy of their proposal including cost sheet.
	Answer	AppleOne Employment Services. To receive a copy of their proposal please submit a Public Records Act request at publicrecords@probation.lacounty.gov.
3.	Question	Kindly provide total number of temporary staffs on current assignment?
	Answer	Approximately 100 contracted employees
4.	Question	What are the most frequently used job categories in the subject matter RFP?
	Answer	Please refer to Statement of Work, Appendix A, 1.0 Scope of Work
5.	Question	What is the average length of the assignment?
	Answer	Please refer to Statement of work, Appendix A, 1.0 Scope of Work.
6.	Question	Is there any preference for local vendor?
	Answer	Please refer to RFP, Section 6.1, County's Preference Programs Overview
7.	Question	Is it mandatory to have a local office?
	Answer	Yes. Please refer to RFP, Section 3, Subsection 3.1.5, Proposer's Minimum Mandatory Qualifications
8.	Question	Kindly specify total number of FTE's working and current \$ value spent?
	Answer	Approximately 100 contracted employees and previous annual spending was approximately \$7 million dollars.
9.	Question	Is it mandatory for a firm to have an administrative office located within or adjacent to the County of Los Angeles?
	Answer	Yes. Please refer to RFP Section 3, Subsection 3.1.5, Proposer's Minimum Mandatory Qualifications.

CLERICAL SERVICES AT DESIGNATED PROBATION LOCATIONS
RFP #6402107
VIRTUAL MANDATORY PROPOSER'S CONFERENCE
November 18, 2021
QUESTIONS AND ANSWERS

10.	Question	Is it mandatory to utilize Local Small Business Enterprise (LSBE), Disabled Veterans Business Enterprise (DVBE), and Social Enterprise (SE)? If yes, please define specific goals and please elaborate how much benefit will be given in evaluation if we subcontract.
	Answer	No.
11.	Question	Please provide list of sections to be answered in the technical proposal so to avoid compliance issues.
	Answer	Please refer to RFP Section 7.9.11, Subsection 7.9.11.1.
12.	Question	Please provide list of forms/attachments to be provided with the proposal.
	Answer	Please refer Appendix D for required forms.
13.	Question	Do we have to submit sample/live resume as per the job description provided with the proposal?
	Answer	Please re-state your question
14.	Question	Do we have to submit certificate of insurance with the proposal?
	Answer	That is not required for the proposal
15.	Question	Do we have to submit business license with the proposal?
	Answer	Please refer to RFP, Section 7.9.3, Required Support Documents
16.	Question	Please change submission method to email only.
	Answer	No. Not at this time.
17.	Question	Is there any preference for LSBE, DVBE or SE local firm?
	Answer	Please refer to RFP, Section 6.1, County's Preference Programs Overview

**CLERICAL SERVICES AT DESIGNATED PROBATION LOCATIONS
RFP #6402107
VIRTUAL MANDATORY PROPOSER'S CONFERENCE
November 18, 2021
QUESTIONS AND ANSWERS**

18.	Question	Is it mandatory to provide list of previous contracts on form mentioned on Exhibit 3?
	Answer	Please refer to RFP, Section 7.9.12, Business Proposal Required Forms