



# COUNTY OF LOS ANGELES PROBATION DEPARTMENT

9150 EAST IMPERIAL HIGHWAY – DOWNEY, CALIFORNIA 90242  
(562) 940-2728



**ADOLFO GONZALES**  
Chief Probation Officer

November 10, 2022

## **ADDENDUM NUMBER ONE - REQUEST FOR PROPOSALS (RFP) #6402205 TO PROVIDE COGNITIVE BEHAVIORAL THERAPY (CBT) SERVICES TO THE ASSEMBLY BILL (AB) 109 POPULATION**

This Addendum Number One is made to the Request for Proposals for Cognitive Behavioral Therapy Services to the Assembly Bill (AB) 109 Population (RFP #6402205), which was released on October 20, 2022. The Addendum contains responses to written questions that were submitted prior to the November 2, 2022, 12:00 p.m. PT deadline. This Addendum is posted on the following websites:

Los Angeles County "Doing Business with Us":  
<https://camisvr.co.la.ca.us/LACoBids/BidLookUp/OpenBidList>

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

**Proposals are due on Thursday, December 8, 2022, 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

**COGNITIVE BEHAVIORAL THERAPY SERVICES TO THE  
ASSEMBLY BILL (AB) 109 POPULATION  
RFP #6402205  
QUESTIONS AND ANSWERS**

<b>1.</b>	<p><b>Question</b></p> <p><b>Section - 8 - Selection Process and Evaluation Criteria Paragraph 8.4.2, Pg. # 37</b>  <b>Question prompt: "Proposer's background and experience/work history"</b></p> <p><b>I do have some experience in this space but is it acceptable for me to also rely on 1099 employee or subcontractor past performance and experience?</b></p>
	<p><b>Answer</b></p> <p>No, the Proposer must meet the requirement set forth in the RFP, Section 3 (Proposer's Minimum Mandatory Qualifications), as stated on page 3, Sub-section 3.1.3, which reads, "The Proposer must demonstrate a minimum of three (3) years' experience within the past seven (7) years providing or administering individual or group sessions using a Cognitive Behavior Therapy curriculum."</p>
<b>2.</b>	<p><b>Question</b></p> <p><b>Qualifications: "3.1.4 The Proposer must demonstrate a minimum of two (2) years' experience within the past five (5) years in administering government Contracts."</b></p> <p><b>Question: Is it required for the proposing entity to meet this requirement itself, or can a contractor to or employee of the proposing entity have experience "administering government contracts" within the time period at another entity prior to forming a relationship with the proposing entity for purposes of meeting this requirement?</b></p>
	<p><b>Answer</b></p> <p>No, the Proposer must meet the requirement set forth in the RFP, Section 3 (Proposer's Minimum Mandatory Qualifications), as stated on page 3, Sub-section 3.1.4, which reads, "The Proposer must demonstrate a minimum of two (2) years' experience within the past five (5) years in administering government Contracts."</p>
<b>3.</b>	<p><b>Question</b></p> <p><b>Section - Appendix D Required Forms Exhibit 1 Proposer's Organization Questionnaire, Subparagraph 3.1.5, Pg. # 2</b>  <b>Question prompt: "The address to the service area site must be within the SPA for which services are being proposed and must be listed here:"</b></p> <p><b>When do the addresses for the service area sites in each service area need to be submitted? Is it on the bid date or the award date?</b></p>
	<p><b>Answer</b></p> <p>The address to the service site must be included in Exhibit 1 (Proposer's Organization Questionnaire), when submitting your agency's proposal.</p>

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<b>4.</b>	<b>Question</b>	<b>Section - Appendix C 5.5 Invoices and Payments Paragraph 5.5.2, Pg. # 7 Question prompt: "The Contractor's invoices shall be priced in accordance with Exhibit B (Pricing Sheet)."  How would you like us to handle wage rate increases over the potential seven years to support employees and/or subcontractors?</b>
	<b>Answer</b>	Contractor's rates shall remain firm and fixed for the term of the Contract, as stated on Sub-section 2.2.3, (Contract Rates) page 2 of the RFP.
<b>5.</b>	<b>Question</b>	<b>Is it mandatory to have the experience in order to be qualified for this bid?</b>
	<b>Answer</b>	Yes, the Proposer must meet all the Minimum Mandatory Qualifications, as stated in Section 3 (Proposer's Minimum Mandatory Qualifications), pages 3-4 of the RFP.