County of Los Angeles
DEPARTMENT OF PUBLIC SOCIAL SERVICES
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September 6, 2011

ADDENDUM NUMBER ONE
INVITATION FOR BIDS
TO PROVIDE
TEMPORARY SECRETARIAL/CLERICAL SUPPORT SERVICES

This is an Addendum to the Invitation for Bids for Temporary Secretarial/Clerical Support Services which was released on August 2, 2011. This Addendum consists of answers to questions received from potential bidders.

The addendum is posted on the L.A. County Bid website:

http://lacounty.info/doing_business/main_db.htm

and the Department of Public Social Services website:

http://www.ladpss.org/new_portal/dpss_contracting.cfm

REMINDER: Bids are due by September 19, 2011 (12:00 Noon – Pacific Time)

Sincerely,

Carol Walker

Carol Walker, Director
Contract Management Division Section IV

CW:VN

Attachments

ADDENDUM NUMBER ONE
INVITATION FOR BIDS
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Part One

2.0 INSTRUCTIONS TO BIDDERS

Page 135, Required Forms, Request for Local Small Business Enterprise Preference, Exhibit 7 (b) has been revised from "Use this for COUNTY Solicitations which **are not** subject to the Federal Restriction" to "Use this for COUNTY Solicitations which **are** subject to the Federal Restriction".

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Part Two

QUESTIONS AND ANSWERS FROM BIDDERS

The following questions were emailed prior to the written question due date of August 23, 2011. Prospective Bidders are encouraged to review the Questions and Answers and to use this information when preparing the Bid for submission.

1. Q. **When is the deadline for the bids?**

   A. The deadline for submission of bids is September 19, 2011, 12:00 Noon – Pacific Time.

2. Q. **What is the location/address where the employee is going to be working at?**

   A. The Department of Public Social Services' (DPSS) work locations are listed on page 93 of the Invitation for Bids (IFB) solicitation document.

3. Q. **Is there a bidder's conference?**

   A. No. The County will not conduct a Bidder's Conference.

4. Q. **Can you provide the current contract in place, the Contractor information, Contractor rates and contract terms?**

   A. The current Contracts containing this information are public record and can be found on the Board of Supervisor's Website. (http://bos.co.la.ca.us/). The public is able to view the contract documents along with the Board of Supervisor's Statement of Proceedings dated June 10, 2008 (Item #19) and the current contract extension from the Board of Supervisor's Statement of Proceedings dated May 17, 2011 (Item #19).

   The Board of Supervisor's Statement of Proceedings may be found under "Board Meeting Results" and searching the above dates or going to the following address: http://file.lacounty.gov/bos/supdocs/38929.pdf.

5. Q. **Which firm(s) is currently providing Temporary Secretarial/Clerical Support Services to the County of Los Angeles Department of Public Social Services?**

   A. The executed contract with the current firms providing Temporary Secretarial/Clerical Support Services to the County of Los Angeles is a

public record and can be viewed from the Board of Supervisor's website (http://bos.co.la.ca.us/) under "Board Meeting Results" from June 10, 2008 (Item #19). The address for the contract documents is http://file.lacounty.gov/bos/supdocs/38929.pdf.

6. Q. **How long has the current firm(s) been providing services to the County?**

   A. The contracts with the current firms commenced July 1, 2008 through June 30, 2011. On May 17, 2011 the Board of Supervisors extended the current term for six months through December 31, 2011 to complete the IFB solicitation process.

7. Q. **Is the current firm(s) allowed to bid on this contract?**

   A. Yes, the current firms are allowed to bid on this IFB solicitation. This IFB solicitation is open to any organization that can provide temporary and emergency secretarial and clerical support services, on an as-needed basis and meets the bidder's minimum mandatory requirements.

8. Q. **What are the current rates being paid by the County of Los Angeles Department of Public Social Services for each job category?**

   A. The County classifications and salary listings for this IFB job descriptions can be viewed at the County website: dhr.lacounty.info

9. Q. **Are there any additional services or capabilities beyond what is currently being received that would better meet the County's needs?**

   A. No. All services requested are listed in the IFB.

10. Q. **Do you have any professional services contracts for positions not listed in this RFP? If so, when do these contracts come up for bid?**

    A. This solicitation is an IFB, not a Request for Proposals (RFP). You may want to view current and future IFB or RFP from the Los Angeles County and the DPSS websites as follows:

    http://lacounty.info/doing_business/main_db.htm

    http://www.ladpss.org/new_portal/dpss_contracting.cfm

11. Q. **What are the current billing rates per job category of your existing Contractors?**

    A. The executed Contractor rates are public records and can also be viewed from the Board of Supervisor's Statement of Proceedings dated June 10, 2008 (Item #19).

The Board of Supervisor's Statement of Proceedings may be found under the "Board Meeting Results" and the website is: http://bos.co.la.ca.us/.

The hourly rates range of the existing Contractors is as follows:

Classification	Range
Intermediate Clerk	$10.98 - $16.24
Intermediate Typist Clerk	$11.20 - $17.72
Heavy Lifting Clerk	$13.03 - $22.16
Secretary II	$13.10 - $17.54

12. Q. **It was stated that each job will not last more than 90-days. Are there any exceptions to this statement?**

A. No, there are no exceptions to this statement. This IFB solicitation is authorized under California Government Code, Section 31000.4 which states, to obtain temporary help to assist the County during any peak load, temporary absence, or emergency other than a labor dispute. Use of temporary help under this Section is limited to a period not to exceed 90 days for any single peak load, temporary absence, or emergency situation. These agreements comply with all of the requirements of the aforementioned code, which is a mandatory prerequisite for the award of these contracts.

13. Q. **Assuming that there is no exception to the 90-day limit for each job assignment, what happens when the actual job requires more than the 90-days?**

A. Once the project reaches the 90-day limit, the project will be terminated. There can be no extensions. This is in compliance with California Government Code, Section 31000.4 requirement which is a mandatory prerequisite for the award of these contracts.

14. Q. **The job description for Intermediate Clerk states that the clerical duties require a working knowledge of specialized subject matter. What specifically is that specialized subject matter?**

A. The specific specialized subject matter for the Intermediate Clerks is found in the job descriptions listed on page 90 and 91 of the IFB.

15. Q. **Given that there may already be an existing work flow in the facility where our contract employees may be assigned to, will our contract employee be given an initial orientation on who, where and the specific specialized tasks expected of him/her which may or may not be explicitly described in job descriptions? If yes, how long will the orientation period be and will the time spent by our contract employees during the orientation be billable to the County? Will the orientation period be counted as part of the 90-day limit?**

employees during the orientation be billable to the County? Will the orientation period be counted as part of the 90-day limit?

A. As the need for Temporary Secretarial/Clerical Support Services occurs, the Contractor will be provided with information regarding the number of staff needed to perform a project, the start and end date of the project, the location and the contact person when a project is assigned. The Contracted staff will be given instructions of their duties at the job site which will be in line with the examples of duties listed in the job descriptions. The 90-day limit begins at the start date the Contracted staff are asked to report for duty at the job site.

16. Q. Do the annual projection of 23,000 hours and the cost budget of $300,000 apply to each job category or the entire 4 categories? If for the entire 4 categories, what is the percentage allocation of these hours and cost per category?

A. The annual projection of 23,000 hours and the cost budget of $300,000 apply to the entire 4 categories. There is no percentage allocation of hours or cost per category.

17. Q. Request for Local Small Business Enterprise Preference - To determine which of these Required forms – Exhibit 7 (a) or Exhibit 7 (b) to use, is this County solicitation subject to the Federal Restriction or not?

A. Required Form Exhibit 7 (a) **are not** subject to the Federal Restrictions; Exhibit 7 (b) **are** subject to the Federal Restrictions.

NOTE: Page 135, Local Required Forms, Request for Local Small Business Enterprise Preference, Exhibit 7 (b) has been revised ***from*** "Use this for COUNTY Solicitations which **are not** subject to the Federal Restriction" ***to*** "Use this for COUNTY Solicitations which **are** subject to the Federal Restriction".

18. Q. Will the County provide the Contractor a list of GAIN/GROW Participants?

A. No. We may refer GAIN/GROW applicants and the Contractor will determine if the applicant meets the Contractor's hiring policies and requirements.

19. Q. If a particular form does not apply in our case, (e.g., Exhibit 14), should we still submit the said exhibit? Perhaps a notation on said exhibit stating that it does not apply?

A. All required forms must be submitted even if it does not apply in your case. An annotation of "Not Applicable" or "N/A" is appropriate to note on the form that does not apply in your case.

20. Q. What current percentage mark ups are they filling DPSS needs?

A. The question is unclear or incomplete.

21. Q. What level of background checks will be required?

A. Section 7.0, ADMINISTRATION OF CONTRACT – CONTRACTOR, Subsection 7.4, Background and Security Investigations stipulate the background check requirement.

22. Q. Please clarify whether the Jury Duty pay must be offered to all full time employees of our firm who work in Los Angeles County or just the full time employees that are placed on assignment at Los Angeles County.

A. Contractor must comply with the Jury Duty provision stipulated on Section 1.0, GENERAL INFORMATION, Subsection 1.31.1, Jury Services Program.

NOTE: Jury Service Program applies to all of a Contractor's full-time California employees, even those not working specifically on the County project. Full-time employees providing short-term, temporary services of 90 days or less within a 12-month period are not considered full-time for purposes of the Jury Service Program.

23. Q. Is Los Angeles County willing to continue to pay for the temporary employee assigned at their locations for their time at jury duty?

A. No. The County does not reimburse for Jury Service.

24. Q. What is the DPSS Dept on-boarding process and training for new contract employee's to ensure their success?

A. The contract employee's success depends on their ability to perform the job requirement. Any unique training that is required in order to be familiar with the job requirement will be provided by the Project Manager of each project.

25. Q. 1) PRS Chart: Is this sample chart currently being utilized or your plan to implement?

A. Yes, the sample PRS Chart is currently being utilized and DPSS will continue to utilize the same chart on the new contract(s).

2) What are the total fines deducted in 2009, 2010 and current running total in 2011?

3) **What were the top (3) reasons for deductions?**

A. The current Contractors adhered to the Performance Requirement Summary and no fiscal deductions were assessed in 2009, 2010 and 2011.

26. Q. **Your offices are geographically located in both our corporate and franchise owned territories. Our proposal will cover service from both entities; however our accounting systems are separate and we would like to know if DPSS will accept invoices from both?**

A. No. There should only be one monthly invoice for the Temporary Secretarial/Clerical Support Services contract.

27. Q. **Will online time keeping be acceptable to DPSS?**

A. No. DPSS requires manual invoices for this contract.

28. Q. **What is the project annual spend for the contract years?**

A. The question is unclear but the Maximum Annual Amount of the contract is $300,000. The Maximum Contract Amount for three years is $900,000.

29. Q. **How do you select which vendor to place order(s) with?**

A. The Contractor awarded with the lowest cost per job category will be selected for each project.

30. Q. **Exhibit 14 - "Transitional Job Opportunities Preference Application." Is this form required with the solicitation? If it is! Do we need to qualify for all the 4 requirements including being a non-profit corp?**

A. Section 1.0, GENERAL INFORMATION, Subsection 1.35, Transitional Job Opportunities Preference Program stipulates the requirement of this program. If you qualify, you must meet all the requirements and submit the completed form.

31. Q. **Will the County maintain a database that tracks/monitors Contractor's performance history?**

A. Yes. The County's Contractor Alert Reporting Database monitors a Contractor's poor performance history.