



County of Los Angeles
DEPARTMENT OF CHILDREN AND FAMILY SERVICES

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February 28, 2024

Dear Prospective Contractors and Interested Parties:

ADDENDUM NUMBER ONE TO SPECIMEN COLLECTION AND DRUG AND ALCOHOL TESTING SERVICES INVITATION FOR BIDS (IFB) #22-0064

Addendum Number One is issued by the County of Los Angeles Department of Children and Family Services (DCFS) to prospective contractors and interested parties of the Specimen Collection and Drug and Alcohol Testing Services Invitation for Bids (IFB) #22-0064. Addendum Number One releases the Questions & Answers Document (Responses to Prospective Contractor's Questions/Comments) and amends sections of the IFB as provided below. Changes only apply to the referenced sections that are amended or deleted. All other sections remain unchanged.

A prospective contractor's failure to incorporate the requirements of this Addendum Number One may result in their bid not being considered, as determined at the sole discretion of the County. Changes to wording in IFB sections in this Addendum Number One include both deletions and additions. Deletions are indicated by strikethrough (~~strikethrough~~) and additions are underlined (underlined).

The following changes are being made to the IFB as follows:

1. IFB Table of Contents has been updated as follows:

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"To Enrich Lives Through Effective and Caring Service"

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2. IFB Paragraph 1, Solicitation Information and Minimum Mandatory Requirements is updated as follows:

IFB Release Date	December 6, 2023
IFB Contact	DAATS@dcfs.lacounty.gov and Tanya Gharibian Gharit@dcfs.lacounty.gov
Request for a Solicitation Requirements Review Due by Email	December 20, 2023 by Noon (12 pm Pacific Standard Time (PST))
Mandatory Bidder's Conference	January 17, 2024 at 10 am PST
Written Questions Due by Email	January 17, 2024
Questions and Answers Released via Addendum on or Around	February 28, 2024
Bids Due	U.S. Mail or Courier Service Submissions must be received by DCFS Headquarters by July 8, 2024

	Only Hand-Delivered Bid Submissions will be accepted by DCFS Staff at the Bid Opening, which will be held at the DCFS Torrance Office. Hand-Delivered Bids must be received by 10:00 am PST on July 10, 2023 <u>2024</u> .
Bids Opening	July 10, 2024 at 10:00 am PST
Anticipated Contract Term	July 1, 2025 – June 30, 2028
Minimum Mandatory Requirements	Please see Section 3, Minimum Mandatory Requirements

3. IFB, Paragraph 5, Notification to Bidders, Subsection 5.24 Protection of Electronic County Personal Information, Protected Health Information and Medical Information – Data Encryption Standard is updated as follows:

5.24.1 Bidders shall become familiar with the Encryption Standards and the pertinent provisions of the Appendix A (Contract) both of which are incorporated by reference into and made a part of this solicitation.

5.24.2 Bidders shall be required to complete Required Form ~~24~~ 25 in Appendix B (Required Forms and Documents), providing information about their encryption practices and certifying that they will be in compliance with the Encryption Standards at the commencement of the contract and during the term of any contract that may be awarded pursuant to this solicitation. Bidders that fail to comply with the certification requirements of this provision will be considered non-responsive and excluded from further consideration.

4. IFB, Paragraph 8, Selection, Subsection 8.3 Bid Opening is updated as follows:

8.3 Bid Opening

A Bid Opening will be held to announce each Bidder's name and their Bid price. Attendance to the Bid Opening is optional. The Bid Opening is scheduled as follows:

Date: July 10, 2024

Time: ~~40:30~~ 10:00 am Pacific Standard Time (PST)

Location:

Department of Children and Family Services, Torrance Regional Office

2325 Crenshaw Blvd., Conference Room A/B,
Torrance, CA 90501
(The conference room is accessible from the lobby)
Parking: Parking Lots are located in front and on the side of the building.

(All guests must check in at the front desk in the lobby)

The following changes are being made to the IFB Appendix A, IFB Contract, Exhibit A – Statement of Work as follows:

5. Section 3.0, Definitions, Subsection 3.26.3 has been revised to read as follows:

3.26.3 **~~Additional Drugs~~ Additional Methods**

- ~~Any drugs not included in the Standard Panel as ordered by the Juvenile Dependency County.~~ Any method of testing, other than urine, as ordered by the Juvenile Dependency Court.

6. Section 14.0, Toll Free Number For DCFS Clients For Random And Weekly Testing, Subsection 14.5.2 has been revised to read as follows:

14.5.2 Contractor shall verify the recorded messages are updated with the correct letters for the next day by calling the “800” Client Hotline Service line and listening to the recordings in both English and Spanish. The Contractor will send an automated email of the scheduled letters and an email verification to the CPM advising of the accuracy of the recordings nightly by 7:30 PM.

The following changes are being made to the IFB, Appendix B, Required Forms and Documents as follows:

7. IFB, Appendix B, Required Forms and Documents, Table of Contents is updated as follows and attached to the IFB #22-0064 Addendum One:
- a. Line number 10, Form 8A (Exhibit B-1), Bid Price/ Pricing Schedule.
 - b. Line number 26, Form 24A, Offer to Perform and Acceptance of Terms and Conditions.
 - c. Line number 36, Insert 7, Systems and Organization Controls 2 (SOC II) Certification.
 - d. Line number ~~36~~ 37, Form 28, Last Page of Bid.

8. IFB, Appendix B, Required Forms and Documents, Required Form 8 (Exhibit B), Bid Prices/Pricing Schedule is updated and attached as Required Form 8A (Exhibit B-1) to the IFB #22-0064 Addendum One.
9. IFB, Appendix B, Required Forms and Documents, Required Form 24, Offer to Perform and Acceptance of Terms and Conditions is updated as follows and attached as Required Form 24A to the IFB #22-0064 Addendum One:

_____ (Bidder's Legal Name) hereby offers to perform the services, the scope of which is set forth in the above identified Invitation for Bids (IFB) under all the terms and conditions specified in the Contract included therein and agrees that this offer shall remain irrevocable up to and including ~~270~~ 365 days following the IFB submission due date stated in the IFB cover letter.

10. IFB, Appendix B, Required Forms and Documents, cover page for Insert 7, Systems and Organization Controls 2 (SOC II) Certification is attached to the IFB #22-0064 Addendum One.

Except as provided by addendum, all other terms and conditions of the IFB remain unchanged.

If you have any questions regarding this Addendum One, please submit the questions by email to DAATS@dcfs.lacounty.gov.

Sincerely,

Eddie Ota
Digitally signed by Eddie
Ota
Date: 2024.02.28
10:18:13 -08'00'

Eddie Ota, Section Manager
Contracts Administration Division

Attachments

REQUIRED FORMS AND DOCUMENTS FOR SUBMISSION

ADDENDUM ONE

1	Insert	Transmittal Letter
2	Insert	Table of Contents
3	Form 1 (Exhibit S)	Organization Questionnaire/Affidavit
4	Form 2 (Exhibit S)	Certification of Compliance
5	Form 3 (Exhibit S)	Request for Preference Consideration
6	Form 4 (Exhibit S)	Debarment History and List of Terminated Contracts
7	Form 5 (Exhibit S)	Community Business Enterprise (CBE) Information
8	Form 6 (Exhibit S)	Minimum Mandatory Requirements
9	Form 7 (Exhibit S)	List of References
10	Form 8A (Exhibit B-1)	Bid Price/ Pricing Schedule
11	Form 9 (Exhibit S)	Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions (45 C.F.R. Part 76)
12	Form 10 (Exhibit S)	Declaration
13	Form 11	Board of Director's Resolution
14	Form 12	List of Current Members of Board of Directors/Corporate Officers
15	Form 13	List of Business Partners or Associates Within the Past Five (5) Years
16	Form 14	Certification of Ownership and Financial Interest
17	Form 15 (Exhibit E)	Contractor's Administration
18	Form 16	List of Proposed Subcontractors
19	Form 17	Revenue Disclosure
20	Form 18	List of Bidder's Commitments
21	Form 19	List of Contracts
22	Form 20	Involvement in Litigation, Labor Violations and/or Contract Compliance Difficulties
23	Form 21 (Exhibit L)	EEO Certification
24	Form 22A (Exhibit F-1)	Contractor Acknowledgment and Confidentiality Agreement
	Form 22B (Exhibit F-2)	Contractor Employee Acknowledgment and Confidentiality Agreement
	Form 22C (Exhibit F-3)	Contractor Non-Employee Acknowledgment and Confidentiality Agreement
25	Form 23	Certification of Independent Price Determination and Acknowledgement of IFB Restrictions
26	Form 24A	Offer to Perform and Acceptance of Terms and Conditions
27	Form 25 (Exhibit O)	Compliance with Encryption Requirements
28	Form 26 (Exhibit Q)	Federal Debarment and Suspension Certification
29	Form 27	Vendor Cyber Risk Assessment Questionnaires
30	Insert 1	Business Entity Structure Documents
31	Insert 2	Secretary of State Filings - Statement of Information
32	Insert 3 (Exhibit P)	Copies of Applicable Licenses, Certifications, and Permits
33	Insert 4	Financial Capability (Financial Statements)
34	Insert 5 (Exhibit C)	Line Item Budget and Budget Narrative
35	Insert 6	Proof of Insurability
36	Insert 7	Systems and Organization Controls 2 (SOC II) Certification
37	Form 28	Last Page of Bid

BID PRICE /PRICING SCHEDULE

SPECIMEN COLLECTION AND DRUG AND ALCOHOL TESTING SERVICES IFB 22-0064

_____(Bidder/Contractor's Name)
hereby offers to perform the services, the scope of which is set forth in the above-identified Invitation for Bids (IFB) for the County of Los Angeles, under all of the terms and conditions specified in the IFB (including, but not limited to the Statement of Work, Performance Requirements Summary, Sample Contract and Exhibits).

Prices quoted by Bidder/Contractor includes all applicable charges and costs associated with Specimen Collection and Drug and Alcohol Testing Services, and any other costs necessary in the performance of all tasks and performance outcomes outlined in, and in accordance with, this IFB.

This price shall be fixed and guaranteed for the Contract term, beginning on the date of commencement of services. Prices quoted by Bidder/Contractor include all applicable charges and costs associated with collection, chain of custody, screening, confirmation of positive results, storage, administration, and any other costs necessary to properly complete all requirements and scope of services as outlined in the contract, Statement of Work and elsewhere in this IFB. Bidder/Contractor's itemized charges shall also include but are not limited to, the following:

- Labor for all proposed services;
- Materials, services, supplies, and other identifiable costs for all proposed services, and
- All applicable taxes, including sales taxes.

There are four (4) pricing categories:

- Table I: Urine Testing for Alcohol
- Table II: Urine Testing for BOTH Alcohol and Drugs
- Table III: D/L Isomer Tests
- Table IV: Special Tests

Bidder/Contractor's Overall Total Cost, as calculated in Table V, will be used to rank bid pricing from the lowest to highest.

County does not guarantee a minimum or maximum number of drug and alcohol tests to be conducted.

NOTE: The number of specimen collection and drug and alcohol testing may vary from month to month.

APPENDIX B – Required Form 8A
(Exhibit B-1)

Bidder/Contractor must indicate its price by completing the five tables and signature block below:

Instructions for Tables I through III:

Column A contains the BIDDER/CONTRACTOR'S COST PER SAMPLE of the specified test. Column B is the COUNTY'S PROJECTED ANNUAL VOLUME for each test category. Bidder/Contractor to multiply BIDDER/CONTRACTOR'S COST PER SAMPLE in Column A by the COUNTY'S PROJECTED ANNUAL VOLUME in Column B to reach TOTAL COST in Column C.

TABLE I: URINE TESTING FOR ALCOHOL

A	B	C
BIDDER/CONTRACTOR'S COST PER SAMPLE	COUNTY'S PROJECTED ANNUAL VOLUME	TOTAL COST (A x B = C)
\$	200	\$

TABLE II: URINE TESTING FOR BOTH ALCOHOL AND DRUGS *

A	B	C
BIDDER/CONTRACTOR'S COST PER SAMPLE	COUNTY'S PROJECTED ANNUAL VOLUME	TOTAL COST (A x B = C)
\$	124,200	\$

Statement of Work, Section 3.0 Definitions, Sub-Section 3.24 states:

“National Institute on Drug Abuse (NIDA) Five Panel Drug Test (Five Panel Drug Test) and Other Drugs” also known as the **Standard Panel** are as follows:

Standard Panel	
Five Panel Drug Test:	Other Drugs:
<ul style="list-style-type: none"> • Opiate Panel: Morphine, Codeine & Hydrocodone (Vicodin): • Amphetamines: Amphetamine, Methamphetamine & MDMA (Ecstasy); • Cocaine Metabolites; • Cannabinoids (Marijuana); and • Phencyclidine (PCP) 	<ul style="list-style-type: none"> • Hydromorphone • Oxycodone • Heroin • Methadone • Zolpidem; and • Benzodiazepine (Alprazolam, Clonazepam, Lorazepam, Diazepam, Iazepam, Oxazepam, and Temazepam) • Fentanyl

TABLE III: URINE TESTING FOR D/L ISOMER TESTAPPENDIX B – Required Form 8A
(Exhibit B-1)

A	B	C
BIDDER/CONTRACTOR'S COST PER SAMPLE	COUNTY'S PROJECTED ANNUAL VOLUME	TOTAL COST (A x B = C)
\$	2000	\$

Instructions for Table IV:

Bidder/Contractor to add BIDDER/CONTRACTOR'S COST PER SAMPLE per type in each field (cell) of the six (6) columns (e.g., In County and Out of County) for each drug listed in the table below. Upon inputting the BIDDER/CONTRACTOR'S COST PER SAMPLE, bidder/contractor to add the costs across for each drug and input the "TOTAL" per drug in the far right column. Additionally, Bidder/Contractor to add the "TOTAL COST PER DRUG" down and input in the "GRAND TOTAL" row.

TABLE IV: SPECIAL TESTS

		TYPE						
DRUG		URINE IN COUNTY COST PER SAMPLE	URINE OUT OF COUNTY COST PER SAMPLE	BLOOD IN COUNTY COST PER SAMPLE	BLOOD OUT OF COUNTY COST PER SAMPLE	HAIR IN COUNTY COST PER SAMPLE	HAIR OUT OF COUNTY COST PER SAMPLE	TOTAL COST PER DRUG
1.	Standard Panel							
2.	Toluene Testing							
3.	Psilocybin							
4.	Ethyl Glucuronide (ETG)							
5.	Ketamine							
6.	Buprenorphine (BUP)							
7.	Topamax							
8.	Spice							
9.	Nitrous Oxide							
GRAND TOTAL								
TOTAL AVERAGE COST (GRAND TOTAL / 54 (NUMBER OF FIELDS)) For Column C in Table V below								

*Any drug or method of testing requested by the court, that is not listed in the special testing price matrix, will be requested on an ad-hoc basis and priced separately.

APPENDIX B – Required Form 8A
(Exhibit B-1)

Instructions for Table V:

Column A: Bidder/Contractor to input “GRAND TOTAL” from Table IV.

Column B: (County use only)

Column C: Bidder/Contractor to input “AVERAGE COST OF THE SPECIAL TESTS” from Table IV.

Column D: (County use only)

Column E: Bidder/Contractor to multiply AVERAGE COST OF SPECIAL TESTS in Column C by the COUNTY’S PROJECTED ANNUAL VOLUME in Column D to reach TOTAL COST in Column E.

TABLE V: SPECIAL TESTS COST

A	B	C	D	E
GRAND TOTAL (from Table IV)	NUMBER OF FIELDS	AVERAGE COST OF THE SPECIAL TESTS (from Table IV)	COUNTY’S PROJECTED ANNUAL VOLUME	TOTAL COST (C x D)
	54		500	

NOTE: 1) County’s Projected Annual Volume for Tables I through III and V are based on 2022/2023 data.

2) County reserves the right to correct mathematical errors.

TO BE COMPLETED BY THE COUNTY

BIDDER/CONTRACTOR'S OVERALL TOTAL COST	
Total Cost for Table I	\$
Total Cost for Table II	\$
Total Cost for Table III	\$
Total Cost for Table IV	N/A
Total Cost for Table V	\$
OVERALL TOTAL COST (Table I + Table II + Table III + Table V)	\$

I, _____ (Printed Name of Authorized Personnel), an authorized agent of _____ (Name of Bidder/Contractor), hereby certify that _____ (Name of Bidder/Contractor), agree upon contract award to perform the said services and adhere to the requirements specified in the Contract, Statement of Work and Performance Requirement Summary at the above listed price for the term of the contract.

Signature: _____ Date: _____

Title of Authorized Personnel: _____

**OFFER TO PERFORM AND ACCEPTANCE OF TERMS AND
CONDITIONS**

**SPECIMEN COLLECTION AND DRUG AND ALCOHOL TESTING
SERVICES (IFB # 22-0064)**

_____(Bidder's Legal Name) hereby offers to perform the services, the scope of which is set forth in the above-identified Invitation for Bids (IFB) under all the terms and conditions specified in the Contract included therein and agrees that this offer shall remain irrevocable up to and including 365 days following the IFB submission due date stated in the IFB cover letter.

Print Name(s) of authorized person responsible for submission of the Bid and to bind the Contractor in a Contract with the County

Signature of authorized person responsible for submission of the Bid and to bind the Contractor in a Contract with the County

Date

Systems and Organization Controls 2 (SOC II) Certification

Bidder must submit a copy of valid SOC II Certification with their bid.

Please refer to IFB Section:

7 INVITATION FOR BIDS (IFB) REQUIREMENTS

7.6 Bid Format