



County of Los Angeles
DEPARTMENT OF CHILDREN AND FAMILY SERVICES

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May 20, 2024

Dear Prospective Contractors and Interested Parties:

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

Addendum Number Two 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 Two releases the amendments to sections of the IFB and Contract as provided below. Changes only apply to the referenced sections that are amended or added or deleted. All other sections remain unchanged.

A prospective contractor's failure to incorporate the requirements of this Addendum Number Two may result in their bid not being considered, as determined at the sole discretion of the County. Changes to wording in IFB and Contract sections in this Addendum Number Two 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 to add Paragraph 5.22 as follows:

5.22 Contribution and Agent Declaration

2. IFB Paragraph 5, Notification to Bidders, Section 5.4 Protest Process, Subsection, 5.4.3 Grounds for Review, Sub subsection 5.4.3.4 has been added as follows:

5.4.3.4 County Independent Review (referenced in Paragraph 9.4)

"To Enrich Lives Through Effective and Caring Service"

3. IFB Paragraph 5, Notification to Bidders, Sub Section 5.26 Contribution and Agent Declaration has been added as follows:

5.26 [Government Code Section 84308](#) requires a party to a contract proceeding to disclose any contribution of more than \$250 made to a County officer within the preceding twelve (12) months by the party or their agent. State regulations require this disclosure to be made at the time an application is filed, and, if a contribution is made during the contract proceeding, within 30 days of making a contribution or on the date on which the party first appears before or communicates with the agency regarding the proceeding after making the contribution, whichever is earliest. All Bidders are advised that they and all of their Subcontractors must complete and return as part of the bid, the Contribution and Agent Declaration included in Required Form 28 (Exhibit T) (Contribution and Agent Declaration Form) of Appendix B (Required Forms). Bidders are further advised that they and their Subcontractors must update the Contribution and Agent Declaration Form throughout the pendency of the solicitation if a contribution is made after the initial disclosure when the bid is submitted, and as requested at any time by the County prior to contract award. Failure by the Bidders or any Subcontractor(s) to complete and submit the required Contribution and Agent Declaration Required Form 28 (Exhibit T), and failure by the Bidder or any Subcontractor(s) to update the declaration as required by law or as otherwise requested by the County, may eliminate the bid from further consideration and/or the Bidder may be disqualified from a contract award, as determined in the County's sole discretion. Further, all Bidders and their Subcontractors are prohibited under [Government Code Section 84308](#) from making a contribution of more than \$250 to a County officer for twelve (12) months after the date a final decision is made in the contract proceeding involving this solicitation.

The following changes are made to the IFB Appendix A, Sample Contract, as follows:

4. IFB Appendix A, Sample Contract: All references to the following required forms have been updated as follows:
 - a. Reference to Required Form 7 (Exhibit S) is replaced with Required Form 7A (Exhibit S), List of References.
 - b. Reference to Required Form 8 (Exhibit B) is replaced with Required Form

Prospective Contractors and Interested Parties
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8A (Exhibit B-1), Bid Price/ Pricing Schedule.

- c. Reference to Required Form 10 (Exhibit S) is replaced with Required Form 10A (Exhibit S), Declaration.

Note: Exhibit S, in totality is comprised of multiple required forms.

5. IFB Appendix A, Sample Contract, Table of Contents Section 8.60 has been revised as follows:

8.60 ~~Intentionally Omitted~~ Campaign Contribution Prohibition Following Final Decision in Contract Proceeding.

6. IFB Appendix A, Sample Contract, Section 5.0 Total Contract Sum, Subsection 5.1.8 has been added as follows:

5.1.8 The Department may increase the total contract amount by up to 10%, as approved by the Board. The County does not warranty or represent that all, or any portion, of the not-to-exceed contract amount will be authorized, allocated, or expended by the County; nor does the County warranty or represent that it will authorize the selected contractor(s) to perform any work or services of any monetary amount.

7. IFB Appendix A, Sample Contract Section 8.60, has been revised as follows:

8.60 ~~Intentionally Omitted~~ Campaign Contribution Prohibition Following Final Decision in Contract Proceeding Pursuant to Government Code Section 84308, Contractor and its Subcontractors, are prohibited from making a contribution of more than \$250 to a County officer for twelve (12) months after the date of the final decision in the proceeding involving this Contract. Failure to comply with the provisions of Government Code Section 84308 and of this paragraph, may be a material breach of this Contract as determined in the sole discretion of the County.

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

8. IFB, Appendix B, Required Forms and Documents, Table of Contents is updated as follows and is attached:
 - a. Line number 9, Form-7 7A, (Exhibit S), List of References
 - b. Line number 12, Form ~~40~~ 10A, (Exhibit S), Declaration

Prospective Contractors and Interested Parties
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- c. Line number 37, Form 28, Last Page of Bid (Exhibit T), Contribution and Agent Declaration Form
 - d. Line number ~~37~~ 38, Form ~~28~~ 29, (Exhibit S), List of Public Entities
 - e. Line number 39, Form 30, Last Page of Bid
9. IFB, Appendix B, Required Forms and Documents, Required Form 7 (Exhibit S), List of References has been deleted and replaced with Required Form 7A (Exhibit S) and is attached.
10. IFB, Appendix B, Required Forms and Documents, Required Form 10 (Exhibit S), Declaration has been deleted and replaced with Required Form 10A (Exhibit S) and is attached.
11. IFB, Appendix B, Required Forms and Documents, Required Form 28 (Exhibit T), Contribution and Agent Declaration Form is added and is attached.
12. IFB, Appendix B, Required Forms and Documents, Required Form 29 (Exhibit S), List of Public Entities is added and is attached.

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

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

Sincerely,

Eddie Ota, Section Manager
Contracts Administration Division

Attachments

APPENDIX B – REQUIRED FORMS AND DOCUMENTS

FOR

SPECIMEN COLLECTION AND DRUG AND
ALCOHOL TESTING SERVICES

IFB #22-0064

REQUIRED FORMS AND DOCUMENTS FOR SUBMISSION

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 7A (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 10A (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) Form 22B (Exhibit F-2) Form 22C (Exhibit F-3)	Contractor Acknowledgment and Confidentiality Agreement Contractor Employee Acknowledgment and Confidentiality Agreement 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 (Exhibit T)	Contribution and Agent Declaration Form

38	Form 29 (Exhibit S)	List of Public Entities
39	Form 30	Last Page of Bid

LIST OF REFERENCES

Bidder/Contractor's Name:

Provide five (5) references for the same or similar scope of services that were provided by the Bidder during the previous five (5) years. References will be used for review purposes and to validate Bidder meets the Minimum Mandatory Requirements stated in the IFB. Bidder may also provide five (5) additional references in the event that a reference is non-responsive. It is the Bidder's responsibility to ensure accuracy of the information provided below. County may utilize any reference provided by Bidder (including Public Agencies listed below). Use additional pages if required.

REFERENCES	
REFERENCE 1	
AGENCY/DEPT:	_____
SERVICE TYPE:	_____
CONTRACT TERM:	_____
CONTRACT AMT:	_____
CONTACT:	_____
TELEPHONE:	_____
E-MAIL:	_____

REFERENCE 2	
AGENCY/DEPT:	_____
SERVICE TYPE:	_____
CONTRACT TERM:	_____
CONTRACT AMT:	_____
CONTACT:	_____
TELEPHONE:	_____
E-MAIL:	_____

REFERENCE 3	
AGENCY/DEPT:	_____
SERVICE TYPE:	_____
CONTRACT TERM:	_____
CONTRACT AMT:	_____
CONTACT:	_____
TELEPHONE:	_____
E-MAIL:	_____

ALTERNATE REFERENCES	
ALTERNATE REFERENCE 1	
AGENCY/DEPT:	_____
SERVICE TYPE:	_____
CONTRACT TERM:	_____
CONTRACT AMT:	_____
CONTACT:	_____
TELEPHONE:	_____
E-MAIL:	_____

ALTERNATE REFERENCE 2	
AGENCY/DEPT:	_____
SERVICE TYPE:	_____
CONTRACT TERM:	_____
CONTRACT AMT:	_____
CONTACT:	_____
TELEPHONE:	_____
E-MAIL:	_____

ALTERNATE REFERENCE 3	
AGENCY/DEPT:	_____
SERVICE TYPE:	_____
CONTRACT TERM:	_____
CONTRACT AMT:	_____
CONTACT:	_____
TELEPHONE:	_____
E-MAIL:	_____

DECLARATION

DECLARATION: I DECLARE UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF CALIFORNIA THAT THE INFORMATION SUBMITTED IN REQUIRED FORMS 1-10A AND REQUIRED FORM 29 ARE TRUE AND CORRECT.

PRINT NAME:	TITLE:
SIGNATURE:	DATE:



Contribution and Agent Declaration Form

This form must be completed separately by all bidders/proposers, including all prime contractors and subcontractors, and by all applicants for licenses, permits, and other entitlements for use issued by the County of Los Angeles ("County").

Pursuant to the Levine Act (Government Code section 84308), a member of the Board of Supervisors, other elected County officials (the Sheriff, Assessor, and the District Attorney), and other County employees and/or officers ("County Officers") are disqualified and not able to participate in a proceeding involving contracts, franchises, licenses, permits and other entitlements for use if the County Officer received more than \$250 in contributions in the past 12 months from the bidder, proposer or applicant, any paid agent of the bidder, proposer, or applicant, or any financially interested participant who actively supports or opposes a particular decision in the proceeding.

State law requires you to disclose information about contributions made by you, your company, and lobbyists and agents paid to represent you. Failure to complete the form in its entirety may result in significant delays in the processing of your application and potential disqualification from the procurement or application process.

You must fully answer the applicable questions below. You ("Declarant"), or your company, if applicable, including all entities identified below (collectively, "Declarant Company") must also answer the questions below. The term "employee(s)" shall be defined as employees, officers, partners, owners, or directors of Declarant Company.

An affirmative response to any questions will not automatically cause the disqualification of your bid/proposal, or the denial of your application for a license, permit or other entitlement. However, failure to answer questions completely, in good faith, or providing materially false answers may subject a bidder/proposer to disqualification from the procurement.

This material is intended for use by bidders/proposers, including all prime contractors and subcontractors, and by all applicants for licenses, permits, and other entitlements for use issued by the County of Los Angeles and does not constitute legal advice. If you have questions about the Levine Act and how it applies to you, you should call your lawyer or contact the Fair Political Practices Commission for further guidance.



Contribution and Agent Declaration Form

Complete each section below. State "none" if applicable.

A. COMPANY OR APPLICANT INFORMATION

1) Declarant Company or Applicant Name:

- a) If applicable, identify all subcontractors that have been or will be named in your bid or proposal:

 - b) If applicable, variations and acronyms of Declarant Company's name used within the past 12 months:

 - c) Identify all entities or individuals who have the authority to make decisions for you or Declarant Company about making contributions to a County Officer, regardless of whether you or Declarant Company have actually made a contribution:
-

[IF A COMPANY, ANSWER QUESTIONS 2 - 3]

- 2) Identify only the Parent(s), Subsidiaries and Related Business Entities that Declarant Company has controlled or directed, or been controlled or directed by. "Controlled or directed" means shared ownership, 50% or greater ownership, or shared management and control between the entities.
 - a) Parent(s):

 - b) Subsidiaries:

 - c) Related Business Entities:

- 3) If Declarant Company is a closed corporation (non-public, with under 35 shareholders), identify the majority shareholder.



Contribution and Agent Declaration Form

4) Identify all entities (proprietorships, firms, partnerships, joint ventures, syndicates, business trusts, companies, corporations, limited liability companies, associations, committees, and any other organization or group of persons acting in concert) whose contributions you or Declarant Company have the authority to direct or control.

5) Identify any individuals such as employees, agents, attorneys, law firms, lobbyists, and lobbying firms who are or who will act on behalf of you or Declarant Company and who will receive compensation to communicate with a County Officer regarding the award or approval of **this** contract or project, license, permit, or other entitlement for use.

*(Do **not** list individuals and/or firms who, as part of their profession, either (1) submit to the County drawings or submissions of an architectural, engineering, or similar nature, **or** (2) provide purely technical data or analysis, **and** who will not have any other type of communication with a County agency, employee, or officer.)*

6) If you or Declarant Company are a 501(c)(3) non-profit organization, identify the compensated officers of your organization and the compensated members of your board.

B. CONTRIBUTIONS

1) Have you or the Declarant Company solicited or directed your employee(s) or agent(s) to make contributions, whether through fundraising events, communications, or any other means, to a County Officer in the past 12 months? If so, provide details of each occurrence, including the date.

Date (contribution solicited, or directed)	Recipient Name (elected official)	Amount

*Please attach an additional page, if necessary.



Contribution and Agent Declaration Form

2) Disclose all contributions made by you or any of the entities and individuals identified in Section A to a County officer in the past 12 months.

Date (contribution made)	Name (of the contributor)	Recipient Name (elected official)	Amount

*Please attach an additional page, if necessary.

C. DECLARATION

By signing this Contribution and Agent Declaration form, you (Declarant), or you and the Declarant Company, if applicable, attest that you have read the entirety of the Contribution Declaration and the statements made herein are true and correct to the best of your knowledge and belief. (Only complete the one section that applies.)

There are _____ additional pages attached to this Contribution Declaration Form.

COMPANY BIDDERS OR APPLICANTS

I, _____ (Authorized Representative), on behalf of _____ (Declarant Company), at which I am employed as _____ (Title), attest that after having made or caused to be made a reasonably diligent investigation regarding the Declarant Company, the foregoing responses, and the explanation on the attached page(s), if any, are correct to the best of my knowledge and belief. Further, I understand that failure to answer the questions in good faith or providing materially false answers may subject Declarant Company to consequences, including disqualification of its bid/proposal or delays in the processing of the requested contract, license, permit, or other entitlement.

IMPORTANT NOTICE REGARDING FUTURE AGENTS AND FUTURE CONTRIBUTIONS:

By signing this Contribution and Agent Declaration form, you also agree that, if Declarant Company hires an agent, such as, but not limited to, an attorney or lobbyist during the course of these proceedings and will compensate them for communicating with the County about this contract, project, permit, license, or other entitlement for use, you agree to inform the County of the identity of the agent or lobbyist and the date of their hire. You also agree to disclose to the County any future contributions made to members of the County Board of Supervisors, another elected County officer (the Sheriff, Assessor, and the District Attorney), or any other County officer or employee by the Declarant Company, or, if applicable, any of the Declarant Company's proposed subcontractors, agents, lobbyists, and employees who have communicated or will communicate with the County about this contract, license, permit, or other entitlement after



Contribution and Agent Declaration Form

the date of signing this disclosure form, and within 12 months following the approval, renewal, or extension of the requested contract, license, permit, or entitlement for use.

Signature

Date

INDIVIDUAL BIDDERS OR APPLICANTS

I, _____, declare that the foregoing responses and the explanation on the attached sheet(s), if any, are correct to the best of my knowledge and belief. Further, I understand that failure to answer the questions in good faith or providing materially false answers may subject me to consequences, including disqualification of my bid/proposal or delays in the processing of the requested license, permit, or other entitlement.

IMPORTANT NOTICE REGARDING FUTURE AGENTS AND FUTURE CONTRIBUTIONS:

If I hire an agent or lobbyist during the course of these proceedings and will compensate them for communicating with the County about this contract, project, permit, license, or other entitlement for use, I agree to inform the County of the identity of the agent or lobbyist and the date of their hire. I also agree to disclose to the County any future contributions made to members of the County Board of Supervisors, another elected County official (the Sheriff, Assessor, and the District Attorney), or any other County officer or employee by me, or an agent such as, but not limited to, a lobbyist or attorney representing me, that are made after the date of signing this disclosure form, and within 12 months following the approval, renewal, or extension of the requested contract, license, permit, or entitlement for use.

Signature

Date

LIST OF PUBLIC ENTITIES

Bidder/Contractor's Name: _____

Provide all public entity contracts for the last five (5) years where the same or similar scope of services was provided. It is the Bidder/Contractor's responsibility to ensure accuracy of the information provided below. Use additional pages if required.

PUBLIC AGENCIES	
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AGENCY/DEPT: _____
SERVICE TYPE: _____
CONTRACT TERM: _____
CONTRACT AMT: _____
CONTACT: _____
TELEPHONE: _____

AGENCY/DEPT: _____
SERVICE TYPE: _____
CONTRACT TERM: _____
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