

February 11, 2020

Notice to Potential Bidders:

**BULLETIN NUMBER 2  
INVITATION FOR BIDS (IFB) 664-SH  
CAREER TECHNICAL EDUCATION  
AND LIFE SKILLS COURSES**

This Bulletin Number 2 is being issued to provide answers to questions that were received by February 4, 2020. The responses are final and become part of the IFB.

1. The Department's responses to questions received from potential bidders are attached to this Bulletin Number 2 as Attachment 1.
2. Subparagraph 6.3 of Appendix B (Statement of Work) of the IFB is deleted in its entirety and replaced as follows:
  - 6.3 Missing, damaged, or loss of equipment at the negligence of Contractor or Contractor's staff shall be replaced and/or repaired by the Contractor at its own cost.

You may access this Bulletin Number 2 of IFB 664-SH in electronic (PDF) format via the Department's website at: <http://shq.lasdnews.net/shq/contracts/info.html>.

Except as provided herein, all other terms and conditions of this IFB will remain unchanged and in full force and effect.

Should you have questions, please contact Contract Analyst Aloett Martin at [a9martin@lasd.org](mailto:a9martin@lasd.org).

ATTACHMENT 1 TO BULLETIN NUMBER 2  
 QUESTIONS AND ANSWERS  
 LOS ANGELES COUNTY SHERIFF'S DEPARTMENT

**INVITATION FOR BIDS (IFB) NO. 664-SH**  
 CAREER TECHNICAL EDUCATION AND LIFE SKILLS COURSES

QUESTION NUMBER	IFB LANGUAGE (IF PROVIDED)	POTENTIAL BIDDER'S QUESTION	ANSWER
1.	Statement of Work (SOW) 5.1 Contractor's instructors will generally provide Work thirty (30) hours a week, unless otherwise specified, Monday through Friday, six (6) hours per day, excluding County approved holidays. Work hours will vary and shall be provided to Contractor by County Project Manager or designee.	What is the minimum required annual work hours for individual instructors based on the 30 hour a week schedule?	The minimum required annual work hours for individual instructors is anticipated to be 1434 hours [excludes County holidays, staff development days (4), and week between December 25 <sup>th</sup> and January 1 <sup>st</sup> ].
2.	Statement of Work (SOW) 5.1 Contractor's instructors will generally provide Work thirty (30) hours a week, unless otherwise specified, Monday through Friday, six (6) hours per day, excluding County approved holidays. Work hours will vary and shall be provided to Contractor by County Project Manager or designee.	Are instructors required to teach all year around using a 52 week annual work cycle?	Yes.

ATTACHMENT 1 TO BULLETIN NUMBER 2  
 QUESTIONS AND ANSWERS  
 LOS ANGELES COUNTY SHERIFF'S DEPARTMENT

**INVITATION FOR BIDS (IFB) NO. 664-SH**  
 CAREER TECHNICAL EDUCATION AND LIFE SKILLS COURSES

QUESTION NUMBER	IFB LANGUAGE (IF PROVIDED)	POTENTIAL BIDDER'S QUESTION	ANSWER
3.	Statement of work 6.3 Missing or damaged equipment shall be replaced and/or repaired by the Contractor, at its own cost	Can the Department provide a current inventory of available equipment used by training course, by facility , and a description of the condition of the equipment, i.e., usable, unusable, need repair or replace?	An inventory will be provided upon commencement of the Contract. For clarification purposes, subparagraph 6.3 is revised under this bulletin #2.
4.		Will the contract be a "Fixed Fee" contract or a "cost reimbursement contract"?	Fixed Hourly Labor Rate; refer to subparagraph 5.3 of Appendix A (Sample Contract) of the IFB.
5.		If a "Fixed fee", will contractor bill for payment on a regular monthly basis?	Yes; refer to subparagraph 5.7.2 and 5.7.4 of Appendix A (Sample Contract) of the IFB.
6.		Will contract advanced payments be allowed to cover program operating costs?	No.