

ADDENDUM ONE
REQUEST FOR STATEMENT INTEREST (RFSI)
#CFCI-21-01 CONTRACTING FOR THIRD PARTY ADMINISTRATOR SERVICES FOR
CARE FIRST, COMMUNITY INVESTMENT FUNDS
Issued August 25, 2021

1. This Addendum shall be effective immediately.
2. **RFSI, ATTACHMENT II, STATEMENT OF INTEREST RESPONSE TO REQUESTED INFORMATION, SECTION 3.0 RESPONSE QUESTIONS, Subsection 3.4, Funding Sources and Proposed Administrative Fee,** Paragraph B, Administrative Fees, shall be deleted and replaced in its entirety with the following:

“3.4 Funding Sources and Proposed Administrative Fee

B. Administrative Fees

Propose the Administrative Fee for each of the funding source your organization selected in Section A (Available Funding Sources). The proposed Administrative Fee shall be for providing all TPA Services in Attachment I (Description of Services) including any payment to subcontractors. County will reimburse TPA for the actual cost of providing insurance for Service Providers, in addition to the agreed upon Administrative Fee in the Contract. The Administrative fees shall be capped as follows:

1. 7.0% for Care First, Community Investment
2. 6.0% for Non-Care First, Community Investment
3. 6.0% for Care First, Community Investment and Non-Care First, Community Investment”

3. **RFSI, ATTACHMENT II, STATEMENT OF INTEREST RESPONSE TO REQUESTED INFORMATION, SECTION 3.0 RESPONSE QUESTIONS, Subsection 3.6, Client List,** shall be deleted and replaced in its entirety with the following:

“3.6 Client List

Attach a list of entities to whom your organization has provided TPA Services within the last three (3) years. Ensure the response includes name of entity, beginning and end dates (month and year) of each engagement and experience working with Service Providers and nonprofits, the dollar amount of funding administered for each entity, and the number of subrecipients managed.”

4. RFSI, Attachment II, (Statement of Interest Response to Requested Information) INFORMATION, has been revised to reflect the corrected Administrative Fee caps and the specific years for the client list.

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For access to the revised RFSI #CFCI-21-01 please go to:

<https://ceo.lacounty.gov/ati/third-party-administrators-for-community-providers/>

or

<https://camisvr.co.la.ca.us/lacobids/>

Respondent will be required to complete the revised version when submitting their responses. Respondent is asked to lock Attachment II (Statement of Interest Response to Requested Information), prior to submitting their responses to the County. For instructions on how to lock Word documents, please see below:

- 1) Go to Tool Bar and click on "Review"
- 2) Go to the tab "Protect" and click on "Restrict Editing"
- 3) Go to "#2 Editing Restriction" and use the drop-down feature and click on "No changes (Read only)"
- 4) Go to "#3 Start Enforcement" and click on "Yes, Start Enforcing Protection"
- 5) You will receive a prompt to create a password
- 6) Then you can save your document