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July 23, 2019

Dear Prospective Vendors:

**NOTICE OF INTENT TO RELEASE A REQUEST FOR STATEMENT OF
QUALIFICATIONS FOR COMMUNITY ENGAGEMENT AND RELATED SERVICES**

The County of Los Angeles Department of Public Health (DPH) is releasing a Request for Statement of Qualifications (RFSQ) on July 23, 2019 to secure a pool of qualified vendors including fiscal sponsors to enter into Master Agreements with the County to provide community engagement and related services. Vendors may seek to apply if they have experience in any of the following community engagement categories: Community Outreach/Engagement, Managing Multi-Stakeholder Collaboration, Community-Based Communication Strategies, Meeting Facilitation, Strategic Planning, and Community Engagement Training.

Interested and qualified community engagement and related services providers or fiscal sponsors that meet all the minimum mandatory qualifications of the RFSQ are invited to submit a Statement of Qualifications (SOQ) to qualify for the service categories referenced above.

All prospective providers must already be registered or must register in the County's WebVen. The WebVen contains the Vendor's business profile and identifies the goods/services the business provides. Registration can be accomplished online by accessing the County's homepage at: <http://camisvr.co.la.ca.us/webven>.

Master Agreements will be offered to all vendors determined to be qualified. Upon DPH's execution of these Master Agreements, the qualified Vendors will become County Contractors, and thereafter be solicited under competitive conditions to provide community engagement and related services.

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This Notice of Intent has been posted on the County of Los Angeles website at <https://camisvr.co.la.ca.us/lacobids/BidLookup/BidOpenStart.asp>. Beginning July 23, 2019, the RFSQ will be accessible online via the internet at the following website: <http://publichealth.lacounty.gov/cg/>. Printed copies will not be available.

All SOQs in response to the RFSQ must be hand-delivered or sent by a delivery service (excluding U.S. Postal Service) on or before 4:00 PM PST on September 4, 2019, to Janet Lee at County of Los Angeles, Department of Public Health, Contracts and Grants Division, 1000 South Fremont Avenue, Building A-9 East, 5th Floor North, Alhambra, California 91803.

All questions related to this RFSQ must be directed to Janet Lee via email at janlee@ph.lacounty.gov.

Sincerely,



for Patricia Gibson
Chief, Contracts and Grants Division
Department of Public Health

PG:jl
#04569