

**COUNTY OF LOS ANGELES  
AGING AND DISABILITIES DEPARTMENT**

**INVITATION FOR BIDS  
TRADITIONAL LEGAL ASSISTANCE PROGRAM SERVICES  
AAA-TLAP-2324 IFB**

**ADDENDUM ONE**

In accordance with Subparagraph 4.1 (County's Right to Amend Invitation for Bids (IFB)) of the IFB, County has the unlimited right to amend this IFB by written addendum at any time before the required submission date. As such, this Addendum One is hereby issued for this IFB to address the following elements:

**PART I (CHANGES TO THE IFB)**

Not Applicable (N/A)

**PART II (ATTACHMENTS TO ADDENDUM ONE)**

- A. Attachment 1 (AAA-TLAP-2324 IFB Questions and Answers Addendum One) is added as an addendum to this IFB.

**ATTACHMENT 1  
AAA-TLAP-2324 IFB  
ADDENDUM ONE  
QUESTIONS AND ANSWERS**

Pursuant to the IFB Subparagraph 7.4 (Bidders' Questions), this Question and Answer (Q&A) document provides answers to questions received in response to IFB No. AAA-TLAP-2324 IFB. The Q&A have been summarized/edited to capture the essence of the question without losing its integrity. Please note that similar questions may have been combined and answered together.

Q1. Do all forms/documents (Appendix B (Required Forms), Exhibits 1-14, audited financial statements, copies of attorney licenses, etc.) need to have page numbers and include the required footer with Bidder's name and solicitation title?

A1. Each page of the bid shall be numbered and shall include a footer with the Bidder's name and solicitation number. Attachments such as charts, maps, reports, used to address or support narrative responses do not need to be labeled with the footer information. You may refer to IFB Subparagraph 7.7.1 for more information.

Q2. Does "electronic signature" refer to digital signature, such as through DocuSign or Adobe Sign?

A2. Yes, "electronic signature" refers to any software such as DocuSign or Adobe Sign that captures legal signatures electronically.

Q3. Per the IFB, Exhibits 9-14 must be included in Section A of the bid, however Exhibits 9-14 are also listed under Section C. Should we include the exhibits in both sections or only in Section A? If we are to include them in both, should they both be signed originals?

A3. Exhibits 9-14 should be included in Section A of the bid and should not be duplicated in Section C.

Q4. Per the IFB, Exhibit 1 is included in Section B.1 but is also included in Section C. Should we include Exhibit 1 in both Sections or only in Section B.1?

A4. Exhibit 1 should only be included in Section B.1 of the bid.

Q5. Per the IFB, Exhibits 4 and 8 must be included in Section B.2 of the Bid. However, Exhibits 4 and 8 are also listed in Section C. Should we include them in both Sections of the bid, or only in section B.2?

A5. Exhibits 4 and 8 should only be included in Section B.2 of the bid.

Q6. Does the statement regarding pending litigations and judgements require a signature by the authorized representative?

A6. No, signature is not required.