



## MEMORANDUM

**DATE:** October 7, 2022

**TO:** All Interested Parties

**SUBJECT:** Addendum 1 – Timeline

This Addendum 1 was issued to revise and update the following areas of Request for Application (RFA) #22-10531 Service Provider Capacity Building Program:

- Section 1.3 – Key Action Dates,
- Section 4.3 – Electronic Submission,
- Section 5.3 – Contract Award Appeals Procedures, and
- Section 6.6 – Modifying or Withdrawal of Application.

Changes made to the RFP are shown as:

- Text are added displayed in **bold** and underlined.
- Text deletions are displayed as strike-through (i.e., ~~strikeout~~).

The changes are listed as follows:

Within Section 1.3 – Key Action Dates:

DATE (Times in PST)	KEY ACTION
Sep 30, 2022	RFA Released for Application
Oct 3, 2022 10:00 a.m. – 12:00 p.m.	Pre-Application Conference ( <i>Optional</i> )
Oct 10, 2022 before 5:00 p.m.	Deadline for Written Question Submission
Oct 17, 2022 <b><u>before 5:00 p.m.</u></b>	Responses to Written Questions Posted on <a href="#">SPCBP RFA page</a>
Oct 24, 2022 <del>10:00 a.m. – 12:00 p.m.</del> <b><u>before 5:00 p.m.</u></b>	Deadline for Request for Requirements Change
Nov <del>28</del> <b><u>30</u></b> , 2022 before 5:00 p.m.	Deadline for Application Submission <b><u>to Receive Applications</u></b>
Dec <del>12</del> <b><u>30</u></b> , 2022 before 5:00 p.m.	Notice of Intent to Award Posted on <a href="#">SPCBP RFA page</a>
Mar 1, 2023 ( <i>Estimate</i> )	Contracts begin

Within Section 4.3 – Electronic Submission:

- The deadline to receive the application is November ~~28~~ **30**, 2022 before 5:00 p.m. (i.e., application must be received by CDPH no later than 4:59:59 p.m.).

Within Section 5.3 – Contract Award Appeals Procedures:

- There is no appeal process for applications that are ~~submitted~~ **received** late or are incomplete.
- Appeals must be sent by email to [LBTQCapacityBuilding@cdph.ca.gov](mailto:LBTQCapacityBuilding@cdph.ca.gov) and must be received before 5:00 p.m. on ~~December 19, 2022~~ **January 9, 2023** or 5 business days following intent to award is announced, whichever is latest.

Within Section 6.6 – Modifying or Withdrawal of Application:

- An applicant may, by emailing [LBTQCapacityBuilding@cdph.ca.gov](mailto:LBTQCapacityBuilding@cdph.ca.gov), withdraw or modify a submitted application before the deadline to ~~submit~~ **receive** applications. Applications cannot be changed after the deadline to ~~submit~~ **receive applications**.