



DEAN C. LOGAN  
Registrar-Recorder/County Clerk

June 7, 2019

**ADDENDUM NUMBER ONE  
REQUEST FOR STATEMENT OF QUALIFICATIONS (RFSQ) #19-003  
AS-NEEDED TEMPORARY STAFFING SERVICES**

Dear Prospective Vendor:

Addendum Number One is made to RFSQ #19-003 As-Needed Temporary Staffing Services by the Department of Registrar-Recorder/County Clerk (RR/CC).

- Section 1.11 of the main RFSQ is hereby deleted in its entirety and will now read as follows:

**1.11 Contact with County Personnel**

Any contact regarding this RFSQ or any matter relating thereto must be in writing and may be emailed as follows:

Veronica Williams, Contracts Manager  
Email: [contracts@rrcc.lacounty.gov](mailto:contracts@rrcc.lacounty.gov)

*All emails must state "RFSQ 19-003" as part of the subject line.*

If it is discovered that a Vendor contacted and received information from any County personnel, other than the person specified above, regarding this solicitation, County, in its sole determination, may disqualify their SOQ from further consideration.

- Section 7.3.1.9 of Appendix C is hereby deleted in its entirety and will now read as follows:

**7.3.1.9** Contractor shall have available persons who will be available to replace an absent employee and/or a permanent vacancy within twenty-four (24) hour notice. County shall compensate Contractor only for hours worked by those alternate employees.

Reminder that detailed information regarding the solicitation package can be obtained at the following website: <https://camisvr.co.la.ca.us/lacobids/> or by requesting a PDF via email from the individual at the address below:

Veronica Williams, Contracts Manager  
Email: [contracts@rrcc.lacounty.gov](mailto:contracts@rrcc.lacounty.gov)

We thank you for your interest in this solicitation.

Sincerely,



Rita Figueroa  
Assistant Registrar-Recorder/County Clerk, Administration

RF:VW:jw