



Erica Pan, MD, MPH, FAAP  
Director and State Public Health Officer

State of California—Health and Human Services Agency  
California Department of Public Health



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**IFB 26-10083 LFS Staffing Contract**  
**Questions & Answers**

- 1. Can you tell me the days and hours the Clinical Lab Scientists will work and where they will be working?**

*The services shall be provided during working hours between 8:00 AM to 5:00 PM Pacific Standard Time, Monday through Friday for full-timers, excluding State of California observed holidays. Work shall be performed outside regular service hours only with pre-arranged authorization from the State.*

*The services shall be performed at LFS Richmond and Los Angeles office spaces located at 850 Marina Bay Parkway, Richmond Ca 94804 and 320 4th St #890, Los Angeles, CA 90013 respectively. Services shall be provided within various laboratory settings throughout California and beyond during site reviews and inspections.*

- 2. I was wondering where the 10 CLS would work. Would it be at: 1616 Capitol Avenue, MS 1802 Sacramento, CA 95814 ?**

*The services shall be performed at LFS Richmond and Los Angeles office spaces located at 850 Marina Bay Parkway, Richmond Ca 94804 and 320 4th St #890, Los Angeles, CA 90013 respectively. Services shall be provided within various laboratory settings throughout California and beyond during site reviews and inspections.*

- 3. Can CDPH clarify the expected place(s) of performance for the ten (10) Clinical Laboratory Scientists (CLS)? Will personnel be assigned to a central location, regional offices, or statewide deployment?**

*The personnel will be assigned to the Richmond and Los Angeles office and travel within and outside of California for on-site and complaint investigations.*

- 4. Will the CLS personnel be expected to work fully onsite, hybrid, remote, or through a combination of these arrangements?**

*When they are not performing inspections, the CLS personnel are expected to be on-site.*

- 5. Will all ten (10) CLS personnel be required to begin simultaneously at contract start, or will staffing occur in phases based on operational needs?**

*All ten (10) CLS personnel be required to begin simultaneously at contract start.*



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- 6. If travel is required, should travel costs be incorporated into the hourly pricing, or will travel be reimbursed separately by CDPH?**

*Travel will be reimbursed separately. Travel within the State of California is required and requires pre-arranged authorization from the State. Any reimbursement for necessary travel and per diem shall, unless otherwise specified in this Agreement, be at the rates currently in effect, as established by the California Department of Human Resources (Cal HR). If the Cal HR rates change during the term of the Agreement, the new rates shall apply upon their effective date and no amendment to this Agreement shall be necessary. No travel outside the state of California shall be reimbursed without prior authorization from the CDPH. Verbal authorization should be confirmed in writing. Written authorization may be in a form including fax or email confirmation.*

- 7. Regarding the requirement for “three (3) or more consecutive years with a proven track record of providing licensed Clinical Laboratory Scientists,” may CDPH clarify whether this requirement applies strictly at the company level, or whether experience of proposed key personnel and management staff may be considered toward demonstrating capability?**

*This minimum requirement must be fulfilled by the contractor submitting a bid and will be verified through the references provided.*

- 8. At bid submission, is CDPH expecting resumes and active California CLS license documentation for all proposed personnel, or may contingent staffing plans and candidate pipelines be provided?**

*All resumes for proposed Licensed Clinical Laboratory Scientists should be submitted with the initial IFB response.*

- 9. Are both W2 employees and directly managed independent contractors acceptable under the prime contractor, provided no subcontractors are utilized?**

*Yes.*

- 10. Will the CLS personnel primarily perform laboratory inspections, laboratory consultation, technical reviews, compliance support, or a combination of responsibilities?**

*They will perform a combination of the responsibilities.*

- 11. Section F.1 states "The DVBE Program requirement for this solicitation has been waived; however, the DVBE Incentive still applies." However, the paragraph immediately following states that "CDPH policies require DVBE participation of 3-percent on all contracts exceeding \$5,000" and that "Proposals without a**



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**minimum 3-percent participation from a DVBE Certified prime or subcontractor will be deemed non-responsive." Additionally, Section G states "No subcontractors will be used," and Exhibit E, Section 3 confirms "No Subcontractor shall be utilized under this agreement." Please clarify: (a) Is the 3% DVBE participation requirement in effect for this solicitation, or does the waiver control? (b) If DVBE participation is required, how may a non-DVBE prime contractor satisfy the 3% requirement given that subcontractors are prohibited under this agreement?**

*The mandatory DVBE requirement has been waived, but the incentive and incentive points still apply. See Addendum #1 regarding DVBE requirement.*

- 12. Exhibit A, Section 6A(1) states the contractor's total rate "shall cover all contractor expenses incurred, including staff labor costs as well as any equipment, staff, transportation, travel, licenses, permits or other items needed to provide the requested services." However, Exhibit B, Section 7 contains a separate "Travel and Per Diem Reimbursement" provision stating that reimbursement for necessary travel and per diem shall be at rates established by the California Department of Human Resources (Cal HR), with pre-arranged State authorization. Please clarify whether CLS travel expenses incurred during CDPH-directed field inspections (e.g., mileage, lodging, meals, airfare) are reimbursed separately by CDPH under Exhibit B, Section 7 at Cal HR rates, or whether these costs must be included within the contractor's hourly CLS rate on the Cost Worksheet (Exhibit B-1).**

Travel will be reimbursed separately. Travel within the State of California is required and requires pre-arranged authorization from the State. Any reimbursement for necessary travel and per diem shall, unless otherwise specified in this Agreement, be at the rates currently in effect, as established by the California Department of Human Resources (Cal HR). If the Cal HR rates change during the term of the Agreement, the new rates shall apply upon their effective date and no amendment to this Agreement shall be necessary. No travel outside the state of California shall be reimbursed without prior authorization from the CDPH. Verbal authorization should be confirmed in writing. Written authorization may be in a form including fax or email confirmation.

- 13. Section G states "No subcontractors will be used" and Exhibit E, Section 3 confirms "No Subcontractor shall be utilized under this agreement." Please clarify whether the CLS provided under this contract must be W-2 employees of the prime contractor. Specifically, would utilizing CLS engaged as 1099 independent contractors be considered "subcontracting" and therefore prohibited under this agreement?**

*No, both W2 employees and directly managed independent contractors are acceptable under the prime contractor.*



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- 14. Exhibit A, Section 2 identifies two service locations: 850 Marina Bay Parkway, Richmond, CA 94804 and 320 4th Street, Suite 890, Los Angeles, CA 90013. Of the 10 FTE CLS positions, how many are expected to be assigned to each location? Is the distribution between offices fixed for the duration of the contract, or will it be determined and/or adjusted by CDPH after contract award?**

*The 10 FTE will be assigned to 320 4th Street, Suite 890, Los Angeles, CA 90013 and 850 Marina Bay Parkway, Richmond, CA 94804. The staffing will be split three (3) FTE in Richmond and seven (7) FTE in Los Angeles. Should there be any changes, advanced notice will be provided.*

- 15. Section C.3(c) references submission of resumes for "each identified member of the contractor's team" (Attachment H – Bidder's Proposed Staff Resumes) with the notation "(If needed by program)." Please clarify whether resumes for all 10 proposed CLS must be submitted with the bid response by June 2, 2026, or whether the contractor may submit CLS resumes after contract award during the onboarding process. If resumes are required at bid submission, will the State accept a partial roster with a written commitment to fill remaining positions by the contract start date?**

*All resumes for proposed Licensed Clinical Laboratory Scientists should be submitted with the initial IFB response.*

- 16. The Cost Worksheet (Exhibit B-1) contains a "CLS Hourly Rate" field for each of the three fiscal years (FY 26/27, FY 27/28, and FY 28/29). Is the bidder permitted to propose a different hourly rate for each fiscal year to account for annual cost increases such as inflation, insurance premium changes, and wage adjustments? If different rates per fiscal year are permitted, on what basis will the State evaluate and compare bids — the Year 1 rate, the three-year total contract cost, or another method?**

*Different rates per fiscal year is permitted to account for cost increases.*

- 17. Is there a current or previous contractor providing CLS staffing services to the Laboratory Field Services Branch under a prior agreement? If so, can CDPH identify the incumbent vendor and/or the approximate hourly rate under the current or most recent contract? We understand this may be public record information.**

*There is no incumbent. This is a new contract.*



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- 18. Exhibit A, Section 8B states that "LFS will be responsible for providing training on the equipment and methodology of testing to contractor provided personnel." Are the hours CLS spend participating in CDPH-provided training considered billable at the contract hourly rate? If not, what is the estimated duration of initial training per CLS?**

*Yes, the training is part of the onboarding process.*

- 19. Exhibit A, Section 8C(2) states that contractor personnel "may be needed during weekends, holidays, or after hours." Approximately how often does after-hours, weekend, or holiday work occur (e.g., occasionally, monthly, frequently)? Is after-hours work billed at the same contract hourly rate specified on Exhibit B-1, or are overtime or premium rates applicable?**

*After-hours, weekend, or holiday work is rare and will be billed at the same contract hourly rate.*

- 20. Exhibit F outlines extensive information privacy and security requirements for contractor personnel handling CDPH Protected Confidential Information. Are CLS required to pass a specific background investigation, LiveScan fingerprinting, or security clearance prior to placement at LFS? If so, is the cost of the background check borne by the contractor, and what is the expected processing timeline?**

*The CLS will not be required to pass a specific background investigation, LiveScan fingerprinting, or security clearance.*

- 21. If the contractor is temporarily unable to fill one or more of the 10 CLS positions (for example, during the period between a CLS departure and recruitment of a qualified replacement), does the contractor simply not invoice for unfilled positions during that period, or are there additional penalties, liquidated damages, or other consequences beyond the loss of billable revenue?**

*If a position is unfilled, the contractor would not bill for vacated position.*

- 22. Whether bidders are required to submit resumes for proposed Licensed Clinical Laboratory Scientists with the initial IFB response, or whether resumes will be requested after contract award on an as-needed basis.**

*Resumes for proposed Licensed Clinical Laboratory Scientists should be submitted with the initial IFB response.*



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**23. Whether the requirement for ten (10) Full-Time Equivalent Licensed Clinical Laboratory Scientists represents an immediate staffing requirement upon contract award or an estimated staffing level to be utilized over the contract term.**

*It represents an immediate staffing requirement upon contract award.*

**24. Please clarify the anticipated percentage of onsite, field-based, and office-based work associated with the Laboratory Field Services assignments, including any expected statewide or out-of-state travel requirements.**

*The anticipated percentage of travel for onsite inspections is 60%. When not traveling, the staff is expected to work on reports, inspection follow-ups, and after inspection reporting.*

**25. Whether contractor personnel travel expenses, mileage, lodging, parking, and related business travel costs will be reimbursed separately by CDPH or are expected to be incorporated into the proposed bill rates.**

Travel will be reimbursed separately. Travel within the State of California is required and requires pre-arranged authorization from the State. Any reimbursement for necessary travel and per diem shall, unless otherwise specified in this Agreement, be at the rates currently in effect, as established by the California Department of Human Resources (Cal HR). If the Cal HR rates change during the term of the Agreement, the new rates shall apply upon their effective date and no amendment to this Agreement shall be necessary. No travel outside the state of California shall be reimbursed without prior authorization from the CDPH. Verbal authorization should be confirmed in writing. Written authorization may be in a form including fax or email confirmation.

**26. The specific background screening requirements applicable to contractor personnel, including whether fingerprinting, Livescan, drug screening, or additional public health security clearances will be required.**

*Additional clearances will not be required.*

**27. Whether there is an incumbent contractor currently providing these staffing services and, if permissible, provide the incumbent contractor name(s) and current staffing levels supporting Laboratory Field Services.**

*There is no incumbent. This is a new contract.*



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**28. Whether the insurance requirements outlined within the IFB are required at time of bid submission or only upon notice of intended award.**

*The insurance requirements must be met, and policy documentation must be submitted with your initial bid submission.*

**29. Whether contractor personnel must be engaged strictly as W-2 employees of the contractor or whether alternative engagement models are permissible under the Agreement.**

*Both W2 employees and directly managed independent contractors are acceptable under the prime contractor.*

**30. Please clarify the process and timeline for submitting a replacement candidate (e.g., resume, license verification, references) for State review and approval.**

*Contractor must be able to provide licensed CLS replacement staff within a one-month time span if requested.*

**31. Please clarify whether State approval is required prior to the replacement CLS beginning work.**

*Yes.*

**32. Please clarify whether substitution will impact the responsiveness of the original bid or the evaluation of minimum qualifications.**

*No, as long as contractor is able to start providing ALL services listed in the scope of work starting July 1, 2026, or when contract is finalized (whichever is later).*

**33. Please clarify any limits on the number or percentage of proposed staff that may be replaced over the term of the contract.**

*There are no limits on the number of proposed staff to be replaced.*

**34. Is this a new contract or renewal of an existing contract? Is this a new contract or renewal of an existing contract?**

*This is a new contract.*

**35. What is the estimated budget for this contract?**

*A total \$7,000,000.00 over three (3) years.*





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**36. Is it mandatory to subcontract?**

*Licensed Clinical Laboratory Scientists must be provided by the contractor submitting bid.*

**37. Could you please provide information on the daily duration of shifts required for the necessary professions? For example, the number of hours per day?**

**38. Are the resumes referenced in the solicitation documents in reference to the vendor's internal team or the Clinical Laboratory Scientists (CLS)?**

*It is where the resumes of the ten (10) Licensed Clinical Laboratory Scientists will be placed from the bidder's initial bid.*

**39. If it is in reference to the CLS, please state whether DPH is requesting sample resumes.**

*CDPH is requiring the resumes of the ten (10) Licensed Clinical Laboratory Scientists being proposed by the bidding contractor.*

**40. Must vendors submit resumes for all ten (10) Clinical Laboratory Scientists (CLS) at time of submission?**

*Yes.*

**41. Are all 10 FTEs required to start simultaneously or is there a phased onboarding schedule?**

*All 10 FTEs are required to start simultaneously.*

**42. What specialist areas are of highest priority (microbiology, hematology, molecular diagnostics, etc.)?**

*There is no specific specialist priority.*

**43. Must all 10 CLS professionals hold a current, active California CLS license specifically, or will licenses from other states with reciprocity be considered?**

*They must have an active California CLS license.*





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**44. Does CDPH require candidates to hold both a Generalist AND a Specialist license, or is one sufficient?**

*They can hold either a Generalist or a Specialist license. Although a Generalist license is preferred.*

**45. Are there any additional California-specific public health certifications or clearances required beyond the CLS license?**

*No.*

**46. What level of background investigation is required?**

*CDPH will not perform additional background investigation/checks for contractor.*

**47. Are there specific state security clearance requirements given this is a public health agency? If so, what is the typical turnaround time for background clearance, and does it impact the contractor start date?**

*There will be no additional background checks performed to impact the start date.*

**48. Are there specific California prevailing wage requirements applicable to this contract?**

*Program is unable to provide at this time.*

**49. Will contractors be subject to California state government onboarding requirements such as SAM registration or CalHR compliance?**

*Yes.*

**50. Will this be managed under a California Department of General Services (DGS) master agreement or directly through CDPH procurement?**

*This will be a direct contract with CDPH.*

**51. Is there a current vendor providing these CLS services, and if so, will there be a formal transition/knowledge transfer period?**

*No, this is a new contract.*



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**52. Is this structured as true staff augmentation or are contractors expected to deliver defined SOW deliverables/milestones?**

*Vendor is simply responsible for providing qualified staff.*

**53. If this work does include SOW, will the 10 FTEs report to a CA DPH manager for an operational perspective?**

*Yes, the 10 FTEs will have a manager oversee and provide operational support.*

**54. Will the vendor just be responsible for placing these candidates or will CA DPH be interviewing the candidates as well? If they will, please clarify the interview process.**

*The vendor is responsible for placing the candidates and CDPH will conduct their own interview as well. The interviews will be virtual and/or in-person, with advance notice given.*

**55. Is the \$7M ceiling intended to cover a base period plus subsequent option years?**

*The budget is a maximum of \$7,000,000.00 for a maximum of three (3) years.*

**56. What is the expected billing structure hourly, weekly, fixed monthly fee per FTE?**

*Invoices shall be submitted not more frequently than monthly in arrears to CDPH.*

**57. Will CDPH provide supervision and direction or are contractors expected to be self-directed?**

*Yes, CDPH will provide training, supervision, and direction to the contractors.*

**58. Regarding the Intellectual Property indemnification in Exhibit D, Section 2.G — given that the CLS staff will primarily be performing regulatory inspections, compliance reviews, and administrative reporting (rather than creating software, creative works, or inventions), can CDPH confirm or describe the practical scope of Intellectual Property/Work Product that is expected to be generated under this agreement?**

*Based on the scope of services under this agreement, CDPH does not anticipate that CLS staff will generate traditional forms of Intellectual Property such as software, creative works, inventions, or other proprietary technical materials. The activities performed—regulatory inspections, compliance reviews, and routine administrative reporting—are operational in nature and do not involve developing original IP.*



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**59. Exhibit F, Information Privacy and Security Requirements – given that CDPH will be providing the laptops, equipment and networks that the CLS resources will be working on, what PCI is anticipated to be provided to the Contractor that will be stored on the Contractor's network?**

*Yes.*

**60. Does the Contractor's general indemnification obligation under Exhibit C, GTC 02/2025, Section 5 extend to claims arising from the acts or omissions of CDPH employees, agents, or the State's own negligence? Or is the indemnification limited to claims arising from the Contractor's own acts, omissions, or those of its employees and agents?**

*The indemnification obligation does not extend to claims arising from CDPH's or the State's own acts, omissions, or negligence. It is limited to claims attributable to the Contractor's own performance and the conduct of its employees, agents, subcontractors, and suppliers.*

**61. Does the Contractor's general indemnification obligation under Exhibit C, GTC 02/2025, Section extend to the services/work product produced by the CLS resources working under the operational supervision of CDPH?**

*The contractor's indemnification applies only to claims caused by the contractor or its personnel, not to work produced under CDPH's operational supervision.*

**62. Exhibit E, Section 4 (Primary and Non-contributory Insurance): A contractor's hired and non-owned auto insurance cannot primary; insurance follows the vehicle and the Contractor's policy is excess of CDPH's policy or the personal policy of the CLS, depending on what vehicle is being used.**

*Contractor shall maintain motor vehicle liability insurance with limits not less than \$1,000,000 combined single limit per accident. Such insurance shall cover liability arising out of a motor vehicle including owned, hired and non-owned motor vehicles.*

**63. How often are the CLS resources traveling to other sites for inspections, etc.**

*The required travel for site inspections is 60%.*

**64. Are they driving state vehicles or their own personal vehicles?**

*Personal vehicle.*



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- 65. If a vendor is certified as a California Small Business, may the vendor self-perform the work and still qualify for the 5% Small Business preference?**

*There is no Small Business preference for this contract, only DVBE.*

- 66. Can you please provide the DGS DVBE certification directory link?**

<https://caleprocure.ca.gov/pages/sbdvbe-index.aspx>

- 67. Does the 10-page limitation apply to the entire proposal submission or only to the narrative response addressing the requirements outlined in Section B of the solicitation?**

*Only narrative response.*

- 68. If Licensed Clinical Laboratory Scientist resumes are required, may bidders submit sample resumes, or are actual candidate resumes required?**

*Actual candidate resumes.*

- 69. The solicitation requests a current copy of the bidder's Small Business certification status with the Department of General Services, Office of Small Business and DVBE Services (OSDS). Is this requirement mandatory? Additionally, where can this certification status be verified?**

*No, Can be verified here:*

<https://caleprocure.ca.gov/pages/PublicSearch/supplier-search.aspx?psNewWin=true>

- 70. Regarding the insurance requirement, may bidders submit a sample Certificate of Insurance with the proposal submission and provide the final insurance documentation prior to contract execution or afterward?**

*Certificate of insurance is required with submission.*

- 71. For Attachment 8 – Contractor Certification Clauses (CCC 04/2017), are you requesting the current CCC 04/2017 form, or the previous CCC-307 form that was used prior to April 4, 2017?**

*Please use the current form.*



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**72. Regarding Attachment 10, can you please clarify what the OSDS Certification Number refers to and where it can be obtained?**

*Office of Small Business and Disabled Veteran Business Enterprise Services. It is the number on your certificate.*

**73. Can you please provide a detailed explanation of Attachment 15 – Target Area Contract Preference Act (TACPA)?**

*TACPA is Target Area Contract Preference Act. It is a contract preference if your business operates directly in an eligible distressed area. If it does not apply, it doesn't need to be filled out.*

**74. Can the State provide an estimated annual usage volume or anticipated number of placements under this contract?**

*We are not able to provide an estimate at this time.*

**75. Is there a minimum guaranteed number of hours, shifts, or placements under this agreement?**

*The FTEs are expected to work 40.0hr a week for the length of the contract.*

**76. Will the awarded contractor be required to use a State-managed Vendor Management System (VMS) or timekeeping platform?**

*No, they will not be required.*

**77. Are awarded vendors permitted to contact individual departments or State personnel for marketing or service introduction purposes under this contract? If so, are there specific guidelines or restrictions that must be followed?**

*No.*

**78. Is there any orientation fee applicable for this contract?**

*No.*

**79. Can you please clarify whether all Exhibits and Attachments included in the solicitation package must be completed and submitted with the proposal response?**

*Yes, if they apply.*



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**80. Can the State please clarify how many contract awards are anticipated under this solicitation?**

*Contract will be awarded to one firm.*

**81. Please provide the evaluation criteria for the bids for this IFB.**

An Invitation For Bid (IFB) is awarded to the lowest cost responsive and responsible bidder.

**82. How many positions will be required per year or throughout the contract term?**

*Ten (10)*

**83. If the resources we provide at the time of proposal submission are unavailable at the time of a potential contract award, could vendors replace them with equally qualified resources?**

*Yes.*

**84. Can we provide hourly rate ranges in the price proposal?**

*Yes.*

**85. Will the County allow mid-contract price adjustments (e.g., for agency fees or wage rates), and if so, under what conditions?**

*No.*

**86. Should the initial proposal reflect fixed pricing for the entire term, or can adjustments be proposed in advance as part of the contract?**

*Fixed pricing for the entire term.*

**87. What are the invoice/payment terms (NET 30, NET 45, etc.) and required invoice fields?**

Within the time specified in, Government Code Chapter 4.5, commencing with Section 927 under 3. Prompt Payment Clause in Exhibit B.  
([https://california.public.law/codes/government\\_code\\_section\\_927](https://california.public.law/codes/government_code_section_927))

**88. What are the reporting requirements?**

*See Exhibit A, Scope of Work, Section 5., 6., and 7.*



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**89. Could you please provide the list of holidays? Are there any mandated Paid Time Off, Vacation, etc.?**

*See Exhibit A #3. The state will only pay for staff hours worked.*

**90. Is overtime anticipated or prohibited?**

*See Exhibit A #3.*

**91. Will CDPH accept pending California CLS endorsements/licensure?**

*No, the CLS must be in possession of, and maintain, an active CLS license issued through the State of California.*