



RFP No. 321SH

County of Los Angeles
Sheriff's Department Headquarters

November 25, 2008

4700 Ramona Boulevard
Monterey Park, California 91754-2169



Erroy D. Baca, Sheriff

November 25, 2008

Notice to Proposers:

BULLETIN #1

REQUEST FOR PROPOSALS (RFP)

**AUTOMATED EMPLOYEE SCHEDULING SYSTEM (AESS)
SOFTWARE AND SERVICES**

RFP 321SH

INTRODUCTION

The County of Los Angeles (County) Sheriff's Department, on behalf of the County's Sheriff, Fire and Probation Departments, is issuing this Request for Proposals (RFP) to solicit proposals for an Agreement with an organization that can provide a commercial, off-the-shelf (COTS) Automated Employee Scheduling System (AESS) software solution, as well as installation, integration, configuration and ongoing maintenance and support services for the County Sheriff's, Fire and Probation Departments (Participating Departments), collectively under the governance of the AESS Executive Steering Committee (Steering Committee). Proposers responding to this solicitation must demonstrate that their solution would require little or no software customization effort. The AESS software solution will be deployed in various locations throughout Los Angeles County.

MINIMUM REQUIREMENTS

Interested and qualified Proposers that can demonstrate their ability to successfully provide the required services outlined in Appendix A1 (Statement of Work) of this RFP are invited to submit proposal(s), provided they meet the following requirement(s):

A Tradition of Service Since 1850

1. Proposer must demonstrate at least five (5) years' proven experience implementing AESS-type software solutions.
2. Proposer must be an AESS solution provider that is either an AESS software manufacturer and implementer or an authorized reseller and implementer of COTS AESS software solutions.
3. Proposer must have successfully implemented an AESS solution in at least one (1) public safety agency having a minimum of two hundred (200) employees, and with multiple sites. The comparable systems must have been fully operational for a minimum of six (6) months. For purposes of this RFP, a public safety agency shall be defined as any one of the following local, state or federal government agency types:
 - Law enforcement / general
 - Law enforcement / custodial-correctional institution
 - Fire protection-prevention
 - Homeland Security / Intelligence
4. Proposer's AESS software solution must be a relational database capable of functioning in a "high availability" server environment that provides web-based access.
5. Proposer must comply with the RFP format and requirements set forth in Section 2.0 (Proposal Submission Requirements) of this RFP.
6. Proposer must complete and return all Required Forms under Appendix B to this RFP.
7. Proposer must have attended the Mandatory Proposers' Conference (Paragraph 2.6 of this RFP).

RFP INITIALTIMETABLE

The timetable for the release of this RFP is as follows:

- Release of RFP November 25, 2008
- Request for a Solicitation Requirements Review Due December 9, 2008
- Written Questions Due December 23, 2008
- Mandatory Proposers' Conference January 6, 2009
- Questions and Answers Released January 20, 2009
- Proposals Due by 2:00 p.m., Pacific Time January 29, 2009

RFP RELEASE

The RFP will be posted on the County's website on November 25, 2008. The RFP document including all Appendices and Exhibits will be accessible via the Sheriff's website at:

http://www.lasd.org/lasd_contracts/info.html

MANDATORY PROPOSERS' CONFERENCE

A Mandatory Proposers' Conference will be held to discuss the RFP. County staff will respond to questions from potential Proposers at the conference. All questions and answers will be compiled and answered by January 20, 2009. All potential Proposers *must* attend this conference, or their proposals will be rejected without review and eliminated from further consideration.

Proposers' attendee(s) must be full-time employee(s) of the Proposer. Failure to send an appropriate representative may result in disqualification.

The conference is scheduled as follows:

Date: **January 6, 2008**
Time: 09:00 – 10:00 a.m. (Pacific)
Address: Los Angeles County Sheriff's Department
Media Conference Room
4700 Ramona Boulevard
Monterey Park, California 91754

PROPOSAL SUBMISSION INFORMATION

The original ***Business Proposal*** and **nine (9)** numbered copies shall be enclosed in a sealed envelope or box, plainly marked in the upper left-hand corner with the name and address of the Proposer and bear the words:

**"BUSINESS PROPOSAL FOR AESS APPLICATION SOFTWARE,
INSTALLATION AND SUPPORT SERVICES"**

The original ***Cost Proposal*** and **nine (9) numbered copies** must be submitted in a separate sealed package, plainly marked in the upper left-hand corner with the name and address of the Proposer and bear the words:

**"COST PROPOSAL FOR AESS APPLICATION SOFTWARE,
INSTALLATION AND SUPPORT SERVICES"**

In addition, .pdf electronic copies of both the Business Proposal and Cost Proposals (on 2 separate CDs) should be labeled and provided as part of the proposal submission.

The Proposal(s) shall be delivered or mailed to the County contact as follows:

Los Angeles County Sheriff's Department
Contracts Unit, Room 214
4700 Ramona Boulevard
Monterey Park, California 91754
Attention: Angelo Faiella

It is the sole responsibility of the submitting Proposer to ensure that its Proposal is received before the submission deadline. Submitting Proposers shall bear all risks associated with delays in delivery by any person or entity, including the U.S. Mail. Any Proposals received after the scheduled closing date and time for receipt of Proposals, as listed in Paragraph 2.3 (RFP Timetable), will not be accepted and returned to the sender unopened, at the sole discretion of the County. Timely, hand-delivered Proposals are acceptable. No facsimile (fax) or electronic mail (e-mail) copies will be accepted.

All proposals shall be firm offers and may not be withdrawn for a period of two hundred seventy (270) days following the last day to submit proposals.

Until the proposal submission deadline, errors in proposals may be corrected by a request in writing to withdraw the proposal and by submission of another set of proposals with the mistakes corrected. In such cases, withdrawal of the entire Proposal is required. New Proposals may be submitted until the deadline. Corrections will not be accepted once the deadline for submission of proposals has passed.

CONTACT WITH COUNTY PERSONNEL

All contact regarding this RFP, or any matter relating thereto, must be in writing and may be mailed, e-mailed or faxed to the County's contact as follows:

Los Angeles County Sheriff's Department
Contracts Unit, Room 214
4700 Ramona Boulevard
Monterey Park, California 91754
Attention: Angelo Faiella
E-mail: afaiell@lasd.org
FAX: 323.415.1246

If it is discovered that Proposer contacted and received information from any County personnel, other than the person specified above, regarding this solicitation, County, in its sole determination, may disqualify such Proposer's proposal from further consideration.

Sincerely,

LEROY D. BACA, SHERIFF

SIGNATURE ON FILE

Teri L. Wilhelm, Director
Fiscal Administration