



Beroy D. Baca, Sheriff

County of Los Angeles
Sheriff's Department Headquarters

*4700 Ramona Boulevard
Monterey Park, California 91754-2169*



April 8, 2009

Notice to Proposers:

**BULLETIN NUMBER 1
REQUEST FOR PROPOSALS
PARKING CITATION PROCESSING SERVICES
REQUEST FOR PROPOSALS 334SH**

INTRODUCTION

The County of Los Angeles (County) Sheriff's Department (Department) is issuing this Request for Proposals (RFP) to solicit proposals for an Agreement with an organization that can provide a Parking Citation Processing Services (PCPS) program for the Department's Parking Enforcement Detail. Proposers responding to this solicitation must demonstrate that their proposed services would meet or exceed the County's Functional Business Requirements.

MINIMUM REQUIREMENTS

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

1. Proposer must demonstrate at least five (5) years proven experience providing PCPS as its primary business, or as a major component of its business operations.
2. Proposer utilizes, as a major component of its PCPS program, a centralized relational database capable of functioning in a "high availability" server environment that provides the County with web-based access to all citation processing data.

A Tradition of Service Since 1850

3. Proposer is currently processing a minimum of 15,000 parking citations per month.
4. Proposer must have successfully implemented, and currently manages, a PCPS program in at least one (1) law enforcement agency.
5. Proposer has, over the last three (3) years, processed electronic payments (credit cards, debit cards).
6. Proposer operates one (1) or more facilities in Los Angeles County which serve as customer pay locations and service centers.
7. Proposer must support integration with LINK2GOV and configurations shall follow the requirements set forth in SOW, Attachment E.
8. Proposer must comply with the RFP format and requirements set forth in Section 2.0 (Proposal Submission Requirements) of the RFP.
9. Proposer must complete and return all Required Forms under Appendix B to the RFP.
10. Proposer must have attended the Mandatory Proposers' Conference (Paragraph 2.6 of the RFP).

CONTACT WITH COUNTY PERSONNEL

All contact regarding this RFP, or any matter relating thereto, must be in writing and shall 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
Attn: Angelo Faiella
E-mail: afaiell@lasd.org
FAX: 323.415.1246

If it is discovered that Proposer contacted and/or 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

A handwritten signature in cursive script that reads "Teri L. Wilhelm".

Teri L. Wilhelm, Director
Fiscal Administration