



*Erroy D. Baca, Sheriff*

*County of Los Angeles*  
**Sheriff's Department Headquarters**

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



April 11, 2007

Notice to Potential Contractors:

**BULLETIN NO. 1  
REQUEST FOR STATEMENT OF QUALIFICATIONS (RFSQ)  
POLYGRAPH EXAMINATION SERVICES  
RFSQ NO. PES – 333-2007**

**INTRODUCTION**

The Los Angeles County Sheriff's Department (Department) is issuing this Request for Statement of Qualifications (RFSQ) to solicit qualified Contractors who can provide pre-employment Polygraph Examination Services to the Department's Scientific Services Bureau on an intermittent and temporary basis. The solicitation will remain open until the Department's needs are met.

**MINIMUM REQUIREMENTS**

Interested and qualified Contractors that can demonstrate their ability to successfully provide the required services outlined in Appendix B, Statement of Work, are invited to submit their Statement of Qualifications (SOQ) provided they meet the following requirements:

1. Contractor must have successfully graduated from a formal polygraph training course, recognized and accredited by the American Polygraph Association, California Association of Polygraph Examiners, or the American Association of Police Polygraphists.
2. Contractor must be currently active in the administration of polygraph examinations. To qualify for this status, the Contractor must meet one of the following criteria:

*A Tradition of Service Since 1850*

- a. Minimum of one (1) year experience within the last three (3) years in conducting polygraph examinations for a public law enforcement agency. This experience must have included conducting a minimum of one hundred (100) polygraph exams for a law enforcement agency or agencies, twenty-five (25) of which must have been within the last two (2) years, or
  - b. Contractor must be a full-time instructor at an accredited polygraph school for a minimum of two (2) years within the last three (3) years.
3. Contractor must be a current member, in good standing, with one of the following professional polygraph examiner associations and have attended a minimum of 16 hours of training sponsored by one of these organizations in the last three (3) years:
    - American Polygraph Association
    - California Association of Polygraph Examiners
    - American Association of Policy Polygraphists
  4. Contractor must be proficient in the use of the Lafayette computerized polygraph instrument currently in use by the Department.
  5. Contractor must pass with a score of 80% the polygraph proficiency test consisting of general polygraph knowledge, question formulation, chart analysis, and instrumentation. The test is included in the RFSQ documents, Appendix C (Required Forms), Exhibit 12, and is to be completed and submitted with the SOQ.

### **RFSQ INITIAL TIMETABLE**

The timetable for the initial release of this RFSQ is as follows:

- |  |                                  |
|--|----------------------------------|
| • Release of RFSQ                                    | April 11, 2007                   |
| • Written Questions Due                              | April 23, 2007 (3:00 p.m., PST)  |
| • Contractor's Conference                            | April 24, 2007 (10:00 a.m., PST) |
| • Request for a Solicitation Requirements Review Due | April 25, 2007                   |

- Questions and Answers Released April 30, 2007
- SOQ Due May 18, 2007 (3:00 p.m., PST)

### **RFSQ Release**

The RFSQ will be released on April 11, 2007, and will be accessible via the Sheriff's website at: [http://www.lasd.org/lasd\\_contracts/info.html](http://www.lasd.org/lasd_contracts/info.html)

**If the Contractor wishes to access the RFSQ via the above Sheriff's website, the Contractor MUST inform the Sheriff's Contracts Unit Analyst at [rmwhitto@lasd.org](mailto:rmwhitto@lasd.org) of Contractor's name, mailing address, email address, fax number and telephone number.** This will also ensure that the Contractor receives any future Bulletins related to this RFSQ.

Requests for receiving the RFSQ in the mail can also be made to the Department's Contracts Unit, Attention: Mona Whittouck at [rmwhitto@lasd.org](mailto:rmwhitto@lasd.org).

### **CONFERENCE**

A conference for potential Contractors will be held to discuss the RFSQ. All potential Contractors are encouraged to attend this conference, scheduled as follows:

Date: April 24, 2007

Time: 10:00 a.m.

Address: Los Angeles County Sheriff's Department  
Sheriff's Headquarters  
4700 Ramona Boulevard  
2nd Floor, Conference Room #244  
Monterey Park, California 91754

### **RFSQ SUBMISSION INFORMATION**

The completed, bound SOQ package must include the original and three (3) complete numbered copies in a sealed envelope or box, plainly marked in the upper left-hand corner with the name and address of the Contractor and bear the words:

**"SOQ FOR POLYGRAPH EXAMINATION SERVICES"**

The SOQ shall be delivered or mailed to:

Los Angeles County Sheriff's Department  
Mona Whittouck, Contracts Analyst  
Contracts Unit – Room 214  
4700 Ramona Boulevard  
Monterey Park, California 91754

It is the sole responsibility of the submitting Contractor to ensure that its SOQ is received before the submission deadline of May 14, 2007, 3:00 p.m. (PST Time). Submitting Contractors shall bear all risks associated with delays in delivery by any person or entity, including the U. S. Mail. No facsimile (fax) or electronic mail (e-mail) copies will be accepted. Any SOQ not received by the deadline date may not be reviewed initially; however, they may be reviewed at a later date to determine if they meet the qualifications listed. This solicitation will remain open until the Sheriff has executed sufficient Agreements to meet the Department's needs.

#### **CONTACT WITH COUNTY PERSONNEL**

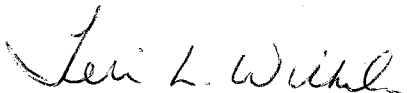
Any contact regarding this RFSQ or any matter relating hereto must be in writing and may be mailed, e-mailed, or faxed as follows:

Los Angeles County Sheriff's Department  
Contracts Unit - Room 214  
4700 Ramona Boulevard  
Monterey Park, California 91754  
Attention: Mona Whittouck  
E-mail address: [rmwhitto@lasd.org](mailto:rmwhitto@lasd.org)  
Fax No.: (323) 415-3745

Should you have any further questions regarding the RFSQ, please contact Mona Whittouck, Contracts Analyst, at the email address above.

Sincerely,

LEROY D. BACA, SHERIFF



Teri L. Wilhelm, Director  
Fiscal Administration