



Geroy D. Baca, Sheriff

County of Los Angeles
Sheriff's Department Headquarters

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



April 30, 2007

Notice to Potential Contractors:

**BULLETIN NO. 2
REQUEST FOR STATEMENT OF QUALIFICATIONS (RFSQ)
POLYGRAPH EXAMINATION SERVICES
RFSQ NO. PES – 333-2007**

This Bulletin No. 2 is being issued to provide responses to the questions that were received by the April 23, 2007 deadline. The attached responses are final and become part of the RFSQ.

Additionally, the following items are an addendum to the RFSQ:

1. Bulletin No. 1, page 4, change submission deadline of "May 14, 2007" to:

May 18, 2007

2. RFSQ, Subparagraph 1.7, **Master Agreement Term**, add the following:

1.7.3 County shall issue to Contractor a Notice to Proceed following execution of the agreement by the Sheriff and Contractor. Contractor shall have completed all work requirements and be able to begin work immediately upon receiving notice.

3. RFSQ, Subparagraph 1.10, **Contact with County Personnel**, add the following:

Failure by Contractor to comply with this requirement may result in disqualification.

4. RFSQ, Subparagraph 2.6.4 **Required Forms (Section B)**, *Exhibit 6*, revise the first paragraph to read as follows:

A Tradition of Service Since 1850

Contractor must provide two (2) references, one of which may be from Los Angeles County Sheriff's Department and the other from an outside agency for which Contractor has provided polygraph examination services. References provided must be able to verify that Contractor meets the Minimum Requirements as stated under Subparagraph 1.4.2.

Add the following statement:

The County will make three (3) attempts to contact the references.

5. Statement of Work, Paragraph 6.0 **WORK SCHEDULES**, add the following:

The scheduling of polygraph exams for Contract Examiners will vary to meet the needs of the Department. The Polygraph Unit maintains a master schedule at the main office. Each contractor will submit availability on a monthly basis and will then be assigned test dates and times. Contractors shall not administer more than three polygraph exams in one day. There is no minimum number of exams for any time period. Any scheduling variances can be discussed with the County Project Manager.

6. Statement of Work, replace Subparagraph 7.9.3 with the following and add Subparagraphs 7.9.4 and 7.10:

7.9.3 Contractor shall complete and turn in to the County Project Manager polygraph examination reports no later than the day following the examination.

7.9.4 Contractor shall keep the County Project Manager advised of all pertinent information concerning Applicants, pre-employment polygraph test examinations, scheduling conflicts, and personal criminal issues such as arrests or any conflict of interest situation.

7.10 Miscellaneous Responsibilities

7.10.1 Contractor shall be required to perform quality control for other polygraph examiners.

7.10.2 Contractor is required to report for a polygraph examination on time as scheduled.

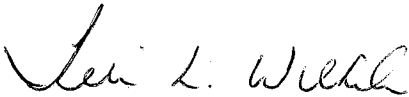
7.10.3 Contractor develops questions for the examination and reviews the questions with the Applicant.

All other terms and conditions of the RFSQ remain in effect.

Should you have any questions, please contact Mona Whittouck, Contracts Unit, at rmwhitto@lasd.org.

Sincerely,

LEROY D. BACA, SHERIFF

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

Teri L. Wilhelm, Director
Fiscal Administration

POLYGRAPH EXAMINATION SERVICES
RFSQ No. PES-333-2007

Questions and Answers

1. Would we work out mutual time frames of several days or a week at a time and then come to your polygraph suite and do the exam?

Response: The scheduling of polygraph exams for Contract Examiners will vary to meet the needs of the Department. The Polygraph Unit maintains a master schedule at the main office. Each contractor will submit availability on a monthly basis and will then be assigned test dates and times. Any scheduling variances can be discussed with the County Project Manager.

If no suite is available for an exam, the contractor is responsible for supplying their own equipment and office.

2. Is there a minimum number of tests or an on-call status?

Response: There is no minimum requirement of exams for any time period. However, Contractors shall not administer more than three polygraph exams in one day.

3. How does the fee structure work for each examination?

Response: Refer to RFSQ document, Subparagraph 1.8, Master Agreement Rates, for the fee structure.

4. When will we start work?

Response: After the Board of Supervisors has approved and executed a Master Agreement, the Sheriff will execute an Agreement with each selected Contractor. Once that Agreement is signed, the County will issue a Notice to Proceed. The Contractor must then be able to begin work immediately upon receiving notice.

5. Is Subcontracting allowed?

Response: No.

6. Most polygraph examiners carry \$1 million in professional liability insurance. Insurance companies won't insure for more than \$2 million (no need).

Since the County is asking for both professional and general liability, why are both needed? Isn't professional liability enough showing the County as an additional insured?

Response: General Liability insurance is required to protect against claims for bodily injury, property damage and personal (ex. slander and libel, invasion of privacy) and advertising injury arising out of the contractor's work activities. Professional Liability insurance is required to protect against claims arising out of the delivery of professional services as such claims are usually excluded under a general liability policy. However, the County will accept a general liability policy endorsed to include coverage for the contractor's professional liability risk, or a professional liability policy which includes coverage for bodily injury, property damage and personal and advertising injury, in lieu of requiring two separate policies. We recommend prospective contractors consult with their insurance broker or financial consultant to receive professional advisement concerning their risk exposures and insurance needs or program.

7. Why is auto insurance needed if we're driving to the office, giving the exam, and then leaving? Can it be excluded?

Response: No. Auto liability insurance provides coverage for liability the contractor may incur for bodily injury (including potential injury to County employees and other parties while they are present on County property) and property damage (including damage to the County's real or personal property) which may arise from the contractor's involvement in a motor vehicle accident. We recommend prospective contractors consult with their insurance broker or financial consultant to receive professional advisement concerning their risk exposures and insurance needs or program.

8. Because the cost of insurance for polygraph examiners is about \$3,000 annually, and since the work is as-needed with no guarantee, the insurance requirements seem excessive. Can they be reduced?

Response: No. The County's required insurance limits are based upon potential risk exposure, and not on contract award amounts. We recommend prospective contractors consult with their insurance broker or financial consultant to receive professional advisement concerning their risk exposures and insurance needs or program.