

***APPENDIX C***

***REQUIRED FORMS***

***FOR***

***REQUEST FOR STATEMENT OF QUALIFICATIONS***

***(RFSQ)***

**APPENDIX C  
REQUIRED FORMS  
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**REQUIRED FORMS - EXHIBIT 1**  
**BIDDER'S ORGANIZATION QUESTIONNAIRE/AFFIDAVIT**

Please complete, date and sign this form and place it as the **first page** of your SOQ. The person signing the form must be authorized to sign on behalf of the Bidder and to bind the applicant in a Contract.

1. If your firm is a corporation, state its legal name (as found in your Articles of Incorporation) and State of incorporation:

_____	_____	_____
Name	State	Year Inc.

2. If your firm is a partnership or a sole proprietorship, state the name of the proprietor or managing partner:

\_\_\_\_\_

3. If your firm is doing business under one or more DBA's, please list all DBA's and the County(s) of registration:

Name	County of Registration	Year became DBA
_____	_____	_____
_____	_____	_____

4. Is your firm wholly or majority owned by, or a subsidiary of, another firm? \_\_\_\_ If yes,

Name of parent firm: \_\_\_\_\_

State of incorporation or registration of parent firm: \_\_\_\_\_

5. Please list any other names your firm has done business as within the last five (5) years.

Name	Year of Name Change
_____	_____
_____	_____

6. Indicate if your firm is involved in any pending acquisition/merger, including the associated company name. If not applicable, so indicate below.

\_\_\_\_\_

Bidder acknowledges and certifies that it meets and will comply with all of the Minimum Mandatory Requirements listed in Paragraph 1.4 - Minimum Mandatory Requirements, of this RFSQ, as listed below.

Check the appropriate boxes:

- Yes**  **No** Contractor must have seven (7) years experience with a minimum of two (2) years experience as a patrol officer in a "first responder" capacity and five (5) years experience conducting criminal investigations while employed by a law enforcement agency.
  
- Yes**  **No** Contractor must be trained and certified under the laws of the State of California as a private investigator and possess a Private Investigator License as specified in the California Business and Professions Code 7521.
  
- Yes**  **No** Contractor must possess the equipment and expertise to capture video and still photography during Sub-rosa surveillance.
  
- Yes**  **No** Contractor must possess a valid California Class "C" driver license.
  
- Yes**  **No** Contractor must certify that he/she meets the Los Angeles County criteria for Physical Class, (3) –Moderate: which includes standing or walking most of the time with bending, stooping, squatting, twisting and reaching; includes working on irregular surfaces and occasionally lifting objects weighing over 25 pounds.
  
- Yes**  **No** Contractor shall not have any felony convictions nor certain misdemeanor convictions (i.e., drug, theft and sex-related crimes) that impugn the applicant's character, honesty or veracity, or demonstrate a bias.

Bidder further acknowledges that if any false, misleading, incomplete, or deceptively unresponsive statements in connection with this bid are made, the bid may be rejected. The evaluation and determination in this area shall be at the Director's sole judgment and his/her judgment shall be final.

Bidder's Name:

\_\_\_\_\_

Address:

\_\_\_\_\_

\_\_\_\_\_

e-mail address: \_\_\_\_\_ Telephone number: \_\_\_\_\_

Fax number: \_\_\_\_\_

On behalf of \_\_\_\_\_ (Bidder's name), I \_\_\_\_\_  
(Name of Bidder's authorized representative), certify that the information contained in this Bidder's Organization Questionnaire/Affidavit is true and correct to the best of my information and belief.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Internal Revenue Service  
Employer Identification Number

\_\_\_\_\_  
Title

\_\_\_\_\_  
California Business License Number

\_\_\_\_\_  
Date

\_\_\_\_\_  
County WebVen Number

**EXHIBIT 2  
PROSPECTIVE CONTRACTOR REFERENCES**

List Three (3) References, including at least one (1) Law Enforcement agency, where the same or similar scope of services were provided in order to meet the Minimum Qualifications stated in this solicitation.

<b>1. Name of Firm</b>	<b>Address of Firm</b>	<b>Contact Person</b>	<b>Telephone #</b> ( ) ( )	<b>Fax #</b> ( ) ( )
Name or Contract No.	# of Years / Term of Contract	Type of Service	Dollar Amt.	
<b>2. Name of Firm</b>	<b>Address of Firm</b>	<b>Contact Person</b>	<b>Telephone #</b> ( ) ( )	<b>Fax #</b> ( ) ( )
Name or Contract No.	# of Years / Term of Contract	Type of Service	Dollar Amt.	
<b>3. Name of Firm</b>	<b>Address of Firm</b>	<b>Contact Person</b>	<b>Telephone #</b> ( ) ( )	<b>Fax #</b> ( ) ( )
Name or Contract No.	# of Years / Term of Contract	Type of Service	Dollar Amt.	
<b>4. Name of Firm</b>	<b>Address of Firm</b>	<b>Contact Person</b>	<b>Telephone #</b> ( ) ( )	<b>Fax #</b> ( ) ( )
Name or Contract No.	# of Years / Term of Contract	Type of Service	Dollar Amt.	
<b>5. Name of Firm</b>	<b>Address of Firm</b>	<b>Contact Person</b>	<b>Telephone #</b> ( ) ( )	<b>Fax #</b> ( ) ( )
Name or Contract No.	# of Years / Term of Contract	Type of Service	Dollar Amt.	

**EXHIBIT 3  
PROSPECTIVE CONTRACTOR LIST OF CONTRACTS**

List of all County and public entities for which the Contractor has provided service within the last three (3) years including one law enforcement agency. Use additional sheets if necessary.

<b>1. Name of Firm</b>	<b>Address of Firm</b>	<b>Contact Person</b>	<b>Telephone #</b> ( ) ( )	<b>Fax #</b> ( ) ( )
Name or Contract No.	# of Years / Term of Contract	Type of Service	Dollar Amt.	
<b>2. Name of Firm</b>	<b>Address of Firm</b>	<b>Contact Person</b>	<b>Telephone #</b> ( ) ( )	<b>Fax #</b> ( ) ( )
Name or Contract No.	# of Years / Term of Contract	Type of Service	Dollar Amt.	
<b>3. Name of Firm</b>	<b>Address of Firm</b>	<b>Contact Person</b>	<b>Telephone #</b> ( ) ( )	<b>Fax #</b> ( ) ( )
Name or Contract No.	# of Years / Term of Contract	Type of Service	Dollar Amt.	
<b>4. Name of Firm</b>	<b>Address of Firm</b>	<b>Contact Person</b>	<b>Telephone #</b> ( ) ( )	<b>Fax #</b> ( ) ( )
Name or Contract No.	# of Years / Term of Contract	Type of Service	Dollar Amt.	
<b>5. Name of Firm</b>	<b>Address of Firm</b>	<b>Contact Person</b>	<b>Telephone #</b> ( ) ( )	<b>Fax #</b> ( ) ( )
Name or Contract No.	# of Years / Term of Contract	Type of Service	Dollar Amt.	

REQUIRED FORMS - EXHIBIT 4

PROSPECTIVE CONTRACTOR LIST OF TERMINATED CONTRACTS

Contractor's Name: \_\_\_\_\_

List of all contracts that have been terminated within the past three (3) years.

1. Name of Firm	Address of Firm	Contact Person	Telephone # ( ) ( )	Fax # ( ) ( )
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Name or Contract No. Reason for Termination:

2. Name of Firm	Address of Firm	Contact Person	Telephone # ( ) ( )	Fax # ( ) ( )
-----------------	-----------------	----------------	------------------------	------------------

Name or Contract No. Reason for Termination:

3. Name of Firm	Address of Firm	Contact Person	Telephone # ( ) ( )	Fax # ( ) ( )
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Name or Contract No. Reason for Termination:

4. Name of Firm	Address of Firm	Contact Person	Telephone # ( ) ( )	Fax # ( ) ( )
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Name or Contract No. Reason for Termination:



**EXHIBIT 5**  
**CERTIFICATION OF NO CONFLICT OF INTEREST**

The Los Angeles County Code, Section 2.180.010, provides as follows:

**CONTRACTS PROHIBITED**

Notwithstanding any other section of this Code, the County shall not contract with, and shall reject any proposals submitted by, the persons or entities specified below, unless the Board of Supervisors finds that special circumstances exist which justify the approval of such contract:

1. Employees of the County or of public agencies for which the Board of Supervisors is the governing body;
2. Profit-making firms or businesses in which employees described in number 1 serve as officers, principals, partners, or major shareholders;
3. Persons who, within the immediately preceding 12 months, came within the provisions of number 1, and who:
  - a. Were employed in positions of substantial responsibility in the area of service to be performed by the contract; or
  - b. Participated in any way in developing the contract or its service specifications; and
4. Profit-making firms or businesses in which the former employees, described in number 3, serve as officers, principals, partners, or major shareholders.

Contracts submitted to the Board of Supervisors for approval or ratification shall be accompanied by an assurance by the department submitting, district or agency that the provisions of this section have not been violated.

\_\_\_\_\_  
Vendor Name

\_\_\_\_\_  
Vendor Official Title

\_\_\_\_\_  
Official's Signature

**EXHIBIT 6**

***FAMILIARITY WITH THE COUNTY LOBBYIST ORDINANCE CERTIFICATION***

The Vendor certifies that it is familiar with the terms of the County of Los Angeles Lobbyist Ordinance, Los Angeles Code Chapter 2.160. The Vendor also certifies that all persons acting on behalf of the Vendor organization have and will comply with it during the proposal process.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**LOS ANGELES COUNTY SHERIFF'S DEPARTMENT  
WORKERS' COMPENSATION FRAUD INVESTIGATION SERVICES**

Price Sheet

**CONTRACTOR:** \_\_\_\_\_

**HOURLY RATE:** \_\_\_\_\_

**NOTE: MILEAGE WILL BE PAID AT THE RATE ESTABLISHED BY THE COUNTY AUDITOR CONTROLLER. AS OF 3/06/08, THE RATE IS \$0.47 (47 CENTS), PURSUANT TO LOS ANGELES COUNTY CODE, SECTION 5.40.190-5.40.290. PARKING WILL BE PAID WHEN ACCOMPANIED WITH A PARKING RECEIPT. HOURS WORKED, MILEAGE AND PARKING CLAIMS SHALL BE SUBMITTED ON THE TIME CARD AND MILEAGE LOG AND ATTACHED TO THE INVOICE.**

\_\_\_\_\_  
**CONTRACTOR'S SIGNATURE** **DATE**

\_\_\_\_\_  
**CONTRACTOR'S TITLE**

## EXHIBIT 8 VENDOR'S EEO CERTIFICATION

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Internal Revenue Service Employer Identification Number

### GENERAL

In accordance with provisions of the County Code of the County of Los Angeles, the Vendor certifies and agrees that all persons employed by such firm, its affiliates, subsidiaries, or holding companies are and will be treated equally by the firm without regard to or because of race, religion, ancestry, national origin, or sex and in compliance with all anti-discrimination laws of the United States of America and the State of California.

CERTIFICATION	YES	NO
1. Vendor has written policy statement prohibiting discrimination in all phases of employment.	( )	( )
2. Vendor periodically conducts a self-analysis or utilization analysis of its work force.	( )	( )
3. Vendor has a system for determining if its employment practices are discriminatory against protected groups.	( )	( )
4. When areas are identified in employment practices, Vendor has a system for taking reasonable corrective action to include establishment of goal and/or timetables.	( )	( )

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name and Title of Signer (please print)

**EXHIBIT 9  
ATTESTATION OF WILLINGNESS TO CONSIDER  
GAIN/GROW PARTICIPANTS**

As a threshold requirement for consideration for contract award, Vendor shall demonstrate a proven record for hiring GAIN/GROW participants or shall attest to a willingness to consider GAIN/GROW participants for any future employment opening if they meet the minimum qualifications for that opening. Additionally, Vendor shall attest to a willingness to provide employed GAIN/GROW participants access to the Vendor's employee mentoring program, if available, to assist these individuals in obtaining permanent employment and/or promotional opportunities.

Vendors unable to meet this requirement shall not be considered for contract award.

Vendor shall complete all of the following information, sign where indicated below, and return this form with any resumes and/or fixed price bid being submitted:

A. Vendor has a proven record of hiring GAIN/GROW participants.

YES (subject to verification by County)       NO

B. Vendor is willing to consider GAIN/GROW participants for any future employment openings if the GAIN/GROW participant meets the minimum qualifications for the opening. "Consider" means that Vendor is willing to interview qualified GAIN/GROW participants.

YES       NO

C. Vendor is willing to provide employed GAIN/GROW participants access to its employee-mentoring program, if available.

YES       NO       N/A (Program not available)

Vendor Organization: \_\_\_\_\_

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

Tel.#: \_\_\_\_\_ Fax #: \_\_\_\_\_

**EXHIBIT 10  
COUNTY OF LOS ANGELES CONTRACTOR EMPLOYEE JURY SERVICE PROGRAM  
CERTIFICATION FORM AND APPLICATION FOR EXCEPTION**

The County's solicitation for this Request for Statement of Qualifications is subject to the County of Los Angeles Contractor Employee Jury Service Program (Program), Los Angeles County Code, Chapter 2.203. All Vendors, whether a contractor or subcontractor, must complete this form to either certify compliance or request an exception from the Program requirements. Upon review of the submitted form, the County department will determine, in its sole discretion, whether the Vendor is excepted from the Program.

Company Name:		
Company Address:		
City:	State:	Zip Code:
Telephone Number:		
Solicitation For _____ Services):		

***If you believe the Jury Service Program does not apply to your business, check the appropriate box in Part I (attach documentation to support your claim); or, complete Part II to certify compliance with the Program. Whether you complete Part I or Part II, please sign and date this form below.***

**Part I: Jury Service Program is Not Applicable to My Business**

- My business does not meet the definition of "contractor," as defined in the Program, as it has not received an aggregate sum of \$50,000 or more in any 12-month period under one or more County contracts or subcontracts (this exception is not available if the contract itself will exceed \$50,000). I understand that the exception will be lost and I must comply with the Program if my revenues from the County exceed an aggregate sum of \$50,000 in any 12-month period.
- My business is a small business as defined in the Program. It 1) has ten or fewer employees; and, 2) has annual gross revenues in the preceding twelve months which, if added to the annual amount of this contract, are \$500,000 or less; and, 3) is not an affiliate or subsidiary of a business dominant in its field of operation, as defined below. I understand that the exception will be lost and I must comply with the Program if the number of employees in my business and my gross annual revenues exceed the above limits.

**"Dominant in its field of operation"** means having more than ten employees, including full-time and part-time employees, and annual gross revenues in the preceding twelve months, which, if added to the annual amount of the contract awarded, exceed \$500,000.

**"Affiliate or subsidiary of a business dominant in its field of operation"** means a business which is at least 20 percent owned by a business dominant in its field of operation, or by partners, officers, directors, majority stockholders, or their equivalent, of a business dominant in that field of operation.

- My business is subject to a Collective Bargaining Agreement (attach agreement) that expressly provides that it supersedes all provisions of the Program.

**OR**

**Part II: Certification of Compliance**

- My business has and adheres to a written policy that provides, on an annual basis, no less than five days of regular pay for actual jury service for full-time employees of the business who are also California residents, or my company will have and adhere to such a policy prior to award of the contract.

*I declare under penalty of perjury under the laws of the State of California that the information stated above is true and correct.*

Print Name:	Title:
Signature:	Date:

**REQUIRED FORMS - EXHIBIT 11**

**LITIGATION**

**Identify by name, case number, jurisdiction, nature of the dispute, and resolution or status, all cases in each of the following categories:**

(a) Where judgment has been entered against the Contractor, whether final or not, where the claim was that the Contractor violated: (1) any of the Civil Rights Laws and/or anti-discrimination provisions stated in Appendix A (Sample Agreement), Exhibit A (Additional Terms and Conditions), Paragraph 20.0 or similar laws of California or another state; (2) Fair Labor Standards as defined in Appendix A (Sample Agreement), Exhibit A (Additional Terms and Conditions), Paragraph 19.0 or similar laws of California or another state.

(b) Any legal or administrative claim of any kind, which has been filed by a municipal, local, state, or federal public entity against the Contractor in which the amount in controversy is \$10,000 or more, whether or not the matter is pending, settled, or where judgment has been entered whether final or not.

(c) Any claim, legal or administrative action of any kind filed by or against Los Angeles County or any of its departments.

Name	Case Number	Jurisdiction	Nature of Dispute	Resolution or Status
Use additional pages as necessary				

Certifications (please check appropriate box)

- Contractor claims no administrative proceedings, litigation or claims as described in (a), (b), or (c) above in which Contractor is or was a defendant within the past five (5) years.
- Contractor warrants that the above/attached listing of litigation is true and accurate.

CONTRACTOR: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**EXHIBIT 12  
MASTER AGREEMENT  
FOR  
WORKERS' COMPENSATION FRAUD INVESTIGATION SERVICES**

IN WITNESS WHEREOF, County of Los Angeles, by order of its Board of Supervisors, has caused this Master Agreement to be executed by the Sheriff of the Los Angeles County Sheriff's Department and approved by County Counsel, and Contractor to be executed on its behalf by its duly authorized officer, this \_\_\_\_ day of \_\_\_\_\_, 2008.

COUNTY OF LOS ANGELES

By: \_\_\_\_\_  
SHERIFF

Date: \_\_\_\_\_

By: \_\_\_\_\_  
CONTRACTOR

Signed: \_\_\_\_\_

Print: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

APPROVED AS TO FORM:

Office of the County Counsel

By: \_\_\_\_\_  
Principal Deputy County Counsel

Date: \_\_\_\_\_



**APPENDIX D**

**TRANSMITTAL FORM  
TO REQUEST  
A RFSQ SOLICITATION REQUIREMENTS REVIEW**

**TRANSMITTAL FORM TO REQUEST  
A RFSQ SOLICITATION REQUIREMENTS REVIEW**  
*A Solicitation Requirements Review must be received by the County  
within 10 business days of issuance of the solicitation document*

Contractor Name:	Date of Request:
Project Title:	Project No.

A **Solicitation Requirements Review** is being requested because the Contractor asserts that they are being unfairly disadvantaged for the following reason(s): *(check all that apply)*

- Application of **Minimum Requirements**
- Application of **Business Requirements**
- Due to **unclear instructions**, the process may result in the County not receiving the best possible responses

I understand that this request must be received by the County within **10 business days** of issuance of the solicitation document.

For each area contested, Contractor must explain in detail the factual reasons for the requested review. *(Attach additional pages and supporting documentation as necessary.)*

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Request submitted by:

\_\_\_\_\_ *(Name)*

\_\_\_\_\_ *(Title)*

***For County use only***

Date Transmittal Received by County: \_\_\_\_\_ Date Solicitation Released: \_\_\_\_\_

Reviewed by: \_\_\_\_\_

Results of Review - Comments:  
\_\_\_\_\_  
\_\_\_\_\_

Date Response sent to Contractor: \_\_\_\_\_

**APPENDIX E**

**COUNTY OF LOS ANGELES  
POLICY ON DOING BUSINESS  
WITH SMALL BUSINESS**

## COUNTY OF LOS ANGELES POLICY ON DOING BUSINESS WITH SMALL BUSINESS

Forty-two percent of businesses in Los Angeles County have five or fewer employees. Only about four percent of businesses in the area exceed 100 employees. According to the Los Angeles Times and local economists, it is not large corporations, but these small companies that are generating new jobs and helping move Los Angeles County out of its worst recession in decades.

### **WE RECOGNIZE. . . .**

#### ***The importance of small business to the County. . .***

- in fueling local economic growth
- providing new jobs
- creating new local tax revenues
- offering new entrepreneurial opportunity to those historically under-represented in business

#### ***The County can play a positive role in helping small business grow. . .***

- as a multi-billion dollar purchaser of goods and services
- as a broker of intergovernmental cooperation among numerous local jurisdictions
- by greater outreach in providing information and training
- by simplifying the bid/proposal process
- by maintaining selection criteria which are fair to all
- by streamlining the payment process

### **WE THEREFORE SHALL:**

1. Constantly seek to streamline and simplify our processes for selecting our vendors and for conducting business with them.
2. Maintain a strong outreach program, fully-coordinated among our departments and districts, as well as other participating governments to: a) inform and assist the local business community in competing to provide goods and services; b) provide for ongoing dialogue with and involvement by the business community in implementing this policy.
3. Continually review and revise how we package and advertise solicitations, evaluate and select prospective vendors, address subcontracting and conduct business with our vendors, in order to: a) expand opportunity for small business to compete for our business; and b) to further opportunities for all businesses to compete regardless of size.
4. Insure that staff who manage and carry out the business of purchasing goods and services are well trained, capable and highly motivated to carry out the letter and spirit of this policy.

**APPENDIX F**

**LIST OF CONTRACTORS  
DEBARRED IN LOS ANGELES COUNTY**

## LISTING OF CONTRACTORS DEBARRED IN LOS ANGELES COUNTY

**Vendor Name:** ADVANCED BUILDING MAINTENANCE  
**Alias:**  
**Debarment Start Date:** 6/14/2005 **Debarment End Date:** 6/13/2008  
**Principal Owners and/or Affiliates:** Michael Sullivan, Erlinda Sullivan

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**Vendor Name:** INSPECTION ENGINEERING CONSTR  
**Alias:** Inspection Engineering Construction  
**Debarment Start Date:** 6/13/2006 **Debarment End Date:** 6/12/2016  
**Principal Owners and/or Affiliates:** Jamal Deaifi

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**Vendor Name:** G Coast Construction Inc.  
**Alias:**  
**Debarment Start Date:** 9/11/07 **Debarment End Date:** 9/10/2012  
**Principal Owners and/or Affiliates:** Ezra Levi

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