

July 13, 2011

Notice to Potential Proposers

**BULLETIN NUMBER 2
REQUEST FOR PROPOSALS
AUTOMATED CIVIL ENFORCEMENT SYSTEM (ACES)
REQUEST FOR PROPOSAL NUMBER 399-SH**

This Bulletin Number 2 is being issued to revise Request for Proposals (RFP) Number 399-SH. The following revisions related to the Minimum Mandatory Requirements, the RFP Timetable, and the Proposers Conference shall be incorporated into and become a part of the RFP.

PROPOSER'S MINIMUM MANDATORY REQUIREMENTS

Paragraph 1.4.1(C) of the RFP shall be deleted in its entirety and replaced with the following:

- 1.4.1 C. Firm experience must include at least three (3) implementations of case-management systems—including workflow, tracking, and cashiering functions—at California public-sector agencies (civil enforcement preferred) having at least 100 users in multiple office locations.

Paragraph 1.4.3(A)(5) of the RFP shall be deleted in its entirety and replaced with the following:

- 1.4.3(A) 5. two (2) years of experience in managing the development of web applications on the proposed development platform (Visual Studio.NET preferred) within the last three (3) years; and

Paragraph 1.4.3(B) of the RFP shall be deleted in its entirety and replaced with the following:

1.4.3 B. Application Architect

Proposed Application Architect must have at least:

1. ten (10) years of experience in designing and implementing enterprise-wide applications for public sector agencies having at least 100 users, and
2. two (2) years of experience in implementing and supporting applications that automate case management for civil-law-enforcement activities.

Paragraph 1.4.3(D)(2) and Paragraph 1.4.3(D)(3) of the RFP shall be deleted in their entirety and replaced with the following:

- 1.4.3(D)
2. five (5) years of experience in developing web applications on the proposed development platform (Visual Studio.NET preferred) within the last six (6) years, and
 3. three (3) years of experience in developing applications that automate case management, tracking, workflow, and accounting for public-sector agencies (civil law enforcement preferred) within the last five (5) years, and

Paragraph 1.4.5, Bullet One only, of the RFP shall be deleted in its entirety and replaced with the following:

- 1.4.5
- In a **COTS-Based Proposal**, Proposer shall create ACES by integrating (a) a commercial off-the-shelf (COTS) Application Software product that Proposer provides, adapts, modifies, configures, maintains, and supports, with (b) custom programming that Proposer designs, develops, implements, integrates, maintains, and supports. Proposer shall grant County an unlimited perpetual license to the COTS Software and any future upgrades or successor products at no further cost to County beyond the fixed price proposed (including any proposed payment of standard annual software license and/or maintenance fees). County shall be given access to the ACES Source Code throughout the project and throughout the life of the System with the right to further customize ACES after Final System Acceptance. Proposer's Maintenance and Support Services shall include retrofitting custom programming to maintain integration among the various

System Components, including any subsequent updates, upgrades, or successors to the COTS Software.

RFP TIMETABLE

Paragraph 2.3, RFP Timetable, of the RFP (as previously stated in Bulletin #1) shall be deleted in its entirety and replaced with the following:

2.3 RFP Timetable

The timetable for this RFP is as follows:

- Release of RFP.....June 23, 2011
- Last Day to Confirm Attendance to Proposers Conference.....July 19, 2011
- Proposers Conference.....July 21, 2011
- Request for a Solicitation Requirements Review Due.....July 28, 2011
- Written Questions Due by 3:00 p.m. (Pacific Time).....August 4, 2011
- Final Release of Questions and ResponsesAugust 16, 2011
- **Proposal Submittal Deadline..by 3:00p.m. (Pacific Time)..September 1, 2011**

The dates may be changed at any time as determined by County. Such changes shall be made through an addendum and posted on the Department's website at http://www.lasdhq.org/lasd_contracts/info.html.

PROPOSERS CONFERENCE

Paragraph 2.6, Mandatory Proposers Conference, of the RFP shall be deleted in its entirety and replaced with the following to make attendance at the Proposer's Conference optional:

2.6 Proposers Conference

A **Proposers Conference** will be held to discuss the RFP. County staff will make a reasonable attempt to respond to questions from potential Proposers at the conference. Written answers to questions will be provided to all Proposers, in addition to being posted on the Department's Website at http://www.lasdhq.org/lad_contracts/info.html by the date specified in Bulletin #2. All subsequent Bulletins, written answers and any addendum, will supersede verbal responses at the conference.

Potential Proposer's attendee(s) must be full time employee(s) of the potential Proposer, and Proposer must notify Contracts Analyst, Marcelle Murr (memurr@lasd.org) with the number of employees attending the conference by

the date and time specified in Bulletin #2. The number of attendees per potential Proposer will be limited to a maximum of three (3) attendees. All attendees must provide a business card to the Contracts Analyst at the time of the Proposers Conference.

Proposers should arrive on time and should bring a copy of the RFP. Late arrivals may not be admitted to the conference.

Each attendee must submit a **Security Clearance form** *prior to* the Proposers Conference. The Security Clearance form, with a submission deadline, will be provided to potential Proposers via e-mail after Proposer notifies the Contracts Analyst of the names of potential Proposer's employee(s) that will be attending the conference.

If a Proposer wishes to access the RFP, the proposer **MUST** inform the Department's Contracts Unit Analyst at memurr@lasd.org of Proposer's name, mailing address, email address, fax number and telephone number. This will ensure that the Proposer receives any further Bulletins related to this RFP.

If it is discovered that a proposer contacted and/or received information from any County personnel other than the person specified above, regarding this solicitation, the Sheriff, in his sole determination, may disqualify its proposal from further consideration.

All other terms and conditions of this RFP remain in effect.

Should you have any questions, please contact Marcelle Murr, Contract Analyst, via e-mail at memurr@lasd.org.

Sincerely,

LEROY D. BACA. SHERIFF

Signature on file

Glen Joe, Director
Fiscal Administration

