



Erroy D. Baca, Sheriff

County of Los Angeles
Sheriff's Department Headquarters

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



April 26, 2011

Notice to Potential Contractors:

**BULLETIN NUMBER 1
REQUEST FOR STATEMENT OF QUALIFICATIONS (RFSQ)
TEMPORARY PERSONNEL SERVICES
RFSQ 428-SH**

INTRODUCTION

The Los Angeles County Sheriff's Department (Department) is seeking qualified Vendors to enter into Master Agreements with the County who can provide Temporary Personnel Services on an as-needed basis. The Department will utilize the services of temporary personnel to provide various specialized services throughout the Department that include, but not limited to the following:

Intermediate Clerk
Intermediate Typist Clerk
Secretary
Executive Secretary
Data Control Clerk
Internal Auditor
Senior Internal Auditor
Warehouse Worker
Medical Records Technician
Diet Technician
Dietitian
Pharmacy Technician
Pharmacist

MINIMUM MANDATORY QUALIFICATIONS

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

A Tradition of Service Since 1850

- 1.4.1 Vendor must have a minimum of five years of experience providing temporary placement of personnel for government agencies, where one of the five years of experience must have been with a Law Enforcement Agency, for which the same or similar work to that described in Appendix B, Statement of Work, was provided. Vendor must provide references from government agencies to verify five years of experience. One reference must be from a Law Enforcement Agency to verify one year of experience providing temporary placement of personnel for which the same or similar work to that described in Appendix B, Statement of Work, was provided. Please refer to Appendix C, Required Forms, Exhibit 2, Prospective Contractor References.
- 1.4.2 Vendor must have an office within Los Angeles County or adjoining counties.
- 1.4.3 Vendor must have a Project Manager with at least three years of experience in providing temporary placement of personnel to government agencies and similar work to that described in Appendix B, Statement of Work. Vendor must provide a resume for the Project Manager in Section A.1 of the SOQ.
- 1.4.4 Vendor must have an Assistant Project Manager with at least three years of experience in providing temporary placement of personnel to government agencies and similar work to that described in Appendix B, Statement of Work. Vendor must provide a resume for the Assistant Project Manager in Section A.1 of the SOQ.
- 1.4.5 Vendor must provide a copy of its current business license as a provider of Temporary Personnel Services in Section A.4 of the SOQ.

RFSQ INITIAL TIMETABLE

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

- | | |
|--|----------------|
| • Release of RFSQ | April 26, 2011 |
| • Written Questions Due | May 06, 2011 |
| • Request for a Solicitation Requirements Review Due | May 10, 2011 |
| • Questions and Responses Released | May 13, 2011 |
| • SOQs Initial Due Date | May 26, 2011 |

The submittal date is an initial due date and those not received by that date may not be reviewed initially; however, they may be reviewed at a later date to determine if they meet the qualifications listed. The solicitation will remain open until the needs of the Department are met.

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RFSQ RELEASE

The RFSQ will be released and posted on the County's website on April 26, 2011, and will be accessible via the Department's website at http://www.lasdhq.org/lasd_contracts/info.html.

If the Vendor wishes to access the RFSQ via the above-referenced Department's website, the Vendor MUST inform the Department's Contracts Unit Analyst at b1jackso@lasd.org of Vendor's name, mailing address, email address, fax number, and telephone number.

SOQ SUBMISSION INFORMATION

The original SOQ and two (2) numbered copies shall be enclosed in a sealed envelope, plainly marked in the upper left-hand corner with the name and address of the Vendor and bear the words: **"SOQ FOR TEMPORARY PERSONNEL SERVICES"**

The SOQ and any related information shall be delivered or mailed to:

Los Angeles County Sheriff's Department
Contracts Unit
Attention: Betty Jackson, Contract Analyst
4700 Ramona Boulevard, Room 214
Monterey Park, California 91754

DUE DATE: May 26, 2011

TIME: 3:00 p.m. – PACIFIC STANDARD TIME (PST)

It is the sole responsibility of the submitting Vendor to ensure that its SOQ is received on or before the submission deadline.

Submitting Vendors 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.

Los Angeles County Sheriff's Department
Contracts Unit
Attention: Betty Jackson, Contracts Analyst
4700 Ramona Boulevard, Room 214
Monterey Park, California 91754
Fax Number: (323) 415-1368
E-mail address: b1jackso@lasd.org

Vendors are specifically directed not to contact any other County person or agent for any matter related to this RFSQ. If it is discovered that a Vendor contacted and/or received information from any County person or agent, other than the person specified above, regarding this RFSQ, County, in its sole determination, may disqualify Vendor and their SOQ from further consideration.

Sincerely,

LEROY D. BACA, SHERIFF

A handwritten signature in blue ink, appearing to read "Glen Joe", with a stylized flourish at the end.

Glen Joe, Director
Fiscal Administration