



*Leroy D. Baca, Sheriff*

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

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



May 31, 2011

Notice to Potential Proposers

**BULLETIN NUMBER 1  
REQUEST FOR STATEMENT OF QUALIFICATIONS (RFSQ)  
FOR  
JAIL OUTPATIENT ORTHOPEDIC CLINIC (JOOC) SERVICES  
RFSQ NUMBER 451-SH**

**INTRODUCTION**

The Los Angeles County Sheriff's Department (Department) is seeking qualified Orthopedic Specialty Groups (Vendors) to enter into Master Agreements with the County of Los Angeles (County) to provide Jail Outpatient Orthopedic Clinic (JOOC) Services.

The JOOC Services will be provided primarily to Jail Patients in the following Department facilities: Men's Central Jail (MCJ), Twin Towers, Century Regional Detention Facility (CRDF), and the Pitchess Detention Center (PDC) (refer to Appendix B, Statement of Work, Attachment 1, JOOC Jail Facilities). Vendor(s) determined to be qualified under this solicitation shall be expected to develop a process of providing Jail Patient orthopedic care with clear goals, objectives, appropriate policies, and procedures for documenting goals, performance, and integrating medical records documentation in collaboration with the Department.

**VENDOR'S 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:

- Vendor must be an Orthopedic Specialty Group, which is comprised of two (2) or more physicians who are duly licensed to practice medicine in the State of California and Board Certified or Board Eligible in orthopedic surgery with hospital privileges at hospitals within the County. Vendor shall submit physician credentials and any other documentation to verify this experience in Section A.1 of Vendor's SOQ.
- Vendor must have at least two (2) years of continuous, full-time experience with medical group and physician management and in establishing contracts with hospital facilities, physicians, and ancillary care providers/facilities in California. Vendor's time spent in orthopedic residency training will not be considered applicable towards the two (2) years experience requirement. Vendor shall provide references that verify this experience in Appendix D, Required Forms, Exhibit 2, Prospective Contractor References Form.
- Vendor's proposed Contractor Medical Director required in Appendix B, Statement of Work, Section 6.7, Contractor Medical Director/Contractor Project Manager, must be duly licensed to practice medicine in the State of California and Board Certified in orthopedic surgery and must have a minimum of two (2) years of experience as a director of a medical group or independent physician association with an emphasis in orthopedic services. Vendor shall submit resume and physician credentials that verify this experience for the proposed Contractor Medical Director in Section A.1 of Vendor's SOQ.
- Vendor must have a local office in the Southern California Area as defined in Appendix A, Model Master Agreement, Paragraph 2.39. Vendor shall identify the location of the local office in Section A.1 of Vendor's SOQ.

**TIMETABLE FOR THIS RFSQ IS AS FOLLOWS:**

- Release of RFSQ ..... May 31, 2011
- Request for a Solicitation Requirements Review Due ..... June 14, 2011
- Written Questions Due by 3:00 p.m. (Pacific Time) ..... June 15, 2011
- Questions and Responses Released..... June 30, 2011
- SOQ Due by 3:00 p.m. (Pacific Time).....July 14, 2011

The Statement of Qualifications (SOQ) 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.

In the event the Department's needs are met and the solicitation is closed, the solicitation may be reopened any time during the term of the Master Agreement authorized by the County Board of Supervisors in order to meet any additional Department needs. In the event the solicitation is reopened, it will be publicized on the County's website.

### **RFSQ RELEASE**

The RFSQ will be released and will be accessible via the Department's website at: [http://www.lasdhq.org/lasd\\_contracts/info.html](http://www.lasdhq.org/lasd_contracts/info.html) (underscore between "lasd" and "contracts") and the County website at: <http://camisvr.co.la.ca.us/lacobids/BidLookUp/BidOpenStrat.asp>.

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

### **SOQ SUBMISSION INFORMATION**

The original SOQ and three (3) numbered copies shall be enclosed in a sealed envelope plainly marked on the upper left-hand corner with the name and address of the Vendor and bear the words:

#### **"SOQ FOR JAIL OUTPATIENT ORTHOPEDIC CLINIC SERVICES"**

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

Los Angeles County Sheriff's Department  
Contracts Unit  
4700 Ramona Boulevard, Room 214  
Monterey Park, California 91754  
Attention: Marcelle Murr

It is the sole responsibility of the submitting Vendor to ensure that its SOQ is received before the submission deadline. Submitting Vendors shall bear all risks associated with delays in delivery by any person or entity, including the United States Mail. No facsimile (fax) or electronic mail (email) copies will be accepted.

**CONTACT WITH COUNTY PERSONNEL**

Any contact regarding this RFSQ or any matter relating hereto **MUST** be in writing and may be mailed, emailed, or faxed to:

**Los Angeles County Sheriff's Department  
Contracts Unit, Room 214  
4700 Ramona Boulevard  
Monterey Park, California 91754  
Attention: Marcelle Murr  
Email address: [memurr@lasd.org](mailto:memurr@lasd.org)  
Fax Number: (323) 415-4389**

If it is discovered that a Vendor 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 SOQ from further consideration.

Sincerely,

LEROY D. BACA. SHERIFF

A handwritten signature in black ink, appearing to be 'Glen Joe', written over a circular stamp or seal.

Glen Joe, Director  
Fiscal Administration