



Leroy D. Baca, Sheriff

County of Los Angeles
Sheriff's Department Headquarters

4700 Ramona Boulevard
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June 26, 2013

Notice to Potential Proposers

**BULLETIN NUMBER 4
REQUEST FOR PROPOSALS
LEGAL EDUCATION SERVICES FOR FEMALE INMATES
REQUEST FOR PROPOSAL NUMBER 479-SH**

This Bulletin Number 4 is being issued to provide responses to questions that were received. The responses attached to this Bulletin Number 4 as Attachment 1, Questions and Answers, are final and become part of the Request for Proposals (RFP).

All other Terms and Conditions of the RFP remain in effect.

Should you have any questions, please contact Contracts Analyst Abilene Valdez at arvaldez@lasd.org

Sincerely,

LEROY D. BACA, SHERIFF

Glen Joe, Director
Fiscal Administration

**BULLETIN NUMBER 4
ATTACHMENT 1
QUESTIONS AND ANSWERS**

**LEGAL EDUCATION SERVICES FOR FEMALE INMATES
RFP No. 479-SH**

1. Will the required forms/exhibits be available in “Word” format?

Response: No, forms/exhibits are only available in PDF format.

2. RFP, Subparagraph 2.8.2. (page 26) – We have a “Certificate of Good Standing” dated October 12, 2012 is that sufficient or do we need to request a more recent copy

Response: Yes.

3. RFP, Subparagraph 2.8.4.1 (A) (2) (page 28), Non-Instructor Assistant Staff and SOW, Subparagraph 5.2.3, Non-Instructor Assistant Staff. Can the requirements for the non-instructor assistant staff be modified? As it is written it is possible to be an instructor based upon the Paralegal requirements but not qualify to be the Non-Instructor Assistant. To be a paralegal you do not need a Bachelor’s Degree. Given the duties of the Non-Instructor Assistant could a paralegal certificate or an Associate’s degree be sufficient?

Response: RFP, Subparagraph 2.8.4.1, Proposer’s Background and Experience, Proposal Section A., Proposer’s Staff (Proposal A.1.1) (2), Non-Instructor Assistant Staff, and Subparagraph 5.2.3, Non-Instructor Assistant Staff of Appendix B, Statement of Work, of this RFP, have been revised, refer to Bulletin Number 2, dated May 24, 2013.

4. RFP Section 2.8.4.2 (page 28) – May we list the Sheriff’s Department as a reference?

Response: Yes

5. Appendix B, Statement of Work Section 3.1 Deliverables (page 2), Can section 3.1.5 Dissolution Cases be combined with another Deliverable such as Paternity Cases?

Response: Refer to Appendix B, Statement of Work, Subparagraph 3.2.6, which states, “The County Project Manager reserves the right to modify the schedule of legal education training sessions or any other component of the curriculum in consultation with Contractor.”

6. Appendix B Statement of Work section 4.7.1 paragraphs A & B (page 8) – Ethical Conduct Training. What agenda items must be covered in the Ethical Conduct Training? Does the Contractor qualify to teach the Ethical Conduct Training to its staff? Is there a list of qualified agencies that offer this training?

Response:

(1) Agenda Topic - “Ethics and their Effects on Decision-Making.”

(2) Yes, If Contractor receives approval by County Project Manager of their Ethical Conduct Training course outline and training summary, prior to any scheduled training date(s).

(3) No list of qualified agencies.

7. Appendix B Statement of Work Section 5.2.1.2 (page 13) - Do you have a list of approved independent sources who can certify a staff members bilingual abilities?

Response: No

8. Appendix B Statement of Work Section 5.2.2.1 paragraph (A)(1) (page 15) – If we utilize a Paralegal Staff Instructor who works under the direct supervision of a Staff Attorney Instructor is the Attorney required to attend the classes that the Paralegal teaches?

Response: No

9. Appendix B Statement of Work Section 6 (page 16) – Are there limits/restrictions to when we can schedule the classes? Section 6.3, of the SOW references 7:00am to 6:00 pm.

Response: Refer to Appendix B, Statement of Work, Section 6, Schedule, Subparagraphs 6.3, which states, “Legal education training sessions may be conducted Monday through Friday between the hours of 7:00 a.m. and 6:00 p.m.” and Subparagraph 6.4, which states, “Actual legal education training session schedules shall be established in consultation with County Project Manager and are subject to approval by County Project Director.”

10. Appendix B Statement of Work Section 8 (page 18) – Location: Will the classes be evenly divided between Twin Towers and CRDF?

Response: Not determined at this time. Refer to Appendix B, Statement of Work, Section 8, Locations, Subparagraph 8.1.

11. Minimum Mandatory Requirement 1.4.2 for Attorney Staff Instructor, of the RFP. Please clarify requirements for Attorney Staff Instructor. Instructor must be an active member in the State Bar of California and either be actively practicing family law and/or providing domestic violence prevention training for women for a minimum of three (3) consecutive years and/or have a minimum of three (3) consecutive years experience

within the last ten (10) years teaching or assisting in areas of expertise related to the Deliverables described in Paragraph 3.1, Deliverables, of Appendix B, Statement of Work, of the RFP.

Response: Refer to Bulletin Number 2 dated May 24, 2013. RFP, Subparagraph 1.4.2 was deleted in its entirety and replaced.

12. Subparagraph 2.8.5.1 (page 30) of the RFP, essentially you want a calendar of the month – a hypothetical schedule? repetition in that month? twice in the month?

Response: Proposer must provide a sample curriculum for a hypothetical one (1) calendar-month period as stated in RFP, Subparagraph 2.8.5.1, Sample Curriculum.

13. Start of the Contract?

Response: Not determined at this time.

14. Is there a page limit restriction for responses?

Response: No

15. What days will we be teaching?

Response: Monday through Friday, excluding County Holidays

16. Current female inmate count at CRDF and TTCF, does it stay at the same level?

Response: CRDF has approximately 2,090 female inmates and TTCF has approximately 400 female inmates. These numbers do fluctuate slightly from day to day.

17. Voluntary program – cannot be compelled to be 20-30 inmates per session? If classes are smaller does that mean more classes?

Response: Refer to Section 3.2, Curriculum, Subparagraph 3.2.3, and Section 3.6, Program Attendance Goals, of Appendix B, Statement of Work, of the RFP.