



Leroy D. Baca, Sheriff

County of Los Angeles
Sheriff's Department Headquarters

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



May 24, 2013

Notice to Potential Proposers

**BULLETIN NUMBER 2
REQUEST FOR PROPOSALS
LEGAL EDUCATION SERVICES FOR FEMALE INMATES
REQUEST FOR PROPOSAL NUMBER 479-SH**

This Bulletin Number 2 is being issued to revise Request for Proposals (RFP) Number 479-SH. The following revisions related to the RFP, and Appendix B, Statement of Work (SOW) shall be incorporated into and become part of the RFP.

A. RFP, Subparagraph 1.4.2 shall be deleted in its entirety and replaced with the following:

1.4.2 In accordance with Subparagraph 5.2.2, Program Instructors, of Appendix B, Statement of Work, of this RFP, Proposer's proposed program instructors must meet the following requirements:

Attorney Staff Instructor

This instructor shall possess and maintain active membership in good standing with the State Bar of California and must be actively practicing family law and/or providing domestic violence prevention training services for women for a minimum of three (3) consecutive years.

and if utilizing Paralegal Staff Instructors,

Paralegal Staff Instructor

This instructor shall possess and maintain current certification as a paralegal in the State of California and must have minimum of three (3) consecutive years experience within the last ten (10) years teaching or assisting in areas of expertise related to the

A Tradition of Service Since 1850

Deliverables described in Paragraph 3.1, Deliverables, of Appendix B, Statement of Work, of the RFP.

B. RFP, Subparagraph 2.8.4.1(A)(2), Non-Instructor Assistant Staff, shall be deleted in its entirety and replaced with the following:

2. Non-Instructor Assistant Staff

Each and any assisting staff person (classroom assistant) assigned by Contractor for the purpose of this RFP must minimally be in the fulltime employment of Contractor, and shall possess and maintain current certification as a paralegal in the State of California, or shall possess a Bachelor's Degree from an accredited academic institution in areas of expertise related to the Deliverables described in Paragraph 3.1, Deliverables, of Appendix B, Statement of Work, of the RFP as approved by County Project Director. At no time throughout the Term of the Agreement shall such classroom assistant substitute, replace, or fill in as an instructor, except until such time that such classroom assistant is in compliance with the requirements for program instructors as defined in the RFP, Subparagraph 2.8.4.1(A) (1), Program Instructors.

C. 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.....April 25, 2013
- Request for a Solicitation Requirements Review Due..... May 9, 2013
- Written Questions Due by 3:00 p.m. (Pacific Time).....June 5, 2013
- Last Day to Confirm Attendance to Mandatory Proposer's Conference and Mandatory Site VisitJune 5, 2013
- Mandatory Proposer's Conference and Mandatory Site Visit..... June 12, 2013
- Questions and Answers Released.....June 19, 2013
- **Proposal due by 3:00 p.m. (Pacific Time).....July 17, 2013**

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.

D. SOW, Subparagraph 5.2.3, Non-Instructor Assistant Staff, shall be deleted in its entirety and replaced with the following:

Non-Instructor Assistant Staff

- 5.2.3.1 Each and any assisting staff person (classroom assistant) assigned by Contractor for the purpose of the Agreement must minimally be in the full-time employment of Contractor, and shall possess and maintain current certification as a paralegal in the State of California, or shall possess a Bachelor's Degree from an accredited academic institution in areas of expertise related to the Deliverables described in Paragraph 3.1, Deliverables, of this Statement of Work as approved by County Project Director. At no time throughout the Term of the Agreement shall such classroom assistant substitute, replace, or fill in as an instructor, except until such time that such classroom assistant is in compliance with the requirements for program instructors and subject to all other conditions set forth in Paragraph 5.2, Minimum Staffing Requirements, of this Statement of Work.
- 5.2.3.2 While program instructors are not required to possess expertise in every subject matter, all program instructors must, in aggregate, demonstrate themselves capable of fulfilling all of their responsibilities as assigned and providing legal education training sessions instruction in all Deliverables subject matter outlined in Paragraph 3.1, Deliverables, of this Statement of Work.

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

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

Sincerely,

LEROY D. BACA, SHERIFF


Glen Joe, Director