



*John L. Scott, Sheriff*

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

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



October 29, 2014

**BULLETIN NUMBER 1  
REQUEST FOR STATEMENT OF QUALIFICATIONS (RFSQ)  
POLYGRAPH EXAMINATION SERVICES  
RFSQ NUMBER 494-SH**

**INTRODUCTION**

The County of Los Angeles ("County") Sheriff's Department ("Department") requires the services of one or more Qualified Contractors to provide Polygraph Examination Services to the Department's Scientific Services Bureau on an intermittent, as-needed basis.

**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 the RFSQ, are invited to submit a Statement of Qualifications (SOQ), provided they meet the following Minimum Mandatory Qualifications:

1. Vendor must have successfully graduated from a polygraph training course, recognized and accredited by the American Polygraph Association, California Association of Polygraph Examiners, or the American Association of Police Polygraphists. Vendor must submit copies of diploma and/or certificate.
2. Vendor must be active in the administration of polygraph examinations. To qualify for this status, the Vendor must meet the following criteria:
  - a. Vendor must have completed a minimum total of two hundred (200) documented polygraph examinations.
  - b. Of the total documented polygraph examinations, Vendor must have administered a minimum of one-hundred (100) polygraph exams for a law enforcement agency or agencies.
  - c. Twenty-Five of the one-hundred exams for a law enforcement agency or agencies must have been within the last two years using the Lafayette computerized polygraph instrument.

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Vendor must provide supporting documentation and references to meet these criteria.

3. Vendor must be a current member, in good standing, with one of the following professional polygraph examiner associations **and** have attended a minimum of 12 hours of training sponsored by one of the following organizations in the last two years:

- American Polygraph Association
- California Association of Polygraph Examiners
- American Association of Policy Polygraphists

Vendor must provide a copy of membership and training certificates.

4. Vendor must pass with a score of 100 percent the polygraph proficiency test consisting of general polygraph knowledge, question formulation, chart analysis, and instrument-tation; Refer to Appendix D (Required Forms), Exhibit 12 (Proficiency Exam) of the RFSQ. The test is to be completed and submitted with the SOQ. If a passing score is not achieved, the Vendor shall be disqualified.

**RFSQ RELEASE**

The RFSQ will be accessible in electronic Portable Data File (PDF) format by 5:00 p.m. (Pacific Time) on October 29, 2014, via the Department’s website at [http://www.lasd.org/lasd\\_contracts/info.html](http://www.lasd.org/lasd_contracts/info.html) (underscore between “lasd” and “contracts”).

**RFP TIMETABLE**

The timetable for this RFSQ is as follows:

- Release of RFSQ.....October 28, 2014
- Request for a Solicitation Requirements Review Due.....November 10, 2014
- Written Questions Due by 3:00 p.m. (Pacific Time).....November 3, 2014
- Questions and Answers Released.....November 6, 2014
- **SOQ Submittal Deadline...by 3:00p.m. (Pacific Time).....November 19, 2014**

The submittal date is an initial due date. SOQs received after the due date may not be reviewed initially; however, they may be reviewed at a later date to determine if they meet the Minimum Mandatory Qualifications listed in Paragraph 1.4 (Vendor’s Minimum Mandatory Qualifications) of the RFSQ. The solicitation will remain open until the needs of the Department are met.

**STATEMENT OF QUALIFICATIONS SUBMISSION**

The original SOQ and three exact duplicate, hard, numbered copies; and two Compact Discs, each containing the SOQ in electronic format, 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:

**“STATEMENT OF QUALIFICATIONS FOR POLYGRAPH EXAMINATION SERVICES  
RFSQ 494-SH”**

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

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

**STATEMENT OF QUALIFICATIONS DELIVERY**

It is the sole responsibility of the submitting Vendor to ensure that its SOQ is received before the SOQ due date and time as outlined under Bulletin #1 or any addendum amending the SOQ due date and time. Submitting Vendors shall bear all risks associated with delays in delivery by any person or entity, including the United States Mail. Any SOQs received after the scheduled closing date and time for receipt of SOQs, as stated in Bulletin #1, or any addendum amending the SOQ due date and time, will not be reviewed initially; however, they may be reviewed at a later date. No facsimile (fax) or electronic mail (e-mail) copies will be accepted.

**CONTACT WITH COUNTY PERSONNEL**

All contact regarding this RFSQ or any matter relating thereto must be in writing and may be mailed, e-mailed, or faxed as follows:

Los Angeles County Sheriff's Department  
Contracts Unit  
Attention: Stacey Kirk, Contracts Analyst  
4700 Ramona Boulevard, Room 214  
Monterey Park, California 91754  
Email address: [sjkirk@lasd.org](mailto:sjkirk@lasd.org)  
Fax number: (323) 415-4650

If it is discovered that a Vendor contacted and received information from any County personnel, other than the person specified above, regarding this solicitation, County, in its sole determination, may disqualify their SOQ from further consideration.

Sincerely,

JOHN L. SCOTT, SHERIFF

A handwritten signature in blue ink that reads "Glen Joe".

Glen Joe, Director  
Fiscal Administration

Handwritten initials in blue ink, possibly "GJ".

GJ:SK:sk  
(Fiscal Administration – Contracts Unit)

- c: Glen Joe, Director, Fiscal Administration
- Clay Porlier, Captain, Scientific Services Bureau (SSB)
- Susie Cousins, Assistant Director, Fiscal Administration
- Chris Germann, Sergeant, SSB
- Angelo Faiella, Manager, Contracts Unit
- Irma Santana, Contracts Analyst, Contracts Unit
- Stacey Kirk, Contracts Analyst, Contracts Unit