

TRANSMITTAL FORM TO REQUEST A RFSQ SOLICITATION REQUIREMENTS REVIEW

***A Solicitation Requirements Review must be received by the County
within 10 business days of issuance of the solicitation document***

Vendor Name:	Date of Request:
Project Title:	Project No.

A **Solicitation Requirements Review** is being requested because the Vendor asserts that they are being unfairly disadvantaged for the following reason(s): *(check all that apply)*

- Application of **Minimum Requirements**
- Application of **Business Requirements**
- Due to **unclear instructions**, the process may result in the County not receiving the best possible responses

I understand that this request must be received by the County within **10 business days** of issuance of the solicitation document.

For each area contested, Vendor must explain in detail the factual reasons for the requested review. *(Attach additional pages and supporting documentation as necessary.)*

Request submitted by:

(Name)

(Title)

For County use only

Date Transmittal Received by County: _____ Date Solicitation Released: _____

Reviewed by: _____

Results of Review - Comments:

Date Response sent to Vendor: _____

COUNTY OF LOS ANGELES

POLICY ON DOING BUSINESS WITH SMALL BUSINESS

Forty-two percent of businesses in Los Angeles County have five or fewer employees. Only about four percent of businesses in the area exceed 100 employees. According to the Los Angeles Times and local economists, it is not large corporations, but these small companies that are generating new jobs and helping move Los Angeles County out of its worst recession in decades.

WE RECOGNIZE. . . .

The importance of small business to the County. . .

- in fueling local economic growth
- providing new jobs
- creating new local tax revenues
- offering new entrepreneurial opportunity to those historically under-represented in business

The County can play a positive role in helping small business grow. . .

- as a multi-billion dollar purchaser of goods and services
- as a broker of intergovernmental cooperation among numerous local jurisdictions
- by greater outreach in providing information and training
- by simplifying the bid/proposal process
- by maintaining selection criteria which are fair to all
- by streamlining the payment process

WE THEREFORE SHALL:

1. Constantly seek to streamline and simplify our processes for selecting our vendors and for conducting business with them.
2. Maintain a strong outreach program, fully-coordinated among our departments and districts, as well as other participating governments to: a) inform and assist the local business community in competing to provide goods and services; b) provide for ongoing dialogue with and involvement by the business community in implementing this policy.
3. Continually review and revise how we package and advertise solicitations, evaluate and select prospective vendors, address subcontracting and conduct business with our vendors, in order to: a) expand opportunity for small business to compete for our business; and b) to further opportunities for all businesses to compete regardless of size.
4. Insure that staff who manage and carry out the business of purchasing goods and services are well trained, capable and highly motivated to carry out the letter and spirit of this policy.

APPENDIX F
Sample Work Order Format

**LOS ANGELES COUNTY SHERIFF'S DEPARTMENT
 AIRPLANE MAINTENANCE, ENGINEERING AND REPAIR SERVICES
 AGREEMENT WORK ORDER**

REFERENCE PO:		
VENDOR1:	VENDOR2:	VENDOR3:
CONTACT:	CONTACT:	CONTACT:
DATE:	DATE:	DATE:
QUOTE: ??	QUOTE:	QUOTE:
AVAILABILITY:	AVAILABILITY:	AVAILABILITY:
NOTES:	NOTES:	NOTES:
VENDOR SELECTED:	REASON:	

LISTING OF CONTRACTORS DEBARRED IN LOS ANGELES COUNTY

Vendor Name: LA Internet Corporation
Alias: 2X, Inc. a.k.a. LA Internet, Inc., 2X Access, Internet Business International
(Referred to collectively as "LA Internet")

Principal Owners: Albert Reda
Ken Reda
Louis Cherry

Debarment Start Date: September 9, 2003 **Debarment End Date:** September 8, 2006

Vendor Name: MTS Advanced Corp.

Principal Owners: Emir Khan
Zulaine Hernandez

Debarment Start Date: February 8, 2005 **Debarment End Date:** February 7, 2008

Vendor Name: Advanced Building Maintenance

Principal Owners: Michael Sullivan
Erlinda Sullivan

Debarment Start Date: June 14, 2005 **Debarment End Date:** June 13, 2008