



Geroy D. Baca, Sheriff

County of Los Angeles
Sheriff's Department Headquarters

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



August 27, 2013

Notice to Potential Contractors:

**BULLETIN NUMBER 1
REQUEST FOR STATEMENT OF QUALIFICATIONS (RFSQ)
DNA LABORATORY SERVICES
RFSQ 503-SH**

INTRODUCTION

The County of Los Angeles (County) is seeking qualified companies to enter into Master Agreements with the County to provide DNA Laboratory Services on an as-needed, intermittent basis, to the Los Angeles County Sheriff's Department (Department). The Department's Scientific Services Bureau (SSB) requires the services of DNA laboratories to assist the SSB staff, as needed, in screening evidence for biological fluids, contact DNA, and/or DNA analysis.

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:

- 1.4.1 Vendor must have a DNA testing laboratory that is accredited by one of the following: American Society of Crime Laboratory's Director's Laboratory Accreditation Board (ASCLD/LAB); American National Standards Institute-American Society for Quality (ANSI-ASQ); National Accreditation Board/FQS; or the American Association for Laboratory Accreditation (A2LA).

This must be demonstrated by the submission of a copy of its most recent accreditation documentation and a copy of its most recent annual inspection.

A Tradition of Service Since 1850

- 1.4.2 Vendor must have a DNA testing laboratory that complies with the standards for a quality assurance program for DNA analysis, issued by the Director of the Federal Bureau of Investigation pursuant to the DNA Identification Act of 1994, entitled Quality Assurance Standards for Forensic DNA Testing Laboratories.
- 1.4.3 Vendor must include a statement indicating its agreement that Vendor's DNA laboratory shall, within six (6) months of an executed Master Agreement, have validated mixture interpretation/deconvolution of up to three person mixtures and the use of Analytical and Stochastic Thresholds as defined by the Scientific Working Group for DNA Analysis Methods (SWGDM). Statistical approaches can include Random Match Probability (RMP), Modified RMP, straight Combined Probability of Inclusion (CPI), or Likelihood ratios. The utilization of Stochastic Thresholds should allow the use of loci that may have potential alleles that are below the Analytical Threshold or have dropped out. Validated mixture interpretation software can also be utilized.

Vendor must include this statement in Section A, Vendor's Qualifications, of Vendor's SOQ.

- 1.4.4 The Vendor's DNA testing laboratory must have performed forensic criminal DNA testing for the past three (3) consecutive years including the successful completion of at least 120 post accreditation forensic criminal DNA cases.

Vendor must provide a reference to verify this qualification in Appendix D, Required Forms, Exhibit 2, Prospective Contractor References, of the RFSQ.

RFSQ INITIAL TIMETABLE

The timetable for the release of the RFSQ is as follows:

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|--|--------------------|
| • Release of RFSQ | August 27, 2013 |
| • Request for a Solicitation Requirements Review Due | September 11, 2013 |
| • Written Questions Due | September 11, 2013 |
| • Questions and Responses Released | September 17, 2013 |
| • SOQ due by 3:00 p.m. – Pacific Time (PST) | September 25, 2013 |

SOQ's submitted after the SOQ due date may not be reviewed initially; however, they may be reviewed at a later date to determine if they meet the qualifications listed in the RFSQ. The RFSQ will remain open until the needs of the County are met. The County reserves the right to close the solicitation at any time.

RFSQ RELEASE

The RFSQ will be accessible on the Department's website on August 27, 2013, at http://www.lasd.org/lasd_contracts/info.html.

If the Vendor wishes to access the RFSQ via the above-referenced Department's website, the Vendor MUST inform the Department's Contracts Unit Analyst at srdavis@lasd.org of Vendor's name, mailing address, email address, fax number, and telephone number.

SOQ SUBMISSION INFORMATION

The original SOQ and three exact duplicate, hard, numbered copies; and three (3) 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****DNA LABORATORY SERVICES****RFSQ 503-SH”**

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

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

Due Date: September 25, 2013

Time: 3:00 p.m. – Pacific Time

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 this Bulletin Number 1 or any later 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. No facsimile (fax) or electronic mail (email) copies will be accepted.

CONTACT WITH COUNTY PERSONNEL

Any contact regarding the RFSQ or any matter relating hereto must be in writing and may be mailed, emailed, or faxed as follows:

Los Angeles County Sheriff's Department
Contracts Unit
4700 Ramona Boulevard, Room 214
Monterey Park, California 91754
Attention: Sheri Davis, Contract Analyst
Email address: srdavis@lasd.org
Fax number: (323) 415-6321

Vendors are specifically directed not to contact any other County person or agent for any matter related to the RFSQ. If it is discovered that a Vendor contacted and/or received information from any County person or agent, other than the person specified above, regarding the RFSQ, County, in its sole determination, may disqualify the Vendor and its SOQ from further consideration.

Sincerely,

LEROY D. BACA, SHERIFF

Susanne Cousins
for Glen Joe, Director
Fiscal Administration