

**COUNTY OF LOS ANGELES
SHERIFF'S DEPARTMENT**

**CAD-RMS CONSULTING SERVICES
RFP NO. 510-SH**

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

No.	QUESTION	ANSWER
1	<p>Appendix B, Statement of Work (Statement Of Work) of the Request for Proposals (RFP)</p> <p>(a) Does Section 1.10 (Contractor Responsibilities) Item 1 mandates that any and all work on this project for the entire duration must be done on site?</p> <p>(b) Is it acceptable to speak with stakeholders and draft documentation while off site?</p> <p>(c) Does the County expect a physical on site present of the entire team Monday through Friday from 8 a.m. to 5 p.m. for the entire duration of the project irrespective of work activity? I.e., while waiting for vendors to respond to the RFI or RFP.</p> <p>Section 1.10 (Contractor Responsibilities)</p> <p>1. Performing work on-site at County provided facilities during normal business hours (8 a.m. to 5 p.m. (Pacific Time), Monday through Friday, except County holidays) for the term of the resultant Contract.</p> <p>Section 1.8 (Assumptions)</p> <p>3. All work shall be done at County facilities, unless otherwise authorized in writing by County's Project Manager.</p>	<p>(a) Yes, the expectation is that work will be performed on-site as outlined in Section 1.10 (Contractor Responsibilities) of Appendix B (Statement Of Work), unless otherwise authorized in writing by County's Project Manager, as stated in Section 1.8 (Assumptions) of Appendix B (Statement of Work).</p> <p>(b) Yes, as long as it is done in compliance with the applicable provisions of the Contract, including confidentiality.</p> <p>(c) At a minimum, the Proposer's lead Consultant is expected to be on-site as outlined in Section 1.10 (Contractor Responsibilities) of Appendix B (Statement of Work), unless otherwise authorized in writing by County's Project Manager. If there is no work to be performed during the waiting period then the Consultant will most likely not be expected to be on-site.</p>
2	<p>(a) Who developed the current Computer Aided Dispatch (CAD) and Records Management System (RMS) systems and what versions are being run now?</p>	<p>(a) The current CAD system that the Los Angeles County Sheriff's Department is using is a custom system that was built by Public Management Services Inc (PRC) in the late 1980's and is no longer in business.</p> <p>The current RMS system was built by the Sheriff's Department (Department).</p>

	(b) Who provides ongoing maintenance for these systems?	<p>(b) The CAD system is currently maintained by contractors for both software and hardware. The Department also has a team who handles the day to day maintenance of the system.</p> <p>The RMS application is currently maintained by the Department. The Department has a team handling all aspects of the application.</p>
3	<p>(a) Is it acceptable to meet all the requirements of Section 1.4 (Minimum Requirements) of the RFP, on a team basis or must each and every proposed staff member meet every requirement in this section?</p> <p>(b) Provided the proposed core resources possess the full set of minimum requirements, can the Proposer also include additional consultants with specialized knowledge who meet less than the full set of the minimum requirements categories?</p> <p>(c) If every staff member does not fully meet each requirement, will the proposal be considered?</p> <p>(d) If we believe this would unfairly disadvantage us, where would we state that in the proposal?</p>	<p>(a) (b) (c) Please refer to Bulletin Number 2, which revised Section 1.4 (Minimum Requirements) of the RFP to require that the proposed lead Consultant to be providing the required Services meets all of the Minimum Requirements. Team members can meet individual requirements; however, the proposed lead Consultant tasked with overseeing the project and responsible for the deliverables will be required to meet ALL minimum qualifications. The proposed lead Consultant is expected to be on-site for the duration of the project, unless otherwise authorized in writing by County's Project Manager.</p> <p>(d) Refer to Section 2.6 (Solicitation Requirements Review) of the RFP; the deadline was April 10, 2014. However, Section 1.4 (Minimum Requirements) was revised as stated above.</p>
4	<p>Appendix C (Proposal Forms), Exhibit 4 (Cost Proposal), Item 2: The form provides for a single hourly rate.</p> <p>(a) Will this rate be considered in the evaluation of proposals?</p> <p>(b) If so, how will it be factored into the evaluation?</p> <p>(c) We may propose differential hourly rates by project team member in order to support the best interests of the county. If we wish to do so, how would we represent that?</p>	<p>(a) No, the rate will not be considered in the evaluation of the proposals.</p> <p>(b) N/A</p> <p>(c) If so, enter the Fixed Hourly Rate for the lead Consultant on Exhibit 4 (Cost Proposal) of Appendix C (Proposal Forms) and provide an attachment to Exhibit 4 (Cost Proposal) of Appendix C (Proposal Forms) listing additional hourly rates by project team members.</p>
5	<p>(a) How are subcontractor team member qualifications considered in the evaluation of qualifications?</p> <p>(b) Are they given that same weight as members of the Prime contractor?</p>	<p>(a) Any proposed subcontractors will be evaluated as project team members. County reserves the right to approve or disapprove the use of any subcontractor(s).</p> <p>(b) Yes.</p>
6	What is the makeup of the Los Angeles County (County) team mentioned in the RFP?	The County team that is handling this project is broken down into two separate groups. Currently, we have a CAD group and an RMS group. Each group has two full time personnel assigned to them. There is a Project

		Director who is overseeing the project. The Department will also have a Project Steering Committee which will be comprised of several high ranking staff members from the Department.
7	Appendix B (SOW), Section 1.9 (County responsibilities): Will the county provide adequate facilities, equipment, and materials for group sessions (e.g., JAR sessions)?	Yes, the Department will have adequate facilities, equipment, and materials, including a conference room, projector and, as needed, a laptop for presentations.
8	(a) Did a potential proposer assist in the creation of Initial System Requirements? (b) If so, who was that?	(a) No. A potential proposer was not engaged to assist in the creation of the Initial System Requirements for this CAD-RMS Consulting Services RFP. However, the Initial System Requirements are comprised of requirements developed by such potential proposer under a consultant agreement for another project. (b) RCC Consultants, Inc. was engaged to develop the requirements for the above mentioned other project.
9	(a) Did a potential proposer assist in the creation of Sheriff's 2012 RFI Number 499-SH for Computer Aided Dispatch (CAD2020)? (b) If so, who was that?	(a) No, to the best of our knowledge. (b) N/A
10	In order to ensure the County receives proposals from the largest group of most qualified firms, the County typically negotiates commercially acceptable terms with its vendors. Please confirm that Proposers may include exceptions to the sample contract terms in their proposals.	No exceptions will be allowed to the terms and conditions under the Required Contract (Appendix A).
11	(a) Will the County's Project Manager be a county employee or a third party contractor? (b) If a third party contractor, will the county identify the organization or individual?	(a) The County anticipates that the County's Project Manager will be a County employee. (b) N/A
12	Appendix D (Required Forms) Exhibit 2 and Exhibit 3 there is a requirement to include the dollar amount and the type of service. (a) Does the dollar amount refer to the size of the contract between the proposer and the agency or the size of the overall project? (b) Can you clarify what is being requested by the "type of service"?	(a) The dollar amount refers to the size of the contract between the Proposer and the agency. (b) The service that was provided by the Proposer under the specified contract.
13	Appendix B (SOW) – subtask 3.1. -- Is it permitted to propose additional JAR sessions to better address the breadth and scope of the agency? There is concern that the number and groupings may not address all functions within the agency adequately.	Yes, please include the additional Joint Application Requirements (JAR) sessions in your proposal that the vendor feels is required.

14	Appendix B (Statement of Work) -- subtask 4.1. Will a response to the RFI be mandatory for a vendor to respond to the RFP? If not there is concern that some critical vendors may not respond to the RFI given the short timeframe?	A response to the CAD-RMS RFI, if any, will not be mandatory for a vendor to respond to the CAD-RMS RFP. Please note, however, that a consulting firm selected as a result of this CAD-RMS Consulting Services RFP to assist the County in the development of the CAD-RMS RFP will be precluded from responding to the CAD-RMS RFP per County Policy 5.090.
15	Appendix B (SOW) -- subtask 4.1.3. (a) Does the county intend to permit a demonstration for every vendor responding to the RFI? (b) May an alternative approach to this be proposed?	(a) The number of CAD-RMS RFI demonstrations will depend on the number of proposers responding to the CAD-RMS RFI. (b) Yes. Please see answer to question 16 below.
16	(a) May optional or alternative approaches and/or tasks to the SOW be proposed? (b) If so how should they be represented in the Cost Proposal?	(a) While the consultant may propose optional or alternative approaches to Appendix B (Statement of Work) together with a corresponding cost, the Proposers are required to comply with all terms of Appendix B (Statement of Work) as drafted and to provide a cost proposal for such. (b) The Cost Proposal should include the cost for the required work only. Also see answer to question 16 (a).
17	RFP, Section 1.10.6, includes language that states “It is the Proposer’s responsibility to inform the point of contact of normal working hours.” Can this be explained? Are we to provide the County with the working hours of the contact or does the county expect the contact to make themselves available during the county’s normal working hours? If so, how will this impact references in different time zones?	There is no impact. The County will adjust reference checks based on the normal working hours of the reference. Please provide the normal hours especially if a contact is located in a time zone other than that of the County (Pacific).
18	RFP, Section 2.1.8, (a) May proposers obtain PDF Form versions of the required forms noted in the RFP? (b) Alternatively will the LASD allow proposers to recreate required forms in other formats (e.g., Word) if submittals follow the same format as the example form provided?	(a) PDF forms were provided. Please refer to Appendix D (Required Forms) of the RFP. (b) No.
19	Exhibit 4 (Cost Proposal) of Appendix C (Proposal Forms) Are fixed hourly rates noted in this section expected to include expenses?	For multiple rates for optional services please see the answer to question number 4. The Fixed Hourly Rate must be inclusive of all expenses, if any, as should the Fixed Price Amount quoted for the Statement of Work.

20	Does the Department have a predisposition for / against a particular solution that is expected to be reflected in the requirements (e.g. single or multiple vendor, COTS, custom dev, on-site, hosted, etc.)?	No, the Department is seeking the best possible solution based on Department's needs.
21	Is/are there specific date(s) by which the Department is expecting certain key milestones to be completed? If so, can you elaborate on what is driving those dates (e.g., expiring support, funding, elections, etc.)?	There are no specific dates at this time.
22	<p>(a) What is the anticipated total project budget for the overall CAD/RMS replacement project?</p> <p>(b) What is the anticipated total project budget for this specific consulting engagement defined by this RFP?</p>	<p>(a) County's budgeting requirements will be determined following the selection of a winning proposal in response to the CAD-RMS RFP.</p> <p>(b) County's budgeting requirements will be determined following the selection of a winning proposal in response to this CAD-RMS Consulting Services RFP.</p>