



John E. Scott, Sheriff

County of Los Angeles
Sheriff's Department Headquarters

4700 Ramona Boulevard
Monterey Park, California 91754-2169



March 27, 2014

Notice to Potential Proposers

**BULLETIN NUMBER 1
REQUEST FOR PROPOSALS
CAD-RMS CONSULTING SERVICES
REQUEST FOR PROPOSALS NUMBER 510-SH**

INTRODUCTION

The County of Los Angeles ("County") is issuing a Request for Proposals ("RFP") on behalf of the Los Angeles County Sheriff's Department ("Department") to solicit bids for a contract ("Contract") with a highly qualified consulting company ("Contractor") that can provide consulting services which will result in the development of a future request for proposals ("CAD-RMS RFP") for the acquisition, implementation, and maintenance of a new Computer Aided Dispatch ("CAD") – Records Management System ("RMS") solution ("CAD-RMS Solution"), as further described in the RFP. The CAD-RMS project will take a "Best Practices" approach for the development of the CAD-RMS RFP for acquiring a system solution through an open competitive process.

PROPOSER'S MINIMUM REQUIREMENTS

Interested and qualified Proposers who demonstrate ability to successfully provide the Services described in *Appendix B (Statement of Work)* to the RFP are invited to submit proposal(s), provided that they meet all requirements specified below ("Minimum Requirements"). In order to meet the Minimum Requirements, the Proposer, including every person proposed to be providing Services required under the RFP ("Consultant"), must have, at a minimum:

1. A minimum of three years within the last seven years of documented experience in writing business and technical requirements and developing requests for proposals for CAD-RMS solutions for public safety agencies; or
A minimum of three years within the last seven years of documented experience working with public safety agencies with no less than 2,000 personnel in writing business and technical requirements for CAD-RMS solutions.

A Tradition of Service Since 1850

2. Have experience, proven through a previous implementation, using one or more of the following technologies as it relates to the justice community (Note: Select all that apply):
 - National Information Exchange Model (“NIEM”), specifically with the Global Justice XML Data Model (GJXDM)
 - Law Enforcement National Data Exchange (N-DEx)
 - Unified CAD (UCAD)
 - National Crime Information Center (NCIC)
 - Next generation 9-1-1 capabilities, standardized data exchange using Automated Secure Alarm Protocol (ASAP) and Public Safety Answering Point (PSAP)
 - Electronic field based reporting as it pertains to portable computers such as laptops and tablets and mobile devices such as: PDAs; smart phones; etc.
3. Have conducted, at a minimum, two complete requirements and/or gap analysis studies for business and technical requirements study; where one of the requirements and/or gap analysis studies must have been for a large scale (500 or more concurrent users) system.
4. Have project management experience with a minimum of three years within the last seven years managing all phases of the project life cycle in implementing a commercial off the shelf (“COTS”) CAD solution.
5. Have contract negotiation experience on behalf of a law enforcement agency or public safety agency with a minimum contract sum of five million dollars (\$5,000,000).

RFP RELEASE

The RFP will be accessible in electronic Portable Data File (PDF) format by 5:00 p.m. (Pacific Time) on March 28, 2014, via the Department’s website at http://www.lasd.org/lasd_contracts/info.html (underscore between “lasd” and “contracts”).

RFP TIMETABLE

The timetable for the RFP is as follows:

- Release of RFP.....March 27, 2014
- Deadline for Request for Solicitation Requirements Review.....April 10, 2014
- Notice of Intent to Respond.....April 10, 2014
- Deadline for Written Questions.....April 10, 2014
- Questions and Answers Released.....April 24, 2014
- **Proposals due by 3:00 p.m. (PT).....May 8, 2014**

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/lasdhq_contracts/info.html. All potential Proposers are encouraged to monitor the above solicitation website for Bulletins, as they are posted, during the entire solicitation process.

PROPOSAL SUBMISSION

Each original proposal (Business Proposal and Cost Proposal) shall be enclosed in a sealed envelope, plainly marked in the upper left-hand corner with the name and address of the Proposer and bear the words:

“PROPOSAL FOR CAD-RMS CONSULTING SERVICES RFP NUMBER 510-SH”

Each of the proposals submitted (Business Proposal and Cost Proposal) must include (i) six numbered printed copies of the proposal unbound and suitable for being copied by County team members, and (ii) one electronic copy of the proposal on a CD.

The copies of the *Business Proposal* shall be enclosed in a sealed package, plainly marked in the upper left-hand corner with the name and address of the Proposer and bear the words:

“BUSINESS PROPOSAL FOR CAD-RMS CONSULTING SERVICES RFP NUMBER 510-SH”

The copies of the *Cost Proposal* shall be enclosed in a separate sealed package, plainly marked in the upper left-hand corner with the name and address of the Proposer and bear the words:

“COST PROPOSAL FOR CAD-RMS CONSULTING SERVICES RFP NUMBER 510-SH”

While the two proposals may be boxed and delivered together, they must be **SEALED SEPARATELY** within the box, if one box is used, since the Cost Proposals must be separated from the Business Proposals and are handled separately during the evaluation process.

PROPOSAL DELIVERY

It is the sole responsibility of each submitting Proposer to ensure that its response to the RFP (including both the Business Proposal and the Cost Proposal) is received before the submission deadline. The proposals shall be delivered or mailed to the individual identified as the Contract Analyst identified in *Section 1.9 (Contact with County Personnel)* of the RFP. Submitting Proposers shall bear all risks associated with delays in delivery by any person or entity, including the United States. Mail. Any proposals received after the scheduled closing date and time for receipt of proposals, as listed in *Section 2.5 (RFP Timetable)* of the RFP, will not be accepted and will be returned to the sender unopened. Timely hand-delivered proposals are acceptable. No facsimile (fax) or electronic mail (e-mail) copies will be accepted.

CONTACT WITH COUNTY PERSONNEL

All contact regarding this RFP or any matter relating thereto must be in writing and must be mailed or e-mailed to the following person ("Contract Analyst"):

Los Angeles County Sheriff's Department
Fiscal Administration – Contracts Unit
Irma Santana, Contract Analyst
4700 Ramona Boulevard
Monterey Park, California 91754
isantana@lasd.org

If it is discovered that a Proposer contacted and received information regarding this RFP from any County personnel other than the person specified above, County, in its sole determination, may disqualify the proposal of such Proposer from further consideration.

Sincerely,

JOHN L. SCOTT, SHERIFF



Glen Joe, Director
Fiscal Administration