



Erroy D. Baca, Sheriff

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

4700 Ramona Boulevard  
Monterey Park, California 91754-2169



October 2, 2013

**BULLETIN NUMBER 1**  
**REQUEST FOR STATEMENT OF QUALIFICATIONS (RFSQ)**  
**WORKERS' COMPENSATION FRAUD INVESTIGATION SERVICES**  
**RFSQ NUMBER SH-514**

**INTRODUCTION**

The Los Angeles County (County) Sheriff's Department (Department) is issuing this Request for Statement of Qualifications (RFSQ) to solicit qualified vendors who can provide Workers' Compensation Fraud Investigation Services on an as-needed basis. The solicitation will remain open until the Department's needs are met.

The Department intends to contract with investigators to assist the Internal Criminal Investigations Bureau. Potential Contractors will conduct confidential investigations and surveillance of County employees suspected of workers' compensation fraud.

Interested and qualified Vendors, who can demonstrate their ability to successfully meet the requirements outlined in this RFSQ, and Appendix B (Statement of Work) of this RFSQ, are invited to submit a Statement of Qualifications (SOQ) in accordance with the instructions contained in the RFSQ.

**CALIFORNIA PUBLIC EMPLOYEES' PENSION REFORM ACT**

On January 1, 2013, the State of California Legislature enacted Senate Bill 13 (Beall) regarding the California Public Employees' Pension Reform Act of 2013 (the Act). Section 7522.56(B) of the Act (as amended) reads in part as follows:

(b) A retired person shall not serve, be employed by, or be employed through a contract directly by a public employer in the same public retirement system from which the retiree receives the benefit without reinstatement from retirement.

As a result of the Act, the County is prohibited from contracting with a retired County employee under this RFSQ.

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**VENDOR'S MINIMUM REQUIREMENTS**

Interested and qualified Vendors that can demonstrate their ability to successfully provide the required services outlined in Appendix B (Statement of Work), are invited to submit their SOQ, provided they meet the following minimum requirements:

- 1.4.1 Vendor must have seven (7) years of experience with a minimum of two (2) years of experience as a patrol officer in a "first responder" capacity and five (5) years of experience conducting criminal investigations while employed by a law enforcement agency.
- 1.4.2 Vendor must be trained and certified under the laws of the State of California as a private investigator, and possess a Private Investigator License as specified in the California Business and Professions Code 7521.
- 1.4.3 Vendor must possess the equipment and expertise to capture video and still photography during Sub-rosa surveillance.
- 1.4.4 Vendor must possess a valid California Class "C" driver license.
- 1.4.5 Vendor must certify that he/she meets the Los Angeles County criteria for Physical Class, (3) – Moderate: which includes standing or walking most of the time with bending, stooping, squatting, twisting and reaching; includes working on irregular surfaces and occasionally lifting objects weighing over 25 pounds.
- 1.4.6 Vendor shall not have any felony convictions nor certain misdemeanor convictions (i.e., drug, theft and sex-related crimes) that impugn the applicant's character, honesty or veracity, or demonstrate a bias.

**RFSQ TIMETABLE**

The timetable for this RFSQ is as follows:

- Release of RFSQ.....October 2, 2013
- Request for a Solicitation Requirements Review Due.....October 16, 2013
- Written Questions Due by 3:00 p.m. (Pacific Time).....October 17, 2013
- Questions and Answers Released.....October 23, 2013
- **SOQ Submittal Deadline...by 3:00p.m. (Pacific Time).....October 29, 2013**

**RFSQ Release**

The RFSQ will be released and remain accessible via the Sheriff's website at: [http://www.lasd.org/lasd\\_contracts/info.html](http://www.lasd.org/lasd_contracts/info.html) (underscore between "lasd" and "contracts") and the county website at: <http://camisvr.co.la.ca.us/lacobids/BidLookUp/BidOpenStrat.asp>

The due date above is an initial due date. SOQs received after the initial due date will be reviewed at a later date. This solicitation will remain open until the needs of the Department are met.

The Vendor must access the RFSQ via the above Department's website, and **MUST** inform the Department's Contracts Unit Analyst at [wksmith@lasd.org](mailto:wksmith@lasd.org) of Vendor's name, mailing address, email address, fax number, and telephone number. This will ensure that the Vendor receives any further Bulletins related to this RFSQ.

**STATEMENT OF QUALIFICATIONS SUBMISSION**

The original bound SOQ and three (3) complete numbered copies, each accompanied by one electronic copy on compact disk (CD), shall be enclosed in a sealed envelope or box, plainly marked in the upper left-hand corner with the name and address of the Vendor and bear the words:

**"SOQ FOR WORKERS' COMPENSATION FRAUD  
INVESTIGATION SERVICES" 514-SH**

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

Will Smith, Contracts Analyst  
Los Angeles County Sheriff's Department  
Contracts Unit – Room 214  
4700 Ramona Boulevard  
Monterey Park, California 91754

It is the sole responsibility of the submitting Vendor to ensure that its SOQ is received before the initial closing date, as set forth in Bulletin Number 1. SOQ's received after the deadline will be reviewed at a later date. Submitting Vendor shall bear all risks associated with delays in delivery by any person or entity, including the U.S. Mail. No facsimile (fax) or electronic mail (e-mail) copies will be accepted.

**CONTACT WITH COUNTY PERSONNEL**

Any contact regarding this RFSQ or any matter relating thereto must be in writing and may be mailed, e-mailed, or faxed (323-415-4746) to the Contract Analyst listed above. If it is discovered that a prospective Contractor contacted and received information from any County personnel other than the person specified above regarding this solicitation, the Sheriff, in his sole determination may disqualify its SOQ from further consideration.

Sincerely,

LEROY D. BACA, SHERIFF

A handwritten signature in blue ink, appearing to read "Glen Joe", is written over the typed name.

Glen Joe, Director  
Fiscal Administration