

County of Los Angeles Sheriff's Department Headquarters



4700 Ramona Boulevard Monterey Park, California 91754-2169

November 5, 2013

Notice to Potential Bidders

BULLETIN NUMBER 1 INVITATION FOR BIDS CAREER TECHNICAL EDUCATION AND/OR LIFE SKILLS COURSES INVITATION FOR BIDS NO. 516-SH

INTRODUCTION

The County of Los Angeles (County) is issuing this Invitation for Bids (IFB) to solicit bids from interested and qualified school districts, adult education institutions, charter schools, county offices of education, career and technical colleges, community colleges, universities, institutions, non-profit organizations, and other education institutions (Bidders) to provide Career Technical Education Courses and/or Life Skills Courses to inmates incarcerated in the Los Angeles County Sheriff's Department's (Department) Custody Facilities.

PROPOSER'S MINIMUM MANDATORY REQUIREMENTS

Each interested and qualified Bidder that can demonstrate their ability to successfully provide the required services outlined in Appendix B-1, Statement of Work B-1, Career Technical Education Courses and/or Appendix B-2, Statement of Work B-2, Life Skills Courses, and throughout the IFB is invited to submit a bid(s), provided the Bidder meets the following Minimum Mandatory Requirements.

1.4.1 Bidders of Career Technical Education Courses shall confirm they can provide the following number of instructors and Career Technical Education Courses:

Number of Instructors	Career Technical Education Course Bicycle Repair	
1		
2	Commercial Construction	
4	Commercial Painting	
2	Commercial Printing	
2	Computer Technology	
2	Culinary Arts	
1	Custodial Building Maintenance	

Number of Instructors	S Career Technical Education Course Pet Grooming	
1		
1	Embroidery	
1	Farming	
2	Landscaping	
1	Masonry	
1	Recycling	
2	Sewing	
1	Welding	
1	Woodworking	

1.4.2 Bidders of Life Skills Courses shall confirm they can provide the following number of instructors and Life Skills Courses:

Number of Instructors	Life Skills Course
5	Parenting, Anger Management,
,	Addictions, and Relationships
1	Parenting, Anger Management,
	Addictions, and Relationships For Deaf
	Population – taught in American Sign
	Language
3	Financial Literacy/Budgeting
3	Resume Writing/Interviewing Skills
4	Disturbance Mediation: Gang Violence
	Intervention, Gang Violence Prevention
	Gang Mediation, Conflict Resolution
	and/or Mediation

- 1.4.3 Bidder's instructors must meet the minimum qualifications as stated in Attachment B-1, Career Technical Education Courses, of Appendix B-1, Statement of Work B-1, and/or Attachment B-2, Life Skills Courses, of Appendix B-2, Statement of Work B-2, as applicable. Submit supporting documents to verify credentials, certifications, and proof of experience, as required.
- 1.4.4 Bidders of Career Technical Education Courses must be Regionally Accredited by Western Association of Schools and Colleges (WASC).
- 1.4.5 Bidders of Career Technical Education Courses and/or Life Skills Courses must have two (2) years prior experience working inside a custody environment or experience working with ex-offenders.

IFB RELEASE

The IFB will be accessible in electronic Portable Data File (PDF) format by 5:00 p.m. (Pacific Time) on November 5, 2013, via the Department's website at http://www.lasd.org/lasd_contracts/info.html (underscore between "lasd" and "contracts").

IFB TIMETABLE

The timetable for this IFB is as follows:

•	Bids due by 3:00 p.m. (Pacific Time)	December 2, 2013
•	Request for Solicitation Requirements Review Due	November 22, 2013
	Questions and Answers Released	
•	Written Questions Due by 3:00 p.m. (Pacific Time)	November 15, 2013
	Release of IFB	

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

IFB SUBMISSION REQUIREMENTS

The original bid(s) and three (3) numbered exact hard copies; and two (2) Compact Discs, each containing the bid(s) in electronic format, must be submitted in a sealed envelope or box, plainly marked in the upper left-hand corner with the name and address of the Bidder and bear the words:

"BID FOR CAREER TECHNICAL EDUCATION
IFB Number 516-SH"
AND/OR
"BID FOR LIFE SKILLS COURSES
IFB Number 516-SH"

The bid(s) shall be delivered or mailed to:

Los Angeles County Sheriff's Department Contracts Unit - Room 214 Attention: Irma Santana, Contracts Analyst 4700 Ramona Boulevard Monterey Park, California 91754 It is the sole responsibility of the submitting Bidder to ensure that their bid is received before the bid due date and time specified in this Bulletin #1, or any addendum amending the bid due date and time. Submitting Bidders shall bear all risks associated with delays in delivery by any person or entity, including the United States Mail. Any bids received after the scheduled bid due date and time, as specified in this Bulletin #1, or any addendum amending the bid due date and time, will not be accepted and will be returned to the sender unopened. Timely hand-delivered bids are acceptable. No facsimile (fax) or electronic mail (e-mail) copies will be accepted.

CONTACT WITH COUNTY PERSONNEL

Any contact regarding the IFB or any matter relating hereto **MUST** be in writing and may be mailed, emailed, or faxed to:

Los Angeles County Sheriff's Department Contracts Unit
Attention: Irma Santana
4700 Ramona Boulevard, Room 214
Monterey Park, California 91754
Email address: isantan@lasd.org
Fax Number: (323) 415-6321

If it is discovered that a Bidder contacted and/or received information from any County personnel other than the person specified above regarding this solicitation, the Sheriff, in his sole determination, may disqualify its proposal from further consideration.

Sincerely,

LEROY D. BACA. SHERIFF

Glen Joe, Director Fiscal Administration