



County of Los Angeles
Sheriff's Department Headquarters
4700 Ramona Boulevard
Monterey Park, California 91754-2169



JIM McDONNELL, SHERIFF

December 30, 2014

BULLETIN NUMBER 1
REQUEST FOR STATEMENT OF QUALIFICATIONS (RFSQ)
TRANSCRIPTION SERVICES
RFSQ NUMBER 536-SH

INTRODUCTION

The County of Los Angeles ("County") Sheriff's Department ("Department") requires the services of one or more Qualified Contractors to provide Transcription Services to the Department's Internal Affairs Bureau, Special Victims Bureau, Homicide Bureau, and Internal Criminal Investigations Bureau on an intermittent, as-needed basis.

VENDOR'S 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. Vendor must have three (3) years experience, within the last five (5) years, providing transcription services to government agencies of a similar volume and work to that described in Appendix B (Statement of Work) of this RFSQ. One of the three (3) years of experience must have been for a law enforcement agency.
2. Vendor must have a Project Manager with at least three (3) years experience in providing transcription services to government agencies of a similar volume and work to that described in Appendix B (Statement of Work) of this RFSQ. One of the three (3) years of experience must have been for a law enforcement agency.
3. Vendor must have an office within Los Angeles County or an adjoining county. Or, if not located within Los Angeles County or an adjoining county, Contractor is subject to the jurisdiction of California courts for subpoena.

A Tradition of Service

RFSQ RELEASE

The RFSQ will be accessible in electronic Portable Data File (PDF) format by 5:00 p.m. (Pacific Time) on December 30, 2014, via the Department's website at <http://shq.lasdnews.net/shq/contracts/info.html>

RFSQ TIMETABLE

The timetable for this RFSQ is as follows:

- Release of RFSQ.....December 30, 2014
- Request for a Solicitation Requirements Review Due.....January 15, 2015
- Written Questions Due by 3:00 p.m. (Pacific Time).....January 9, 2015
- Questions and Answers Released.....January 16, 2015
- **SOQ Submittal Deadline...by 3:00p.m. (Pacific Time)..... January 23, 2015**

The submittal date is an initial due date. SOQs received after the due date may not be reviewed initially; however, they may be reviewed at a later date to determine if they meet the Minimum Mandatory Qualifications listed in Paragraph 1.4 (Vendor's Minimum Mandatory Qualifications) of the RFSQ. The solicitation will remain open until the needs of the Department are met.

STATEMENT OF QUALIFICATIONS SUBMISSION

The original SOQ and three (3) exact duplicate, hard, numbered copies; and two (2) 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 TRANSCRIPTION SERVICES
RFSQ 536-SH”**

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

Los Angeles County Sheriff's Department
Contracts Unit
Attention: Monique E. Cabrera, Contract Analyst
4700 Ramona Boulevard, Room 214
Monterey Park, California 91754

STATEMENT OF QUALIFICATIONS DELIVERY

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 Bulletin #1 or any 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 U.S. Mail. Any SOQs received after the scheduled closing date and time for receipt of SOQs, as stated in Bulletin #1, or any addendum amending the SOQ due date and time, will not be reviewed initially; however, they may be reviewed at a later date. No facsimile (fax) or electronic mail (e-mail) copies will be accepted.

CONTACT WITH COUNTY PERSONNEL

All contact regarding this RFSQ or any matter relating thereto must be in writing and may be mailed, e-mailed, or faxed as follows:

Los Angeles County Sheriff's Department
Contracts Unit
Attention: Monique E. Cabrera, Contract Analyst
4700 Ramona Boulevard, Room 214
Monterey Park, California 91754
Email address: mecabrer@lasd.org
Fax number: (323) 415-4251

If it is discovered that a Vendor contacted and received information from any County personnel, other than the person specified above, regarding this solicitation, County, in its sole determination, may disqualify their SOQ from further consideration.

Sincerely,

JIM McDONNELL, SHERIFF

A handwritten signature in blue ink, appearing to read "Glen Joe", is written over a circular stamp.

Glen Joe, Director
Fiscal Administration