

February 22, 2021

Notice to Potential Vendors:

**BULLETIN NUMBER 3
REQUEST FOR STATEMENT OF QUALIFICATIONS (RFSQ)
TRANSCRIPTION SERVICES
RFSQ NUMBER 536-SH**

This Bulletin Number 3 is being issued to notify potential Vendors that Request for Statement of Qualifications (RFSQ) 536-SH for Transcription Services has been revised to update the County contact information, including but not limited to, the following Subparagraphs of the RFSQ:

1. Paragraph 1.9 (Contact with County Personnel) of the RFSQ is deleted in its entirety and restated as follows:

1.9 Contact with County Personnel

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

Los Angeles County Sheriff's Department
Hall of Justice
Fiscal Administration – Contracts Unit
211 West Temple Street, 6th Floor
Los Angeles, California 90012
Attention: Steve Lopez, Contract Analyst
E-mail address: s7lopez@lasd.org

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.

2. Paragraph 2.5 (Vendor's Questions) of the RFSQ is deleted in its entirety and restated as follows:

2.5 Vendor's Questions

- 2.5.1 Vendors may submit written questions regarding this RFSQ by mail or e-mail to the individual identified below.
- 2.5.2 When submitting questions, please specify the RFSQ Paragraph number, Subparagraph number, and page number and quote the language that prompted the question. This will ensure that the question can be quickly found in the RFSQ. County reserves the right to group similar questions when providing answers.
- 2.5.3 Questions may address concerns that the application of minimum requirements, evaluation criteria and/or business requirements would unfairly disadvantage Vendors or, due to unclear instructions, may result in County not receiving the best possible responses from Vendor.
- 2.5.4 Questions should be addressed to:

Los Angeles County Sheriff's Department
Fiscal Administration – Contracts Unit
Hall of Justice
211 West Temple Street, 6th Floor
Los Angeles, California 90012
Attention: Steve Lopez, Contract Analyst
E-mail address: s7lopez@lasd.org

3. Paragraph 2.8 (SOQ Submission) of the RFSQ is deleted in its entirety and restated as follows:

2.7 SOQ Submission

The original SOQ, and three (3) numbered copies, 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:

**“SOQ FOR TRANSCRIPTION SERVICES
RFSQ 536-SH”**

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

Los Angeles County Sheriff's Department
Fiscal Administration – Contracts Unit
Hall of Justice
211 West Temple Street, 6th Floor
Los Angeles, California 90012
Attention: Steve Lopez, Contract Analyst

Submitting Vendors shall bear all risks associated with delays in delivery by any person or entity, including the U.S. Mail. Any SOQ's 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.

You may access this Bulletin Number 3 of RFSQ 536-SH in electronic (.pdf) format via the Department's website at: <http://shq.lasdnews.net/shq/contracts/info.html>.

All terms and conditions of the RFSQ will remain unchanged and in full force and effect.

Should you have questions, please contact Contract Analyst Steve Lopez at s7lopez@lasd.org.