



*Jim Mc Donnell, Sheriff*

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

*4700 Ramona Boulevard  
Monterey Park, California 91754-2169*



February 26, 2015

Notice to Proposers:

**BULLETIN NUMBER 1  
REQUEST FOR PROPOSALS  
PARKING CITATION PROCESSING SERVICES  
REQUEST FOR PROPOSALS 553SH**

**INTRODUCTION**

The County of Los Angeles (County) Sheriff's Department (LASD or Department) is issuing this Request for Proposals (RFP) to solicit proposals from qualified vendors (Proposers) that can provide Parking Citation Processing Services (PCPS) for the Department's Parking Enforcement Detail. Proposers responding to this RFP must demonstrate that their proposed services would meet and/or exceed the County's Functional Business Requirements, as outlined in Appendix A (Statement of Work) of this RFP.

**PROPOSER'S MINIMUM MANADATORY REQUIREMENTS**

Interested and qualified Proposers that can demonstrate their ability to successfully provide the required services outlined in Appendix A (Statement of Work) of the RFP and the Attachments thereto are invited to submit proposal(s), provided they meet the following requirements:

1. Proposer must demonstrate at least five (5) years proven experience providing PCPS as its primary business, or as a major component of its business operations.
2. Proposer must utilize, as a major component of its PCPS program, a centralized relational database capable of functioning in a "high availability" server environment that provides the County with web-based access to all citation processing data (Proposer may be required to demonstrate the functionality of the centralized relational database upon request).

3. Proposer must demonstrate that Proposer is currently processing a minimum of 15,000 parking citations per month.
4. Proposer must have successfully implemented, and currently manages, a PCPS program in at least one (1) law enforcement agency.
5. Proposer must have, for the last three (3) years, processed electronic payments (credit cards, debit cards).
6. Proposer must support integration with Fidelity Information Services (FIS) and configurations shall follow the requirements set forth in Attachment E (FIS Interface) of Appendix A (Statement of Work) of this RFP.
7. Proposer must comply with the RFP format and requirements set forth in Section 2.0 (Proposal Submission Requirements) of this RFP.
8. Proposer must complete and return all Required Forms under Appendix B (Required Forms) of this RFP.
9. Proposer must have attended the Mandatory Proposers Conference as required in Paragraph 2.6 (Mandatory Proposers Conference) of this RFP.

**RFP TIMETABLE**

The timetable for this RFP is as follows:

- Release of RFP.....February 26, 2015
- Request for a Solicitation Requirements Review Due.....March 11, 2015
- Written Questions Due by 3:00 p.m. (Pacific Standard Time).....March 11, 2015
- Mandatory Proposers Conference.....March 17, 2015
- Questions and Answers Released.....March 24, 2015
- **Proposals due by 3:00 p.m. (Pacific Standard Time).....April 7, 2015**

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://shq.lasdnews.net/shq/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**

The original **Business Proposal** and **five (5)** numbered copies shall be enclosed in a sealed envelope or box, plainly marked in the upper left-hand corner with the name and address of the Proposer and bear the words:

**"BUSINESS PROPOSAL FOR PARKING CITATION PROCESSING  
SERVICES"  
RFP #553**

The original **Cost Proposal** and **two (2)** numbered copies must be submitted 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 PARKING CITATION PROCESSING SERVICES"  
RFP #553**

In addition, as part of the proposal submission, Proposers shall submit .pdf electronic copies of both the Business Proposal and Cost Proposal on 2 separate compact disks (CDs), both of which shall be clearly labeled.

The proposals shall be delivered or mailed to the County contact as follows:

Los Angeles County Sheriff's Department  
Contracts Unit, Room 214  
4700 Ramona Boulevard  
Monterey Park, California 91754  
Attn: William Smith

**It is the sole responsibility of the submitting Proposer to ensure that all his/her proposals are received before the submission deadline. Submitting Proposers shall bear all risks associated with delays in delivery by any person or entity, including the U.S. Mail. Any proposals received after the scheduled closing date and time for receipt of proposals, as listed in Bulletin #1, or any later addendum amending such closing date and time, shall not be accepted and shall be returned to the sender unopened, at the sole discretion of the County. Timely, hand-delivered proposals are acceptable. No facsimile (fax) or electronic mail (e-mail) copies shall be accepted.**

All proposals shall be firm offers and may not be withdrawn for a period of two hundred seventy (270) days following the last day to submit proposals.