

December 10, 2015

Notice to Potential Bidders:

**BULLETIN NUMBER 1  
REQUEST FOR STATEMENT OF QUALIFICATIONS (RFSQ)  
FIREARMS AND TOOL MARK EXAMINATION AND/OR TRAINING SERVICES  
RFSQ NUMBER 554SH**

**INTRODUCTION**

The County of Los Angeles (County) by and through the Los Angeles County Sheriff's Department (Department) is seeking qualified Vendors to enter into Master Agreements with the County to provide Firearms and Tool Mark Examination and/or Training Services.

These services will be provided to the Department primarily at the Firearms Identification Section of the Department's Scientific Services Bureau in Los Angeles. Qualified Vendor(s) that are selected for a Master Agreement shall be required to assist the Department in examining and solving firearms and/or tool mark cases as either a primary examiner or casework reviewer and/or, if qualified, provide firearms and tool mark examiner training to Department personnel on the techniques and skills necessary to successfully examine firearms and tool mark cases.

**VENDOR'S MINIMUM MANDATORY QUALIFICATIONS**

Interested and qualified Vendors that meet the Minimum Mandatory Qualifications stated below are invited to submit a Statement of Qualifications (SOQ).

- 1.4.1 Vendor or Vendor's qualified staff must have at least ten (10) years of continuous full time experience in conducting firearms and tool mark examinations at an accredited crime laboratory that provides a full range of firearms and tool mark examination services comparable to the services outlined in Attachment 1 - Statement of Work. Vendor or Vendor's

qualified staff's time spent in training will not be considered applicable towards the ten (10) years of experience requirement. Vendor must provide references that verify this experience.

- 1.4.2 Vendor or Vendor's qualified staff requesting to be considered for the firearms and tool mark training services assignment must also have a minimum of two (2) years of experience in providing instruction to firearms and tool mark examiner trainees in a modular training program, such as a program provided by the Association of Firearm and Tool Mark Examiners (AFTE). The two (2) years of firearms and tool mark examination instructor experience could be part of the ten (10) years of experience required in firearms and tool mark examinations as stated in Sub-paragraph 1.4.1 above. Vendor must provide references that verify this experience. Vendor who is not requesting to be considered for firearms and tool mark training services assignment does not need to meet this requirement.
- 1.4.3 Vendor or Vendor's qualified staff must be a current and active, full or distinguished member of, the Association of Firearm and Tool Mark Examiners (AFTE) and provide proof of membership and copies of certificates of attendance for AFTE conferences to verify this requirement.
- 1.4.4 Vendor or Vendor's qualified staff must have a history of participation in regular, ongoing professional development, which may include professional conferences, training seminars, study groups, structured coursework, etc. Vendor must provide summary detail and copies of any training certificates.
- 1.4.5 Vendor or Vendor's qualified staff must have experience testifying in court as an expert in the fields of firearms and tool mark examination. Vendor must provide summary detail of court experience to verify this requirement.
- 1.4.6 Vendor or Vendor's qualified staff must agree to participate in a test of technical competency in firearms and tool mark examination. The test will be issued and administered by the Department's Scientific Services Bureau prior to the award of a Master Agreement. The technical competency test is a "pass/fail" test. In order to pass the test of competency, generally accepted scientific methods must be employed, accurate and adequate documentation produced, and appropriate conclusions reached.

Vendor must state that Vendor or Vendor's qualified staff agrees to participate in the technical competency test and understands that if Vendor or Vendor's qualified staff fails the competency test, Vendor or Vendor's qualified staff will be disqualified.

This test of technical competency includes a simulation of typical comparative analysis casework involving tool marks and expended ammunition components including, but not limited to, fired cartridge cases and fired bullets. The test will be administered at the Department's crime laboratory facility. Although there is no charge for the test, any expenses, such as travel expenses, incurred for this test will be the sole responsibility of Vendor. Vendor or Vendor's qualified staff will be allowed a maximum of three (3) days, starting from the receipt of the test, to complete the test and report his or her written findings as directed.

This test will only be administered to those Vendors or Vendors' qualified staff who are determined to be qualified after completion of the review of the SOQ. If Vendor or Vendor's qualified staff fails the competency test, Vendor or Vendor's qualified staff may be disqualified or allowed to a re-test at the sole discretion of the County. In the event Vendor or Vendor's qualified staff fails to pass the technical competency test after the second attempt, Vendor or Vendor's qualified staff shall be disqualified.

If an alternate testing venue (including appropriate test monitoring) acceptable to the County Project Manager can be identified, out-of-state Vendors or Vendors' qualified staff may, at the discretion of the County, be allowed to take the test at the approved alternate venue at no cost to County.

### **CALIFORNIA PUBLIC EMPLOYEES' PENSION REFORM ACT (PEPRA)**

The State of California Legislature has 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.

**RFSQ RELEASE**

The RFSQ will be accessible in electronic Portable Data File (PDF) format by 5:00 p.m. (Pacific Time) on December 10, 2015, via the Department’s website at <http://www.shq.lasdnews.net/shq/contracts/info.html>

**RFSQ TIMETABLE**

**The timetable for this RFSQ is as follows:**

- Release of RFSQ..... 12/10/15
- Written Questions Due..... 12/17/15
- Request for Solicitation Requirements Review Due ..... 12/22/15
- Questions and Answers Released ..... 12/22/15
- SOQ due by (4:00 p.m.) (Pacific Time) ..... 12/29/15

The SOQ due 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.

**SOQ SUBMISSION**

The original SOQ and (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 FIREARMS AND TOOL MARK EXAMINATION AND/OR TRAINING SERVICES (RFSQ 554SH)”**

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

Los Angeles County Sheriff’s Department  
Fiscal Administration - Contracts Unit  
211 West Temple Street, 6<sup>th</sup> Floor  
Los Angeles, California 90012  
Attention: Monique E. Cabrera

**It is the sole responsibility of the submitting Vendor to ensure that its SOQ is received before the submission deadline identified in Sub-paragraph 2.3 of the**

**RFSQ. Submitting Vendors shall bear all risks associated with delays in delivery by any person or entity, including the United States Mail. No facsimile (fax) or electronic mail (e-mail) copies will be accepted.**

Any SOQs received after the scheduled closing date and time for receipt of SOQs, as stated in Sub-paragraph 2.3, or any addendum amending the SOQ due date and time, will not be reviewed initially; however, they may be reviewed at a later date.

**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 as follows:

Los Angeles County Sheriff's Department  
Fiscal Administration - Contracts Unit  
211 West Temple Street, 6<sup>th</sup> Floor  
Los Angeles, California 90012  
Monique E. Cabrera, Contracts Analyst  
E-mail address: [mecabrer@lasd.org](mailto:mecabrer@lasd.org)  
Fax #: (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.