

December 31, 2015

Notice to Potential Proposers

**BULLETIN NUMBER 1  
REQUEST FOR PROPOSALS  
CAD and RMS CONSULTING SERVICES  
REQUEST FOR PROPOSALS NO. 573SH**

**INTRODUCTION**

The County of Los Angeles (County) is issuing a Request for Proposals (RFP) on behalf of the Los Angeles County Sheriff's Department (LASD or Department) to solicit proposals for a contract (Contract) with a highly qualified consulting company (Contractor) that can provide consulting services relating to a request for proposals (CAD and RMS Solution RFP) for the acquisition, implementation and maintenance of a new Computer Aided Dispatch (CAD) and Records Management System (RMS) solution (CAD and RMS Solution). The CAD and RMS Solution project will take a "Best Practices" approach for the development of the CAD and RMS Solution RFP for acquiring a system solution through an open competitive process.

**PROPOSER'S MINIMUM 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 are invited to submit proposal(s), provided the Proposer's **CAD Lead Consultant, RMS Lead Consultant; or CAD/RMS Lead Consultant (one person that meets CAD Lead Consultant and RMS Lead Consultant requirements); or other team member** meet all requirements listed below ("Minimum Mandatory Requirements") as applicable. Proposer's CAD Lead Consultant and RMS Lead Consultant; or CAD/RMS Lead Consultant shall be the Proposer's team member(s) who will oversee the project, take the responsibility for the Deliverables and are expected to be on-site for the term of the resultant Contract, unless otherwise authorized in writing by the County's Project Manager. The minimum mandatory requirements to be met by the Proposer's CAD Lead Consultant, RMS Lead Consultant, CAD/RMS Lead Consultant or other project team members, as applicable, are as follows:

1. CAD Lead Consultant or CAD/RMS Lead Consultant shall have a minimum of three (3) years within the last seven (7) years of documented experience in developing business and technical requirements and developing requests for proposals (including statements of work, evaluation documents, etc.) for CAD solutions for public safety agencies with no less than 2,000 personnel.
2. RMS Lead Consultant or CAD/RMS Lead Consultant shall have a minimum of three (3) years within the last seven (7) years of documented experience in developing business and technical requirements and developing requests for proposals (including statements of work, evaluation documents, etc.) for RMS solutions for public safety agencies with no less than 2,000 personnel.
3. CAD Lead Consultant and RMS Lead Consultant, or CAD/RMS Lead Consultant shall have experience, proven through a previous implementation, using one or more of the following technologies as it relates to the justice community (Note: Select all that apply):
  - National Information Exchange Model ("NIEM"), specifically with the Global Justice XML Data Model (GJXDM)
  - Law Enforcement National Data Exchange (N-DEx)
  - Unified CAD (UCAD)
  - National Crime Information Center (NCIC)
  - Next generation 911 capabilities, standardized data exchange using Automated Secure Alarm Protocol (ASAP) and Public Safety Answering Point (PSAP)
  - Electronic field based reporting as it pertains to portable computers such as laptops and tablets and mobile devices such as: PDAs; smart phones; etc.
  - Locational systems interfaces
  - Interfaces with cities, counties, states, and federal mapping systems.
4. CAD Lead Consultant and RMS Lead Consultant or CAD/RMS Lead Consultant shall have conducted, at a minimum, two (2) complete requirements and/or gap analysis studies for business and technical requirements study; where one (1) of the requirements and/or gap analysis studies must have been for a large scale (500 or more concurrent users) system.
5. CAD Lead Consultant or CAD/RMS Lead Consultant shall have project management experience with a minimum of three (3) years within the last seven (7) years managing all phases of a request for proposal project life cycle as well as all phases of a CAD implementation.

- 6. RMS Lead Consultant or CAD/RMS Lead Consultant shall have project management experience with a minimum of three (3) years within the last seven (7) years managing all phases of a request for proposal project life cycle as well as all phases of an RMS implementation.
- 7. CAD Lead Consultant, RMS Lead Consultant, CAD/RMS Lead Consultant or other team member shall have contract negotiation experience on behalf of a law enforcement agency or public safety agency with a minimum contract sum of five million dollars (\$5,000,000).

**RFP RELEASE**

The RFP will be accessible in electronic Portable Data File (PDF) format by 4:00 p.m. (Pacific Time) on December 31, 2015, via the Department’s website at <http://www.shq.lasdnews.net/shq/contracts/info.html>.

**RFP TIMETABLE**

The timetable for the RFP is as follows:

- Release of RFP.....12/30/15
- Request for a Solicitation Requirements Review due.....01/21/16
- Written Questions Due.....01/21/16
- Questions and Answers Released.....02/04/16
- **Proposals due by 3:00 p.m. (Pacific Time).....02/24/16**

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.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, five (5) copies and two (2) electronic copies on a memory stick or compact disk shall be submitted in a sealed package, plainly marked in the upper left-hand corner with the name and address of the Proposer and bear the words:

**"BUSINESS PROPOSAL FOR CAD and RMS CONSULTING SERVICES  
RFP NO 573SH"**

The original Cost Proposal, two (2) copies and two (2) electronic copies on a memory stick or compact disk shall 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 CAD and RMS CONSULTING SERVICES  
RFP NO 573SH"**

While the two (2) proposals may be boxed and delivered together, they must be **SEALED SEPARATELY** within the box, if one box is used, since the Cost Proposals must be separated from the Business Proposals and are handled separately during the evaluation process.

The Proposal(s) shall be delivered or mailed to the Contract Analyst identified below.

It is the sole responsibility of the submitting Proposer to ensure that its Proposal is 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 the RFP Timetable will not be accepted and returned to the sender unopened. Timely hand-delivered Proposals are acceptable. No facsimile (fax) or electronic mail (e-mail) copies will be accepted.

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

**CONTACT WITH COUNTY PERSONNEL**

All contact regarding this RFP or any matter relating thereto must be in writing and may be mailed, e-mailed or faxed to County's point of contact identified below (Contract Analyst).

Irma Santana, Contract Analyst  
County of Los Angeles  
Sheriff's Department  
211 W. Temple Street, 6<sup>th</sup> Floor  
Los Angeles, California 90012  
Email: isantan@lasd.org  
Fax No.: (323) 415-6321

If it is discovered that Proposer 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 proposal from further consideration. The resultant Contract shall only be awarded to the Proposer whose proposal has been selected for contract negotiations in accordance with the terms of this RFP.

Sincerely,

JIM McDONNELL, SHERIFF

*Susanne Cousins*

*for*

Glen Joe, Director  
Fiscal Administration