



OFFICE OF THE SHERIFF

COUNTY OF LOS ANGELES

HALL OF JUSTICE

JIM McDONNELL, SHERIFF



October 26, 2016

Notice to Potential Vendors:

**BULLETIN NUMBER 1
REQUEST FOR STATEMENT OF QUALIFICATIONS (RFSQ)
TEMPORARY PERSONNEL SERVICES
RFSQ NUMBER 604-SH**

INTRODUCTION

The County of Los Angeles (County), by and through the Los Angeles County Sheriff's Department (Department) is seeking qualified companies (Vendors) to enter into Master Agreements with the County to provide temporary personnel services on an as-needed basis.

The Department requires the services of Contractors for the placement of Temporary Personnel to provide an array of specialized temporary personnel job classifications that include, but are not limited to, the following: Administrative Assistant/Human Resources, Video Production Equipment Operator, Nurse Practitioner, Clerk, Information Technology Aide, Senior Information Technology Aide, Information Technology Technical Support Analyst I, Information Technology Support Analyst II, Network Systems Administrator I, Health Information Associate, Dietitian, General Maintenance Worker, Pharmacy Technician, Pharmacist, Civilian Investigator or any other personnel job classification in accordance with Exhibit A - Personnel Job Classifications, of Attachment 1 – Statement of Work (SOW), of the Request for Statement of Qualifications (RFSQ).

It is not required that Vendors be qualified to provide all personnel job classifications identified in Exhibit A – Personnel Job Classifications, of Attachment 1 – SOW, of the RFSQ. Vendors responding to this solicitation are asked to respond and identify those personnel job classifications Vendor can provide under the Master Agreement, as identified on Exhibit 13 - Vendor's Job Classification Checklist, Appendix A – Required Forms.

Temporary personnel shall be used for any peak load, temporary absence, or emergency other than a labor dispute for a period not to exceed 90 days or 720 working hours.

211 WEST TEMPLE STREET, LOS ANGELES, CALIFORNIA 90012

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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. Vendor must have a minimum of five years of experience providing placement of temporary personnel services for government agencies, where three of the five years of experience must have been with a law enforcement agency (ies), for which the same or similar Work to that described in Attachment 1 - SOW of the RFSQ was provided. Accumulated experience from one or more agencies is acceptable.

Vendor shall provide references that verify this Minimum Mandatory Qualification and include complete start dates, complete end dates, name of government agency, law enforcement agency, and services provided.

- 2. Vendor must have a Project Manager with a minimum of five years of experience providing placement of temporary personnel for government agencies, where three of the five years of experience must have been with a law enforcement agency(ies), for which the same or similar Work to that described in Attachment 1 - SOW of the RFSQ was provided.

Vendor shall provide references that verify this Minimum Mandatory Qualification and include complete start dates, complete end dates, name of government agency, law enforcement agency, and services provided. In addition to reference(s), Vendor shall provide a resume as specified under Sub-paragraph 2.7.2, Section A of the RFSQ.

RFSQ RELEASE

The RFSQ will be accessible in electronic Portable Data File (PDF) format via the Department’s website at: <http://shq.lasdnews.net/shq/contracts/info.html>.

RFSQ TIMETABLE

The timetable for the RFSQ is as follows:

- Release of RFSQ.....10/26/16
- Request for Solicitation Requirements Review Due.....11/10/16
- Written Questions Due.....11/10/16

- Questions and Answers Released.....11/15/16
- SOQ due by (3:00 p.m.) (Pacific Time).....11/22/16

The SOQ due date is an initial 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 two 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 TEMPORARY PERSONNEL SERVICES (RFSQ 604-SH)”

In addition, as part of the statement submission, Vendors shall submit pdf electronic copies of the SOQ on two separate compact disks (CDs) or memory sticks, both of which shall be clearly labeled.

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

Los Angeles County Sheriff’s Department
 Fiscal Administration – Contracts Unit
 Attention: Jennifer Russell
 Hall of Justice
 211 West Temple Street, 6th Floor
 Los Angeles, California 90012

It is the sole responsibility of the submitting Vendor to ensure that its SOQ is received before the submission deadline identified in Paragraph 2.3. 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 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 the 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
Attention: Jennifer Russell
Hall of Justice
211 West Temple Street, 6th Floor
Los Angeles, California 90012
Fax #:323-415-3367
E-mail address: jrussel@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.

Sincerely,

JIM McDONNELL, SHERIFF



Glen Joe, Director
Fiscal Administration