



OFFICE OF THE SHERIFF



COUNTY OF LOS ANGELES

HALL OF JUSTICE

ALEX VILLANUEVA, SHERIFF

January 23, 2020

Notice to Vendors:

**BULLETIN NUMBER 1
INVITATION FOR BIDS (IFB)
CAREER TECHNICAL EDUCATION AND LIFE SKILLS COURSES
IFB NUMBER 664-SH**

INTRODUCTION

The County of Los Angeles (County), Sheriff's Department (Department), is issuing this Invitation for Bids (IFB) to solicit bids for a Contract with a qualified school district, adult education institution, charter school, county office of education, career and technical college, community college, university, institution, non-profit organization, or other education institution (Bidder) that can provide Career Technical Education and Life Skills Courses to inmates incarcerated in the Department's custody facilities.

The goals of the Department's inmate education program are to improve the quality of life of participating inmates, increase safety in the custody facilities through education and training, and reduce recidivism. The Department's average daily inmate population is approximately 18,000.

BIDDER'S MINIMUM MANDATORY REQUIREMENTS

Interested and qualified Bidders that can demonstrate their ability to successfully provide the required services outlined in Appendix B (Statement of Work) of the IFB are invited to submit bids, provided they meet the following minimum mandatory requirements:

Bidder's Minimum Mandatory Requirements

1. Bidder shall confirm they can provide the following number of instructors for Career Technical Education Courses:

Number of Instructors	Career Technical Education Course
3	Advanced Computer Technology
1	Bicycle Repair
2	Commercial Construction Concepts
4	Commercial Painting

211 WEST TEMPLE STREET, LOS ANGELES, CALIFORNIA 90012

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Number of Instructors	Career Technical Education Course
2	Commercial Printing
5	Computer Technology
2	Culinary Arts
1	Farming
1	Landscaping
1	Masonry
1	Pet Grooming
1	Recycling and Waste Management
1	Sewing
1	Welding
1	Woodworking

Bidder's confirmation shall be evidenced by Bidder's affirmative statement required by subparagraph 2.8.3 (Bidder's Qualification (Section B.1)) of the IFB and Bidder's certification set forth in the completed Exhibit 1 (Bidder's Organization Questionnaire/Affidavit and CBE Information) of Appendix D (Required Forms) of the IFB.

- Bidder shall confirm they can provide the following number of instructors for Life Skills Courses:

Number of Instructors	Life Skills Courses
1	Disturbance Mediation: Gang Violence Intervention, Gang Violence Prevention, Gang Mediation, Conflict Resolution and/or Mediation
1	Financial Literacy/Budgeting
1	Parenting, Relationships, Anger Management, and Substance Use
1	Resume Writing/Interviewing Skills

Bidder's confirmation shall be evidenced by Bidder's affirmative statement required by subparagraph 2.8.3 (Bidder's Qualification (Section B.1)) of the IFB and Bidder's certification set forth in the completed Exhibit 1 (Bidder's Organization Questionnaire/Affidavit and CBE Information) of Appendix D (Required Forms) of the IFB.

- Bidder's instructors must meet the minimum qualifications as stated in Attachment B.3 (Instructor Duties and Minimum Qualifications for Career Technical Education Courses) and Attachment B.4 (Instructor Duties and Minimum Qualifications for Life Skills Courses) of Appendix B (Statement of Work) of the IFB.

Bidder shall provide supporting documentation to verify credentials, and/or certifications, and/or proof of experience, for each of Bidder’s instructors to meet this minimum mandatory requirement.

- 4. Bidders must be regionally or nationally accredited. Accreditation must be recognized by the United States Department of Education.

Bidder shall provide supporting documentation to meet this minimum mandatory requirement.

- 5. Bidders must have two (2) years prior experience working inside a custody environment or experience working with ex-offenders.

Bidder shall provide references that verify this minimum mandatory requirement which shall include start dates, end dates, agency names, and services provided.

- 6. If Vendor’s compliance with a County contract has been reviewed by the Department of Auditor-Controller within the last ten (10) years, Vendor must not have unresolved questioned costs identified by the Auditor-Controller, in an amount over \$100,000, that are confirmed to be disallowed costs by the contracting County department, and remain unpaid for six (6) months or more from the date of disallowance, unless such disallowed costs are the subject of current good faith negotiations to resolve the disallowed costs, in the opinion of the County.

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>.

IFB TIMETABLE

The timetable for the IFB is as follows:

Release of IFB	January 23, 2020
Request for a Solicitation Requirements Review Due	January 30, 2020
Written Questions Due.....	February 4, 2020
Questions and Answers Released	February 11, 2020
Bid due by 3:00 p.m. (Pacific Time)	February 20, 2020

The dates may change at any time as determined by the County.

IFB SUBMISSION

The original bid and three (3) numbered exact hard copies, and two (2) separate electronic copies in pdf format on flashdrives or compact discs, shall be enclosed in a sealed envelope or box, plainly marked in the upper left-hand corner with the name and address of the Bidder and bear the words:

“BID FOR CAREER TECHNICAL EDUCATION AND LIFE SKILLS COURSES IFB 664-SH”

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

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

It is the sole responsibility of the submitting Bidder to ensure that its bid is received before the submission deadline. Submitting Bidders shall bear all risks associated with delays in delivery by any person or entity, including the U.S. Mail. Any bids received after the scheduled closing date and time for receipt of bids, as listed in subparagraph 2.3 (IFB Timetable) of the IFB, will not be accepted and returned to the sender unopened. Timely hand-delivered bids are acceptable. No facsimile (fax) or electronic mail (e-mail) copies will be accepted.

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

CONTACT WITH COUNTY PERSONNEL

Any contact regarding this IFB 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: Aloett Martin, Contract Analyst
Email Address: a9martin@lasd.org

If it is discovered that a Bidder 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 bid from further consideration.

Sincerely,

ALEX VILLANUEVA, SHERIFF



Rick Cavataio, Director
Fiscal Administration Bureau