



Erroy D. Baca, Sheriff

County of Los Angeles
Sheriff's Department Headquarters
4700 Ramona Boulevard
Monterey Park, California 91754-2169



September 23, 2008

BULLETIN # 2

REQUEST FOR STATEMENT OF QUALIFICATIONS

FORENSIC AUDIO AND/OR VIDEO ENHANCEMENT/CLARIFICATION SERVICES

RFSQ 355-SH

This Bulletin #2 is being issued to provide the questions and responses that were discussed at the Proposer's Conference held on September 16, 2008. The responses are final and become part of the Request for Statement of Qualifications (RFSQ).

	QUESTIONS	RESPONSES
1	Can the requirement for general and professional liability insurance be waived? Such insurance coverages are not required of expert witnesses expressing their professional opinions in court. In the rare instances when lawsuits have been raised regarding an expert witness' opinions, they are typically dismissed very early on.	The insurance requirement listed in the document is necessary for all work performed under this contract; therefore, both general and professional liability insurance cannot be waived.
2	My company provides additional forensic audio/video services such as audio authentication, video authentication, and voice comparison, which are not addressed in the RFSQ. Would it be appropriate to include these examinations when discussing our capabilities in our response? Or are these examinations outside the scope of the RFSQ?	The required experiences stated in the RFSQ shall be addressed in the SOQ. A Proposer is welcome to present other experiences and/or capabilities in its SOQ.

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3	<p>With regard to compensation for testimony travel, could you clarify what constitutes "travel time" specifically for laboratories outside of the Los Angeles area? For example, our laboratory is located outside of California. Would "travel time" include the time it takes to drive to the local airport from our facility/residence, time at the airport, the airline flight itself, and similarly, the same elements for the return flight? Or would "travel" time begin once we arrived in Los Angeles?</p>	<p>Travel for expert testimony from outside the neighboring counties of Los Angeles County will be coordinated with the concerned Deputy District Attorney. Required travel will be paid for by the County to include coach/economy airfare, lodging and meals at the established County rate. The established rate may be adjusted for inflation each year by the County. Additionally, the expert witness will be paid for their time at their contracted hourly rate, up to maximum of 8 hours in any 24 hour period, including travel time.</p>
4	<p>Regarding Section 1.3.1, would experience designing and consulting for universities be sufficient experience?</p>	<p>The response to the question would be NO. In Sec. 1.3.1 of the RFSQ document, it states that Vendor shall have provided prior Forensic Audio and/or Video Enhancement/Clarification Services to at least three of the following entities: a law enforcement agency, district attorney, public defender, private attorneys, for a minimum of two (2) years and having worked on at least three (3) cases for each entity. Vendor shall have terminated the service in good standing with all work product completed and shall present a letter of reference from each agency.</p>
5	<p>Below mentioned documents required a signature, but are not included in the instructions for assembly of the SOQ:</p> <p>Contractor's EEO Certification – Exhibit F (Page 49 of the PDF)</p> <p>Agreement between County of Los Angeles and _____ - Page 12 of Appendix A (Page 49 of the PDF).</p> <p>Also pages 1, 6, and 10 of Appendix A (pgs 30, 35 and 39 of the PDF) have information to be submitted but are not included in the assembly instructions. Will these documents be submitted later or filled out by the county?</p>	<p>The Contractor's EEO Certification – Exhibit F is a form that the Contractor would sign when signing the actual agreement.</p> <p>Attached is a copy of the Proposer's EEO Certification, which will be added to this RFSQ as Exhibit 8 in Appendix C – Required Forms. Please submit this <u>Exhibit 8 – Proposer's EEO Certification</u> in Section B – Required Forms of your SOQ.</p> <p>The mentioned pages of Appendix A will be completed when the agreement is offered and accepted by the qualify Proposer.</p>

	QUESTIONS	RESPONSES
6	<p>If I have done over three cases for three of the categories listed, but they have been for different prosecutors, different public defenders, different private attorneys or police detectives, will I potentially need to submit nine letters of reference? On the other hand, if I have worked three cases for the same prosecutor, will one letter from that prosecutor fulfill that category?</p>	<p>Yes, if three separate cases from three different entities are listed in the SOQ, it would be a total of nine (9) reference letters required.</p> <p>If you have worked three cases for the same prosecutor, one letter mentioning the three cases should suffice the requirement.</p>
7	<p>Must each respondent address both audio and video enhancement/clarification services in their response, or can they address just one or the other?</p>	<p>The respondent can individually address each experience, audio or video.</p>
8	<p>Can the cost proposed by a Vendor be used as grounds for removal from the selection/Qualification process?</p> <p>We understand that if an Agreement is granted, cost will be one of the factors for disbursement of casework, but can it prevent a Vendor from qualifying/being selected in the first place?</p>	<p>No.</p> <p>No.</p>
9	<p>Re: page 5 of PDF, "1.3.1 Vendor shall have provided prior Forensic Audio and/or Video Enhancement/Clarification Services to at least three of the following entities: a law enforcement agency, district attorney, public defender, private attorneys, for a minimum of two (2) years and having worked on at least three (3) cases for each entity. Vendor shall have terminated the service in good standing with all work product completed and shall present a letter of reference from each agency."</p> <p>In our experience, government agencies (most notably, federal agencies) are often prohibited from providing letters of reference, as a matter of policy. Since most of our clients who meet the criteria above are government agencies, we may not be able to acquire such letters. Could we simply provide contact information for an individual, in lieu of presenting a letter of reference?</p>	<p>If you're referencing cases that were with the federal agencies, you may submit below information in lieu of the letters of reference:</p> <ol style="list-style-type: none"> 1. Agency name 2. Current and updated Case Investigator's contact information: name, phone number, e-mail address. 3. Case number 4. Date(s) you have provided work under the referenced case number.

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10	<p>Re: page 5 of PDF, "1.3.2 ... A copy of Vendor's Standard Operating Procedures (SOP's), Sub-sec. 5.3 of Appendix B, Statement of Work, shall be submitted with the resume.</p> <p>We have authored and depend upon peer-reviewed methodology publications regarding forensic enhancement of analog and digital audio recordings. Would these publications be sufficient as SOPs, or do you require a specific format, more in line with the sample SOPs the RFSQ points to?</p> <p>Also, do all of the submitted SOPs need to be in a consistent format from one to the next, or can they be submitted in different forms?</p>	<p>In the absence of SOP's per examples cited in the Statement of Work, white papers, publications and best practices would suffice this requirement.</p> <p>As long as they are clearly presented and contain the requested information, they do not need to be in a consistent format.</p>
11	<p>Re: page 8 of PDF, "1.13 Injury & Illness Prevention Program (IIPP) Vendor shall be required to comply with the State of California's Cal OSHA's regulations. Section 3203 of title 8 in the California Code of Regulations requires all California employers to have a written, effective Injury and Illness Prevention Program (IIPP) that addresses hazards pertaining to the particular workplace covered by the program."</p> <p>Must out-of-state vendors and/or sole proprietorships (which have no employees) fulfill this requirement?</p>	<p>No, the Program is for California employers and those within California with employees.</p>
12	<p>Please advise if the Sheriff's Department entertain solicitations from outside the Los Angeles County area. Occasionally, work of this nature will require courtroom testimony. My location on the east coast would make that difficult.</p>	<p>Yes, the solicitation is open to all qualified vendors both in and out of Los Angeles County.</p> <p>Please see response to Question #3 regarding traveling from outside of neighboring counties of Los Angeles for court testimonial services.</p>

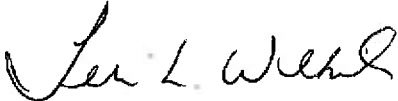
	QUESTIONS	RESPONSES
13	<p>Re: page 28 of PDF, "10.3 No Out-of Pocket Expenses Contractor acknowledges that out-of-pocket expenses, including travel, meal and lodging expenses, with the exception of the approved expenses listed in Sub-secs. 8.2.3, 8.2.4, and 8.2.5 are not reimbursable by the County. Accordingly, Contractor's invoices shall not include out-of-pocket expenses."</p> <p>Will the costs for shipping evidence and/or copies back to the contributor (via FedEx, USPS, or other carrier) be reimbursed or covered under a government shipping account, or are they to be absorbed by the Vendor?</p>	<p>The costs for shipping evidence and/or copies back to the case investigator will be absorbed by the County with prior approval from the County Project Manager.</p>
14	<p>In Sec. 1.3.2 of the RFSQ document, it states Vendor shall present a resume detailing the required services including three (3) separate reference cases relating to the mentioned services.</p> <p>Will reference letters be required for these three (3) cases?</p>	<p>As stated in Sec. 1.3.2, the resume in the SOQ shall contain the details of the service experience for the three (3) reference cases. Each reference case must include current contact information to the case investigators. Reference letters may be requested during the case reference checks made by the County.</p> <p>The contact information for each of the case investigator must include: agency name, investigator's name, phone number, e-mail, and the case number.</p>
15	<p>Can the reference letters and the vendor references I provide in the SOQ not to be released to anyone and to remain confidential?</p>	<p>In Appendix A1, Additional Terms and Conditions, Sec. 3.3 Contractor Information, contains information on how to maintain Vendor's confidentiality of materials submitted in the SOQ.</p>
16	<p>Concerns regarding the Workers' compensation liability insurance, Professional liability insurance and Comprehensive auto liability insurance were discussed in the Proposers Conference.</p>	<p>Worker's compensation liability insurance is not required for Contractors stating their sole proprietorship in the SOQ.</p> <p>After further discussion with the County Risk Management Bureau, the required amount for both the professional liability insurance and the comprehensive auto liability insurance shall remain the same as stated in Sec. 13.0 of Appendix A1, Additional Terms and Conditions of the RFSQ document.</p>

All other terms and conditions of this RFSQ remain in effect.

Should you have any questions, please contact Contract Analyst Amy Wang at (323) 526-5621, or via e-mail at acwang@lasd.org.

Sincerely,

LEROY D. BACA, SHERIFF

A handwritten signature in black ink, appearing to read "Teri L. Wilhelm". The signature is written in a cursive, flowing style.

Teri L. Wilhelm, Director
Fiscal Administration

PROPOSER'S EEO CERTIFICATION

 Company Name

 Address

 Internal Revenue Service Employer Identification Number

GENERAL

In accordance with provisions of the County Code of the County of Los Angeles, the Proposer certifies and agrees that all persons employed by such firm, its affiliates, subsidiaries, or holding companies are and will be treated equally by the firm without regard to or because of race, religion, ancestry, national origin, or sex and in compliance with all anti-discrimination laws of the United States of America and the State of California.

CERTIFICATION	YES	NO
1. Proposer has written policy statement prohibiting discrimination in all phases of employment.	()	()
2. Proposer periodically conducts a self-analysis or utilization analysis of its work force.	()	()
3. Proposer has a system for determining if its employment practices are discriminatory against protected groups.	()	()
4. When areas are identified in employment practices, Proposer has a system for taking reasonable corrective action to include establishment of goal and/or timetables.	()	()

 Signature

 Date

 Name and Title of Signer (please print)