



*Erroy D. Baca, Sheriff*

*County of Los Angeles*  
**Sheriff's Department Headquarters**

*4700 Ramona Boulevard  
Monterey Park, California 91754-2169*



September 28, 2011

Notice to Potential Contractors:

**BULLETIN NUMBER 1  
REQUEST FOR STATEMENT OF QUALIFICATIONS (RFSQ)  
BACKGROUND INVESTIGATION SERVICES  
RFSQ 459-SH**

**INTRODUCTION**

The Los Angeles County Sheriff's Department (Department) is seeking qualified background investigators (Vendors) to enter into Master Agreements with the County who can provide Background Investigation Services on an as-needed basis. The Department is seeking individual investigators for this service.

The Department's Pre-Employment Unit requires the services of law enforcement investigators to conduct background investigations for applicants that seek employment with law enforcement agency(s), including high profile and sensitive applicants, and assist the Department's background investigators.

**MINIMUM MANDATORY QUALIFICATIONS**

Interested and qualified Vendors that can demonstrate their ability to successfully provide the required services outlined in Appendix B, Statement of Work, of this RFSQ are invited to submit a Statement of Qualifications (SOQ) provided they meet the following Minimum Mandatory Qualifications.

- 1.4.1 Vendor must have a minimum of five years of experience providing law enforcement background investigations for applicants who seek employment with law enforcement agency(s), including high profile and sensitive background investigation cases. Vendor must provide references from law enforcement agency(s) to verify five years of experience for which the same or similar work to that described in Appendix B, Statement of Work, was provided. Refer to Appendix C, Required Forms, Exhibit 2, Prospective Contractor References.

1.4.2 Vendor must be trained and certified under the laws of the State of California as a private investigator and possess a current Private Investigator License as specified in the California Business and Professional Code 7521. Investigator must provide a copy of its current Private Investigator License in Section A.2 of the SOQ.

1.4.3 Vendor must possess a valid California Class "C" Driver's License. Vendor must provide a copy of its current California Class "C" Driver's License in Section A.2 of the SOQ.

### **RFSQ INITIAL TIMETABLE**

The timetable for the release of this RFSQ is as follows:

- |  |                    |
|--|--------------------|
| • Release of RFSQ                                    | September 28, 2011 |
| • Written Questions Due                              | October 05, 2011   |
| • Request for a Solicitation Requirements Review Due | October 12, 2011   |
| • Questions and Responses Released                   | October 13, 2011   |
| • SOQs Initial Due Date                              | October 19, 2011   |

The submittal date is an initial due date and those not received by that date may not be reviewed initially; however, they may be reviewed at a later date to determine if they meet the qualifications listed. The solicitation will remain open until the needs of the Department are met.

### **RFSQ RELEASE**

The RFSQ will be released and posted on the County's website on September 28, 2011, and will be accessible via the Department's website at [http://www.lasd.org/lasd\\_contracts/info.html](http://www.lasd.org/lasd_contracts/info.html).

**If the Vendor wishes to access the RFSQ via the above-referenced Department's website, the Vendor MUST inform the Department's Contracts Unit Analyst at b1jackso@lasd.org of Vendor's name, mailing address, email address, fax number, and telephone number.**

### **SOQ SUBMISSION INFORMATION**

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 BACKGROUND INVESTIGATION SERVICES"**

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

Los Angeles County Sheriff's Department  
Contracts Unit  
Attention: Betty Jackson, Contracts Analyst  
4700 Ramona Boulevard, Room 214  
Monterey Park, California 91754

**DUE DATE: October 19, 2011**

**TIME: 3:00 p.m. – PACIFIC STANDARD TIME (PST)**

It is the sole responsibility of the submitting Vendor to ensure that its SOQ is received on or before the submission deadline.

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.

**CONTACT WITH COUNTY PERSONNEL**

Any contact regarding this RFSQ or any matter relating hereto must be in writing and may be mailed, e-mailed, or faxed as follows:

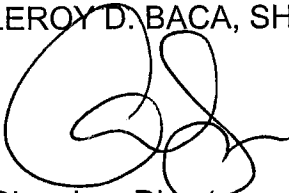
Los Angeles County Sheriff's Department  
Contracts Unit  
Attention: Betty Jackson, Contracts Analyst  
4700 Ramona Boulevard, Room 214  
Monterey Park, California 91754  
Telephone: (323) 526-5220  
Fax Number: (323) 415-1368  
E-mail address: [b1jackso@lasd.org](mailto:b1jackso@lasd.org)

Vendors are specifically directed not to contact any other County person or agent for any matter related to this RFSQ. If it is discovered that a Vendor contacted and/or

received information from any County person or agent, other than the person specified above, regarding this RFSQ, County, in its sole determination, may disqualify Vendor and their SOQ from further consideration.

Sincerely,

LEROY D. BACA, SHERIFF

A handwritten signature in black ink, appearing to read 'L. Baca', written over the printed name 'LEROY D. BACA, SHERIFF'.

Glen Joe, Director  
Fiscal Administration