

October 18, 2021

Notice to Vendors:

**BULLETIN NUMBER 6
REQUEST FOR STATEMENT OF QUALIFICATIONS (RFSQ)
TRANSCRIPTION SERVICES
RFSQ NUMBER 694-SH**

This Bulletin Number 6 is being issued to notify Vendors that Request for Statement of Qualifications (RFSQ) Number 694-SH for Transcription Services has been modified. RFSQ 694-SH has been modified as follows:

1. Paragraph 6.0 (Administration of Master Agreement – County) of Appendix G (Model Master Agreement) is deleted in its entirety and replaced with the following:

6.0 ADMINISTRATION OF MASTER AGREEMENT - COUNTY

A listing of all County Administration referenced in the following Paragraphs are designated in Exhibit A (County's Administration) to this Master Agreement. County shall notify Contractor in writing of any change in the names or addresses shown.

6.1 County Project Director

- 6.1.1 County Project Director is the approving authority for individual Work solicitations.

The responsibilities of County Project Director may include:

- a. Ensuring that the objectives of this Master Agreement are met; and
- b. Providing direction to Contractor, in areas relating to County policy, information requirements, and procedural requirements.

- 6.1.2 Except as set forth in Paragraph 8.1 (Change Notices and Amendments) of this Master Agreement, County Project Director is not authorized to make any changes to any of the terms and conditions of this Master Agreement and is not authorized to further obligate County in any respect whatsoever.

- 6.1.3 County Project Director shall have the right at all times to inspect any and all Work provided by or on behalf of Contractor.

6.2 County Project Manager

6.2.1 County Project Manager is County's chief contact person with respect to the day-to-day administration of this Master Agreement. County Project Manager shall prepare and issue all Work and any Change Notices and Amendments thereto, and generally be the first person for Contractor to contact with any questions.

The responsibilities of County Project Manager may include:

- a. Meeting with Contractor Project Manager on a regular basis;
- b. Issuing Work; and
- c. Inspecting any and all tasks, deliverables, goods, Services, or other Work provided by or on behalf of Contractor.

6.2.2 County Project Manager is not authorized to make any changes in any of the terms and conditions of this Master Agreement nor obligate County in any respect whatsoever.

6.2.3 County Project Manager shall advise County Project Director as to Contractor's performance in areas relating to technical requirements and standards, County policy, information requirements, and procedural requirements.

6.2.4 County Project Manager shall issue Contract Discrepancy Reports in accordance with Paragraph 5.3.1 (Contract Discrepancy Report) of Attachment 1 (Statement of Work) to this Master Agreement. A sample of the Contract Discrepancy Report is attached as Attachment 1G (Contract Discrepancy Report) to this Master Agreement.

6.2.5 County Project Manager shall approve all invoices and forward approved invoices to Sheriff's Accounts Payable Unit, pursuant to Paragraph 5.5 (Invoices and Payments) of this Master Agreement.

6.2.5.1 County Project Manager shall issue Invoice Discrepancy Reports in accordance with Paragraph 5.6.8 (Invoice Discrepancy Report) of this Master Agreement.

Except provided herein, all other terms and conditions of this RFSQ will remain unchanged and in full force and effect

Should you have any questions, please contact Assistant Contracts Analyst Gabriela Frierson at gfrierso@lasd.org.