



OFFICE OF THE SHERIFF

COUNTY OF LOS ANGELES

HALL OF JUSTICE

ALEX VILLANUEVA, SHERIFF



July 23, 2021

Notice to Potential Contractors:

**BULLETIN NUMBER 1
REQUEST FOR STATEMENT OF QUALIFICATIONS (RFSQ)
TRANSCRIPTION SERVICES
RFSQ NUMBER 694-SH**

INTRODUCTION

The County of Los Angeles Sheriff's Department is seeking qualified Vendors to enter into Master Agreements with the County to provide Transcription Services (Services) on an as-needed basis for the Department's Homicide Bureau.

VENDOR'S MINIMUM MANDATORY QUALIFICATIONS

Interested and qualified Vendors who can demonstrate their ability to successfully provide the required Services outlined in Attachment 1 (Statement of Work) to the Request for Statement of Qualifications (RFSQ) are invited to submit a Statement of Qualifications (SOQ), provided they meet the following Minimum Mandatory Qualifications.

MINIMUM MANDATORY QUALIFICATIONS

1. Vendor must have a minimum of three years of experience, within the last five years, providing transcription services to government agencies with similar volume and work to that described in Attachment 1 (Statement of Work) to the RFSQ. One of the three years must include providing transcription services for a law enforcement agency.

Vendor shall provide references and supporting documentation to verify this Minimum Mandatory Qualification. Reference information shall include start dates, end dates, agency names, and services provided. (Please refer to Paragraph 2.7.2 B (Vendor's References) of the RFSQ.

2. Vendor must identify a project manager/transcriber to oversee the contract who possesses at least three years of experience providing transcription services to

211 WEST TEMPLE STREET, LOS ANGELES, CALIFORNIA 90012

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government agencies with similar volume and work to that described in Attachment 1 (Statement of Work) to the RFSQ. One of the three years of experience must have been providing transcription services for a law enforcement agency. County recognizes that the Vendor's prospective project manager/transcriber may also be the Vendor's principal/owner.

Vendor must include copies of certificates and a resume for the proposed Project Manager.

- 3. Vendor must have an office within Los Angeles County or an immediately adjacent county.
- 4. If Vendor's compliance with a County contract has been reviewed by the Department of the Auditor-Controller within the last ten years, then Vendor must not have unresolved questioned costs identified by the Auditor-Controller, in an amount over \$100,000.00, that are confirmed to be disallowed costs by the contracting County department and remain unpaid for six 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 released and accessible via the Sheriff's Department website at: <http://shq.lasdnews.net/shq/contracts/info.html>.

All potential Contractors are encouraged to monitor the above solicitation website for Bulletins, as they are posted, during the entire solicitation process.

RFSQ TIMETABLE

The timetable for the RFSQ is as follows:

- Release of RFSQ July 23, 2021
- Request for a Solicitation Requirements Review Due..... August 6, 2021
- Written Questions Due August 13, 2021
- Questions and Answers Released August 24, 2021
- **SOQ due by 3:00 p.m. (Pacific Time)..... September 3, 2021**

The submittal due date above is an initial due date. SOQs 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 mandatory qualifications. The solicitation will remain open until the needs of the Sheriff's Department are met.

RFSQ SUBMISSION INFORMATION

The original SOQ, two numbered identical hard copies, and two separate identical electronic copies in PDF format on flash drives 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 Vendor bearing the words:

**“SOQ FOR TRANSCRIPTION SERVICES
(RFSQ 694-SH)”**

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

Los Angeles County Sheriff's Department
Fiscal Administration-Contracts Unit
211 W. Temple Street, 6th Floor
Los Angeles, California 90012
Attention: Gabriela Frierson

It is the sole responsibility of the submitting Vendor to ensure that its SOQ is received before the submission deadline. Submitting Vendors shall bear all risks associated with delays in delivery by any person or entity, including the U.S. Mail. No facsimile (fax) or electronic mail (e-mail) copies will be accepted.

Any SOQs received after the scheduled due date and time as stated in Paragraph 2.3 (RFSQ Timetable) of the RFSQ or any addendum amending the SOQ due date and time, will not be reviewed initially; however, may be reviewed at a later date.

CONTACT WITH COUNTY PERSONNEL

Any contact regarding the RFSQ or any matter relating hereto must be in writing and may be mailed or emailed to:

Los Angeles County Sheriff's Department
Fiscal Administration-Contracts Unit
211 W. Temple Street, 6th Floor
Los Angeles, California 90012
Attention: Gabriela Frierson
Email address: gfrierso@lasd.org

Vendors are specifically directed not to contact any other County person or agent for any matter related to the 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 the RFSQ, County at its sole discretion may disqualify Vendor and their SOQ from further consideration.

Sincerely,

ALEX VILLANUEVA, SHERIFF

A handwritten signature in blue ink that reads "Rick Cavataio". The signature is written in a cursive style with a large initial "R" and a long, sweeping tail on the "o".

Rick Cavataio, Director
Fiscal Administration Bureau