



# OFFICE OF THE SHERIFF

COUNTY OF LOS ANGELES

HALL OF JUSTICE

ALEX VILLANUEVA, SHERIFF



August 20, 2021

Notice to Vendors:

**BULLETIN NUMBER 1  
REQUEST FOR STATEMENT OF QUALIFICATIONS (RFSQ)  
POLYGRAPH EXAMINATION SERVICES  
RFSQ NUMBER 696-SH**

**INTRODUCTION**

The County of Los Angeles Sheriff's Department (Department) is seeking qualified Vendors to enter into Master Agreements with the County to provide Polygraph Examination Services (Services) on an as-needed basis for the Department's Scientific Services 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) of 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 be recognized and accredited by one of the following professional polygraph associations:
  - a. American Polygraph Association;
  - b. California Association of Polygraph Examiners; or
  - c. American Association of Police Polygraphists.

Vendor shall submit copies of accreditation(s) and/or certificate(s) to verify this Minimum Mandatory Qualification.

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2. Vendor must be active in the administration of polygraph examinations. To qualify for this status, Vendor must meet the following criteria:
  - a. Vendor must have completed a minimum total of 200 documented polygraph examinations;
  - b. Of the total documented polygraph examinations, Vendor must have administered a minimum of 100 polygraph exams for a law enforcement agency(ies); and
  - c. 25 of the 100 polygraph exams for a law enforcement agency (ies) must have been within the last two years using the Lafayette computerized polygraph instrument.

Vendor shall provide references and supporting documentation to verify this Minimum Mandatory Qualification, which shall include start dates, end dates, agency names, and services provided.

3. Vendor's proposed polygraph examiners must have successfully graduated from a polygraph course recognized and accredited by the American Polygraph Association, California Association for Polygraph Examiners, or the American Association of Police Polygraphists.

Vendor shall submit copies of diploma(s) and/or certificate(s) for each polygraph examiner that will provide Services to verify this Minimum Mandatory Qualification.

4. Vendor's proposed polygraph examiners must be current members, in good standing, and have attended a minimum of 12 hours of training sponsored by one of the following professional polygraph examiner associations within the last two years:
  - a. American Polygraph Association;
  - b. California Association of Polygraph Examiners; or
  - c. American Association of Police Polygraphists.

Vendor must provide copies of memberships and training certificates for each polygraph examiner who will provide Services to verify this Minimum Mandatory Qualifications.

5. Vendor's proposed polygraph examiner must pass the polygraph proficiency test (refer to Exhibit 14 (Proficiency Exam) of Appendix A (Required Forms) to the RFSQ) with a score of 100 percent consisting of general polygraph knowledge, question formulation, chart analysis, and instrumentation.

Vendor must complete and submit an Exhibit 14 (Proficiency Exam) of Appendix A (Required Forms) to the RFSQ for each polygraph examiner that will provide Services to verify this Minimum Mandatory Qualification. If Vendor's proposed polygraph examiner(s) does not achieve a score of 100 percent, as listed above, then Vendor's proposed polygraph examiner(s) shall be disqualified.

- 6. 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.

**CALIFORNIA PUBLIC EMPLOYEES' PENSION REFORM ACT (PEPRA)**

The State of California Legislature has enacted Senate Bill 13 (Beall) regarding the California Public Employees' Pension Reform Act of 2013 (the Act). Section 7522.56(b) of the Act (as amended) reads in part, as follows:

(b) A retired person shall not serve, be employed by, or be employed through a contract directly by, a public employer in the same public retirement system from which the retiree receives the benefit without reinstatement from retirement.

As a result of the Act, the County is prohibited from contracting with a retired County employee under this RFSQ.

**RFSQ RELEASE**

The RFSQ will be released and will be 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..... August 24, 2021
- Request for a Solicitation Requirements Review Due..... September 7, 2021
- Written Questions Due ..... September 17, 2021

- Questions and Responses Released ..... September 24, 2021
- **SOQ due by 3:00 p.m. (Pacific Time).....October 15, 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 disks, shall be enclosed in a sealed envelope or box, plainly marked in the upper left-hand corner with the name and address of Vendor and bear the words:

**“SOQ FOR POLYGRAPH EXAMINATION SERVICES  
(RFSQ 696-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, 6<sup>th</sup> 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.**

**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, 6<sup>th</sup> Floor  
Los Angeles, California 90012  
Attention: Gabriela Frierson  
Email address: [gfrierso@lasd.org](mailto: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



Rick Cavataio, Director  
Fiscal Administration Bureau