

October 20, 2021

Notice to Potential Vendors:

**BULLETIN NUMBER 4  
REQUEST FOR STATEMENT OF QUALIFICATIONS (RFSQ)  
TEMPORARY PERSONNEL SERVICES  
RFSQ NUMBER 604-SH**

This Bulletin Number 4 is being issued to notify potential Vendors that Request for Statement of Qualifications (RFSQ) 604-SH for Temporary Personnel Services has been revised to update the County contact information, including but not limited to, the following paragraphs of the RFSQ:

1. Paragraph 1.9 (Contact with County Personnel) of the RFSQ is deleted in its entirety and restated as follows:

**1.9 CONTACT WITH COUNTY PERSONNEL**

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

Los Angeles County Sheriff's Department  
Hall of Justice  
Fiscal Administration – Contracts Unit  
211 West Temple Street, 6th Floor  
Los Angeles, California 90012  
Attention: Melissa Contreras, Contract Analyst  
E-mail address: [mccontre@lasd.org](mailto:mccontre@lasd.org)

If it is discovered that a Vendor contacted and received information from any County personnel, other than the person specified above, regarding this solicitation, County, in its sole determination, may disqualify their SOQ from further consideration.

2. Paragraph 2.5 (Vendors' Questions) of the RFSQ is deleted in its entirety and restated as follows:

### **2.5 VENDORS' QUESTIONS**

Vendors may submit written questions regarding this RFSQ by mail or e-mail to the individual identified below.

When submitting questions, please specify the RFSQ section number, paragraph number, and page number and quote the language that prompted the question. This will ensure that the question can be quickly found in the RFSQ. County reserves the right to group similar questions when providing answers.

Questions may address concerns that the application of minimum mandatory qualifications, evaluation criteria and/or business requirements would unfairly disadvantage Vendors or, due to unclear instructions, may result in the County not receiving the best possible responses from Vendor.

Questions should be addressed to:

Los Angeles County Sheriff's Department  
Hall of Justice  
Fiscal Administration – Contracts Unit  
211 West Temple Street, 6th Floor  
Los Angeles, California 90012  
Attention: Melissa Contreras, Contract Analyst  
E-mail address: [mccontre@lasd.org](mailto:mccontre@lasd.org)

3. Paragraph 2.8 (SOQ Submission) of the RFSQ is deleted in its entirety and restated as follows:

### **2.8 SOQ SUBMISSION**

The original SOQ, and two (2) 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 TEMPORARY PERSONNEL SERVICES (RFSQ 604-SH)”**

In addition, as part of the statement submission, Vendors shall submit .pdf electronic copies of the SOQ on 2 separate compact discs (CDs) or memory sticks, both of which shall be clearly labeled.

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

Los Angeles County Sheriff's Department  
Hall of Justice  
Fiscal Administration – Contracts Unit  
211 West Temple Street, 6th Floor  
Los Angeles, California 90012  
Attention: Melissa Contreras, Contract Analyst

**It is the sole responsibility of the submitting Vendor to ensure that its SOQ is received before the submission deadline identified in Paragraph 2.3. 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 (email) copies will be accepted.**

Any SOQ's received after the scheduled due date and time, as stated in Paragraph 2.3, or any addendum amending the SOQ due date and time, will not be reviewed initially; however, they may be reviewed at a later date.

You may access this Bulletin Number 4 of RFSQ 604-SH in electronic (.pdf) format via the Department's website at: <http://shq.lasdnews.net/shq/contracts/info.html>.

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

Should you have questions, please contact Contract Analyst Melissa Contreras at [mccontre@lasd.org](mailto:mccontre@lasd.org).