



# OFFICE OF THE SHERIFF

COUNTY OF LOS ANGELES

HALL OF JUSTICE

ROBERT G. LUNA, SHERIFF



March 15, 2023

Notice to Potential Proposers:

**BULLETIN NUMBER ONE  
REQUEST FOR PROPOSALS (RFP)  
INTELLIGENCE ANALYST SERVICES  
FOR JOINT REGIONAL INTELLIGENCE CENTER  
RFP NUMBER 707-SH**

**INTRODUCTION**

The County of Los Angeles (County) Sheriff's Department (Department) is issuing a Request for Proposals (RFP) to solicit proposals from interested and qualified vendors (Proposers) for a Contract with an organization that can provide Intelligence Analyst services (Services) for the Joint Regional Intelligence Center (JRIC) for the Central District of California.

JRIC is the Department of Homeland Security-designated Fusion Center for the Central District of California, which is a collaborative effort between federal, state, local law enforcement, and public safety agencies to integrate criminal and terrorism threat intelligence and to provide intake, analysis, fusion, syntheses, and dissemination of that information. JRIC operates with the use of Intelligence Analysts who are subject-matter experts in counter-terrorism, including domestic, terrorism, international terrorism, and critical infrastructure.

It is anticipated that the Services requested under the Contract will be fully funded by (1) the United States Department of Homeland Security (DHS), XXXX Urban Areas Security Initiative (UASI) Grant Program distributed through the California Governor's Office of Emergency Services (Cal OES), Cal OES ID Number XXX-XXXXX, through the City of Los Angeles Sub-recipient Agreement Number C-XXXXXX; and/or (2) the XXXX Homeland Security Grant Program (HSGP) Grant Award Number XXXX-XXXX, Cal OES ID Number XXX-XXXX, which funds the Regional Threat Assessment Center (RTAC), and all subsequent grants numbers, and is subject to all policies, provisions and requirements of the grants, which are incorporated herein by this reference, including the contract provisions found in the Code of Federal Regulations 200.327,

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Appendix II, as applicable, which may be found using the following electronic link: [eCFR :: 2 CFR Part 200 -- Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards](#).

County currently seeks 21 highly trained and experienced Intelligence Analysts, one of whom must serve as a Systems Intelligence Analyst, who will be the senior computer network systems administrator for JRIC; one of whom must serve as a Senior Intelligence Analyst Manager, who will be the senior administrator for JRIC; one of whom must serve as an Intelligence Analyst Manager, who will be the Analysis Section manager for JRIC; and one whom must serve as a Operations Intelligence Analyst Manager, who will be the privacy policy officer for JRIC. It is anticipated that future grants may allow for the provision of additional Intelligence Analysts under the Contract, therefore, the number of Intelligence Analysts may increase during the term of the Contract. Contractor may be required to hire and provide as many as 28 Intelligence Analysts during the term of the Contract.

Based on availability of grant funding, the number of Intelligence Analysts required by County at the commencement of the Contract may decrease. The Department reserves the right to add or delete the number of Intelligence Analysts required throughout the term of the Contract.

### **MINIMUM MANDATORY QUALIFICATIONS**

Interested and qualified Proposers that can demonstrate their ability and qualifications to successfully provide the required Services outlined in Exhibit A (Statement of Work (SOW)) of Appendix A (Sample Contract) of the RFP are invited to submit a proposal(s), provided they meet the following Minimum Mandatory Qualifications:

1. Proposer must demonstrate a minimum of five years of experience in providing analysts specializing in counter-terrorism and intelligence in support of local, state, and federal law enforcement agencies. Experience must be comparable to the Services identified in Exhibit A (SOW) of Appendix A (Sample Contract) of the RFP.

Proposer must provide references that verify this Minimum Mandatory Qualification and include complete start dates, complete end dates, name of governmental agency and law enforcement agency, and Services provided.

2. Proposer must demonstrate a minimum of five years of experience in providing Intelligence Analysts to perform Services for the United States Department of Homeland Security-designated Fusion Center.

Proposer must provide references that verify this Minimum Mandatory Qualification and include complete start and end dates.

3. If Proposer's compliance with a County contract has been reviewed by the Department of Auditor-Controller within the last 10 years, Proposer must not have

unresolved questioned costs identified by the Auditor-Controller, in an amount over \$100,000, 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 County.

**RFP RELEASE**

The RFP will be released and will be accessible via the Sheriff’s Department website at: Open Solicitations | Los Angeles County Sheriff’s Department (lasd.org).

All potential Proposers are encouraged to monitor the County’s solicitation website for Bulletins, as they are posted, during the entire solicitation process.

**RFP TIMETABLE**

The timetable for the RFP is as follows:

Release of RFP.....	March 15, 2023
Deadline to submit request for Solicitation Requirements Review .....	March 28, 2023
Deadline to Register for Mandatory Proposers’ Conference .....	March 29, 2023
Mandatory Proposers’ Conference .....	April 7, 2023
Written Questions Due.....	April 14, 2023
Questions and Answers Released .....	April 21, 2023
<b>Proposals due by 3:00 p.m. (Pacific Time).....</b>	<b>May 4, 2023</b>

**PROPOSAL SUBMISSION**

The original Business Proposal and four numbered identical copies along with two separate identical electronic copies in portable document format (.pdf) on separate flash drives must be enclosed in a sealed envelope or box, plainly marked in the upper left-hand corner with the name and address of the Proposer and reference the solicitation as follows:

**“BUSINESS PROPOSAL FOR INTELLIGENCE ANALYST  
SERVICES FOR JOINT REGIONAL INTELLIGENCE CENTER  
(RFP NO.: 707-SH)”**

The original Cost Proposal and four numbered identical copies along with two separate identical electronic copies in .pdf on separate flash drives must be enclosed in a separate sealed package, plainly marked in the upper left-hand corner with the name and address of Proposer and reference the solicitation as follows:

**“COST PROPOSAL FOR INTELLIGENCE ANALYST  
SERVICES FOR JOINT REGIONAL INTELLIGENCE CENTER  
(RFP NO.: 707-SH)”**

The Business and Cost proposal(s) must be delivered or mailed to:

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

It is the sole responsibility of the submitting Proposer to ensure that its Business and Cost Proposal is received before the submission deadline. Submitting Proposer will bear all risks associated with delays in delivery by any person or entity, including the U.S. Mail. Any proposals received after the scheduled closing date and time for receipt of proposals received after the scheduled closing date and time for receipt of proposals, as listed in subparagraph 7.2 (RFP Timetable) of the RFP, will not be accepted and returned to the sender unopened. Timely hand delivered proposals are acceptable. No facsimile (fax) or electronic mail (e-mail) copies will be accepted.

**CONTACT WITH COUNTY PERSONNEL**

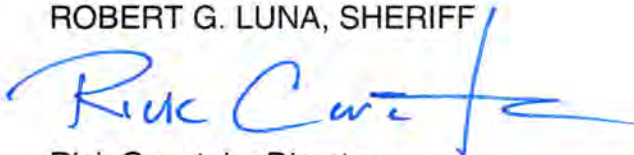
All contact regarding the RFP or any matter relating thereto must be in writing and must be e-mailed as follows:

Melissa Contreras  
email address: [mccontre@lasd.org](mailto:mccontre@lasd.org)

If it is discovered that Proposer 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 proposal from further consideration.

Sincerely,

ROBERT G. LUNA, SHERIFF



Rick Cavataio, Director  
Fiscal Administration Bureau