



LOS ANGELES COUNTY SHERIFF'S DEPARTMENT

REQUEST FOR PROPOSALS FOR INTELLIGENCE ANALYST SERVICES FOR JOINT REGIONAL INTELLIGENCE CENTER

RFP NO.: 707-SH

MARCH 2023

**Prepared By
County of Los Angeles**

These guidelines are intended to provide general information only and are subject to revision. The rights and obligations of any party contracting with the County will be determined in accordance with the terms of the applicable contract and applicable law.

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APPENDICES

- A Sample Contract:** Identifies the terms and conditions in the Contract.
- B Required Forms:** Forms that must be completed and included in the proposal.
- C Transmittal Form to Request a Solicitation Requirements Review:**
Transmittal sent to Department requesting a Solicitation Requirements Review.

0.0 SOLICITATION INFORMATION

RFP Release Date	03/15/2023
Request for a Solicitation Requirements Review Due	03/28/2023
Deadline to Register for Mandatory Proposer's Conference	03/29/2023
Mandatory Virtual Proposers' Conference	04/07/2023
Written Questions Due	04/14/2023 @ 3:00 pm (Pacific Time)
Questions and Answers Released via Addendum	04/21/2023
Proposals Due	05/04/2023
Anticipated Contract Term	12/18/2023-12/19/2026; plus four additional one-year option periods
Minimum Mandatory Qualifications	Refer to Paragraph 3.0 (Proposer's Minimum Mandatory Qualifications)
RFP Contact	Melissa Contreras via e-mail: mcontre@lasd.org

1.0 INTRODUCTION

- 1.1 County of Los Angeles (County), by and through the Los Angeles County Sheriff's Department (Department), is issuing this 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.
- 1.2 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.
- 1.3 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 grant 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, 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](#).
- 1.4 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 of 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.
- 1.5 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.

- 1.6 Titles, captions, and headings contained in this solicitation are inserted as a matter of convenience and for reference and are not intended and must not be deemed or construed to define, limit, extend or otherwise describe the scope or any provision of this solicitation.
- 1.7 Throughout this RFP, references are made to certain persons, groups, or department/agencies. For convenience, a description of specific definitions can be found in Paragraph 2.0 (Definitions) of Appendix A (Sample Contract) of this RFP. In addition, any terms with the initial letter capitalized, which are not defined herein, shall have the meanings given to them in Paragraph 2.0 (Definitions) of Appendix A (Sample Contract).

2.0 PURPOSE-CONTRACT FOR INTELLIGENCE ANALYST SERVICES FOR JOINT REGIONAL INTELLIGENCE CENTER

2.1 Statement of Work (SOW)

- 2.1.1 It is the objective of the Department to utilize Intelligence Analysts who are subject-matter experts in counter-terrorism, including domestic terrorism, international terrorism, and critical infrastructure. The Intelligence Analysts are the backbone of every Fusion Center, as they analyze patterns, trends, and evidence of organized criminal activity for use by first responders and public safety executives. The Intelligence Analysts, provided by Contractor, are required to support JRIC in counter-terrorism and all-crimes/all-hazards efforts.
- 2.1.2 During the term of the Contract, Contractor must be able to hire and provide up to 28 highly trained and experienced Intelligence Analysts to perform a wide range of Services and capabilities in accordance with requirements outlined in Exhibit A (Statement of Work (SOW)) of Appendix A (Sample Contract) of this RFP.

2.2 Sample Contract: County Terms and Conditions

Contractor will be expected to implement the requirements outlined in Appendix A (Sample Contract) of this RFP.

2.2.1 Anticipated Contract Term

The Contract term is anticipated to be for a period of three years. The Contract is anticipated to commence on December 19, 2023, following Board of Supervisors' award, through December 18, 2026, unless terminated earlier in whole or in part, as provided in the Contract.

County will have the option, at the Sheriff's discretion, to extend the term of the Contract for up to four additional one-year periods, for a total Contract term not to exceed seven years.

2.2.2 Contract Rates

Contractor's rates will remain firm and fixed for the term of the Contract.

2.2.3 Days of Operation

Contractor will be required to provide Services as described in subparagraph 6.2 (Days and Hours of Operation, Schedule, Holidays, and Overtime) of Exhibit A (SOW) of Appendix A (Sample Contract) of this RFP. Contractor may be required to provide Services on County-recognized holidays, or on an emergency basis outside of the established work schedule hours, based on the needs of County. Contractor will provide a list of holidays for County approval at the time the Contract is approved, and annually, at the beginning of the calendar year.

2.2.4 Indemnification and Insurance

Contractor will be required to comply with the provisions contained in subparagraph 8.23 (Indemnification) of Appendix A (Sample Contract) of this RFP. Contractor must procure, maintain, and provide to County proof of insurance coverage for all the programs of insurance along with associated amounts specified in subparagraph 8.24 (General Provisions for all Insurance Coverage) and subparagraph 8.25 (Insurance Coverage) of Appendix A (Sample Contract) of this RFP.

3.0 PROPOSER'S MINIMUM MANDATORY QUALIFICATIONS

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

3.1 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 this 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.

3.2 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 Centers.

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

- 3.3 If Proposer's compliance with a County contract has been reviewed by the Department of the Auditor-Controller within the last ten years, Proposer 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 County.

4.0 COUNTY'S RIGHTS AND RESPONSIBILITIES

4.1 Representations Made Prior to Contract Execution

County is not responsible for representations made by any of its officers or employees prior to the execution of the Contract unless such understanding or representation is included in the Contract.

4.2 Final Contract Award by the Board of Supervisors

Notwithstanding a recommendation of a department, agency, individual, or other, the Board of Supervisors (Board) retains the right to exercise its judgment concerning the selection of a proposal and the terms of any resultant contract, and to determine which proposal best serves the interests of County. The Board is the ultimate decision-making body and makes the final determinations necessary to arrive at a decision to award, or not award, a contract.

4.3 County's Option to Reject Proposals or Cancel RFP

Proposers are hereby advised that this RFP is a solicitation for proposals only, and is not intended, and is not to be construed as, an offer to enter into a Contract or as a promise to engage in any formal competitive bidding or negotiations pursuant to any statute, ordinance, rule, or regulation. County may, at its sole discretion, reject any or all proposals submitted in response to this RFP or may, cancel this RFP in its entirety. County will not be liable for any costs incurred by the Proposer in connection with the preparation and submission of any proposal. County reserves the right to waive inconsequential disparities in a submitted proposal.

4.4 County's Right to Amend Request for Proposals

County has the right to amend the RFP by written addendum. County is responsible only for that which is expressly stated in the solicitation document and any authorized written addenda thereto. Such addendum will be made available to each person or organization which County records indicate has received this RFP. Should such addendum require additional information not previously requested, failure to address the requirements of such addendum may result in the proposal being found non-responsive and not being considered, as determined in the sole discretion of the County. County is not responsible for

and will not be bound by any representations otherwise made by any individual acting or purporting to act on its behalf.

4.5 Background and Security Investigations

- 4.5.1 Each of Contractor's personnel performing Services under the Contract must undergo and pass a background investigation to the satisfaction of County as a condition of beginning and continuing to perform Services under the Contract. Such background investigation must be obtained through fingerprints submitted to the California Department of Justice to include, but not be limited to, criminal conviction information. The fees associated with the background investigation will be at the expense of Contractor, regardless of whether the member of Contractor's personnel passes or fails the background investigation.
- 4.5.2 County Project Director or County Project Manager will schedule the background investigation with the Department's Civilian Backgrounds Unit. The fees associated with the background investigation will be at the expense of Contractor, regardless if the member of Contractor's personnel passes or fails the background investigation.
- 4.5.3 If a member of Contractor's personnel does not pass the background investigation, County may request that the member of Contractor's personnel be immediately removed from performing Services under the Contract. Contractor must comply with County's request at any time during the term on the Contract. County will not provide to Contractor or to Contractor's personnel any information obtained through County's background investigation.
- 4.5.4 County, in its sole discretion, will immediately deny or terminate facility access to any member of Contractor's personnel that does not pass such investigation to the satisfaction of County or whose background or conduct is incompatible with County facility access.
- 4.5.5 Disqualification of any member of Contractor's personnel pursuant to subparagraph 7.5 (Background and Security Investigations) of Appendix A (Sample Contract) of this RFP, will not relieve Contractor of its obligation to complete all Work in accordance with the terms and conditions of the Contract.

5.0 NOTIFICATION TO PROPOSERS

5.1 Notice to Proposers Concerning the Public Records Act

- 5.1.1 Responses to this solicitation will become the exclusive property of County. Absent extraordinary circumstances, the recommended Proposer's proposal will become a matter of public record when 1) Contract negotiations are complete; 2) Department receives a letter from the recommended Proposer's authorized officer that the

negotiated Contract is the firm offer of the recommended Proposer; and 3) Department releases a copy of the recommended Proposer's proposal in response to a Notice of Intent to Request a Proposed Contractor Selection Review under Board Policy No. 5.055 ([Services Contract Solicitation Protest](#)).

Notwithstanding the above, absent extraordinary circumstances, all proposals will become a matter of public record when the Department's Proposer recommendation appears on the Board agenda.

Exceptions to disclosure are those parts or portions of all proposals that are justifiably defined as business or trade secrets, and plainly marked by Proposer as "Trade Secret," "Confidential," or "Proprietary."

5.1.2 County will not, in any way, be liable or responsible for the disclosure of any such record or any parts thereof, if disclosure is required or permitted under the California Public Records Act or otherwise by law. A blanket statement of confidentiality or the marking of each page of the proposal as confidential will not be deemed sufficient notice of exception. Proposers must specifically label only those provisions of their respective proposal which are "Trade Secrets," "Confidential," or "Proprietary," in nature.

5.1.3 In the event County is required to defend an action on a Public Records Act request for any of the aforementioned documents, information, books, records, and/or contents of a proposal marked "Confidential," "Trade Secrets," or "Proprietary," Proposer agrees to defend and indemnify County from all costs and expenses, including reasonable attorneys' fees, incurred in connection with any action, proceedings, or liability arising in connection with the Public Records Act request.

5.2 Contact with County Personnel

5.2.1 All contact regarding this RFP or any matter relating thereto must be in writing, and e-mailed to:

Melissa Contreras
email address: mccontre@lasd.org

5.2.2 If it is discovered that a 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.

5.3 Mandatory Requirement to Register on County's WebVen

Prior to a contract award, all potential contractors must register in the County's WebVen. WebVen contains the vendor's business profile and identifies the goods/services the business provides. Registration can be accomplished online

via the Internet by accessing County's home page at:

<http://camisvr.co.la.ca.us/webven/>

5.4 Protest Policy Review Process

- 5.4.1 Under Board Policy No. 5.055 ([Services Contract Solicitation Protest](#)) any prospective Proposer may request a review of the requirements under a solicitation for a Board-approved services contract, as described in subparagraph 5.4.3 (Grounds for Review) below. Additionally, any actual Proposer may request a review of a disqualification or of a proposed Contract award under such a solicitation, as described respectively in the subparagraphs below. It is the responsibility of Proposer challenging the decision of a County Department to demonstrate that the Department committed a sufficiently material error in the solicitation process to justify invalidation of a proposed Contract award.
- 5.4.2 Throughout the review process, County has no obligation to delay or otherwise postpone an award of a Contract based on a Proposer protest. In all cases, County reserves the right to make an award when it is determined to be in the best interest of County to do so.

5.4.3 Grounds for Review

Unless state or federal statutes or regulations otherwise provide, the grounds for review of a solicitation for a Board-approved services contract provided for under Board Policy No. 5.055 ([Services Contract Solicitation Protest](#)) are limited to the following:

1. Solicitation Requirements Review as referenced in subparagraph 9.1 (Solicitation Requirements Review) of this RFP.
2. Disqualification Review as referenced in subparagraph 9.2 (Disqualification Review) of this RFP.
3. Department's Proposed Contractor Selection Review as referenced in subparagraph 9.3 (Department's Proposed Contractor Selection Review) of this RFP.

5.5 Conflict of Interest

No County employee whose position in County enables them to influence the selection of a Contractor for this RFP, or any competing RFP, nor any spouse or economic dependent of such employees, will be employed in any capacity by a Proposer or have any other direct or indirect financial interest in the selection of a Contractor. Proposer must certify that they are aware of and have read [Section 2.180.010 of the Los Angeles County Code](#) as stated in Exhibit 2 (Certification of Compliance) of Appendix B (Required Forms) of this RFP.

5.6 Determination of Proposer Responsibility

- 5.6.1 A responsible Proposer is a Proposer who has demonstrated the attribute of trustworthiness, as well as quality, fitness, capacity and experience to satisfactorily perform the requirements of the Contract. It is the County's policy to conduct business only with responsible Proposers.
- 5.6.2 Proposers are hereby notified that, in accordance with [Chapter 2.202 of the County Code](#), County may determine whether Proposer is responsible based on a review of Proposer's performance on any contracts, including but not limited to County contracts. Particular attention will be given to violations of labor laws related to employee compensation and benefits, and evidence of false claims made by Proposer against public entities. Labor law violations which are the fault of the subcontractors and of which Proposer had no knowledge will not be the basis of a determination that Proposer is not responsible.
- 5.6.3 County may declare a Proposer to be non-responsible for purposes of this Contract if the Board, in its discretion, finds that the Proposer has done any of the following: 1) violated a term of a contract with County or a nonprofit corporation created by the County; 2) committed an act or omission which negatively reflects on Proposer's quality, fitness or capacity to perform a contract with the County, any other public entity, or a nonprofit corporation created by County, or engaged in a pattern or practice which negatively reflects on same; 3) committed an act or omission which indicates a lack of business integrity or business honesty; or 4) made or submitted a false claim against County or any other public entity.
- 5.6.4 If there is evidence that the apparent highest ranked Proposer may not be responsible, the Department will notify Proposer in writing of the evidence relating to Proposer's responsibility, and its intention to recommend to the Board that Proposer be found not responsible. The Department will provide Proposer and/or Proposer's representative with an opportunity to present evidence as to why Proposer should be found to be responsible and to rebut evidence which is the basis for the Department's recommendation.
- 5.6.5 If Proposer presents evidence in rebuttal to the Department, the Department will evaluate the merits of such evidence, and based on that evaluation, make a recommendation to the Board. The final decision concerning the responsibility of the Proposer will reside with the Board.
- 5.6.6 These terms will also apply to proposed subcontractors of Proposers on County contracts.

5.7 Proposer Debarment

- 5.7.1 Proposer is hereby notified that, in accordance with [Chapter 2.202 of the County Code](#), County may debar Proposer from bidding or proposing on, or being awarded, and/or performing work on other County contracts for a specified period of time, which generally will not exceed five years but may exceed five years or be permanent if warranted by the circumstances, and County may terminate any or all of the Proposer's existing contracts with County, if the Board finds, in its discretion, that Proposer has done any of the following: 1) violated a term of a contract with County or a nonprofit corporation created by County; 2) committed an act or omission which negatively reflects on Proposer's quality, fitness or capacity to perform a contract with County, any other public entity, or a nonprofit corporation created by County, or engaged in a pattern or practice which negatively reflects on same; 3) committed an act or offense which indicates a lack of business integrity or business honesty; or 4) made or submitted a false claim against County or any other public entity.
- 5.7.2 These terms will also apply to proposed subcontractors of Proposers on County contracts.
- 5.7.3 A listing of Contractors that are currently on the Debarment List for Los Angeles County may be obtained on the following website: <https://doingbusiness.lacounty.gov/listing-of-contractors-debarred-in-los-angeles-county/>.

5.8 Gratuities

5.8.1 Attempt to Secure Favorable Treatment

It is improper for any County officer, employee or agent to solicit consideration, in any form, from a Proposer with the implication, suggestion or statement that Proposer's provision of the consideration may secure more favorable treatment for Proposer in the award of the Contract or that Proposer's failure to provide such consideration may negatively affect County's consideration of Proposer's submission. A Proposer must not offer or give either directly or through an intermediary, consideration, in any form, to a County officer, employee or agent for the purpose of securing favorable treatment with respect to the award of the Contract.

5.8.2 Notification to County

A Proposer must immediately report any attempt by a County officer, employee or agent to solicit such improper consideration. The report must be made to the Los Angeles County Fraud Hotline at (800) 544-6861 or <http://fraud.lacounty.gov/>. Failure to report such a solicitation

may result in Proposer's submission being eliminated from consideration.

5.8.3 Form of Improper Consideration

Among other items, such improper consideration may take the form of cash, discounts, services, the provision of travel or entertainment, or tangible gifts.

5.9 Notice to Proposers Regarding the County Lobbyist Ordinance

The Board has enacted an ordinance regulating the activities of persons who lobby County officials. This ordinance, referred to as the "Lobbyist Ordinance," defines a County Lobbyist and imposes certain registration requirements upon individuals meeting the definition. The complete text of the ordinance can be found in [County Code Chapter 2.160](#). In effect, each person, corporation or other entity that seeks a County permit, license, franchise or contract must certify compliance with the ordinance. As part of this solicitation process, it will be the responsibility of each Proposer to review the ordinance independently as the text of said ordinance is not contained within this RFP. Thereafter, each person, corporation or other entity submitting a response to this solicitation, must certify that each County Lobbyist, as defined by [Los Angeles County Code Section 2.160.010](#), retained by Proposer is in full compliance with [Chapter 2.160 of the Los Angeles County Code](#) and each such County Lobbyist is not on the Executive Office's List of Terminated Registered Lobbyists.

5.10 Consideration of GAIN/GROW Participants for Employment

5.10.1 As a threshold requirement for consideration for Contract award, Proposers must demonstrate a proven record of hiring participants in County's [Department of Public Social Services Greater Avenues for Independence \(GAIN\) or General Relief Opportunity for Work \(GROW\) Programs](#) or must attest to a willingness to consider GAIN/GROW participants for any future employment openings if they meet the minimum mandatory qualifications for that opening. Proposers must attest to a willingness to provide employed GAIN/GROW participants access to Proposers' employee mentoring program, if available, to assist these individuals in obtaining permanent employment and/or promotional opportunities.

5.10.2 Proposers who are unable to meet this requirement will not be considered for Contract award. Proposers must submit a completed Exhibit 2 (Certification of Compliance) of Appendix B (Required Forms) of this RFP, along with their proposal.

5.11 Jury Service Program

5.11.1 The prospective Contract is subject to the requirements of County's Contractor Employee Jury Service Ordinance ("Jury Service Program") ([Los Angeles County Code, Chapter 2.203](#)). Prospective Contractors

should carefully review subparagraph 8.8 (Compliance with the County's Jury Service Program) of Appendix A (Sample Contract) of this RFP, both of which are incorporated by reference into and made a part of this RFP. The Jury Service Program applies to both Contractors and their subcontractors.

Proposals that fail to comply with the requirements of the Jury Service Program will be considered non-responsive and excluded from further consideration.

- 5.11.2 Contractor must certify compliance with County's Contractor Employee Jury Service Ordinance in Exhibit 2 (Certification of Compliance) of Appendix B (Required Forms) of this RFP. If a Contractor does not fall within the Jury Service Program's definition of "Contractor" or if it meets any of the exceptions to the Jury Service Program, then Contractor must so indicate in Exhibit 2 (Certification of Compliance) of Appendix B (Required Forms) of this RFP, and include with its submission all necessary documentation to support the claim such as tax returns or a collective bargaining agreement, if applicable. Upon reviewing Contractor's application, County will determine, in its sole discretion, whether Contractor falls within the definition of Contractor or meets any of the exceptions to the Jury Service Program. County's decision will be final.

5.12 Notification to County of Pending Acquisitions/Mergers by Proposing Company

Proposer must notify County of any pending acquisitions/mergers of its company unless otherwise legally prohibited from doing so. If Proposer is restricted from legally notifying County of pending acquisitions/mergers, then it should notify County of the actual acquisitions/mergers as soon as the law allows and provide to County the legal framework that restricted it from notifying County prior to the actual acquisitions/mergers. This information must be provided by Proposer in Exhibit 1 (Proposer's Organization Questionnaire/Affidavit) of Appendix B (Required Forms) of this RFP. Failure of Proposer to provide this information may eliminate its proposal from any further consideration. Proposer will have a continuing obligation to notify County and update any changes to its response in Exhibit 1 (Proposer's Organization Questionnaire/Affidavit) of Appendix B (Required Forms) of this RFP during the solicitation.

5.13 Intentionally Omitted

5.14 Defaulted Property Tax Reduction Program

- 5.14.1 The prospective Contract is subject to the requirements of the County's Defaulted Property Tax Reduction Program ("Defaulted Tax Program"), ([Los Angeles County Code, Chapter 2.206](#)). Prospective Contractors should reference the pertinent provisions in subparagraph 8.51 (Warranty of Compliance with County's Defaulted Property Tax

Reduction Program) and 8.52 (Termination for Breach of Warranty to Maintain Compliance with County's Defaulted Property Tax Deduction Program) of Appendix A (Sample Contract) of this RFP, both of which are incorporated by reference into and made a part of this solicitation. The Defaulted Tax Program applies to both Contractors and their subcontractors.

- 5.14.2 Proposers will be required to certify that they are in full compliance with the provisions of the Defaulted Tax Program and must maintain compliance during the term of any Contract that may be awarded pursuant to this solicitation or must certify that they are exempt from the Defaulted Tax Program by completing Exhibit 2 (Certification of Compliance) of Appendix B (Required Forms) of this RFP. Failure to maintain compliance, or to timely cure defects, may be cause for termination of a contract or initiation of debarment proceedings against the non-compliant contractor ([Los Angeles County Code, Chapter 2.202](#)).
- 5.14.3 Proposals that fail to comply with the certification requirements of the Defaulted Tax Program will be considered non-responsive and excluded from further consideration.

5.15 Proposer's Acknowledgement of County's Commitment to Zero Tolerance Policy on Human Trafficking

- 5.15.1 On October 4, 2016, the Board approved a motion taking significant steps to protect victims of human trafficking by establishing a zero-tolerance policy on human trafficking. The policy prohibits Contractors engaged in human trafficking from receiving contract awards or performing services under a County contract.
- 5.15.2 Contractors are required to complete Exhibit 2 (Certification of Compliance) of Appendix B (Required Forms) of this RFP, certifying that they are in full compliance with the County's Zero Tolerance Policy on Human Trafficking provision as defined in subparagraph 8.54 (Compliance with County's Zero Tolerance Policy on Human Trafficking) of Appendix A (Sample Contract) of this RFP. Further, Contractors are required to comply with the requirements under said provision for the term of any Contract awarded pursuant to this solicitation.

5.16 Intentionally Omitted

5.17 Default Method of Payment: Direct Deposit or Electronic Funds Transfer (EFT)

- 5.17.1 County, at its sole discretion, has determined that the most efficient and secure default form of payment for goods and/or services provided under a contract with County must be Electronic Funds Transfer (EFT)

or direct deposit, unless an alternative method of payment is deemed appropriate by the Auditor-Controller (A-C).

- 5.17.2 Upon Contract award or at the request of the A-C and/or the contracting department, Contractor must submit a direct deposit authorization request with banking and Vendor information, and any other information that the A-C determines is reasonably necessary to process the payment and comply with all accounting, record keeping, and tax reporting requirements.
- 5.17.3 Any provision of law, grant, or funding agreement requiring a specific form or method of payment other than EFT or direct deposit will supersede this requirement with respect to those payments.
- 5.17.4 Upon Contract award or at any time during the duration of the Contract, Contractor may submit a written request for an exemption to this requirement. The A-C, in consultation with the contracting department(s), will decide whether to approve exemption requests.

5.18 Proposer's Acknowledgement of County's Commitment to Fair Chance Employment Hiring Practices

- 5.18.1 On May 29, 2018, the Board approved a Fair Chance Employment Policy in an effort to remove job barriers for individuals with criminal records. The policy requires businesses that contract with County to comply with fair chance employment hiring practices set forth in California Government Code [Section 12952](#).
- 5.18.2 Contractors are required to complete Exhibit 2 (Certification of Compliance) of Appendix B (Required Forms) of this RFP, certifying that they, and their subcontractors, are in full compliance with [Section 12952](#), as indicated in Appendix A (Sample Contract) of this RFP. Further, Contractors are required to comply with the requirements under [Section 12952](#) for the term of any Contract awarded pursuant to this solicitation.

5.19 Prohibition from Participation in Future Solicitation(s)

A Proposer, or a Contractor or its subsidiary or subcontractor ("Proposer/Contractor"), is prohibited from submitting a bid or proposal in a County solicitation if Proposer/Contractor has provided advice or consultation for the solicitation. A Proposer/Contractor is also prohibited from submitting a bid or proposal in a County solicitation if Proposer/Contractor has developed or prepared any of the solicitation materials on behalf of County. A violation of this provision will result in the disqualification of Contractor/Proposer from participation in County solicitation or the termination or cancellation of any resultant County contract. ([Los Angeles County Code, Chapter 2.202](#)).

5.20 COVID-19 Vaccinations of County Contractor Personnel

Proposers are advised that it must comply with Chapter 2.212 (COVID-19 Vaccinations of County Contractor Personnel) of County Code Title 2 - Administration, Division 4 as a condition of performing work under any awarded Contract resulting from this solicitation. Proposers are advised to review the requirements of Chapter 2.212 (COVID-19 Vaccinations of County Contractor Personnel) and Appendix A (Sample Contract) of this RFP, prior to submitting a proposal to this solicitation. A completed Exhibit E1 (COVID-19 Vaccination Certification of Compliance) of Appendix A (Sample Contract) of this RFP is a required part of any contract with County.

5.21 Community Business Enterprise Participation

- 5.21.1 County has adopted a Community Business Enterprise (CBE) Program, which includes business enterprises owned by disabled veterans, disadvantaged business enterprises, minority and women-owned businesses, and lesbian, gay, bisexual, transgender, queer, and questioning-owned business enterprises. The CBE Program has established a 25% annual participation goal, County-wide and for departmental and other County contracting authorities. The program also maintains data on the types of businesses registered as CBEs and their utilization. The Proposer's CBE participation must be reflected in Exhibit 5 (Community Business Enterprise (CBE) Information) of Appendix B (Required Forms) of this RFP.
- 5.21.2 All Proposers must document good faith efforts it has taken to assure that CBEs are utilized, when possible, to provide supplies, equipment, technical services, and other services under the Contract. Proposer must make documents related to these good faith efforts available to County upon request.
- 5.21.3 To obtain a list of firms that are certified by County in the CBE Program, send an e-mail request to County of Los Angeles Workforce Development Aging and Community Services (WDACS): CBESBE@wdacs.lacounty.gov with the subject "Request for CBE Listing." For additional information contact the Office of Small Business at: (844) 432-4900 or at OSB@wdacs.lacounty.gov.
- 5.21.4 County strongly encourages participation by CBEs; however, the final selection will be made without regard to race, color, creed, or sex. The final selection will be based on the Proposer's ability to provide the best service and value to the County.

6.0 COUNTY'S PREFERENCE PROGRAMS

6.1 Overview of County's Preference Programs

- 6.1.1 County has three preference programs. The Local Small Business Enterprise (LSBE), Disabled Veteran Business Enterprise (DVBE), and Social Enterprise (SE). The Board encourages business participation in County's contracting process by continually streamlining and simplifying our selection process and expanding opportunities for these businesses to compete for County opportunities.
- 6.1.2 The Preference Programs (LSBE, DVBE, and SE) require that a business completes certification prior to requesting a preference in a solicitation. This program and how to obtain certification are further explained in subparagraph 6.2 (Local Small Business Enterprise (LSBE) Preference Program), 6.4 (Social Enterprise (SE) Preference Program), and 6.5 (Disabled Veteran Business Enterprise (DVBE) Preference Program) of this RFP. Additional information on County's Preference Programs is also available on the Department of Consumer and Business Affairs's (DCBA) website at: <http://dcba.lacounty.gov>.
- 6.1.3 In no case will the Preference Programs (LSBE, DVBE, and SE) price or scoring preference be combined with any other County preference program to exceed 15% in response to any County solicitation.
- 6.1.4 Sanctions and financial penalties may apply to a business that knowingly, and with intent to defraud, seeks to obtain or maintain certification as a certified LSBE, DVBE, or SE when not qualified.

6.2 Local Small Business Enterprise (LSBE) Preference Program

- 6.2.1 County will give LSBE preference during the solicitation process to businesses that meet the definition of an LSBE for solicitations subject to the federal restriction on geographical preferences, consistent with [Chapter 2.204.030C.2 of the Los Angeles County Code](#).
- 6.2.2 The business must be certified by DCBA prior to requesting the LSBE Preference in a solicitation. To apply for certification as a LSBE, businesses should contact DCBA at <http://dcba.lacounty.gov>.
- 6.2.3 Businesses requesting the LSBE preference must complete and submit Exhibit 3 (Request for Preference Consideration) of Appendix B (Required Forms) of this RFP, and submit their LSBE certification approval letter ("Certification for Federally Funded Solicitations") from the DCBA with their proposal.

6.3 Local Small Business Enterprise (LSBE) Prompt Payment Program

It is the intent of County that Certified LSBEs receive prompt payment for services they provide to County Departments. Prompt payment is defined as 15

Days after receipt of an undisputed invoice consistent with [Chapter 3.035 of the Los Angeles County Board of Supervisors Policy Manual](#).

6.4 Social Enterprise (SE) Preference Program

- 6.4.1 County will apply the SE preference during the solicitation process to businesses that meet the definition of a SE for solicitations subject to the federal restriction on geographical preferences, consistent with [Chapter 2.205 of the Los Angeles County Code](#).
- 6.4.2 The business must be certified by DCBA, prior to requesting the SE preference in a solicitation. To apply for certification as a SE, businesses should contact DCBA at <http://dcba.lacounty.gov>.
- 6.4.3 Businesses requesting the SE preference, must complete and submit Exhibit 3 (Request for Preference Consideration) of Appendix B (Required Forms) of this RFP, and submit their SE certification approval letter (“Certification for Federally Funded Solicitations”) from the DCBA with their proposal.

6.5 Disabled Veteran Business Enterprise (DVBE) Preference Program

- 6.5.1 County will apply the DVBE preference during the solicitation process to businesses that meet the definition of a DVBE, consistent with [Chapter 2.211 of the Los Angeles County Code](#).
- 6.5.2 The business must be certified by DCBA, prior to requesting the DVBE preference in a solicitation. To apply for certification as a DVBE, businesses should contact DCBA at <http://dcba.lacounty.gov>.
- 6.5.3 Businesses requesting the DVBE preference must complete and submit Exhibit 3 (Request for Preference Consideration) of Appendix B (Required Forms) of this RFP, and submit their DVBE certification approval letter from the DCBA with their proposal.

7.0 PROPOSAL REQUIREMENTS AND EVALUATION

Paragraph 7.0 (Proposal Requirements and Evaluation) contains key project dates and activities, provides Proposers with proposal submission requirements and submittal instructions, and identifies evaluation criteria.

7.1 Truth and Accuracy of Representations

False, misleading, incomplete, or deceptively unresponsive statements in connection with a proposal will be sufficient cause for rejection of the proposal. The evaluation and determination in this area will be at the Sheriff’s or designee’s, sole judgment and his/her judgment will be final. All proposals must be firm and final offers and may not be withdrawn for a period of 270 days following the final proposal submission date.

7.2 RFP Timetable

EVENT	DATE/TIME
Release of RFP	03/15/2023
Deadline to submit request for Solicitation Requirements Review	03/28/2023
Deadline to Register for Mandatory Proposers' Conference	03/29/2023
Mandatory Proposers' Conference	04/07/2023
Written Questions Due	By 3:00 PM (Pacific Time) on 04/14/2023
Questions and Answers Released (Subject to change at County's sole discretion)	04/21/2023
Proposals Due	By 3:00 PM (Pacific Time) on 05/04/2023

7.3 Proposers' Questions

7.3.1 Proposers may submit written questions regarding this RFP by e-mail to: Melissa Contreras at mccontre@lasd.org. All questions must be received by the date and time specified in subparagraph 7.2 (RFP Timetable). All questions, without identifying the submitting company, will be compiled with the appropriate answers and issued as an addendum to the RFP.

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

7.4 Mandatory Proposers' Conference

7.4.1 A Mandatory Proposers' Conference will be held to discuss the RFP requirements. County personnel will respond to questions from potential Proposers. All potential Proposers must attend this Mandatory Proposers' Conference, or their proposals will be rejected as non-responsive (disqualified) without review and eliminated from further consideration.

The conference is scheduled as follows:

April 07, 2023

9:30 AM (Pacific Time)

Link and call-information will be emailed 24 hours before conference

- 7.4.2 To register for the Mandatory Proposers' Conference, Proposers are required to submit a list of attendees by close of business on March 29, 2023 by 3:00 PM (Pacific Time) to Contract Analyst Melissa Contreras (mccontre@lasd.org) and Contracts Unit Manager Abilene Valdez (arvaldez@lasd.org). The maximum number of attendees per potential Proposer is three. Only Potential Proposers who have successfully provided notice of attendance by the date and time specified will be provided access to the conference.

7.5 Preparation of the Proposal

Two separate proposals must be submitted - a Business Proposal and a Cost Proposal. All proposals must be submitted in the prescribed format as outlined in subparagraph 7.9 (Proposal Submission) of this RFP. Any proposal that deviates from this format may be rejected as non-responsive without review at the County's sole discretion.

7.6 Business Proposal Requirements and Evaluation (70%)

Any reviews conducted during the evaluation of the proposal may result in a point reduction. The Business Proposal must include a comprehensive response to all sections below. The content and sequence of the Business Proposal must be as follows:

Business Proposal Format:

7.6.1 Table of Contents

List all material included in the proposal. Include a clear definition of material, identified by sequential page numbers and by section and paragraph reference numbers.

7.6.2 Executive Summary (Section A)

The proposal must include an Executive Summary of the Proposer's understanding of the project. The Executive Summary must condense and highlight the contents of the Proposer's Business Proposal to provide County with a broad understanding of the Proposer's approach, qualifications, experience, and staffing.

7.6.3 Proposer's Qualifications (Section B) (40%)

Proposer's response must clearly describe the Proposer's background, experience, financial stability, resources, and capability to provide and perform the required Services. Proposer will be evaluated on their experience and capacity as a corporation or other entity to perform the

required Services based on information provided in this section. The information must include, at a minimum, the following:

1. Number and type of personnel;
2. Description in narrative format as to how Proposer's organization is organized to manage projects similar to the Contract. Proposer must also include an organization chart.
3. Description of Proposer's hiring process that includes details of each step. The description must include, but not be limited to, hiring requirements, background checks, discipline policy, and termination policy.
4. Resume of Proposer's Project Manager to be involved in the project must be included in this Section B.

The following subsections must be included in Section B (Proposer's Qualifications) of the proposal:

a. Proposer's Background and Experience (Section B.1)

Proposer must provide specific details of relevant background information and experience to demonstrate that the Proposer meets or exceeds the Minimum Mandatory Qualifications as stated in Paragraph 3.0 (Proposer's Minimum Mandatory Qualifications) of this RFP and has the capability to perform the required Services as a corporation or other entity. Proposer must provide references that verify the Minimum Mandatory Qualifications and include complete start dates, complete end dates, name of governmental and law enforcement agency(ies), and Services provided as stated in subparagraph 3.1 and 3.2 of this RFP. Proposer must demonstrate a thorough understanding of law enforcement information, technology systems, infrastructure, and policies. Proposer must demonstrate that they can provide Intelligence Analysts who have demonstrated success in forging alliances with public safety agencies throughout California.

b. Proposer's List of References (Section B.2)

Proposer will be evaluated on the verification of references provided in Exhibit 8 (Proposer's List of References) of Appendix B (Required Forms) of this RFP. In addition to the references provided, the Department will review County's CARD, as applicable, reflecting past performance history on County or other contracts. This review may result in point deductions up to 100% of the total points awarded in this evaluation category.

Proposer must provide three references where the same or similar scope of Services was provided and must include all public entity contracts for the last three years. The same reference can be used to meet the Minimum Mandatory Qualifications for subparagraph 3.1 and 3.2 of this RFP. Proposer's completed form Exhibit 8 (Proposer's List of References) of Appendix B (Required Forms) of this RFP, must be provided in Section F (Business Proposal Required Forms and Corporate Documents) of Proposer's business proposal. Proposer may use additional sheets, if necessary.

It is the Proposer's sole responsibility to ensure that information provided for each reference is accurate.

County may disqualify a Proposer as non-responsive and/or non-responsible if:

- References fail to substantiate Proposer's description of the Services provided; or
- References fail to support that Proposer has a continuing pattern of providing capable, productive, and skilled personnel; or
- The Department is unable to reach the point of contact with reasonable effort. It is the Proposer's responsibility to inform the point of contact that reference checks will be conducted during normal working hours.

c. Proposer's Debarment History and List of Terminated Contracts (Section B.2)

County will conduct a review of Proposer's terminated contracts and debarment history. Proposer must include contracts terminated within the past three years with a reason for termination on Exhibit 4 (Proposer's Debarment History and List of Terminated Contracts) of Appendix B (Required Forms) of this RFP. Proposer's completed Exhibit 4 (Proposer's Debarment History and List of Terminated Contracts) must be provided in Section F (Business Proposal Required Forms and Corporate Documents) of Proposer's Business Proposal.

d. Proposer's Financial Capability (Section B.3)

County will conduct a review of Proposer's financial capability. Proposer must provide copies of the Proposer's most current and prior two fiscal years AUDITED financial statements. Statements should include the company's assets, liabilities and net worth and at a minimum should

include the Balance Sheet, Statement of Income, and the Statement of Cash Flows using U.S. currency. It should be noted that depending on the nature of the entity, i.e., for-profit, non-profit, governmental, the title of these statements may differ. For example, for a non-profit entity the Balance Sheet is referred to as the Statement of Financial Position. Do not submit Income Tax Returns to meet this requirement. Financial statements will be kept confidential if so stamped on each page.

e. Proposer's Pending Litigation and Judgments (Section B.4)

County will conduct a review of Proposer's pending litigation and judgements. Proposer must identify by name, case and court jurisdiction any pending litigation in which Proposer is involved, or judgments against Proposer in the past five years. Additionally, Proposer must provide a statement describing the size and scope of any pending or threatened litigation against the Proposer or principals of the Proposer.

7.6.4 Proposer's Approach to Providing Required Services (Section C) (25%)

Proposer will be evaluated on its description of the methodology to be used to meet County's requirements based on information provided in this Section.

Proposer must present a detailed description of the methodology the Proposer will use to meet Contract Work requirements. Proposer must describe in detail how the Services will be performed to meet the intent of Exhibit A (SOW) of Appendix A (Sample Contract) of this RFP. This Section must include, but not be limited to, how the Services will be met, the resources (personnel) Proposer has or plans to have perform the Work requirements, and Proposer's approach to management and training for the personnel performing the required Services. Reiteration of the Work Requirements in Appendix A (Sample Contract) and Exhibit A (SOW) of this RFP, without further discussion, is not sufficient.

7.6.5 Proposer's Quality Control Plan (Section D) (5%)

Proposer will be evaluated on its ability to establish and maintain a complete Quality Control Plan to ensure the requirements of the Contract are delivered as specified.

Proposer must present a comprehensive Quality Control Plan to be utilized by the Proposer as a self-monitoring tool to ensure the required

Services are provided as specified in Exhibit A (SOW) of Appendix A (Sample Contract) of this RFP.

The following factors may be included in the plan:

1. Activities to be monitored to ensure compliance with all Contract requirements;
2. Monitoring methods to be used;
3. Frequency of monitoring;
4. Samples of forms to be used in monitoring;
5. Title/level and qualifications of personnel performing monitoring functions; and
6. Documentation methods of all monitoring results, including any corrective action taken.

7.6.6 Exceptions to Terms and Conditions of Sample Contract and/or Requirements of Statement of Work and Attachments (Section E)

1. It is the duty of every Proposer to thoroughly review Appendix A (Sample Contract) and Exhibit A (SOW) of this RFP, to ensure compliance with all terms, conditions, and requirements.

Proposer will be evaluated on their willingness to accept the Terms and Conditions outlined in Appendix A (Sample Contract) and in Exhibit A (SOW) of Appendix A (Sample Contract) of this RFP.

It is County's expectation that in submitting a proposal the Proposers will accept, as stated, County's terms and conditions in Appendix A (Sample Contract) and County's requirements in Exhibit A (SOW) of this RFP. However, Proposers are provided the opportunity to take exceptions to the County's terms, conditions, and requirements.

County may deduct rating points or disqualify the proposal in its entirety if the exceptions are material enough to deem the proposal non-responsive.

Proposers are further notified that County may, in its sole determination, disqualify any Proposer with whom County cannot satisfactorily negotiate a Contract.

2. Section E of Proposer's response must include:
 - a. A statement offering the Proposer's acceptance of or exceptions to all terms and conditions listed in Appendix A (Sample Contract) of this RFP.

- b. A statement offering the Proposer's acceptance of or exceptions to all requirements listed in Exhibit A (SOW) of Appendix A (Sample Contract) of this RFP; and for each exception, Proposer must provide: (1) an explanation of the reason(s) for the exception; (2) the proposed alternative language; and (3) a description of the impact, if any, to the Proposer's price.
3. Indicate all exceptions to Appendix A (Sample Contract) and/or Exhibit A (SOW) by providing a 'red-lined' Word version of the language in question. County relies on this procedure and any Proposer who fails to make timely exceptions as required herein, may be barred, at County's sole discretion, from later making such exceptions.

County reserves the right to make changes to Appendix A (Sample Contract) of this RFP and its appendices and exhibits at its sole discretion.

7.6.7 Business Proposal Required Forms and Corporate Documents (Section F)

1. Proposal must include all completed, signed, and dated forms identified in Appendix B (Required Forms) of this RFP.

Exhibit 1 Proposer's Organization
Questionnaire/Affidavit

Exhibit 2 Certification of Compliance

Exhibit 3 Request for Preference Consideration

Exhibit 4 Proposer's Debarment History and List of
Terminated Contracts

Exhibit 5 Community Business Enterprise (CBE)
Information

Exhibit 6 Declaration

Exhibit 7 Minimum Mandatory Qualifications

Exhibit 8 Proposer's List of References

2. Corporate Documents

- a. Corporations or Limited Liability Company (LLC):

Proposer must submit the following documentation with the proposal:

- A copy of a "Certificate of Good Standing" with the state of incorporation/organization.

- A conformed copy of the most recent “Statement of Information” as filed with the California Secretary of State listing corporate officers or members and managers.

b. Limited Partnership:

Proposer must submit a conformed copy of the Certificate of Limited Partnership or Application for Registration of Foreign Limited Partnership as filed with the California Secretary of State, and any amendments.

7.7 Cost Proposal Requirements and Evaluation (30%)

The content and sequence of the Cost Proposal must be as follows:

7.7.1 Cover Page

Cover Page must identify, at a minimum, the RFP and Proposer’s name.

7.7.2 Price Sheet – Exhibit 9

1. Proposer must complete and submit Exhibit 9 (Price Sheet) in Appendix B (Required Forms) of this RFP.
2. Proposer must provide firm, fixed hourly rates for each Intelligence Analyst for each year of the term of the contract as shown on Exhibit 9 (Price Sheet) in Appendix B (Required Forms) of this RFP.
 - a. The maximum number of possible points will be awarded to the lowest Cost Proposal. All other proposals will be compared to the lowest cost and points awarded accordingly.
 - b. However, should one or more of Proposers request and be granted the preference, the cost component points will be determined as follows:
 - 15% of the lowest cost proposed will be calculated, not to exceed \$150,000, and that amount will be deducted from the cost submitted by all Proposers who requested and were granted the preference.
 - In no case will any preference be combined to exceed 15% of the lowest responsible bid meeting specifications.

7.8 Firm Offer-Withdrawal of Proposal

Until the proposal submission deadline, errors in proposals may be corrected by a request in writing to withdraw the proposal and by submission of another set of proposals with the mistakes corrected. Corrections will not be accepted once the deadline for submission of proposals has passed.

7.9 Proposal Submission

Proposals must be submitted as follows:

- 7.9.1. Business Proposal - 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)"**

- 7.9.2. Cost Proposal – 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, 6th floor
Los Angeles, California 90012
Attention: Melissa Contreras, Contract Analyst

- 7.9.3. Proposers must also include a redacted Business Proposal in searchable Adobe PDF format, with all confidential, proprietary and trade secret information redacted, as part of its proposal submission. With respect to this requirement, Proposer must submit one (1) electronic copy in searchable Adobe PDF format, with confidential, proprietary and trade secret information redacted. Proposers must specifically redact only those parts of the Business Proposal that are actual trade secrets, confidential, or proprietary in nature. Blanket or categorical redactions and/or statements of confidentiality, or the marking of each page of the proposal as "Trade Secret," "Confidential," or "Proprietary," are not acceptable, and will be rejected in the sole discretion of County.
- 7.9.4. It is the sole responsibility of the submitting Proposer to ensure that its Business and Cost Proposal is received before the submission deadline. Submitting Proposers 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, as listed in subparagraph 7.2 (RFP Timetable) of this 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.

- 7.9.5. All proposals will be firm offers and may not be withdrawn for a period of 270 days following the last day to submit proposals.

8.0 SELECTION PROCESS OVERVIEW

8.1 Selection Process

County reserves the sole right to judge the contents of the proposals submitted pursuant to this RFP and to review, evaluate and select the successful proposal(s). The selection process will begin with receipt of the proposal on the date outlined in subparagraph 7.2 (RFP Timetable) of this RFP.

Evaluation of the Business and Cost Proposals will be made by an Evaluation Committee selected by the Department. The Committee will evaluate the proposals using the approach described in this RFP to select a prospective contractor.

County may elect to waive any informality in a proposal and/or seek clarification if the sum and substance of the proposal is present.

8.2 Adherence to Minimum Mandatory Qualifications (Pass-Fail)

County will review the Proposals to determine if Proposer meets the Minimum Mandatory Qualifications as outlined in Paragraph 3.0 (Proposer's Minimum Mandatory Qualifications) of this RFP.

Failure of the Proposer to comply with the Minimum Mandatory Qualifications may eliminate its proposal from any further consideration.

8.3 Evaluation of Business and Cost Proposals

All proposals will be evaluated based on the criteria listed in Paragraph 7.0 (Proposal Requirements and Evaluation) of this RFP and will be scored and ranked in numerical sequence from high to low. County may also, at its option, invite Proposers being evaluated to make a verbal presentation or conduct site visits, if appropriate. The Evaluation Committee may utilize the services of appropriate experts to assist in this evaluation.

8.4 Determination of Highest-Overall Rated Proposer

- 8.4.1 County will combine each Proposer's Business and Cost proposal evaluation score to arrive at a total cumulative (or "final") score, which will be used to determine and select the highest-overall rated proposer.

- 8.4.2 After a prospective contractor has been selected, County and the prospective Contractor(s) will negotiate a Contract for submission to the Board for its consideration and possible approval. If a satisfactory Contract cannot be negotiated, County may, at its sole discretion, begin Contract negotiations with the next qualified Proposer who submitted a proposal, as determined by County.
- 8.4.3 The recommendation to award a Contract will not bind the Board to award a Contract to the prospective contractor.
- 8.4.4 County retains the right to select a proposal other than the proposal receiving the highest number of points if County determines, in its sole discretion, another proposal is the most overall qualified, cost-effective, responsive, responsible, and in the best interests of County.

9.0 PROTEST PROCESS OVERVIEW

9.1 Solicitation Requirements Review

Any person or entity may seek a Solicitation Requirements Review by submitting Appendix C (Transmittal Form to Request a Solicitation Requirements Review) of this RFP to the Department conducting the solicitation. A request for a Solicitation Requirements Review may be denied, in County's sole discretion, if the request does not satisfy all the following criteria:

- 9.1.1 The request is made within the time frame identified in the solicitation document;
- 9.1.2 The request includes documentation (e.g., letterhead, business card, etc.), which identifies the underlying authority of the person or entity to submit a proposal;
- 9.1.3 The request itemizes in appropriate detail, each matter contested and factual reasons for the requested review; and
- 9.1.4 The request asserts either that:
 - 1. application of the Minimum Mandatory Qualifications, evaluation criteria and/or business requirements unfairly disadvantages the person or entity; or
 - 2. due to unclear instructions, the process may result in County not receiving the best possible responses from prospective proposers.

The Solicitation Requirements Review will be completed, and the Department's determination will be provided to the requesting person or entity, in writing, within a reasonable time prior to the proposal due date.

9.2 Disqualification Review

A proposal may be disqualified from consideration because the Department determined it was non-responsive at any time during the review/evaluation process. If the Department determines that a proposal is disqualified due to non-responsiveness, the Department will notify Proposer in writing.

Upon receipt of the written determination of non-responsiveness, Proposer may submit a written request for a Disqualification Review within the timeframe specified in the written determination.

A request for a Disqualification Review may, in the Department's sole discretion, be denied if the request does not satisfy all of the following criteria:

- 9.2.1 The request for a Disqualification Review is submitted timely (i.e., by the date and time specified in the written determination); and
- 9.2.2 The request for a Disqualification Review asserts that the Department's determination of disqualification due to non-responsiveness was erroneous (e.g. factual errors, etc.) and provides factual support on each ground asserted as well as copies of all documents and other material that support the assertions.

The Disqualification Review must be completed, and the determination will be provided to the requesting Proposer, in writing, prior to the conclusion of the evaluation process.

Proposer can also be disqualified for subparagraph 5.6 (Determination of Proposer Responsibility) of this RFP.

9.3 Department's Proposed Contractor Selection Review

9.3.1 Departmental Debriefing Process

Upon completion of the evaluation, the Department will notify the remaining Proposers in writing that the Department is entering negotiations with another Proposer. Upon receipt of the letter, any non-selected Proposer may submit a written request for a Debriefing within the timeframe specified in the letter. A request for a Debriefing may, in the Department's sole discretion, be denied if the request is not received within the specified timeframe.

The purpose of the Debriefing is to compare the requesting Proposer's response to the solicitation document with the evaluation document. The requesting Proposer will be debriefed only on its response. Because Contract negotiations are not yet complete, responses from other Proposers will not be discussed, although the Department may inform the requesting Proposer of its relative ranking.

During or following the Debriefing, the Department will instruct the requesting Proposer of the manner and timeframe in which the requesting Proposer must notify the Department of its intent to request

a Proposed Contractor Selection Review (see subparagraph 9.3.2 (Proposed Contractor Selection Review)), if the requesting Proposer is not satisfied with the results of the Debriefing.

9.3.2 Proposed Contractor Selection Review

Any Proposer that has timely submitted a notice of its intent to request a Proposed Contractor Selection Review as described in subparagraph 9.3.2 (Proposed Contractor Selection Review) may submit a written request for a Proposed Contractor Selection Review, in the manner and timeframe as will be specified by the Department.

A request for a Proposed Contractor Selection Review may, in the Department's sole discretion, be denied if the request does not satisfy all of the following criteria:

1. The request for a Proposed Contractor Selection Review is submitted timely (i.e., by the date and time specified by the Department);
2. The person or entity requesting a Proposed Contractor Selection Review asserts in appropriate detail with factual reasons one or more of the following grounds for review:
 - a. The Department materially failed to follow procedures specified in its solicitation document. This includes:
 - Failure to correctly apply the standards for reviewing the proposal format requirements.
 - Failure to correctly apply the standards, and/or follow the prescribed methods, for evaluating the proposals as specified in the solicitation document.
 - Use of evaluation criteria that were different from the evaluation criteria disclosed in the solicitation document.
 - b. The Department made identifiable mathematical or other errors in evaluating proposals, resulting in the Proposer receiving an incorrect score and not being selected as the recommended contractor.
 - c. A member of the Evaluation Committee demonstrated bias in the conduct of the evaluation.
 - d. Another basis for review as provided by state or federal law; and
3. The request for a Proposed Contractor Selection Review sets forth sufficient detail to demonstrate that, but for the Department's alleged failure, Proposer would have been the lowest cost,

responsive and responsible bid or the highest-scored proposal, as the case may be.

Upon completing the Proposed Contractor Selection Review, the Department representative will issue a written decision to the Proposer within a reasonable time following receipt of the request for a Proposed Contractor Selection Review, and always before the date the Contract award recommendation is to be heard by the Board. The written decision will additionally instruct Proposer of the manner and timeframe for requesting a County Independent Review. (See subparagraph 9.4 (County Independent Review)) below.

9.4 County Independent Review

Any Proposer that is not satisfied with the results of the Proposed Contractor Selection Review may submit a written request for a County Independent Review in the manner and timeframe specified by the Department in the Department's written decision regarding the Proposed Contractor Selection Review.

A request for County Independent Review may, in the County's sole discretion, be denied if the request does not satisfy all of the following criteria:

- 9.4.1 The request for a County Independent Review is submitted timely (i.e., by the date and time specified by the Department); and
- 9.4.2 The person or entity requesting review by a County Independent Review has limited the request to items raised in the Proposed Contractor Selection Review as listed in subparagraph 9.3.2 (Proposed Contractor Selection Review) above.

Upon completion of the County Independent Review, Internal Services Department will forward the report to the Department, which will provide a copy to the Proposer.