



OFFICE OF THE SHERIFF

COUNTY OF LOS ANGELES

HALL OF JUSTICE

JIM McDONNELL, SHERIFF



June 6, 2018

Notice to Potential Proposers:

**BULLETIN NUMBER 1
REQUEST FOR PROPOSALS (RFP)
CRIMINAL BOOKING SYSTEM (CBS) SOLUTION
RFP NUMBER 555-SH**

INTRODUCTION

The County of Los Angeles ("County") is issuing this Request for Proposals ("RFP") on behalf of the Los Angeles County Sheriff's Department ("Department") to solicit proposals from qualified proposers ("Proposer(s)") for an agreement ("Agreement") with an organization ("Contractor") that can provide a hosted commercial off-the-shelf (COTS) Criminal Booking System ("CBS") solution ("Solution").

PROPOSER'S MINIMUM MANDATORY REQUIREMENTS

Interested and qualified Proposers that can demonstrate their ability to successfully provide the Work described in *Appendix A (Statement of Work)* and meet the requirements set forth in this RFP are invited to submit a proposal(s), provided they meet all requirements specified below ("Minimum Mandatory Requirements") and all Solution Requirements marked as "M" in Exhibit 16 of Appendix D (Required Forms).

Proposer's Minimum Qualifications

1. Proposer shall be an established provider of Biometric systems and Solutions which currently are in production use at a minimum of three (3) U.S. public safety/ law enforcement environments.
2. Proposer shall have implemented enterprise Biometric Solutions in at least two (2) public safety/law enforcement environments. An enterprise-wide solution includes central data collection. Successful implementation includes no less than twenty biometric workstations located at minimally ten (10) different physical facilities (e.g., police station, courthouse).

211 WEST TEMPLE STREET, LOS ANGELES, CALIFORNIA 90012

A Tradition of Service
— Since 1850 —

- 3. Proposer shall have, within the last eight (8) years, at least seven (7) years' experience providing biometric Solutions and services as outlined in the SOW (Appendix A).
- 4. Proposer shall have two (2) or more service technicians on staff who are capable of responding to onsite service calls to any equipment location in the County [except Catalina] within four (4) hours of notification by County.

Proposer's Solution Minimum Requirements

- 1. Proposer's Livescan equipment and components shall be FBI-Certified on or prior to July 20, 2018. Proposer must provide FBI certification or FBI letter that certification is approved and forthcoming.
- 2. Proposer shall provide their FBI certification confirming that their Biometric Solution meets "Profile for 1000ppi Fingerprint Compression" (as specified in the FBI document: <https://www.fbibiospecs.cjis.gov/Document/Get?fileName=J2K1000.pdf>).
- 3. Proposer's Livescan equipment and components shall be Cal-DOJ 1000ppi certified for use in California on or prior to July 20, 2018. Proposer must provide Cal-DOJ certification or Cal-DOJ letter that certification is approved and forthcoming.
- 4. Proposer's equipment and components for fingerprint capture on coroner and Quick ID devices shall be 500ppi certified at minimum by Cal-DOJ, for use in California, on or prior to July 20, 2018. Proposer must provide Cal-DOJ certification or Cal-DOJ letter that certification is approved and forthcoming.

RFP RELEASE

The RFP will be accessible in electronic Portable Data File (PDF) format via the Department's website at: <http://shq.lasdnews.net/shq/contracts/info.html>.

RFP TIMETABLE

The timetable for the RFP is as follows:

Release of RFP.....	June 6, 2018
Request for a Solicitation Requirements Review Due.....	June 20, 2018
Written Questions Due.....	June 20, 2018
Last day to confirm attendance to Mandatory Proposers' Conference..	June 22, 2018
Mandatory Proposers' Conference.....	June 27, 2018
Questions and Answers Released.....	July 11, 2018
Proposals Due (2:00 p.m. Pacific Time).....	July 20, 2018

The foregoing dates may be changed at any time at the sole discretion of the Department. Such changes shall be made through an addendum and posted on the Department's website at <http://www.lasdnews.net/shq/contracts/info.html>. All potential

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

MANDATORY PROPOSER'S CONFERENCE

A Mandatory Proposer's Conference will be held to discuss the RFP requirements. All potential Proposers **must** attend the Mandatory Proposer's Conference. Proposers who fail to attend the Mandatory Proposers' Conference will have their proposals rejected as non-responsive (disqualified) without review and eliminated from further consideration. Proposers who are in attendance will be required to sign a Non-Disclosure Agreement as set forth in *Exhibit 21 to Appendix D (Required Forms)* in order to be provided confidential information necessary to respond to the RFP.

Prospective Proposers must notify Stacey Kirk, Contract Analyst (sjkirk@lasd.org) with the number of employees attending the conference by 3:00 p.m. Pacific Time on June 22, 2018.

PROPOSAL SUBMISSION

The original *Business Proposal* bound, one (1) unbound copy, three (3) bound copies and two (2) electronic copies on a flash drive or other digital media (including a character recognition PDF) shall 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 bear the words:

**“Business Proposal For
Criminal Booking System (CBS) Solution RFP”**

The original *Cost Proposal* bound, one (1) unbound copy, three (3) bound copies, and two (2) electronic copy on a flash drive or other digital media (including a character recognition PDF) must be submitted in a separate sealed package, plainly marked in the upper left-hand corner with the name and address of the Proposer and bear the words:

**“Cost Proposal For
Criminal Booking System (CBS) Solution RFP”**

*Note: Some forms are available in editable formats (e.g., .doc, .docx, .xls). Contact County Personnel identified below if you wish to have access to these forms. While the two (2) proposals may be boxed and delivered together, they must be **SEALED SEPARATELY** within the box, if one box is used. The Cost Proposals must be separated from the Business Proposals and will be handled separately during the evaluation process.

The proposals shall be delivered or mailed to:

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

It is the sole responsibility of each submitting Proposer to ensure that its response to this RFP (including the Business Proposal and the Cost Proposal) is received before the submission deadline. Submitting Proposers shall bear all risks associated with delays in delivery by any person or entity, including the United States Mail. Any proposals received after the scheduled closing date and time for receipt of proposals, as listed in the RFP Timetable, 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.

All proposals shall be firm offers and may not be withdrawn for a period of one-year following the last day to submit proposals.

CONTACT WITH COUNTY PERSONNEL

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

Los Angeles County Sheriff's Department
Fiscal Administration - Contracts Unit
Attention: Stacey Kirk, Contract Analyst
Hall of Justice
211 West Temple Street, 6th Floor
Los Angeles, California 90012
E-mail address: sjkirk@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,

JIM McDONNELL, SHERIFF

A handwritten signature in blue ink, appearing to read "Rick Cavataio", with a stylized flourish extending to the right.

Rick Cavataio, Director
Fiscal Administration Bureau

RC:SJK:sk

c: Rick M. Cavataio, Director, Fiscal Administration Bureau (FAB)
Brian Yanagi, Captain, Data Systems Bureau (DSB)
David E. Culver, Assistant Director, FAB, Contracts Unit
Derek S. Sabatini, Lieutenant, DSB
Stephen Bevan, Sergeant, DSB
Angelo Faiella, Manager, Contracts Unit
Stacey Kirk, Senior Analyst, Contracts Unit
Stuart Suede, Information Technology Specialist I, DSB