



OFFICE OF THE SHERIFF

COUNTY OF LOS ANGELES

HALL OF JUSTICE

JIM McDONNELL, SHERIFF



March 28, 2017

Notice to Potential Proposers

**BULLETIN NUMBER 1
REQUEST FOR PROPOSALS (RFP)
INTELLIGENCE ANALYST SERVICES FOR JRIC
RFP NUMBER 595-SH**

INTRODUCTION

The 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.

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 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 this Contract will be funded in whole, or in part, by grants from (1) the United States Department of Homeland Security (DHS), 2016 Urban Areas Security Initiative (UASI) Grant Program via City of Los Angeles Sub-recipient Number XXXXX (pending), and (2) the 2015 State Homeland Security Program (SHSP) Grant Award Number 2016-XXXXX (pending), and all subsequent grant years and numbers, and is subject to all policies, provisions, and requirements of the grants.

The County currently seeks twenty-four (24) highly trained and experienced intelligence analysts, one of whom shall serve as Managing Senior Analyst, who shall be the senior administrator for JRIC, and one of whom shall serve as Systems Intelligence Analyst,

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who shall be the computer network systems administrator assigned to JRIC. It is anticipated however that future grants may allow for the provision of additional intelligence analysts under the Contract, and the number of intelligence analysts may increase during the term of the Contract or otherwise. The Contractor may be required to hire and provide as many as twenty-nine (29) intelligence analysts during the term of the Contract.

Based upon availability of grant funding, the number of intelligence analysts required by the 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.

PROPOSER'S MINIMUM MANDATORY QUALIFICATIONS

Interested and qualified Proposers that can demonstrate their ability and qualifications to successfully provide the required Services outlined in Appendix A (Statement of Work) 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 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 Appendix A (Statement of Work) of the RFP.

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

2. Proposer must demonstrate a minimum of five years of experience providing intelligence analysts to perform Services in United States Department of Homeland Security-designated Fusion Centers.

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

MANDATORY PROPOSER'S CONFERENCE

A Mandatory Proposers' Conference will be held to discuss the RFP Requirements. County staff will make a reasonable attempt to respond to questions from potential Proposers at the conference. Written answers to questions will be provided to all Proposers who attend the conference, in addition to being posted on the Department's Website at <http://shq.lasdnews.net/shq/contracts/info.html> (underscore between "lasd" and "contracts") by April 20, 2017. All subsequent written answers and any addendum

will supersede verbal responses at the conference. The conference is scheduled as follows:

Date: April 11, 2017
 Time: 1:00 p.m. – 3:00 p.m.
 Address: Los Angeles County Sheriff’s Department
 Hall of Justice – Media Room
 211 West Temple Street
 Los Angeles, California 90012

Potential Proposer’s attendee(s) must be full time employee(s) of the potential Proposer, the Proposer must notify Contract Analyst Cynthia Lopez (ctlopez@lasd.org) and Abilene R. Valdez (arvaldez@lasd.org) with the number and full name of employees attending the conference by **3:00 p.m. on April 6, 2017**. The number of attendees per potential Proposer will be limited to a maximum of three attendees.

All potential Proposers **must** attend this conference in its **entirety** or their proposals will be rejected as non-responsive (disqualified) without review and eliminated from further consideration. **Note:** Proposers should arrive on time and bring a copy of the RFP. Late arrivals may not be admitted to the conference, at the discretion of the County.

RFP RELEASE

The RFP will be released in electronic Portable Data File (PDF) format by 5:00 p.m. (Pacific Time) on March 28, 2017, via the Department’s website at: <http://shq.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.

RFP TIMETABLE

The timetable for this RFP is as follows:

- Release of RFP.....March 28, 2017
- Proposer’s Conference.....April 11, 2017
- Request for a Solicitation Requirements Review Due.....April 12, 2017
- Written Questions DueApril 13, 2017
- Questions and Answers ReleasedApril 20, 2017
- **Proposals Due by 3:00p.m. (Pacific Time)April 28, 2017**

The dates may be changed at any time as determined by County.

PROPOSAL SUBMISSION

The original Business Proposal and four exact copies 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 INTELLIGENCE ANALYST SERVICES FOR JOINT REGIONAL INTELLIGENCE CENTER RFP NUMBER 595-SH"

In addition, as part of the business proposal submission, Proposers shall submit .pdf electronic copies of the proposal on two separate compact disks (CDs) or memory sticks, both of which shall be clearly labeled.

The original Cost Proposal and four exact copies 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 INTELLIGENCE ANALYST SERVICES FOR JOINT REGIONAL INTELLIGENCE CENTER RFP NUMBER 595-SH"

In addition, as part of the Cost Proposal submission, Proposers shall submit .pdf electronic copies of the cost proposal on two separate compact disks (CDs) or memory sticks, both of which shall be clearly labeled.

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

Los Angeles County Sheriff's Department-Contracts Unit
Cynthia Lopez, Contract Analyst
Hall of Justice
211 West Temple Street, 6th Floor
Los Angeles, California 90012

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 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 subparagraph 7.3 (RFP Timetable), will not be accepted and returned to the sender unopened. Timely hand-delivered Proposals are acceptable. No facsimile (fax) or electronic mail (email) copies will be accepted.

CONTACT WITH COUNTY PERSONNEL

Any contact regarding the RFP or any matter relating hereto must be in writing and may be mailed, emailed, or faxed as follows:

Los Angeles County Sheriff's Department – Contracts Unit
Cynthia Lopez, Contract Analyst
Hall of Justice
211 West Temple Street, 6th Floor
Los Angeles, California 90012
E-mail address: ctlopez@lasd.org
Fax number: (323) 415-1193

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 "Glen Joe", is written over the typed name.

Glen Joe, Director
Fiscal Administration