

July 18, 2017

**BULLETIN NUMBER 1
REQUEST FOR STATEMENT OF INTEREST (RFSI)
ALTERNATIVE PROGRAMS FOR ADULT OFFENDERS
IN LOS ANGELES COUNTY JAILS
RFSI NUMBER 631-SH**

INTRODUCTION

The Los Angeles County (County) Sheriff's Department (Department) requires the services of one or more qualified contractors to provide alternative jail programs/services (Services) to inmates in County jails on an as-needed basis.

RESPONDENT'S GENERAL REQUIREMENTS

Interested and qualified Respondents that can demonstrate their ability to successfully provide the Services outlined in Appendix B (Statement of Work) of the RFSI, are invited to submit a Statement of Interest (SOI), provided they meet the following General Requirements:

1. Respondents shall provide the Service, which may include, but are not limited to, literacy education, vocational training, job readiness services, re-entry and substance abuse counseling, other counseling services, legal education, parenting and life skills instruction, fitness training, and art/music therapy to inmates in County jails. All Services are subject to approval by the Department's Custody Division Project Director or designee prior to Contract award and the delivery of Service.
2. Respondents shall provide the Service at no cost to County. Respondents shall identify adequate funding source(s) for the Service. Respondents shall have no expectation of any future payment by County for the Service.
3. Respondents shall demonstrate that adequate staffing has been secured to implement the Service.
4. Respondents shall provide a minimum of one (1) staff member to deliver the Service to inmates in County jails. All instructional staff may be required to possess some appropriate form of industry certification and/or proof of field experience prior to the execution of the Contract.

5. Respondent, Respondent’s principals, and Respondent's staff providing Services in the County jails must pass a background investigation to the satisfaction of the County, and complete the Application for Access to Custody Facilities, Exhibit H of Appendix A, Model Contract. Any costs associated with background checks is the responsibility of the Respondent.
6. Respondent, Respondent’s principals, and Respondent's staff providing Services in the County jails shall be subject to search and seizure at anytime while on the property of the Department. The Department will have the right to remove any future contractor, or contractor’s principals or staff from the property for violation of any policy or procedure.
7. Respondents shall work cooperatively with the Department and other agencies providing Services to inmates to implement the Service in the County jails.

RFSI RELEASE

The RFSI will be accessible in electronic Portable Data File (PDF) format by 5:00 p.m. (Pacific Time) on July 18, 2017, via the Department’s website at: <http://shq.lasdnews.net/shq/contracts/info.html>

RFSI TIMETABLE

The timetable for this RFSI is as follows:

- Release of RFSI.....July 18, 2017
- Written Questions Due by 3:00 p.m. (Pacific Time).....July 27, 2017
- Questions and Answers Released.....August 7, 2017
- **SOI Submittal Deadline...by 3:00p.m. (Pacific Time).....August 14, 2017**

The submittal date is an initial due date. SOIs received after the due date may not be reviewed initially; however, they may be reviewed at a later date to determine if they meet the General Requirements listed in Section 2 (General Requirements) of the RFSI. The solicitation will remain open until the needs of the Department are met.

STATEMENT OF INTEREST SUBMISSION

The original SOI, two (2) numbered copies; and one (1) electronic copy on a compact disc, shall be enclosed in a sealed envelope, plainly marked in the upper left-hand corner with the name and address of the Respondent and bear the words:

“SOI FOR ALTERNATIVE PROGRAMS FOR ADULT OFFENDERS IN LOS ANGELES COUNTY JAILS (RFSI NUMBER 631-SH)”

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

Los Angeles County Sheriff's Department
Fiscal Administration - Contracts Unit
Hall of Justice
211 West Temple Street, 6th Floor
Los Angeles, California 90012
Attention: Veronica Urenda

STATEMENT OF QUALIFICATIONS DELIVERY

It is the sole responsibility of the submitting Respondent to ensure that its SOI is received before the SOI due date and time as outlined under Bulletin #1 or any addendum amending the SOI due date and time. Submitting Respondents shall bear all risks associated with delays in delivery by any person or entity, including the United States Mail. Any SOIs received after the scheduled closing date and time for receipt of SOIs, as stated in Bulletin #1, or any addendum amending the SOI due date and time, will not be reviewed initially; however, they may be reviewed at a later date. No facsimile (fax) or electronic mail (e-mail) copies will be accepted.

CONTACT WITH COUNTY PERSONNEL

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

Los Angeles County Sheriff's Department
Fiscal Administration - Contracts Unit
Hall of Justice
211 West Temple Street, 6th Floor
Los Angeles, California 90012
Attention: Veronica Urenda
Facsimile: (213) 229-3277
E-mail: vurenda@lasd.org

If it is discovered that a Respondent 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 SOI from further consideration.

Sincerely,

JIM MCDONNELL, SHERIFF

Glen Joe

Glen Joe, Director ^{SC}
Fiscal Administration

GJ:VU:vu

(Fiscal Administration – Contracts Unit)

- c: Glen Joe, Director, Fiscal Administration
- Karen Dalton, Assistant Division Director, Custody Division Headquarters
- Victor Allende, Captain, Education Based Incarceration
- Susie Cousins, Assistant Director, Fiscal Administration
- Angelo Faiella, Manager, Contracts Unit
- Stacey Kirk, Senior Contract Analyst, Contracts Unit
- Veronica Urenda, Contract Analyst, Contracts Unit