



# OFFICE OF THE SHERIFF

COUNTY OF LOS ANGELES

HALL OF JUSTICE

ROBERT G. LUNA, SHERIFF



June 7, 2023

Notice to Potential Proposers:

**BULLETIN NUMBER ONE  
REQUEST FOR PROPOSALS (RFP)  
LOS ANGELES COUNTY OFFENDER MONITORING SERVICE  
RFP NUMBER 650-SH**

## **INTRODUCTION**

The Los Angeles County (County) Sheriff's Department (Department) is issuing this Request for Proposals (RFP) to solicit proposals from interested and qualified vendors (Proposers) that can provide a Los Angeles County Offender Monitoring Service (LACOMS).

## **MINIMUM MANDATORY REQUIREMENTS**

Interested and qualified Proposers that can demonstrate their ability and qualifications to successfully provide the required Services outlined in Exhibit A (Statement of Work) to Appendix A (Sample Contract) to the RFP, are invited to submit a proposal(s), provided they: (a) meet the following Minimum Mandatory Requirements, and (b) meet, or will meet all business and technical requirements listed in Exhibit B (Business and Technical Requirements Response Matrix), to Appendix A (Sample Contract), by the contract effective date:

1. Proposer must be an established provider of Global Positioning System (GPS) offender monitoring services having an existing monitoring center that has been in place and fully functional for a minimum of two years within the last three years. No subcontracting will be permitted to meet this requirement.

Proposer must provide references, as well as complete Exhibit 8 (Proposer's List of References), of Appendix B (Required Forms), listing all references to verify this Minimum Mandatory Requirement.

211 WEST TEMPLE STREET, LOS ANGELES, CALIFORNIA 90012

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— Since 1850 —

2. Proposer must have provided active case management for at least two different correctional agencies for a minimum of six consecutive months within the last two years.

Proposer must provide references, as well as complete Exhibit 8 (Proposer's List of References), of Appendix B (Required Forms), listing all references to verify this Minimum Mandatory Requirement.

3. Proposer must have successfully provided the proposed GPS offender monitoring services at a minimum of two correctional agencies within the last two years.

Proposer must provide references, as well as complete Exhibit 8 (Proposer's List of References), of Appendix B (Required Forms), listing all references to verify this Minimum Mandatory Requirement.

4. Proposer's proposed GPS monitoring services must be currently registered and approved by the Federal Communications Commission (FCC), including accessories/beacons.
5. If Proposer's compliance with a County contract has been reviewed by the Department of the Auditor-Controller within the last ten years, then Proposer must not have unresolved questions regarding costs that have been identified by the Auditor-Controller, in an amount over \$100,000. Costs 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 the County.

### **SERVICE MINIMUM MANDATORY REQUIREMENTS**

6. Proposer's monitoring center must be capable of providing monitoring services for a minimum of 4,000 concurrent participants. No subcontracting will be permitted to meet this requirement.
7. Proposer's GPS monitoring system must support an unlimited number of Department users.
8. Proposer's GPS monitoring system must support a minimum of 500 concurrent (logged on) users.
9. Proposer must provide a high-level system architecture document or other available technical materials to help the County validate the above three requirements.

- 10. Proposer’s GPS monitoring system must minimally refresh a participant’s location once each minute. No subcontracting will be permitted to meet this requirement.
- 11. Proposer’s GPS monitoring system must track and monitor the location of participants using both of the following:
  - a. GPS/cellular technology or comparable technology for participants designated for universal coverage, and
  - b. Radio Frequency (RF) tethered or comparable technology for those participants requiring limited coverage only.

**RFP TIMETABLE**

The timetable for this RFP is as follows:

- Release of RFP .....June 7, 2023
- Request for a Solicitation Requirements Review Due.....June 21, 2023
- Last day to Confirm Attendance to Mandatory Proposers’ Conference.....June 29, 2023
- Virtual Mandatory Proposer’s Conference..... July 6, 2023
- Written Questions Due by 3:00 p.m. (Pacific Time).....July 14, 2023
- Written Questions and Answers Released.....July 28, 2023
- **Proposals due by 3:00 p.m. (Pacific Time).....August 10, 2023**

The foregoing dates may be changed at any time at the sole discretion of the Department. Such changes will be made through an addendum and posted on the Department’s website at <https://lasd.org/transparency/solicitations/>. All potential Proposers are encouraged to monitor the above solicitation website for Bulletins, as they are posted, during the entire solicitation process.

**PROPOSAL SUBMISSION**

The original Business Proposal (Sections A through F) along with three numbered identical hard copies, and two separate identical electronic copies in PDF format on flash drives, must be enclosed in a sealed envelope or box, plainly marked with the name and address of the Proposer and bear the words:

**"BUSINESS PROPOSAL FOR  
LOS ANGELES OFFENDER MONITORING SERVICE  
RFP 650-SH"**

The original Cost Proposal along with two numbered identical hard copies, and two identical electronic copies in PDF format on flash drives, must be submitted in a separate sealed package, plainly marked with the name and address of the Proposer and bear the words:

**"COST PROPOSAL FOR  
LOS ANGELES OFFENDER MONITORING SERVICE  
RFP 650-SH"**

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

Los Angeles County Sheriff's Department  
Hall of Justice  
Fiscal Administration Bureau - Contracts Unit  
211 W. Temple Street, 6<sup>th</sup> Floor  
Los Angeles, California 90012  
Attention: Veronica Urenda, Contract Analyst

While both the Business Proposal and the Cost Proposal may be boxed and delivered together, they must be SEALED SEPARATELY within the box.

It is the sole responsibility of the submitting Proposer to ensure that its Business and Cost Proposals are received before the submission deadline. Submitting Proposers shall 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 Paragraph 7.2 (RFP Timetable) of the RFP, will not be accepted and will be returned to the sender unopened. Timely hand-delivered proposals are acceptable. No facsimile (fax) or electronic mail (e-mail) copies will be accepted.

**CONTACT WITH COUNTY PERSONNEL**

All contact regarding the RFP or any matter relating thereto must be in writing and must be e-mailed to the County's point of contact identified below:

Attention: Veronica Urenda, Contract Analyst  
E-mail address: [vurenda@lasd.org](mailto:vurenda@lasd.org)

If it is discovered that Proposer contacted and received information regarding this solicitation from any County personnel other than the person specified above, the County, in its sole determination, may disqualify their proposal from further consideration.

Sincerely,

ROBERT G. LUNA, SHERIFF

A handwritten signature in blue ink, appearing to read 'Rick Cavataio', is positioned above the typed name.

Rick Cavataio, Director  
Fiscal Administration Bureau