



# OFFICE OF THE SHERIFF

COUNTY OF LOS ANGELES

HALL OF JUSTICE

ROBERT G. LUNA, SHERIFF



August 9, 2023

Notice to Vendors:

**BULLETIN NUMBER 1  
REQUEST FOR STATEMENT OF QUALIFICATIONS (RFSQ)  
TEMPORARY PERSONNEL SERVICES  
RFSQ NUMBER 714-SH**

**INTRODUCTION**

The County of Los Angeles (County) Sheriff's Department (Department) is seeking qualified vendors (Vendors) to enter into Master Agreements with the County to provide temporary personnel services (Services) on an as-needed basis for the Department's Personnel Administration Bureau.

**VENDOR'S MINIMUM MANDATORY QUALIFICATIONS**

It is required that Vendors perform the Services listed in Attachment 1 (Statement of Work) to Appendix A (Model Master Agreement). Interested Vendors that can demonstrate their ability to successfully provide the required Services listed in Attachment 1 (Statement of Work) are invited to submit a Statement of Qualifications (SOQ) provided they meet the following Minimum Mandatory Qualifications.

**MINIMUM MANDATORY QUALIFICATIONS**

1. Vendor must have a minimum of five years of experience, within the last ten years, providing placement of temporary personnel for government agencies, for services equivalent or similar to the services described in Attachment 1 (Statement of Work) to Appendix A (Model Master Agreement) to the RFSQ. Accumulated experience from one or more agencies is acceptable.

Vendor must complete Exhibit 8 (Vendor's List of References) of Appendix B (Required Forms) listing all references necessary to verify this Minimum Mandatory Qualification.

2. Vendor must have a project manager with a minimum of five years of experience, within the last ten years, providing placement of temporary personnel for

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government agencies, for services equivalent or similar to the services described in Attachment 1 (Statement of Work) to Appendix A (Model Master Agreement) to the RFSQ.

Vendor must provide a resume for the proposed Contractor project manager and include start and end dates, name of agency(ies), address, services provided, and contact information for the individual who can confirm experience providing the required services to verify this Minimum Mandatory Qualification. Vendor must include the resume in Section A of the SOQ, pursuant to Paragraph 7.4.2 (Vendor's Qualifications) of the RFSQ.

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

**RFSQ TIMETABLE**

The timetable for the RFSQ is as follows:

- Release of RFSQ ..... August 9, 2023
- Request for a Solicitation Requirements Review Due ..... August 22, 2023
- Written Questions Due ..... August 29, 2023
- Questions and Answers Released ..... September 13, 2023
- **SOQ due by 3:00 p.m. (Pacific Time)..... September 21, 2023**

The SOQ due date is an initial due date. SOQs not received by that date may not be reviewed initially; however, they may be reviewed at a later date to determine if they meet the Minimum Mandatory Qualifications. This solicitation will remain open until the needs of the Department are met.

**SOQ SUBMISSION**

The original SOQ and three numbered exact hard copies along with two separate exact electronic copies in PDF format 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 Vendor and reference the solicitation as follows:

**“SOQ for Temporary Personnel Services  
(RFSQ 714-SH)”**

The SOQ and any related information 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: Juan Amaya

**It is the sole responsibility of the submitting Vendor to ensure that its SOQ is received before the submission deadline identified in Paragraph 7.2 (RFSQ Timetable) of the RFSQ. Submitting Vendors must bear all risks associated with delays in delivery by any person or entity, including the U.S. Mail. No facsimile (fax) or electronic mail (e-mail) copies will be accepted.**

Any SOQs received after the scheduled due date and time as stated in Paragraph 7.2 (RFSQ Timetable) of the RFSQ or any addendum amending the SOQ due date and time, will not be reviewed initially; however, may be reviewed at a later date.

**CONTACT WITH COUNTY PERSONNEL**

Any contact regarding the RFSQ or any matter relating thereto must be in writing and e-mailed to:

Contract Analyst: Juan Amaya  
Email address: [jaamaya@lasd.org](mailto:jaamaya@lasd.org)

Vendors are specifically directed not to contact any other County person or agent for any matter related to the RFSQ. If it is discovered that Vendor contacted and/or received information from any County personnel, other than the person specified above, regarding the solicitation, the County, in its sole determination, may disqualify their SOQ from further consideration.

Sincerely,

ROBERT G. LUNA, SHERIFF



Rick Cavataio, Director  
Fiscal Administration Bureau