

**REQUEST FOR STATEMENT OF QUALIFICATIONS (RFSQ) NO. 714-SH  
TEMPORARY PERSONNEL SERVICES**

ATTACHMENT 1 TO BULLETIN NUMBER 2  
QUESTIONS AND ANSWERS (Q&A) MATRIX

Question Number	Vendor's Question	Answer
1.	What would be the number of awards you intend to give (approximate number)?	Unknown at this time.
2.	Please provide us with an estimated NTE budget allocated for this contract.	Estimated annual expenditure: \$100,000. Based on the needs of the Department.
3.	Is this an old contract or new contact?	Successor (renewal) to a current Master Agreement
4.	What is the tentative start date of this engagement?	January 2024
5.	What is the work location of the proposed candidates?	Various Department facilities located throughout the County of Los Angeles
6.	Is this a new contract or are there any incumbents? If there is an incumbent, could you please let us know the incumbent name and pricing and are the incumbents eligible to submit the proposal again?	Refer to no. 3 above. Inquiries regarding the current contract must be made via a Public Records Act request. To obtain this information, contact the Sheriff's Department Discover Unit at: <a href="mailto:discoveryunitprarequests@lasd.org">discoveryunitprarequests@lasd.org</a>
7.	Are there any pain points or issues with the current vendor(s)?	No.
8.	Could you please share the previous spending on this contract, if any?	Inquiries regarding the current contract must be made via a Public Records Act request. To obtain this information, contact the Sheriff's Department Discover Unit at: <a href="mailto:discoveryunitprarequests@lasd.org">discoveryunitprarequests@lasd.org</a>
9.	Is there any mandatory subcontracting requirement for this contract? If yes, Is there any specific goal for the subcontracting?	Services may not be subcontracted by Contractor without the advance approval of the County. See Paragraph 8.39 (Subcontracting) of Appendix A (Model Master Agreement).
10.	How many positions were used in the previous contract?	The Department is currently only utilizing the Clerks.
11.	How many requisitions will be required per year or throughout the contract?	The utilization of temporary personnel services is on an as-needed basis.
12.	If the proposed candidates are not available at the time of award, will the agency allow us to provide replacement personnel with similar or more skill sets?	Contractor will be required to provide proposed staff at the time Work Orders are issued. Proposed staff must meet the minimum requirement(s) for each job classification as specified in Exhibit F (Personnel Job Classification). Staff must be available to undergo the hiring selection process outlined in Paragraph 3.2 (Work Order Process) of Attachment 1 (Statement of Work).
13.	Can we provide hourly rate ranges for the given positions?	No. Hourly billable rates are set in Exhibit F (Personnel Job Classifications).

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14.	Is it entirely onsite work or can it be done remotely to some extent / Does the services need to be delivered onsite or is there a possibility for remote operations and performance?	Temporary personnel will be required to work onsite.
15.	Are resumes required at the time of proposal submission? If yes, Do we need to submit the actual resumes for proposed candidates or can we submit the sample resumes?	Vendor must only provide a resume for the proposed Contractor Project Manager as part Vendor's SOQ submission.
16.	Could you please provide the list of holidays?	County-recognized holidays are: New Years MLK Jr. Day President's Day Cesar Chavez Day Memorial Day Juneteenth Day Independence Day Labor Day Indigenous People Day Veteran's Day Thanksgiving Day Day After Thanksgiving Christmas
17.	Are there any mandated Paid Time Off, Vacation, etc.?	No.
18.	If applicable, who is the incumbent for these services and for how long have they served the Sheriff's Department in this capacity?	Inquiries regarding the current contract must be made via a Public Records Act request. To obtain this information, contact the Sheriff's Department Discover Unit at: <a href="mailto:discoveryunitprarequests@lasd.org">discoveryunitprarequests@lasd.org</a>
19.	What are the Department's current rates and mark-ups for the positions listed in the solicitation?	Inquiries regarding the current contract must be made via a Public Records Act request. To obtain this information, contact the Sheriff's Department Discover Unit at: <a href="mailto:discoveryunitprarequests@lasd.org">discoveryunitprarequests@lasd.org</a>
20.	We are a certified MWBE under the Women's Business Enterprise National Council and also the Southern California Minority Supplier Development Council, do we qualify for the CBE participation goals?	Refer to Paragraph 5.18.4 of the RFSQ

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21.	When does the Department anticipate completing its evaluation and notifying respondents of its recommended awardee(s)?	October 2023
22.	Are respondents required to bid on all positions and categories in order to be deemed responsive?	No. See Paragraph 3.0 of RFSQ and note under table in Exhibit 9 (Job Classification Checklist) of Appendix B (Required Forms).
23.	If not all-or nothing, will bidding on only select positions negatively impact respondents' evaluation score?	No.
24.	What specific background checks and/or drug screens are required of the temporary staff?	See Paragraph 7.5 (Background and Security Investigations) of Appendix A (Model Master Agreement) and Paragraph 5.5 of Attachment 1 (Statement of Work ).
25.	To ensure FCRA compliance, it is our company's policy to provide clients with an attestation of completion of background check pursuant to client's requirements, but not the actual results. Will the Sheriff's Department accept letters of attestation in lieu of actual background check results?	No.
26.	Will respondents be allowed to pass through the costs for background checks and drug screens (at no additional markup) to the Sheriff's Department?	No.
27.	Will respondents be disqualified or adversely impacted during the evaluation process if they were to submit exceptions to the Sheriff's Department?	Refer to 7.6 (Acceptance of Terms and Conditions of Master Agreement) of the RFSQ.
28.	With respect to Affordable Care Act (ACA) costs, would the Sheriff's Department prefer these charges as a separate line item on the invoices, or instead incorporated directly into each respondent's proposed rates?	Refer to Paragraph 5.4 of Attachment 1 (Statement of Work).
29.	Will we be able to bill for sick time or do you want it incorporated in our bill rate/mark-up?	Refer to Paragraph 5.4 of Attachment 1 (Statement of Work).
30.	Will this be a cooperative contract with a piggybacking clause?	No.
31.	Could we propose a temp to permanent hire conversion fee in our proposal?	No.

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32.	If government-mandated costs or expenses are enacted during the contract term, will respondents be allowed to request rate increases to cover these higher rates?	Hourly Billable Rates will remain firm and fixed for the term of the Master Agreement, unless a cost of living adjustment is granted as specified in Paragraph 5.6 (Cost of Living Adjustment (COLA)).
33.	Does the Sheriff's Department accept remote online notarized signatures and secure remote online documents?	Yes.
34.	Can the County please provide a breakdown of spend by position (including hours and number of people per position)? (Required forms Exhibit 9, job classifications document)	Inquiries regarding the current contract must be made via a Public Records Act request. To obtain this information, contact the Sheriff's Department Discover Unit at: discoveryunitprarequests@lasd.org
35.	Do we need to provide a completed pricing sheet, and if so, please provide the template in which the County would like us to use? (General)	No. Refer to Exhibit F (Personnel Job Classifications). Hourly Billable Rates are firm and fixed for the term of the Master Agreement.
36.	Does the County have a specific diversity spend requirement? (Exhibit 5 community business information)	No.
37.	Can we provide references of our Private sector clients OR government references are required?	At least one of the three references must be a government agency to verify vendor meets the minimum mandatory qualifications listed in Paragraph 3.0 (Vendor's Minimum Mandatory Qualifications) of the RFSQ.