



# OFFICE OF THE SHERIFF



COUNTY OF LOS ANGELES

HALL OF JUSTICE

ROBERT G. LUNA, SHERIFF

November 08, 2023

Notice to Potential Respondents:

**BULLETIN NUMBER 1  
REQUEST FOR QUALIFICATIONS (RFQ)  
RECORDS MANAGEMENT SYSTEM (RMS)  
RFQ NUMBER 637A-SH**

## INTRODUCTION

The Los Angeles County (County) Sheriff's Department (Department) is issuing this Request for Qualifications (RFQ) to solicit Statements of Qualifications (SOQ) from organizations that are qualified to provide a commercial off-the-shelf (COTS) law enforcement Records Management System (RMS), as well as long-term maintenance and support for the Department.

The County currently utilizes a system that is over 25 years old and is an in-house designed RMS solution which no longer meets the needs of the Department. The County is seeking to implement a modern crime incident RMS which includes, at a minimum, Field-Based Reporting and Detective Case Management functionality that meets or exceeds the "Standard Functional Specifications for Law Enforcement Records Management Systems"<sup>1</sup>. Additionally, the RMS must meet or exceed federal and California state incident-based reporting (IBR) requirements. Companies who can provide an operationally-proven COTS solution and can demonstrate experience deploying, maintaining, and supporting the software in large law enforcement agencies (see Paragraph 2.1 below) are invited to respond to this RFQ.

**This is a request for qualifications ONLY. This is not a solicitation.** The County intends to release a Request for Proposals (RFP) in the near future. Responses to this RFQ will be reviewed to verify Respondent's qualifications to provide the system described above. Only those Respondents who have successfully demonstrated that they meet the Minimum Mandatory Requirements (MMRs) listed below, will be invited

---

<sup>1</sup> IJIS Institute, 2022, [https://ijis.org/wp-content/uploads/2022/01/Standard\\_Functional\\_Specifications\\_for\\_Law\\_Enforcement\\_Records\\_Management\\_Systems\\_Version\\_III.pdf](https://ijis.org/wp-content/uploads/2022/01/Standard_Functional_Specifications_for_Law_Enforcement_Records_Management_Systems_Version_III.pdf)

211 WEST TEMPLE STREET, LOS ANGELES, CALIFORNIA 90012

*A Tradition of Service*  
— Since 1850 —

by the County to participate in a future RFP. The determination of which companies meet the MMRs lies solely and exclusively with the County.

### **RESPONDENT'S MINIMUM MANDATORY REQUIREMENTS**

Interested and qualified Respondents that can demonstrate their ability and qualifications to successfully provide the required Services described in this RFQ, are invited to submit a Statement of Qualifications (SOQ), provided they meet the following Minimum Mandatory Requirements:

1. Respondent must be an established developer, proprietor, and provider of an RMS solution which is currently in production/use and being serviced by Respondent's maintenance program, at a minimum of one U.S. public safety/law enforcement agency staffed by 1,000 or more sworn officers.

Respondent must complete and submit Exhibit 2 (Prospective Contractor's References) to this RFQ to verify this MMR. Note: All references must be in the United States or its territories.

2. Respondent must have successfully implemented its proprietary RMS solution, within the last five years, in at least one U.S. public safety/law enforcement agency staffed by 500 or more sworn officers.

Respondent must complete and submit Exhibit 2 (Prospective Contractor's References) to this RFQ to verify this MMR. Note: All references must be in the United States or its territories.

3. If Respondent's compliance with a County contract has been reviewed by the Department of the Auditor-Controller within the last 10 years, then Respondent must not have unresolved questioned regarding 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 County.

**RFQ TIMETABLE**

The timetable for this RFQ is as follows:

- Release of RFQ ..... 11/08/23
- Request for a Requirements Review Due ..... 12/07/23
- Written Questions Due ..... 12/21/23
- Questions and Answers Released ..... 01/11/24
- **SOQs due by 3:00 P.M. (Pacific Time) ..... 01/25/24**

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

**RESPONSE METHOD**

1. All questions regarding this RFQ must be emailed to:

E-mail address: s7lopez@lasd.org  
Attention: Steve Lopez

2. SOQs must be enclosed in a sealed envelope, plainly marked in the upper left-hand corner with the name and address of Respondent and reference this RFQ as follows:

**“SOQ for Records Management System (RMS)  
(RFQ 637A-SH)”**

And addressed to:

Los Angeles County Sheriff’s Department  
Fiscal Administration – Contracts Unit  
211 W. Temple Street, 6<sup>th</sup> Floor West  
Los Angeles, California 90012  
Attention: Steve Lopez

3. It is the sole responsibility of the submitting Respondent to ensure that its response to this RFQ is received before the submission deadline. Respondents will bear all risks associated with delays in delivery by any person or entity, including the U.S. Mail. SOQs received after the scheduled closing date and time for receipt of SOQs, as listed in Paragraph 5.0 (RFQ Timetable), will not be accepted. Timely hand-delivered SOQs are acceptable. No facsimile (fax) or electronic mail (e-mail) copies will be accepted.
4. If your firm does not respond to this RFQ on or before 3:00 P.M. P.S.T, Thursday, January 25, 2024, the Department will presume your firm does not meet the requirements outlined herein, and/or is not interested in responding to a future RFP.
5. Notwithstanding, the County reserves the exclusive right to not accept any SOQs from any firm that fails to respond timely to this RFQ. Additionally, the County reserves the right to reject proposals for any future RFP from any entity who fails to respond to this RFQ, and/or any Respondent who fails to demonstrate that they have met all the qualifications (MMRs) to respond, pursuant to this RFQ.
6. Until the SOQ submission deadline, errors in SOQs may be corrected by a written request via email to withdraw the SOQ and submit another SOQ with mistakes corrected. Corrections will not be accepted once the deadline for submission of SOQs has passed.
7. Notwithstanding, the County in its sole discretion may waive any informality in a SOQ and/or request additional information, provided the sum and substance of the SOQ has been met.

Sincerely,

ROBERT LUNA, SHERIFF



Rick M. Cavataio, Director  
Fiscal Administration Bureau