



**LOS ANGELES COUNTY  
SHERIFF'S DEPARTMENT**

**REQUEST FOR STATEMENT OF QUALIFICATIONS**

**FOR**

**ARCHITECTURAL, ENGINEERING, AND RELATED  
SERVICES**

**RFSQ 693-SH**

**APRIL 2024**

Prepared By  
County of Los Angeles

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**APPENDICES:**

- Appendix A **Model Master Agreement:** Identifies the terms and conditions in the contract.  
**Attachment 1** Statement of Work
- Appendix B **Required Forms:** Forms that must be completed and included in the SOQ.
- Appendix C **Transmittal Form to Request a Solicitation Requirements Review:**  
Transmittal sent to Department requesting a Solicitation Requirements Review.

## 1.0 SOLICITATION INFORMATION

<b>Anticipated Master Agreement Term</b>	Base term of five years with two one-year option periods.
<b>Minimum Mandatory Qualifications</b>	See Paragraph 3.0 (Vendor's Minimum Mandatory Qualifications) of this RFSQ.
<b>RFSQ Contact</b>	Contract Analyst: Joanna Kim E-mail address: <a href="mailto:jykim@lasd.org">jykim@lasd.org</a>

## 2.0 GENERAL INFORMATION

### 2.1 Scope of Work

The County of Los Angeles (County), Sheriff's Department (Department), is seeking qualified Vendors to enter into Master Agreements with the County to provide as-needed architectural, engineering, and related services to the Facilities Bureau Planning Project Team in support of projects managed by the Department. The work will consist of projects related, but not be limited to: capital assets, minor repairs, replacement and/or remodels that would require preliminary studies, site analysis, design services and/or permitting.

The Department will solicit for various types of as-needed architectural and engineering services from qualified Contractors during the term of the Master Agreement. It is not required that a Vendor be qualified to perform all services described in Attachment 1 (Statement of Work) to Appendix A (Model Master Agreement).

A Master Agreement will be offered to up to six qualified Vendors, who meet both the Vendor's Minimum Mandatory Qualifications as specified in Paragraph 3.0 (Vendor's Minimum Mandatory Qualifications) below and the minimum scoring threshold as specified in Paragraph 8.2 (Selection/Qualification Process) below. The County reserves the right to: (a) increase or decrease the total number of Master Agreements; and (b) close the solicitation when the needs of the Department are met.

### 2.2 Overview of Solicitation Document

This Request for Statement of Qualifications (RFSQ) is composed of the following parts:

**2.2.1 General Information:** Specifies Vendor's Minimum Mandatory Qualifications and provides information regarding some of the requirements of the Master Agreement and the solicitation process.

**2.2.2 Instructions to Vendors:** Contains instructions to Vendors on how to prepare and submit their Statement of Qualifications (SOQ).

2.2.3 **SOQ Review/Selection/Qualification Process:** Explains how the SOQ will be reviewed, selected and qualified.

2.2.4 The following Appendices and Attachments are included in this RFSQ:

**Appendices:**

**A Model Master Agreement:** The Master Agreement used for this solicitation. The terms and conditions shown in the Master Agreement are not negotiable.

**Attachments:**

**1 Statement of Work (SOW):** Written description of tasks, deliverables, services, and other work required by the County under this RFSQ and the resultant Master Agreement(s).

**B Required Forms:** Forms contained in this section must be completed and included in the SOQ.

**C Transmittal Form to Request a Solicitation Requirements Review:** Transmittal sent to Department requesting a Solicitation Requirements Review.

**2.3 Terms and Definitions**

Throughout this RFSQ, references are made to certain persons, groups, or departments/agencies. For convenience, a description of specific definitions can be found in Paragraph 2.0 (Definitions) of Appendix A (Model Master Agreement) to this RFSQ.

**2.4 Master Agreement Process**

The objective of this RFSQ process is to secure one or more qualified Vendors to provide architectural, engineering, and related services on an intermittent, as-needed basis, as specified in Attachment 1 (Statement of Work) to Appendix A (Model Master Agreement). Specific tasks, deliverables, etc. will be determined at the time the Department issues work orders.

2.4.1 All SOQs will be evaluated by the evaluation committee who may recommend a Vendor for award of a Master Agreement. The recommendation for selection will be made based on qualifications and key staff for this RFSQ without regard to race, creed, color, or gender.

2.4.2 When the recommendation of the evaluation committee is approved by the Department, the highest ranked Vendor(s) will be invited to negotiate maximum hourly rates that are fair and reasonable to the County for the general services listed in Attachment 1 (Statement of Work). Maximum hourly rates agreed upon by the parties will be memorialized as Exhibit H

(A/E Fee Schedule) to the Master Agreement. If the County is unable to negotiate a fair and reasonable price with the highest ranked Vendor(s), the County reserves the right to select the next highest ranked Vendor(s) to enter negotiations.

If additional elements, changes, or enhancements to existing elements contained in this RFSQ may be required, the Department reserves the right to negotiate with the Vendor to cause these changes to be incorporated in the work product.

- 2.4.3 Upon conclusion of negotiations, Master Agreements will be executed with up to six Vendors determined to be qualified.
- 2.4.4 If less than six Vendors are qualified, all SOQs received after the initial round of evaluations has closed will be evaluated on an intermittent basis until the Department's needs are met.
- 2.4.5 Upon the Department's execution of these Master Agreements, the qualified Vendors will become County Contractors, and thereafter may be selected upon position in rotation to provide as-needed services under work orders to be issued by the County. Work orders will include a scope of service which will describe in detail the project and the work required for the performance thereof. If a qualified Contractor is unable to complete the work, the work order will be offered to the next qualified Contractor in rotation.
- 2.4.6 The County will, upon completion of evaluation of a work order response, endeavor to negotiate fair and reasonable fees for the proposed work order with Contractor, pursuant to the applicable laws, including California Government Code Section 4526-4529.5 (Mini-Brooks Act.)

Contractor's hourly rates listed in its work order response must not exceed the rates set forth in Exhibit H (A/E Fee Schedule) to the Master Agreement. Additionally, Contractor's total maximum amount for any deliverables listed in its work order response [refer to Section III of Exhibit D (Sample Work Order) to Appendix A (Model Master Agreement)] must not exceed the County's maximum amount specified in Exhibit D2 (Scope of Services) to Appendix A (Model Master Agreement).

If the County and Contractor fail to negotiate a fair and reasonable fee for service, the County, in its sole discretion, may proceed with issuing a work order request to the next qualified Contractor in rotation.

- 2.4.7 Payment for all work will be in accordance with Exhibit D (Sample Work Order) to Appendix A (Model Master Agreement) to this RFSQ. Payment for all work will be based on a firm not-to-exceed price, specified on each individual County-approved work order.
- 2.4.8 The execution of a Master Agreement does not guarantee a Contractor any minimum amount of work. The County does not promise, warrant, or guarantee that the County will utilize any particular level of Contractor's service, or any services at all, during the term of the Master Agreement.

2.4.9 The County reserves the right to match potential projects and needs to qualified Contractors based on performance, scheduling, workload distribution, community familiarity, past project performance and other factors, in the County's sole discretion, on a case-by-case basis. After such selection, the qualified Contractor will be placed at the end of the rotation.

## **2.5 Master Agreement Term**

2.5.1 Prior to the commencement of any Master Agreement, the Model Master Agreement must be approved by the County Board of Supervisors (Board).

2.5.2 The Master Agreement(s) will become effective upon the date of execution by the Sheriff or his designee, and will expire five years from the date the Board approves the Model Master Agreement unless terminated earlier in whole or in part, as provided in the Master Agreement. The County will have the option to extend the initial term of each Master Agreement for up to two one-year option periods, for a total Master Agreement term not to exceed seven years. Option periods will be exercised at the Department's sole discretion.

2.5.3 The County will be continuously accepting SOQs throughout the duration of the Model Master Agreement, until the needs of the Department are met. Such Master Agreement will become effective upon the date of its execution by the Sheriff or his designee and will expire at the end of the then-current term of the Model Master Agreement, unless sooner extended or terminated.

## **2.6 Indemnification and Insurance**

Vendor will be required to comply with the indemnification provisions contained in Paragraph 8.22 (Indemnification) of Appendix A (Model Master Agreement) to this RFSQ. Vendor must procure, maintain, and provide to the County proof of insurance coverage for all the programs of insurance along with associated amounts specified in Paragraphs 8.23 (General Provisions for All Insurance Coverage) and Paragraph 8.24 (Insurance Coverage) of Appendix A (Model Master Agreement) to this RFSQ.

## **2.7 Days of Operation**

Contractor will be required to provide Architectural, Engineering, and Related Services Monday through Friday during the hours of 8:00 a.m. to 5:00 p.m. The Contractor is not required to provide services on County-recognized holidays.

## **3.0 VENDOR'S MINIMUM MANDATORY QUALIFICATIONS**

Interested and qualified Vendors that can demonstrate their ability to successfully provide the services listed in Attachment 1 (Statement of Work) to Appendix A (Model Master Agreement) are invited to submit a SOQ, provided they meet the following Minimum Mandatory Qualifications:

3.1 Vendor must have a minimum of ten consecutive years' experience, within the last 12 years, providing as-needed architectural and engineering (e.g., electrical, mechanical, structural) services.



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.

- 3.2 Vendor must employ one or more full-time employee(s) who, in the aggregate, possess the three licenses, issued by the California Contractors State License Board, listed below:
  - a. Professional Engineer – Electrical,
  - b. Professional Engineer – Mechanical, and
  - c. Professional Engineer – Structural.

Vendor must complete Exhibit 9 (Required Licenses, Certifications, Memberships, and Permits) of Appendix B (Required Forms) and provide a copy of a valid certificate of registration for each license listed above.

- 3.3 Vendor must employ one or more full-time employee(s) who possess a valid architect license, issued by the California Architects Board.

Vendor must complete Exhibit 9 (Required Licenses, Certifications, Memberships, and Permits) of Appendix B (Required Forms) and provide a copy of a valid license as listed above.

- 3.4 Contractor must maintain an office within the County with a telephone in Contractor's name where Contractor conducts business. If Contractor maintains several offices in the County, it must designate one office within the County as the main contact for the County.

- 3.5 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. 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.

#### **4.0 COUNTY'S RIGHTS AND RESPONSIBILITIES**

##### **4.1 Representations Made Prior to Master Agreement Execution**

The County is not responsible for representations made by any of its officers or employees prior to the execution of the Master Agreement unless such understanding or representation is included in the Master Agreement.

##### **4.2 County's Right to Amend Request for Statement of Qualifications (SOQ)**

The County has the right to amend this RFSQ by written addendum. The County is responsible only for that which is expressly stated in the solicitation document and any authorized written addenda thereto. Such addendum will be made available to each person or organization which County records indicate has received this RFSQ. Should such addendum require additional information not

previously requested, failure to address the requirements of such addendum may result in the SOQ not being considered, as determined in the sole discretion of the County. The County is not responsible for and will not be bound by any representations otherwise made by any individual acting or purporting to act on its behalf.

#### **4.3 County's Option to Reject SOQs**

The County may, at its sole discretion, reject any or all SOQs submitted in response to this solicitation. The County will not be liable for any cost incurred by a Vendor in connection with preparation and submittal of any SOQ. The County reserves the right to waive inconsequential disparities in a submitted SOQ.

#### **4.4 Background and Security Investigations**

4.4.1 At any time prior to or during the term of the Master Agreement, all Contractor staff, subcontractors, and agents of Contractor (collectively herein "Contractor's staff") performing services under the Master Agreement will be required to undergo and pass a background investigation to the satisfaction of the County as a condition of beginning and continuing to perform services under the Master Agreement. Such background investigation may include, but will not be limited to, criminal conviction information obtained through fingerprints submitted to the California Department of Justice. For specific details, refer to Paragraph 7.5 (Background and Security Investigations) of Appendix A (Model Master Agreement) to this RFSQ.

### **5.0 NOTIFICATION TO VENDORS**

#### **5.1 Notice to Vendor's Regarding Public Records Act**

5.1.1 Responses to this RFSQ will become the exclusive property of the County. At such time as when the Department recommends the qualified Vendor(s) to the Board and such recommendation appears on the Board agenda, all SOQs submitted in response to this RFSQ, become a matter of public record, with the exception of those parts of each SOQ which are justifiably defined and identified by Vendor as business or trade secrets, and plainly marked as "Trade Secret," "Confidential," or "Proprietary."

5.1.2 The County will not, in any way, be liable or responsible for the disclosure of any such record or any parts thereof, if disclosure is required or permitted under the California Public Records Act or otherwise by law. A blanket statement of confidentiality or the marking of each page of the SOQ as confidential will not be deemed sufficient notice of exception. Vendor must specifically label only those provisions of their respective SOQ which are "Trade Secrets," "Confidential," or "Proprietary" in nature.

#### **5.2 Contact with County Personnel**

Any contact regarding this RFSQ or any matter relating thereto must be in writing and e-mailed as follows:

Contract Analyst: Joanna Kim  
E-mail Address: [jykim@lasd.org](mailto:jykim@lasd.org)

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

### **5.3 Mandatory Requirement to Register on County's WebVen**

Prior to executing a Master Agreement, all potential Contractors must register in the County's WebVen. The WebVen contains Vendor's business profile and identifies the goods/services the business provides. Registration can be accomplished online via the Internet by accessing the County's home page at <https://camisvr.co.la.ca.us/webven/>.

### **5.4 Protest Process**

5.4.1 Under Board Policy No. 5.055 ([Services Contract Solicitation Protest](#)), any prospective Vendor may request a review of the requirements under a solicitation for a Board-approved services contract, as described in Paragraph 5.4.3 (Grounds for Review) below. Additionally, any actual Vendor may request a review of a disqualification under such a solicitation, as described in the Paragraphs below.

5.4.2 Throughout the review process, the County has no obligation to delay or otherwise postpone an award of contract based on a Vendor protest. In all cases, the County reserves the right to make an award when it is determined to be in the best interest of the County to do so.

#### **5.4.3 Grounds for Review**

Unless state or federal statutes or regulations otherwise provide, the grounds for review of any Departmental determination or action will be limited to the following:

- a. Solicitation Requirements Review [reference Paragraph 9.1 (Solicitation Requirements Review) of this RFSQ]
- b. Disqualification Review [reference Paragraph 9.2 (Disqualification Review) of this RFSQ]

### **5.5 Conflict of Interest**

No County employee whose position in the County enables them to influence the selection of a Contractor for this RFSQ, or any competing RFSQ, nor any spouse or economic dependent of such employees, will be employed in any capacity by a Vendor or have any other direct or indirect financial interest in the selection of a Contractor. Vendor must certify that it is aware of and has read [Section 2.180.010 of the Los Angeles County Code](#) as stated in Exhibit 2 (Certification of Compliance) of Appendix B (Required Forms) to this RFSQ.

## **5.6 Determination of Vendor Responsibility**

- 5.6.1 A responsible Vendor is a Vendor who has demonstrated the attribute of trustworthiness, as well as quality, fitness, capacity and experience to satisfactorily perform the Master Agreement. It is the County's policy to conduct business only with responsible Vendors.
- 5.6.2 Vendors are hereby notified that, in accordance with [Chapter 2.202 of the County Code](#), the County may determine whether Vendor is responsible based on a review of Vendor's performance on any contracts, including but not limited to County contracts. Particular attention will be given to violations of labor laws related to employee compensation and benefits, and evidence of false claims made by Vendor against public entities. Labor law violations which are the fault of the subcontractors and of which Vendor had no knowledge will not be the basis of a determination that Vendor is not responsible.
- 5.6.3 The County may declare a Vendor to be non-responsible for purposes of this Master Agreement if the Board, in its discretion, finds that Vendor has done any of the following: (a) violated a term of a contract with the County or a nonprofit corporation created by the County; (b) committed an act or omission which negatively reflects on Vendor's quality, fitness or capacity to perform a contract with the County, any other public entity, or a nonprofit corporation created by the County, or engaged in a pattern or practice which negatively reflects on same; (c) committed an act or omission which indicates a lack of business integrity or business honesty; or (d) made or submitted a false claim against the County or any other public entity.
- 5.6.4 If there is evidence that Vendor may not be responsible, the Department will notify Vendor in writing of the evidence relating to Vendor's responsibility, and its intention to recommend to the Board that Vendor be found not responsible. The Department will provide Vendor and/or Vendor's representative with an opportunity to present evidence as to why Vendor should be found to be responsible and to rebut evidence which is the basis for the Department's recommendation.
- 5.6.5 If Vendor presents evidence in rebuttal to the Department, the Department will evaluate the merits of such evidence, and based on that evaluation, make a recommendation to the Board. The final decision concerning the responsibility of Vendor will reside with the Board.
- 5.6.6 These terms will also apply to proposed subcontractors of Contractors on County contracts.

## **5.7 Vendor Debarment**

- 5.7.1 Vendor is hereby notified that, in accordance with [Chapter 2.202 of the County Code](#), the County may debar Vendor from bidding or proposing on, or being awarded, and/or performing work on other County contracts for a specified period of time, which generally will not exceed five years

but may exceed five years or be permanent if warranted by the circumstances, and the County may terminate any or all of Vendor's existing contracts with the County, if the Board finds, in its discretion, that Vendor has done any of the following: (a) violated a term of a contract with the County or a nonprofit corporation created by the County; (b) committed an act or omission which negatively reflects on Vendor's quality, fitness or capacity to perform a contract with the County, any other public entity, or a nonprofit corporation created by the County, or engaged in a pattern or practice which negatively reflects on same; (c) committed an act or offense which indicates a lack of business integrity or business honesty; or (d) made or submitted a false claim against the County or any other public entity.

5.7.2 These terms will also apply to proposed subcontractors of Contractors on County contracts.

5.7.3 A listing of Contractors that are currently on the Debarment List for the County may be obtained on the following website: <https://doingbusiness.lacounty.gov/listing-of-contractors-debarred-in-los-angeles-county>.

## **5.8 Improper Considerations**

### **5.8.1 Attempt to Secure Favorable Treatment**

It is improper for any County officer, employee, or agent to solicit consideration, in any form, from a Vendor with the implication, suggestion or statement that Vendor's provision of the consideration may secure more favorable treatment for Vendor in the award of a Master Agreement or that Vendor's failure to provide such consideration may negatively affect the County's consideration of Vendor's submission. A Vendor must not offer or give, either directly or through an intermediary, consideration, in any form, to a County officer, employee, or agent for the purpose of securing favorable treatment with respect to the award of a Master Agreement.

### **5.8.2 Notification to County**

A Vendor must immediately report any attempt by a County officer, employee, or agent to solicit such improper consideration. The report must be made to the Los Angeles County Fraud Hotline at (800) 544-6861 or <https://fraud.lacounty.gov/>. Failure to report such a solicitation may result in Vendor's submission being eliminated from consideration.

### **5.8.3 Form of Improper Consideration**

Among other items, such improper consideration may take the form of cash, discounts, services, the provision of travel or entertainment, or tangible gifts.

## **5.9 Notice to Vendors Regarding the County Lobbyist Ordinance**

The Board has enacted an ordinance regulating the activities of persons who lobby County officials. This ordinance, referred to as the "Lobbyist Ordinance", defines a County Lobbyist and imposes certain registration requirements upon individuals

meeting the definition. The complete text of the ordinance can be found in [Los Angeles County Code Chapter 2.160](#). In effect, each person, corporation or other entity that seeks a County permit, license, franchise or contract must certify compliance with the ordinance. As part of this solicitation process, it will be the responsibility of each Vendor to review the ordinance independently as the text of said ordinance is not contained within this RFSQ. Thereafter, each person, corporation or other entity submitting a response to this solicitation, must certify that each County Lobbyist, as defined by [Los Angeles County Code Section 2.160.010](#), retained by Vendor is in full compliance with [Chapter 2.160](#) of the Los Angeles County Code and each such County Lobbyist is not on the Executive Office's List of Terminated Registered Lobbyists.

## **5.10 Consideration of GAIN/START Participants for Employment**

5.10.1 As a threshold requirement for consideration of a Master Agreement, Vendors must demonstrate a proven record of hiring participants in the County's [Department of Public Social Services Greater Avenues for Independence \(GAIN\) or Skills and Training to Achieve Readiness for Tomorrow \(START\) Programs](#) or must attest to a willingness to consider GAIN/START participants for any future employment openings if they meet the minimum qualifications for that opening. Vendors must attest to a willingness to provide employed GAIN/START participants access to Vendor's employee mentoring program, if available, to assist these individuals in obtaining permanent employment and/or promotional opportunities.

5.10.2 Vendors who are unable to meet this requirement will not be considered for a Master Agreement. Vendors must submit a completed Exhibit 2 (Certification of Compliance) of Appendix B (Required Forms) to this RFSQ, along with their SOQ.

## **5.11 Jury Service Program**

5.11.1 The prospective Master Agreement is subject to the requirements of County's Contractor Employee Jury Service Ordinance ("Jury Service Program") ([Los Angeles County Code, Chapter 2.203](#)). Prospective Contractors should carefully review Paragraph 8.7 (Compliance with the County's Jury Service Program) of Appendix A (Model Master Agreement) to this RFSQ, which is incorporated by reference into and made a part of this RFSQ. The Jury Service Program applies to both Contractors and their subcontractors.

SOQs that fail to comply with the requirements of the Jury Service Program will be considered non-responsive and excluded from further consideration.

5.11.2 Contractor must certify compliance with the County's Contractor Employee Jury Service Ordinance in Exhibit 2 (Certification of Compliance) of Appendix B (Required Forms) to this RFSQ. If a Contractor does not fall within the Jury Service Program's definition of "Contractor" or if it meets any of the exceptions to the Jury Service Program, then Contractor must so indicate in Exhibit 2 (Certification of Compliance) of Appendix B (Required

Forms), and include with its submission all necessary documentation to support the claim such as tax returns or a collective bargaining agreement, if applicable. Upon reviewing Contractor's application, the County will determine, in its sole discretion, whether Contractor falls within the definition of Contractor or meets any of the exceptions to the Jury Service Program. The County's decision will be final.

#### **5.12 Notification to County of Pending Acquisitions/Mergers by Proposing Company**

Vendor must notify the County of any pending acquisitions/mergers of its company unless otherwise legally prohibited from doing so. If Vendor is restricted from legally notifying the County of pending acquisitions/mergers, then it should notify the County of the actual acquisitions/mergers as soon as the law allows and provide to the County the legal framework that restricted it from notifying the County prior to the actual acquisitions/mergers. This information must be provided by Vendor in Exhibit 1 (Vendor's Organization Questionnaire/Affidavit) of Appendix B (Required Forms) to this RFSQ. Failure of Vendor to provide this information may eliminate its SOQ from any further consideration. Vendor will have a continuing obligation to notify the County and update any changes to its response in Exhibit 1 (Vendor's Organization Questionnaire/Affidavit) of Appendix B (Required Forms) to this RFSQ, during this solicitation.

#### **5.13 Intentionally Omitted**

#### **5.14 Defaulted Property Tax Reduction Program**

5.14.1 The prospective Master Agreement is subject to the requirements of County's Defaulted Property Tax Reduction Program ("Defaulted Tax Program") [Los Angeles County Code, Chapter 2.206](#). Prospective Contractors should reference the pertinent provisions of Paragraphs 8.50 (Warranty of Compliance with County's Defaulted Property Tax Reduction Program) and 8.51 (Termination for Breach of Warranty to Maintain Compliance with County's Defaulted Property Tax Reduction Program) of Appendix A (Model Master Agreement) to this RFSQ, both of which are incorporated by reference into and made a part of this solicitation. The Defaulted Tax Program applies to both Contractors and their subcontractors.

5.14.2 Vendors are required to certify that they are in full compliance with the provisions of the Defaulted Tax Program and must maintain compliance during the term of any Master Agreement that may be awarded pursuant to this solicitation or must certify that they are exempt from the Defaulted Tax Program by completing Exhibit 2 (Certification of Compliance) of Appendix B (Required Forms) to this RFSQ. Failure to maintain compliance, or to timely cure defects, may be cause for termination of a contract or initiation of debarment proceedings against the non-compliant Contractor or subcontractor ([Los Angeles County Code, Chapter 2.202](#)).



5.14.3 SOQs that fail to comply with the certification requirements of the Defaulted Tax Program will be considered non-responsive and excluded from further consideration.

**5.15 Vendor's Acknowledgement of County's Commitment to Zero Tolerance Policy on Human Trafficking**

5.15.1 On October 4, 2016, the Board approved a motion taking significant steps to protect victims of human trafficking by establishing a zero-tolerance policy on human trafficking. The policy prohibits Vendors engaged in human trafficking from receiving contract awards or performing services under a County contract.

5.15.2 Vendors are required to complete Exhibit 2 (Certification of Compliance) of Appendix B (Required Forms) to this RFSQ, certifying that they are in full compliance with County's Zero Tolerance Policy on Human Trafficking provision as defined in Paragraph 8.53 (Compliance with County's Zero Tolerance Policy on Human Trafficking) of Appendix A (Model Master Agreement) to this RFSQ. Further, Contractors are required to comply with the requirements under said provision for the term of any Master Agreement awarded pursuant to this solicitation.

**5.16 Intentionally Omitted**

**5.17 Default Method of Payment: Direct Deposit or Electronic Funds Transfer (EFT)**

5.17.1 The County, in its sole discretion, has determined that the most efficient and secure default form of payment for goods and/or services provided under a Master Agreement with the County will be Electronic Funds Transfer (EFT) or direct deposit, unless an alternative method of payment is deemed appropriate by the Auditor-Controller (A-C).

5.17.2 Upon Master Agreement award or at the request of the A-C and/or the contracting department, Contractor must submit a direct deposit authorization request with banking and Vendor information, and any other information that the A-C determines is reasonably necessary to process the payment and comply with all accounting, record keeping, and tax reporting requirements.

5.17.3 Any provision of law, grant, or funding agreement requiring a specific form or method of payment other than EFT or direct deposit will supersede this requirement with respect to those payments.

5.17.4 Upon Master Agreement award or at any time during the duration of the Master Agreement, a Contractor may submit a written request for an exemption to this requirement. The A-C, in consultation with the contracting department(s), will decide whether to approve exemption requests.



## **5.18 Vendor's Acknowledgement of County's Commitment to Fair Chance Employment Hiring Practices**

5.18.1 On May 29, 2018, the Board approved a Fair Chance Employment Policy in an effort to remove job barriers for individuals with criminal records. The policy requires businesses that contract with the County to comply with fair chance employment hiring practices set forth in [California Government Code Section 12952](#).

5.18.2 Contractors are required to complete Exhibit 2 (Certification of Compliance) of Appendix B (Required Forms) to this RFSQ, certifying that they are in full compliance with [Section 12952](#), as indicated in the Master Agreement. Further, Contractors and their subcontractors are required to comply with the requirements under [Section 12952](#) for the term of any Master Agreement awarded pursuant to this solicitation.

## **5.19 Prohibition from Participation in Future Solicitation(s)**

Vendor or Contractor or its subsidiary or subcontractor (Vendor/Contractor), is prohibited from submitting a SOQ or proposal in a County solicitation if Vendor/Contractor has provided advice or consultation for the solicitation. Vendor/Contractor is also prohibited from submitting a SOQ in a County solicitation if Vendor/Contractor has developed or prepared any of the solicitation materials on behalf of County. A violation of this provision will result in the disqualification of Vendor/Contractor from participation in County solicitation or the termination or cancellation of any resultant County Master Agreement. ([Los Angeles County Code, Chapter 2.202](#)).

## **5.20 Community Business Enterprise (CBE) Participation**

The County has adopted a CBE Program, which includes business enterprises certified as disadvantaged business enterprises, disabled veteran-owned, minority-owned, women-owned, and lesbian, gay, bisexual, transgender, queer, and questioning-owned business types. The County has established a collective 25% participation goal for CBE certified firms, calculated on the eligible procurement dollars. The program maintains data on the types of businesses registered as CBEs and their utilization. The Vendor's CBE participation must be reflected in Exhibit 5 (Community Business Enterprise (CBE) Information) of Appendix B (Required Forms) to this RFSQ.

All Vendors must document good faith efforts it has taken to assure that CBEs are utilized, when possible, to provide supplies, equipment, technical services, and other services under this Master Agreement. Vendor must make documents related to these efforts available to the County upon request.

The County strongly encourages participation by CBEs; however, the final selection will be made without regard to race, color, creed, or gender. The final selection will be based on Vendor's ability to provide the best service and value to the County.

To obtain a list of the County's CBE certified firms, e-mail the request to the County of Los Angeles Department of Economic Opportunity at [CBESBE@opportunity.lacounty.gov](mailto:CBESBE@opportunity.lacounty.gov) with the subject "Request for CBE Listing." For additional information contact the Office of Small Business at: (844) 432-4900 or at [OSB@opportunity.lacounty.gov](mailto:OSB@opportunity.lacounty.gov).

## **6.0 COUNTY'S PREFERENCE PROGRAMS**

### **6.1 Overview of County's Preference Programs**

- 6.1.1 The County has three preference programs: (a) Local Small Business Enterprise (LSBE), (b) Disabled Veteran Business Enterprise (DVBE), and (c) Social Enterprise (SE). The Board encourages business participation in the County's contracting process by continually streamlining and simplifying our selection process and expanding opportunities for these businesses to compete for County opportunities.
- 6.1.2 The Preference Programs (LSBE, DVBE, and SE) require that a Vendor complete certification prior to requesting a preference in a solicitation. This program and how to obtain certification are further explained in Paragraphs 6.2 (Local Small Business Enterprise (LSBE) Preference Program), 6.4 (Social Enterprise (SE) Preference Program), and 6.5 (Disabled Veteran Business Enterprise (DVBE) Preference Program) below. Additional information on County's Preference Programs is also available on the Department of Consumer and Business Affairs' (DCBA) website at: <https://dcba.lacounty.gov>.
- 6.1.3 In no case will the Preference Programs (LSBE, DVBE, and SE) price or scoring preference be combined with any other County preference program to exceed 15% in response to any County solicitation.
- 6.1.4 Sanctions and financial penalties may apply to a business that knowingly, and with intent to defraud, seeks to obtain or maintain certification as a certified LSBE, DVBE, or SE when not qualified.

### **6.2 Local Small Business Enterprise (LSBE) Preference Program**

- 6.2.1 In reviewing work orders, the County will give LSBE preference to businesses that meet the definition of LSBE for solicitations not subject to the federal restriction on geographical preferences, consistent with [Chapter 2.204 of the Los Angeles County Code](#).
- 6.2.2 To apply for certification as an LSBE, businesses should contact the DCBA at <https://dcba.lacounty.gov>.
- 6.2.3 Certified LSBEs may only request the preference in each of their work order responses and may not request the preference unless the certification process has been completed and certification is affirmed. Businesses must complete and submit Exhibit 3 (Request for Preference Consideration) of Appendix B (Required Forms) to this RFSQ with each work order response along with a letter of certification from the DCBA.

### **6.3 Social Enterprise (SE) Preference Program**

- 6.3.1 In reviewing work orders, the County will give SE preference to businesses that meet the definition of SE for solicitations not subject to the federal restriction on geographical preferences, consistent with [Chapter 2.205 of the Los Angeles County Code](#).
- 6.3.2 To apply for certification as an SE, businesses should contact DCBA at <https://dcba.lacounty.gov>.
- 6.3.3 Certified SEs may only request the preference in each of their work order responses and may not request the preference unless the certification process has been completed and certification is affirmed. Businesses must complete and submit Exhibit 3 (Request for Preference Consideration) of Appendix B (Required Forms) to this RFSQ with each work order response along with their SE certification letter (“Certification for Non-Federally Funded Solicitations”) from the DCBA.

### **6.4 Disabled Veteran Business Enterprise (DVBE) Preference Program**

- 6.4.1 In reviewing work orders, the County will give preference to businesses that meet the definition of a DVBE, consistent with [Chapter 2.211 of the Los Angeles County Code](#).
- 6.4.2 The business must be certified by DCBA, prior to requesting the DVBE preference in a solicitation. To apply for certification as a DVBE, businesses should contact DCBA at <https://dcba.lacounty.gov>.
- 6.4.3 Certified DVBEs may only request the preference in each of their work order responses and may not request the preference unless the certification process has been completed and certification is affirmed. Businesses must complete and submit Exhibit 3 (Request for Preference Consideration) of Appendix B (Required Forms) to this RFSQ with each work order response along with their DVBE certification approval letter from the DCBA.

### **6.5 Preference Program Enterprises (PPEs) - Prompt Payment Program**

It is the intent of the County that Certified Preference Program Enterprises (PPEs) receive prompt payment for services they provide to the County. Prompt payment is defined as 15 calendar days after receipt of an approved, undisputed invoice which has been properly matched against documents such as a receiving, shipping, or services delivered report, or any other validation of receipt document consistent with Board Policy 3.035 ([Preference Program Payment Liaison and Prompt Payment Program](#)).

## **7.0 STATEMENT OF QUALIFICATIONS (SOQ) REQUIREMENTS**

This Paragraph contains key project dates and activities as well as instructions to Vendors as to how to prepare and submit their SOQ.

### **7.1 Truth and Accuracy of Representations**

False, misleading, incomplete, or deceptively unresponsive statements in connection with an SOQ will be sufficient cause for rejection of the SOQ. The evaluation and

determination in this area will be at the Department's sole judgment and its judgment will be final.

## 7.2 RFSQ Timetable

The timetable for this RFSQ is as follows:

<b>RFSQ Release Date</b>	4/19/2024
<b>Request for a Solicitation Requirements Review Due</b>	5/3/2024
<b>Written Questions Due</b>	5/10/2024
<b>Questions and Answers Released via Addendum</b>	5/17/2024
<b>Statement of Qualifications (SOQ) Due</b>	3:00 P.M. (Pacific Time) on 6/7/2024

The submittal due date above 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. The solicitation will remain open until the needs of the Department are met.

## 7.3 Vendors' Questions

7.3.1 Vendors may submit written questions regarding this RFSQ by e-mail to the individual identified on Paragraph 7.3.3 below. All questions must be received by May 10, 2024. All questions, without identifying the submitting company, will be compiled with the appropriate answers and issued as an addendum to this RFSQ.

7.3.2 When submitting questions, please specify this RFSQ, Section number, Paragraph number, page number, and quote the language that prompted the question. This will ensure that the question can be quickly found in this RFSQ. The County reserves the right to group similar questions when providing answers.

7.3.3 Questions may address concerns that the application of Minimum Mandatory Qualifications and/or review criteria would unfairly disadvantage Vendors or, due to unclear instructions, may result in the County not receiving the best possible responses from Vendor.

Questions must be emailed to:

Contract Analyst: Joanna Kim  
E-mail Address: [jykim@lasd.org](mailto:jykim@lasd.org)

## 7.4 Intentionally Omitted

## **7.5 Preparation and Format of the SOQ**

All SOQs must be bound and submitted in the prescribed format. Any SOQ that deviates from this format may be rejected without review at the County's sole discretion.

The content and sequence of the SOQ must be as follows:

- Table of Contents
- Vendor's Qualifications (Section A)
- Vendor's Approach to Providing Required Services (Section B)
- Required Forms (Section C)
- Proof of Insurability (Section D)
- Proof of Licenses, Certifications, Memberships, and Permits (Section E)

### **7.5.1 Table of Contents**

The Table of Contents must be a comprehensive listing of material included in the SOQ. This Section must include a clear definition of the material, identified by sequential page numbers and by Section reference numbers.

### **7.5.2 Vendor's Qualifications (Section A)**

Vendor must demonstrate that its organization has the experience to perform the required services. The following Sections must be included:

#### **A. Vendor's Background and Experience (Section A.1)**

Vendor must complete, sign and date Exhibit 1 (Vendor's Organization Questionnaire/Affidavit) of Appendix B (Required Forms) to this RFSQ. The person signing the form must be authorized to sign on behalf of Vendor and to bind Vendor in a Master Agreement.

Vendor must provide a summary of relevant background information to demonstrate that Vendor meets the Minimum Mandatory Qualifications stated in Paragraph 3.0 (Vendor's Minimum Mandatory Qualifications) above and has the capability to perform the required services as a corporation or other entity. Vendors must include the following information in the summary:

1. Vendor's capability and qualifications to perform the services listed in Attachment 1 (Statement of Work) to Appendix A (Model Master Agreement) as a corporation or other entity,
2. Sufficient detail and documentation to demonstrate that Vendor meets the Minimum Mandatory Qualifications stated in Paragraph 3.0 (Vendor's Minimum Mandatory Qualifications) above,
3. Names, addresses, and telephone numbers of all persons authorized to represent and bind the Vendor's corporation,

4. Vendor's copy(s) of any Occupational Safety and Health Administration (OSHA) violations received in the past five years. Provide copy(s) of the citation and notification of penalty, signed settlement agreement, remedial action required and taken by the Vendor, amount of fine initially imposed, and ultimate resolution. If there have been no OSHA violations in the past five years, Vendor must provide a signed statement stating so.
5. Taking into account the structure of Vendor's organization, Vendor must determine which of the below referenced supporting documents the County requires. If Vendor's organization does not fit into one of these categories, upon receipt of the SOQ or at some later time, the County may, in its discretion, request additional documentation regarding Vendor's business organization and authority of individuals to sign Master Agreements.

If the below referenced documents are not available at the time of SOQ submission, Vendors must request the appropriate documents from the California Secretary of State and provide a statement on the status of the request.

**Required Support Documents:**

Corporations or Limited Liability Company (LLC):

Vendor must submit the following documentation with the SOQ:

1. A copy of a "Certificate of Good Standing" with the state of incorporation/organization.
2. A conformed copy of the most recent "Statement of Information" as filed with the California Secretary of State listing corporate officers or members and managers.

Limited Partnership:

Vendor must submit a conformed copy of the Certificate of Limited Partnership or Application for Registration of Foreign Limited Partnership as filed with the California Secretary of State, and any amendments.

**B. Vendor's References (Section A.2)**

It is Vendor's sole responsibility to ensure that the firm's name, and point of contact's name, title, and phone number for each reference is accurate.

1. The County may disqualify a Vendor, at its discretion, if:
  - a. References fail to substantiate Vendor's description of the services provided, or

- b. References fail to support that Vendor has a continuing pattern of providing capable, productive and skilled personnel, or
  - c. The Department is unable to reach the point of contact with reasonable effort. It is Vendor's responsibility to inform the point of contact that reference checks will be conducted during normal business hours.
2. Vendor must complete and include Exhibit 4 (Vendor's Debarment History and List of Terminated Contracts) and Exhibit 8 (Vendor's List of References) of Appendix B (Required Forms) to this RFSQ.

- a. Exhibit 4 (Vendor's Debarment History and List of Terminated Contracts).

Listing must include all contracts terminated within the past three years with a reason for termination.

- b. Exhibit 8 (Vendor's List of References).

Vendor must provide three references for which services equivalent or similar to the services described in Attachment 1 (Statement of Work) to Appendix A (Model Master Agreement), were provided.

References may be used to verify the minimum experience requirement stated in Paragraph 3.0 (Vendor's Minimum Mandatory Qualifications) above. Contact person for references must be able to answer questions related to service provided.

**C. Vendor's Pending Litigation and Judgments (Section A.3)**

The County will conduct a review of Vendor's pending litigation and judgments. Vendor must identify by name, case, and court jurisdiction of any pending litigation in which Vendor is involved, or judgments against Vendor in the past five years. Additionally, Vendor must provide a statement describing the size and scope of any pending or threatening litigation against Vendor or principals of Vendor.

If Vendor has no pending or threatening litigation against Vendor or principals of Vendor, then a statement stating so must be provided in Section A.3 (Vendor's Pending Litigation and Judgments) of their SOQ.

**7.5.3 Vendor's Approach to Providing Required Services (Section B)**

Vendor will be evaluated on its description of the methodology to be used to meet the County's requirements based on information provided in this Section B.

**A. Vendor’s Approach and Methodology (Section B.1)**

In this Section B.1 of the SOQ, Vendor must describe its management approach and methodology toward fulfilling the requirements of this RFSQ, including those set forth in Attachment 1 (Statement of Work).

Vendor’s approach and methodology must clearly demonstrate that Vendor accepts and will meet all requirements of this RFSQ. Reiteration of the work requirements specified in Appendix A (Sample Master Agreement) and Attachment 1 (Statement of Work), without further discussion is not sufficient.

**B. Vendor’s Key Staff (Section B.2)**

Vendor must complete Exhibit 10 (Services Team) of Appendix B (Required Forms) identifying by name, each of Vendor’s key staff identified to perform the services listed in Attachment 1 (Statement of Work).

If Vendor is proposing the use of one or more subcontractors, Vendor must identify the names of each subcontractor on Exhibit 10 (Services Team) of Appendix B (Required Forms). Additionally, Vendor and proposed subcontractor(s) must complete Exhibit 11 (Subcontractor Acknowledgement Form) of Appendix B (Required Forms).

For each of the key staff identified, on Exhibit 10 (Services Team) of Appendix B (Required Forms), Vendor must provide the following:

- Name,
- Summary of background and experience
- Area(s) of expertise, and
- Resume.

**7.5.4 Required Forms (Section C)**

In addition to those forms required in other Paragraphs of this RFSQ, Vendor must also include all forms identified in Appendix B (Required Forms) to this RFSQ.

Vendor must complete, sign, and date all forms listed below. The person signing all forms must be authorized to sign on behalf of Vendor and to bind Vendor in a Master Agreement. Forms may be expanded, as necessary, to provide complete responses.

- Exhibit 1 Vendor’s Organization Questionnaire/Affidavit
- Exhibit 2 Certification of Compliance
- Exhibit 3 Request for Preference Consideration
- Exhibit 4 Vendor’s Debarment History and List of Terminated Contracts



- Exhibit 5 Community Business Enterprise (CBE) Information
- Exhibit 6 Vendor's Minimum Mandatory Qualifications
- Exhibit 7 Declaration
- Exhibit 8 Vendor's List of References
- Exhibit 9 Required Licenses, Certifications, Memberships, and Permits
- Exhibit 10 Services Team
- Exhibit 11 Subcontractor Acknowledgement Form

**7.5.5 Proof of Insurability (Section D)**

Vendor must provide proof of insurability that meets all insurance requirements set forth in Paragraph 8.23 (General Provisions for all Insurance Coverage) and Paragraph 8.24 (Insurance Coverage) of Appendix A (Model Master Agreement) to this RFSQ. If a Vendor does not currently have the required coverage, a letter from a qualified insurance carrier indicating a willingness to provide the required coverage should Vendor be selected to receive a Master Agreement award, may be submitted with the SOQ.

**7.5.6 Proof of Licenses, Certifications, Memberships, and Permits (Section E)**

As part of their SOQ, Vendors must provide a copy of all required licenses and certificates specified in Paragraph 3.0 (Vendor's Minimum Mandatory Qualifications) above. Vendor must complete Exhibit 9 (Required Licenses, Certifications, Memberships, and Permits) of Appendix B (Required Forms) and include a copy of each license and certificate as instructed.

**7.6 SOQ Submission**

The original SOQ, three numbered identical hard copies, and two separate identical electronic copies in PDF format on flash drives (memory sticks) must be enclosed in a sealed envelope or box, plainly marked in the upper left-hand corner with the name and address of Vendor bearing the words:

**“SOQ for Architectural, Engineering, and Related Services  
(RFSQ 693-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, 6<sup>th</sup> Floor  
Los Angeles, California 90012  
Attention: Joanna Kim

**It is the sole responsibility of the submitting Vendor to ensure that its SOQ is received before the submission deadline identified in Paragraph 1.0 (Solicitation Information) above. 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 SOQ received after the scheduled due date and time as stated in Paragraph 1.0 (Solicitation Information) above, or any addendum amending the SOQ due date and time, will not be reviewed initially, however, may be reviewed at a later date.

### **7.7 Acceptance of Terms and Conditions of Master Agreement**

Vendors understand and agree that submission of the SOQ constitutes acknowledgement and acceptance of, and a willingness to comply with, all terms and conditions of Appendix A (Model Master Agreement) to this RFSQ.

### **7.8 SOQ Withdrawals**

Vendor may withdraw its SOQ at any time prior to the date and time which is set forth herein as the deadline for acceptance of SOQs, upon written request for same to:

Attention: Alex Madera, Contracts Manager  
E-mail address: [amadera@lasd.org](mailto:amadera@lasd.org)

## **8.0 SOQ REVIEW AND EVALUATION PROCESS**

### **8.1 Review Process**

SOQs will be subject to a detailed review by qualified County staff. The review process will include the following steps:

#### **8.1.1 Adherence to Minimum Mandatory Qualifications**

The County will review Vendor's Exhibit 1 (Vendor's Organization Questionnaire/Affidavit) and Exhibit 6 (Vendor's Minimum Mandatory Qualifications) of Appendix B (Required Forms) to this RFSQ, and any supporting document to determine if Vendor meets the Minimum Mandatory Qualifications as outlined in Paragraph 3.0 (Vendor's Minimum Mandatory Qualifications) above.

Failure of Vendor to comply with the Minimum Mandatory Qualifications may eliminate its SOQ from any further consideration. The Department may elect to waive any informality in an SOQ if the sum and substance of the SOQ is present.

#### **8.1.2 Vendor's Qualifications (Section A)**

The County's review will include the following:

- a. Vendor's Background and Experience as provided in Section A.1 of the SOQ.
- b. Vendor's References as provided in Section A.2 of the SOQ. The review will include verification of references submitted, a review of the Contractor Alert Reporting Database, if applicable, reflecting past performance history on County or other contracts, and a review of terminated contracts.

- c. A review to determine the magnitude of any pending litigation or judgments against Vendor as provided in Section A.3 of the SOQ.

### **8.1.3 Vendor's Approach to Providing Required Services (Section B)**

The County will review the Vendor's approach, methodology, and key staff to meet the requirements to Attachment 1 (Statement of Work) provided in Section B of the SOQ.

### **8.1.3 Required Forms (Section C)**

The County will review all forms listed in Paragraph 7.4.3 (Required Forms) above and included in Section C of the SOQ.

### **8.1.4 Proof of Insurability (Section D)**

The County will review the proof of insurability provided in Section D of the SOQ.

### **8.1.5 Proof of Licenses, Certifications, Memberships, and Permits (Section E)**

The County will review the proof of licenses, certifications, memberships, and permits provided in Section E of the SOQ.

## **8.2 SOQ Evaluation Overview**

SOQs that have met the Minimum Mandatory Qualifications [as specified in Paragraph 8.8.1 (Adherence to Minimum Mandatory Qualifications) above], will be evaluated for quality and evidence provided in support of Vendor's ability to meet the requirements of this RFSQ, and scored based on the evaluation criteria listed in Paragraphs 8.2.1 and 8.2.2 below.

The County reserves the sole right to judge the contents of the SOQs submitted pursuant to this RFSQ and to review, evaluate, and select the successful SOQs. Evaluation of the SOQs will be made by an evaluation committee selected by the Department. The committee will evaluate all SOQs and will use the evaluation approach described herein to select prospective Vendors. The evaluation committee may utilize the services of appropriate experts to assist in this evaluation. In the event that more than six SOQs are received, the Department will select the top six scoring SOQs for recommendation for award of a Master Agreement; however, the Department may choose to increase or decrease the number of awarded Master Agreements based on the Department's needs, per Paragraph 2.4 (Master Agreement Process) of this RFSQ.

### **8.2.1 Vendor's Qualifications (70%)**

Vendor will be evaluated based on its qualifications, background, experience, and capacity as a corporation or other entity to perform the required services based on information provided in Section A of its SOQ.

### **8.2.2 Vendor's Proposed Organizational Structure and Key Staff (30%)**

Vendor will be evaluated on its management and key staff resources as submitted in Section B of the SOQ.

- 8.2.3 The six highest ranked Vendors will be invited to negotiate fees that are fair and reasonable to the County for the scope of services.
- 8.2.4 Upon conclusion of negotiations, Master Agreements will be executed with all Vendors determined to be qualified.
- 8.2.5 All qualified Contractors will be ranked in accordance with their evaluation score, with Contractors scoring higher placed on the rotation list.

### **8.3 Master Agreement Award**

Vendors who are notified by the Department that they appear to have the necessary qualifications and experience (i.e., they are qualified) may still not be recommended for a Master Agreement if other requirements necessary for award have not been met. Other requirements may include acceptance of the terms and conditions of the Master Agreement, and/or satisfactory documentation that required insurance will be obtained. Only when all such matters have been demonstrated to the Department's satisfaction can a Vendor, which is otherwise deemed qualified, be regarded as "selected" for recommendation of a Master Agreement.

The Department will execute Board-authorized Master Agreements with each selected Vendor. All Vendors will be informed of the final selections.

## **9.0 PROTEST PROCESS OVERVIEW**

### **9.1 Solicitation Requirements Review**

9.1.1. Any person or entity may seek a Solicitation Requirements Review by submitting Appendix C (Transmittal to Request a Solicitation Requirements Review) to this RFSQ, to the Department, as described in this Paragraph. A request for a Solicitation Requirements Review may be denied, in the Department's sole discretion, if the request does not satisfy all of the following criteria:

- a. The request for a Solicitation Requirements Review is made within ten business days of the issuance of the solicitation document,
- b. The request includes documentation (e.g., letterhead, business card, etc.), which identifies the underlying authority of the person or entity to submit a SOQ,
- c. The request itemizes in appropriate detail, each matter contested and factual reasons for the requested review, and
- d. The request asserts that either:
  - i. Application of the Minimum Mandatory Qualifications and/or review criteria unfairly disadvantages the person or entity, or
  - ii. Due to unclear instructions, the process may result in the County not receiving the best possible responses from prospective Vendor.

9.1.2 All requests for Solicitation Requirements Review must be e-mailed to:

Attention: Joanna Kim  
E-mail address: [jykim@lasd.org](mailto:jykim@lasd.org)

9.1.3 A Solicitation Requirements Review will be completed and the Department's determination will be provided to the requesting person or entity, in writing, within a reasonable time prior to the SOQ due date.

## **9.2 Disqualification Review**

9.2.1 An SOQ may be disqualified from consideration because the Department determined it was non-responsive at any time during the review process. If the Department determines that an SOQ is disqualified due to non-responsiveness, the Department will notify Vendor in writing.

9.2.2 Upon receipt of the written determination of non-responsiveness, Vendor may submit a written request for a Disqualification Review within the timeframe specified in the written determination.

9.2.3 A request for a Disqualification Review may, in the Department's sole discretion, be denied if the request does not satisfy all of the following criteria:

- a. The request for a Disqualification Review is submitted timely (i.e., by the date and time specified in the written determination), and
- b. The request for a Disqualification Review asserts that the Department's determination of disqualification due to non-responsiveness was erroneous and provides factual support on each ground asserted as well as copies of all documents and other material that support the assertions.

The Disqualification Review will be completed and the determination will be provided to the requesting Vendor, in writing, prior to the conclusion of the review process.