



# **LOS ANGELES COUNTY SHERIFF'S DEPARTMENT**

## **REQUEST FOR PROPOSALS FOR ARMED AND UNARMED SECURITY GUARD SERVICES**

**RFP No. 692-SH**

**MAY 2024**

**Prepared By  
County of Los Angeles**

These guidelines are intended to provide general information only and are subject to revision. The rights and obligations of any party contracting with the County will be determined in accordance with the terms of the applicable contract and applicable law.

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### APPENDICES

- A Contract:** Identifies the terms and conditions in the Contract.
- Exhibit A Statement of Work
  - Exhibit B Statement of Work Attachments
  - Exhibit C Pricing Schedule [Not attached to Appendix A, Contract; See Exhibit 8 (Pricing Schedule) of Appendix B (Required Forms)]
  - Exhibit D County Administration
  - Exhibit E Contractor Administration
  - Exhibit F Form(s) Required at the Time of Contract Execution
    - Exhibit F1 Contractor Acknowledgement and Confidentiality Agreement
    - Exhibit F2 Contractor Acknowledgement and Confidentiality Agreement
    - Exhibit F3 Contractor Non-Employee Acknowledgement and Confidentiality Agreement
  - Exhibit G Safely Surrendered Baby Law
  - Exhibit H Payroll Statement of Compliance
  - Exhibit I Health Insurance Portability Accountability Act (HIPAA) Agreement
  - Exhibit J Charitable Contributions Certification (if applicable)
  - Exhibit K Performance Requirements Summary (PRS) Chart
  - Exhibit L Contract Discrepancy Report (CDR)
  - Exhibit M Living Wage Program Staffing Plan by SPA [Not attached to Contract; See Exhibit 10 (Living Wage Program Staffing Plan by SPA, Appendix B (Required Forms)]
- B Required Forms:** Forms that must be completed and included in the proposal.
- C Solicitation Requirements Review (SRR) Request:** Transmittal form sent to Department requesting a Solicitation Requirements Review.
- D Background and Resources: California Charities Regulation:** An information sheet intended to assist nonprofit agencies with compliance with SB 1262 - the Nonprofit Integrity Act of 2004 and identify available resources. (If applicable)

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- E**     **Guidelines for Assessment of Proposer Labor Law/Payroll Violations:**  
Guidelines that will be used to determine whether the County will deduct evaluation points for labor/law payroll violations.

## 1.0 SOLICITATION INFORMATION AND MINIMUM MANDATORY REQUIREMENTS

1.	<b>RFP Release Date</b>	May 2, 2024
2.	<b>RFP Contact</b>	Isabel Ibarra, Contract Analyst Email: icibarra@lasd.org
3.	<b>Request for a Solicitation Requirements Review Due</b>	May 15, 2024
4.	<b>Deadline to Register for Mandatory Proposer's Conference</b>	May 15, 2024
5.	<b>Mandatory Proposer's Conference</b>	May 22, 2024
6.	<b>Written Questions Due</b>	May 29, 2024
7.	<b>Submission of Application for Exemption to Living Wage Program Due</b>	May 24, 2024
8.	<b>Questions and Answers Released via Addendum</b>	June 7, 2024
9.	<b>Proposals Due (Pacific Time)</b>	By 12 PM on June 21, 2024
10.	<b>Anticipated Contract Term</b>	January 1, 2025, through June 30, 2030, plus two one-year option periods.
11.	<b>Minimum Mandatory Requirements (MMRs)</b>	Refer to Paragraph 4.0 (Proposer's Minimum Mandatory Requirements) of this RFP

## **2.0 INTRODUCTION**

- 2.1 The Los Angeles County (County) Sheriff's Department (Department) is issuing this Request for Proposals (RFP) to solicit proposals from vendors that can provide armed and unarmed security guard services.
- 2.2 The Department is responsible for providing security in facilities, offices, and clinics (Locations) throughout the County. As such, the Department requires vendor(s) to provide armed and unarmed Security Guards and Security Guard Supervisors, twenty-four hours a day, seven days a week, including County-recognized holidays. Locations are grouped within eight Service Planning Areas (SPAs) in the County and divided into two operational Areas (North Area and South Area), as specified in Attachment 2 (Minimum Staffing Plan by SPA) of Exhibit B [Statement of Work (SOW) Attachments] of this RFP.
- 2.3 County will award Contract(s), by Area, in order of deployment, as follows: North Area (SPAs 1, 2, 3, 4, 5, and 7) and South Area (SPAs 6, 7, and 8), with specific Locations assigned to either Area. It is County's intent to enter into Contract(s) with one or two selected Proposers. A Proposer may be awarded a Contract for the provision of armed and unarmed security guard services within one Area or both North and South Areas.
- 2.4 Titles, captions, and headings contained in this solicitation are inserted as a matter of convenience and for reference and are not intended and must not be deemed or construed to define, limit, extend or otherwise describe the scope or any provision of this solicitation.

## **3.0 PURPOSE - CONTRACT FOR ARMED AND UNARMED SECURITY GUARD SERVICES**

### **3.1 Statement of Work (SOW)**

The Department requires vendor(s) to provide trained and certified, professional, courteous, uniformed, and equipped armed and unarmed Security Guards and Security Guard Supervisors, twenty-four hours a day, seven days a week, including County-recognized holidays at Locations throughout County. Contractor will be expected to implement the requirements outlined in Exhibit A (Statement of Work) of this RFP.

### **3.2 Contract: County Terms and Conditions**

Contractor will be expected to implement the requirements outlined in Appendix A (Contract) of this RFP.

#### **3.2.1 Anticipated Contract Term**

The Contract term is anticipated to commence on January 1, 2025, following Board of Supervisors (Board) award, and terminate on June 30, 2030.

The County will have the option, at the Department's sole discretion and upon notice to Contractor(s) prior to the end of the initial Contract term or subsequent option periods, to extend the term of the Contract for up to two additional one-year option periods. Each one-year option period shall be in the form of a written Amendment pursuant to Paragraph 8.1 (Amendments and Change Notices) of Appendix A (Contract) of this RFP.

### **3.2.2 Contract Rates**

The Contract rates will remain firm and fixed for the term of the Contract, including the two one-year option periods. It is the responsibility of the Proposer, in calculating the proposal price, to take into consideration the possible escalation of material and other costs during the term of the Contract. The County reserves its exclusive right to amend the Contract to increase or decrease the number of Locations, hours of service, or level of staffing.

### **3.2.3 Days of Operation**

Contractor will be required to provide armed and unarmed security guard services during each County business day, weekends, and holidays as required in Exhibit A (Statement of Work) of this RFP.

### **3.2.4 Indemnification and Insurance**

Contractor will be required to comply with the provisions contained in Paragraph 8.23 (Indemnification) of Appendix A (Contract) of this RFP. Contractor must procure, maintain, and provide to the County proof of insurance coverage for all the programs of insurance along with associated amounts specified in Paragraph 8.24 (General Provisions for all Insurance Coverage) and Paragraph 8.25 (Insurance Coverage) of Appendix A (Contract) of this RFP.

## **4.0 PROPOSER'S MINIMUM MANDATORY REQUIREMENTS**

Interested and qualified Proposers that can demonstrate their ability and qualifications to successfully provide the armed and unarmed security guard services, outlined in Exhibit A (Statement of Work) of this RFP, are invited to submit a proposal(s), provided they meet the following minimum mandatory requirements:

- 4.1 Proposer must have a minimum of five consecutive years' experience within the last seven years providing both armed and unarmed security guard services equivalent or similar to the services identified in Exhibit A (Statement of Work) of this RFP, with a minimum aggregate total of 600 both armed and unarmed Security Guards, at all times, located in one or multiple Locations.

Proposer must provide reference(s) that verify this minimum mandatory requirement and include complete start dates, complete end dates, name



of agency, number of armed and unarmed Security Guards, and a description of services provided.

- 4.2 Proposer must have a minimum of five consecutive years' experience within the last seven years providing both armed and unarmed security guard services to at least one facility that operates as a health facility, health clinic for mental/behavioral health, and/or correctional/custody facility.

Proposer must provide reference(s) to verify this minimum mandatory requirement and include complete start dates, complete end dates, name of agency, number of armed and unarmed Security Guards, and a description of services provided.

- 4.3 Proposer must have the capability to provide varying numbers of Security Guards and Security Guard Supervisors and must provide a minimum of five percent additional Security Guards and Security Guard Supervisors who are cleared, trained, certified, and equipped for deployment at any time by the Proposer throughout the term of the Contract.

Verification of this minimum mandatory requirement will be conducted with a review of the Proposer's submitted Exhibit 10 (Living Wage Program Staffing Plan) of Appendix B (Required Forms) of this RFP, for the concerned Area.

- 4.4 If Proposer's compliance with a County contract has been reviewed by the Department by the Auditor-Controller within the last ten years, Proposer 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.
- 4.5 Proposal must be submitted by the proposal due date and time identified in Paragraph 1.0 (Solicitation Information and Minimum Mandatory Requirements) of this RFP.
- 4.6 Proposer must have attended the Mandatory Proposer's Conference identified in Paragraph 8.4 (Mandatory Proposer's Conference) of this RFP.

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

### **5.1 Representations Made Prior to Contract Execution**

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

## **5.2 Final Contract Award by the Board of Supervisors**

Notwithstanding a recommendation of a department, agency, individual, or other, the Board retains the right to exercise its judgment concerning the selection of a proposal and the terms of any resultant contract, and to determine which proposal best serves the interests of the County. The Board is the ultimate decision-making body and makes the final determinations necessary to arrive at a decision to award, or not award, a contract.

## **5.3 County's Option to Reject Proposals or Cancel the RFP**

Proposers are hereby advised that this RFP is a solicitation for proposals only, and is not intended, and is not to be construed as, an offer to enter into a contract or as a promise to engage in any formal competitive bidding or negotiations pursuant to any statute, ordinance, rule, or regulation. The County may, at its sole discretion, reject any or all proposals submitted in response to this RFP or may, in its sole discretion, reject all proposals and cancel this RFP in its entirety. The County will not be liable for any costs incurred by the Proposer in connection with the preparation and submission of any proposal. The County reserves the right to waive inconsequential disparities in a submitted proposal.

## **5.4 County's Right to Amend Request for Proposals**

The County has the right to amend the RFP 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 RFP. Should such addendum require additional information not previously requested, failure to address the requirements of such addendum may result in the proposal being found non-responsive and 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.

## **5.5 Background and Security Investigations**

At any time prior to or during the term of the Contract, all Contractor staff, subcontractors, and agents of Contractor (collectively herein "Contractor's Staff") performing services under the Contract will be required to undergo and pass a background investigation to the satisfaction of the County as a condition of beginning and continuing to provide services under the Contract, as described in Paragraph 7.5 (Background and Security Investigations) of Appendix A (Contract) and Paragraph 6.3.2 (Background Investigations) of Exhibit A (Statement of Work) of this RFP. All fees associated with obtaining the background information are borne by

Contractor regardless of whether Contractor's staff passes or fails the background clearance investigation.

## **6.0 NOTIFICATION TO PROPOSERS**

### **6.1 Public Records Act**

6.1.1 Responses to this solicitation will become the exclusive property of the County. Absent extraordinary circumstances, the recommended Proposer's proposal will become a matter of public record when (1) Contract negotiations are complete; (2) Department receives a letter from the recommended Proposer's authorized officer that the negotiated Contract is the firm offer of the recommended Proposer; and (3) Department releases a copy of the recommended Proposer's proposal in response to a Notice of Intent to Request a Proposed Contractor Selection Review under Board Policy No. 5.055 ([Services Contract Solicitation Protest](#)).

Notwithstanding the above, absent extraordinary circumstances, all proposals will become a matter of public record when the Department's Proposer recommendation appears on the Board agenda.

Exceptions to disclosure are those parts or portions of all proposals that are justifiably defined as business or trade secrets, and plainly marked by the Proposer as "Trade Secret," "Confidential," or "Proprietary."

6.1.2 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 proposal as confidential will not be deemed sufficient notice of exception. Proposers must specifically label only those provisions of their respective proposal which are "Trade Secrets," "Confidential," or "Proprietary," in nature.

6.1.3 In the event the County is required to defend an action on a Public Records Act request for any of the aforementioned documents, information, books, records, and/or contents of a proposal marked "Confidential," "Trade Secrets," or "Proprietary." Proposer agrees to defend and indemnify County from all costs and expenses, including reasonable attorneys' fees, incurred in connection with any action, proceedings, or liability arising in connection with the Public Records Act request.

### **6.2 Contact with County Personnel**

6.2.1 All contact regarding this RFP or any matter relating thereto must be in writing, and e-mailed to:

Isabel Ibarra, Contract Analyst  
e-mail address: [icibarra@lasd.org](mailto:icibarra@lasd.org)

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

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

Prior to a contract award, all potential contractors must register in the County's WebVen. WebVen contains the 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: <http://camisvr.co.la.ca.us/webven/>.

### **6.4 Protest Policy Review Process**

6.4.1 Under Board Policy No. 5.055 ([Services Contract Solicitation Protest](#)) any prospective Proposer may request a review of the requirements under a solicitation for a Board-approved services contract, as described in Paragraph 6.4.3 (Grounds for Review) below. Additionally, any actual Proposer may request a review of a disqualification or of a proposed contract award under such a solicitation, as described respectively in the Paragraphs below. It is the responsibility of the Proposer challenging the decision of a County Department to demonstrate that the Department committed a sufficiently material error in the solicitation process to justify invalidation of a proposed contract award.

6.4.2 Throughout the review process, County has no obligation to delay or otherwise postpone an award of Contract based on a Proposer 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.

#### **6.4.3 Grounds for Review**

Unless state or federal statutes or regulations otherwise provide, the grounds for review of a solicitation for a Board-approved services contract provided for under Board Policy No. 5.055 ([Services Contract Solicitation Protest](#)) are limited to the following:

6.4.3.1 Solicitation Requirements Review as referenced in Paragraph 10.1 (Solicitation Requirements Review) of this RFP.

6.4.3.2 Disqualification Review as referenced in Paragraph 10.2 (Disqualification Review) of this RFP.

6.4.3.3 Department's Proposed Contractor Selection Review as referenced in Paragraph 10.3 (Department's Proposed Contractor Selection Review) of this RFP.

## **6.5 Conflict of Interest**

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

## **6.6 Determination of Proposer Responsibility**

6.6.1 A responsible Proposer is a Proposer who has demonstrated the attribute of trustworthiness, as well as quality, fitness, capacity and experience to satisfactorily perform the requirements of the Contract. It is the County's policy to conduct business only with responsible Proposers.

6.6.2 Proposers are hereby notified that, in accordance with [Chapter 2.202 of the County Code](#), the County may determine whether Proposer is responsible based on a review of Proposer'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 Proposer against public entities. Labor law violations which are the fault of the subcontractors and of which Proposer had no knowledge must not be the basis of a determination that Proposer is not responsible.

6.6.3 The County may declare a Proposer to be non-responsible for purposes of the Contract if the Board, in its discretion, finds that Proposer has done any of the following: (1) violated a term of a contract with County or a nonprofit corporation created by the County; (2) committed an act or omission which negatively reflects on Proposer'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; (3) committed an act or omission which indicates a lack of business integrity or business honesty; or (4) made or submitted a false claim against the County or any other public entity.

6.6.4 If there is evidence that the apparent highest ranked Proposer may not be responsible, the Department will notify Proposer in writing of the evidence relating to Proposer's responsibility, and its intention to

recommend to the Board that the Proposer be found not responsible. The Department will provide Proposer and/or Proposer's representative with an opportunity to present evidence as to why Proposer should be found to be responsible and to rebut evidence which is the basis for the Department's recommendation.

6.6.5 If Proposer 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 the Proposer will reside with the Board.

6.6.6 These terms will also apply to proposed subcontractors of Proposers on County contracts.

## **6.7 Proposer Debarment**

6.7.1 Proposer is hereby notified that, in accordance with [Chapter 2.202 of the County Code](#), the County may debar Proposer 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 Proposer's existing contracts with the County, if the Board finds, in its discretion, that Proposer has done any of the following: (1) violated a term of a contract with the County or a nonprofit corporation created by the County; (2) committed an act or omission which negatively reflects on Proposer'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; (3) committed an act or offense which indicates a lack of business integrity or business honesty; or (4) made or submitted a false claim against the County or any other public entity. These terms will also apply to proposed subcontractors of Proposers on County contracts.

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

## **6.8 Improper Considerations**

### **6.8.1 Attempt to Secure Favorable Treatment**

It is improper for any County officer, employee, or agent to solicit consideration, in any form, from a Proposer with the implication, suggestion or statement that the Proposer's provision of the consideration may secure more favorable treatment for the Proposer

in the award of the Contract or that the Proposer's failure to provide such consideration may negatively affect the County's consideration of the Proposer's submission. A Proposer 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 the Contract.

### **6.8.2 Notification to County**

A Proposer 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 the Proposer's submission being eliminated from consideration.

### **6.8.3 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.

## **6.9 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 [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 Proposer to review the ordinance independently as the text of said ordinance is not contained within this RFP. 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 Proposer 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.

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

6.10.1 As a threshold requirement for consideration for contract award, Proposers 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 qualifications for that

opening. Proposers must attest to a willingness to provide employed GAIN/START participants access to Proposers' employee mentoring program, if available, to assist these individuals in obtaining permanent employment and/or promotional opportunities.

- 6.10.2 Proposers who are unable to meet this requirement will not be considered for contract award. Proposers must submit a completed Exhibit 2 (Certification of Compliance) of Appendix B (Required Forms) of this RFP, along with their proposal.

## **6.11 Jury Service Program**

- 6.11.1 The prospective Contract is subject to the requirements of the County's Contractor Employee Jury Service Ordinance ("Jury Service Program") ([Los Angeles County Code, Chapter 2.203](#)). Prospective Contractors should carefully review Paragraph 8.8 (Compliance with the County's Jury Service Program) of Appendix A (Contract) of this RFP, both of which are incorporated by reference into and made a part of this RFP. The Jury Service Program applies to both Contractors and their subcontractors.

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

- 6.11.2 Contractor must certify compliance with the County's Contractor Employee Jury Service Ordinance in Exhibit 2 (Certification of Compliance) of Appendix B (Required Forms) of this RFP. 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 the Contractor must so indicate in Exhibit 2 (Certification of Compliance) of Appendix B (Required Forms) of this RFP, 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. County's decision will be final.

## **6.12 Living Wage Program**

- 6.12.1 The prospective Contract is subject to the requirements of the County's Living Wage Program ([Los Angeles County Code Chapter 2.201](#)). Prospective Contractors should reference the Living Wage Ordinance and Paragraph 9.1 (Compliance with the County's Living Wage Program) of Appendix A (Contract) of this RFP. The Living Wage Program applies to both Contractors and



their subcontractors. Proposals that fail to comply with the requirements of the Living Wage Program may be considered non-responsive and excluded from further consideration.

- 6.12.2 The Living Wage Program requires Contractors and their subcontractors to pay their full time and part-time employees providing services to the County no less than a living wage. Contractors must pay employees a Living Wage for services provided to the County of no less than the hourly rates, effective as follows:

<b>Effective Date</b>	<b>Hourly Rate</b>
January 1, 2022	\$17.14
January 1, 2023	\$18.49
January 1, 2024	\$18.86
January 1, 2025	CPI

Every January 1, the Living Wage rate is adjusted based on the U.S. Department of Labor, Bureau of Labor Statistics' Consumer Price Index (CPI) for the Los Angeles-Riverside-Orange County Area for the 12-month period preceding July 1 of each year.

- 6.12.3 If the Contract involves the provision of services which were previously provided under a contract that was or will be terminated prior to its expiration, then Contractor is required to provide employment for the predecessor Contractor's employees. Contractor must offer employment to all such retention employees who are qualified for such jobs and who were employed by the predecessor Contractor for at least six months prior to the new Contract. However, Contractor is not required to hire a retention employee who has been convicted of a crime related to the job or the employee's job performance or who fails to meet any other County requirement for employees of Contractor. Contractor may not terminate a retention employee for the first 90 Days of employment under the Contract, except for cause. Thereafter, Contractor may retain a retention employee on the same terms and conditions as Contractor's other employees.
- 6.12.4 Throughout the term of the Contract, Contractor and its subcontractor(s) will be required to submit periodic monitoring reports for each employee providing services under the Contract, certifying under penalty of perjury, the hours worked, and wages paid.

- 6.12.4.1 At any time during the term of the Contract, the County may conduct an audit of Contractor's records as well as field visits with Contractor's employees to ascertain compliance with the Living Wage Program.
- 6.12.4.2 Contractor will be required to place specified Living Wage posters at Contractor's place of business and Locations where Contractor's employees are working. Contractor will also be required to distribute County provided notices to each of its employees providing services to the County at least once per year.
- 6.12.5 Violations of the provisions of the Living Wage Program will subject Contractor to withholding of monies owed to the Contractor under the Contract, liquidated damages, possible termination and/or debarment from future County contracts in accordance with [Los Angeles County Code, Chapter 2.202](#).
- 6.12.6 Contractors that submit false information may be barred from participating in the prospective Contract and future County contracts in accordance with [Los Angeles County Code, Chapter 2.202](#).

### **6.13 Pending Acquisitions/Mergers by Proposing Company**

Proposer must notify the County of any pending acquisitions/mergers of its company unless otherwise legally prohibited from doing so. If Proposer is restricted from legally notifying the County of pending acquisitions/ mergers, then it must 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 the Proposer in Exhibit 1 (Proposer's Organization Questionnaire/Affidavit) of Appendix B (Required Forms) of this RFP. Failure of the Proposer to provide this information may eliminate its proposal from any further consideration. Proposer will have a continuing obligation to notify the County and update any changes to its response in Exhibit 1 (Proposer's Organization Questionnaire/Affidavit) of Appendix B (Required Forms) of this RFP, during the solicitation.

### **6.14 Charitable Contributions Compliance (if applicable)**

- 6.14.1 California's "Supervision of Trustees and Fundraisers for Charitable Purposes Act" regulates receiving and raising charitable contributions. Among other requirements, those subject to the Charitable Purposes Act must register. The 2004 Nonprofit Integrity Act (SB 1262, Chapter 919) increased Charitable Purposes Act requirements. Prospective Contractors should carefully read Appendix D (Background and Resources: California Charities

Regulation). These rules cover California public benefit corporations, unincorporated associations, and trustee entities and may include similar foreign corporations doing business or holding property in California. The Nonprofit Integrity Act contains substantive requirements affecting executive compensation, fund-raising practices and documentation. Charities with over \$2,000,000 of revenues (excluding funds that must be accounted for to a governmental entity) also have specific audit requirements.

- 6.14.2 All prospective Contractors must determine if they receive or raise charitable contributions which subject them to the Charitable Purposes Act and complete the certification form attached as Exhibit 2 (Certification of Compliance) in Appendix B (Required Forms). A completed Exhibit 2 (Certification of Compliance) of Appendix B (Required Forms) of this RFP is a required part of any contract with the County.
- 6.14.3 Prospective County Contractors that do not complete Exhibit 2 (Certification of Compliance) of Appendix B (Required Forms) as part of the solicitation process may, at the County's sole discretion, be disqualified from contract award. A County Contractor that fails to comply with its obligations under the Charitable Purposes Act is subject to either contract termination or debarment proceedings or both. ([County Code Chapter 2.202](#)).

## **6.15 Defaulted Property Tax Reduction Program**

- 6.15.1 The prospective Contract is subject to the requirements of the County's Defaulted Property Tax Reduction Program ("Defaulted Tax Program"), ([Los Angeles County Code, Chapter 2.206](#)). Prospective Contractors should reference the pertinent provisions in Paragraphs 8.51 (Warranty of Compliance with County's Defaulted Property Tax Reduction Program) and 8.52 (Termination for Breach of Warranty to Maintain Compliance with County's Defaulted Property Tax Reduction Program) of Appendix A (Contract), both of which are incorporated by reference into and made a part of this RFP solicitation. The Defaulted Tax Program applies to both Contractors and their subcontractors.
- 6.15.2 Proposers will be 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 Contract 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) of this RFP. 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 ([Los Angeles County Code, Chapter 2.202](#)).

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

## **6.16 County's Commitment to Zero Tolerance Policy on Human Trafficking**

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

Contractors are required to complete Exhibit 2 (Certification of Compliance) of Appendix B (Required Forms) of this RFP, certifying that they are in full compliance with the County's Zero Tolerance Policy on Human Trafficking provision as defined in Paragraph 8.54 (Compliance with County's Zero Tolerance Policy on Human Trafficking) of Appendix A (Contract) of this RFP. Further, Contractors are required to comply with the requirements under said provision for the term of any Contract awarded pursuant to this solicitation.

## **6.17 Intentionally Omitted - Integrated Pest Management (IPM) Property Compliance**

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

- 6.18.1 The County, at its sole discretion, has determined that the most efficient and secure default form of payment for goods and/or services provided under a contract 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).
- 6.18.2 Upon Contract 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.
- 6.18.3 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.

6.18.4 Upon Contract award or at any time during the duration of the Contract, 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.

### **6.19 Proposer's Acknowledgment of County's Commitment to Fair Chance Employment Hiring Practices**

6.19.1 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](#).

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

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

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

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

6.21.1 The County has adopted a Community Business Enterprise (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 Proposer's CBE participation must be reflected in Exhibit 5 [Community Based Enterprise (CBE) Information] form in Appendix B (Required Forms) of this RFP.

- 6.21.2 All Proposers must document the efforts it has taken to assure that CBEs are utilized, when possible, to provide supplies, equipment, technical services, and other services under the Contract. Proposer must make documents related to these efforts available to the County upon request.
- 6.21.3 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 the Proposer's ability to provide the best service and value to the County.
- 6.21.4 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).

## **7.0 COUNTY'S PREFERENCE PROGRAMS**

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

- 7.1.1 The County has three preference programs: the Local Small Business Enterprise (LSBE), Disabled Veteran Business Enterprise (DVBE), and 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.
- 7.1.2 The Preference Programs (LSBE, DVBE, and SE) require that a business complete certification prior to requesting a preference in a solicitation. This program and how to obtain certification are further explained in Paragraphs 7.2 [Local Small Business Enterprise (LSBE) Preference Program], 7.3 [Social Enterprise (SE) Preference Program], and 7.4 [Disabled Veteran Business Enterprise (DVBE) Preference Program] of this RFP. Additional information on County's preference programs is also available on the Department of Consumer and Business Affairs (DCBA) website at: <http://dcba.lacounty.gov>.
- 7.1.3 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.

- 7.1.4 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.

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

- 7.2.1 The County will apply the LSBE preference during the solicitation process to businesses that meet the definition of an LSBE for solicitations not subject to the federal restriction on geographical preferences, consistent with [Chapter 2.204 of the Los Angeles County Code](#).
- 7.2.2 The business must be certified by DCBA prior to requesting the LSBE preference in a solicitation. To apply for certification as a LSBE, businesses should contact DCBA at <http://dcba.lacounty.gov>.
- 7.2.3 Businesses requesting the LSBE preference must complete and submit Exhibit 3 (Request for Preference Consideration) of Appendix B (Required Forms) of this RFP and submit their LSBE certification approval letter (“Certification for Non-Federally Funded Solicitations”) from the DCBA with their proposal(s).

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

- 7.3.1 The County will apply the SE preference during the solicitation process to businesses that meet the definition of an SE for solicitations not subject to the federal restriction on geographical preferences, consistent with [Chapter 2.205 of the Los Angeles County Code](#).
- 7.3.2 The business must be certified by DCBA, prior to requesting the SE preference in a solicitation. To apply for certification as an SE, businesses should contact DCBA at <http://dcba.lacounty.gov>.
- 7.3.3 Businesses requesting the SE preference must complete and submit Exhibit 3 (Request for Preference Consideration) of Appendix B (Required Forms) of this RFP and submit their SE certification approval letter (“Certification for Non-Federally Funded Solicitations”) from the DCBA with their proposal.

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

- 7.4.1 The County will apply the DVBE preference during the solicitation process to businesses that meet the definition of a DVBE, consistent with [Chapter 2.211 of the Los Angeles County Code](#).
- 7.4.2 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 <http://dcba.lacounty.gov>.

7.4.3 Businesses requesting the DVBE preference must complete and submit Exhibit 3 (Request for Preference Consideration) of Appendix B (Required Forms) of this RFP and submit their DVBE certification approval letter from the DCBA with their proposal.

## **7.5 Preference Program Enterprise (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 County Departments. Prompt payment is defined as fifteen 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).

## **8.0 BUSINESS PROPOSAL REQUIREMENTS AND EVALUATION**

This Paragraph 8.0 (Proposal Requirements and Evaluation) contains key project dates and activities, provides Proposers with proposal submission requirements and submittal instructions, and identifies evaluation criteria.

### **8.1 Truth and Accuracy of Representations**

False, misleading, incomplete, or deceptively unresponsive statements in connection with a proposal will be sufficient cause for rejection of the proposal. The evaluation and determination in this area will be at the Sheriff's sole judgment and his/her judgment will be final. All proposals must be firm and final offers and may not be withdrawn for a period of 365 Days following the final proposal submission date.

### **8.2 Proposers' Questions**

8.2.1 Proposers may submit written questions regarding this RFP by e-mail to: Isabel Ibarra at [icibarra@lasd.org](mailto:icibarra@lasd.org). All questions must be received by the date and time specified in Paragraph 1.0 (Solicitation Information and Minimum Mandatory Requirements) of this RFP. All questions, without identifying the submitting company, will be compiled with the appropriate answers, and issued as an addendum to the RFP.

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

### **8.3 Submission of Application for Exemption to Living Wage Program**

8.3.1 If a Proposer believes that it does not fall within the Living Wage Program's definition of Employer or that it meets the exception to the Living Wage Program, then Proposer must complete Exhibit 9



(Application for Exemption) of Appendix B (Required Forms) of this RFP, and submit to County, by the date and time specified in Paragraph 1.0 (Solicitation Information and Minimum Mandatory Requirements) of this RFP and include in its submission all necessary documentation to support the claim such as a collective bargaining agreement, if applicable. Upon reviewing Proposer's application, the County will determine, in its sole discretion, whether Proposer falls within the definition of Employer or meets the exception to the Living Wage Program. The County's decision will be final.

- 8.3.2 Note that the collective bargaining agreement exception applies if it is demonstrated to the County that the agreement is bona fide and that the agreement expressly provides that it supersedes all of the provisions of the Living Wage Program, or (if not all) those specific provisions that are superseded. Contractor is subject to any provision of the Living Wage Program not expressly superseded by the collective bargaining agreement.

#### **8.4 Mandatory Proposers' Conference**

- 8.4.1 A Mandatory Proposers' Conference will be held to discuss the RFP and Living Wage Requirements. County staff will respond to questions from potential Proposers. All potential Proposers **must** attend this Mandatory Proposers' Conference in its entirety, or their proposals will be rejected as non-responsive (disqualified) without review and eliminated from further consideration.

The conference is scheduled as follows:

May 22, 2024

8:30 AM (Pacific Time)

Address of location will be emailed at a later date.

- 8.4.2 To register for the Mandatory Proposers' Conference, Proposers are required to submit a list of attendees by close of business in accordance with Paragraph 1.0 (Solicitation Information and Minimum Mandatory Requirements) of this RFP to Contract Analyst Isabel Ibarra ([icibarra@lasd.org](mailto:icibarra@lasd.org)). The maximum number of attendees per potential Proposer is three. Only potential Proposers who have successfully provided notice of attendance by the date and time specified will be provided access to the conference.
- 8.4.3 County staff will make a reasonable attempt to respond to questions from potential Proposers. However, all subsequent written answers to the questions will supersede verbal responses provided at the Mandatory Proposers' Conference.

- 8.4.4 Interested Proposers are strongly encouraged to review the RFP and Appendices and begin preparation of their proposals prior to the Mandatory Proposers' Conference.
- 8.4.5 Proposers are strongly encouraged to have a copy of the RFP readily available during the Mandatory Proposers' Conference.

## **8.5 Preparation of the Proposal**

- 8.5.1 Two separate proposals must be submitted - a Business Proposal and a Cost Proposal. All proposals must be bound and submitted in the prescribed format as specified in Paragraph 8.9 (Proposal Submission) of this RFP. Any proposal that deviates from this format may be rejected as non-responsive without review at the County's sole discretion.
- 8.5.2 Proposers are not required to submit a proposal on the two Areas; however, they may submit proposals on one or both Areas. Proposers who intend to submit proposals on the two Areas must submit two separate Business Proposals, one Business Proposal for the North Area and one Business Proposal for the South Area; and submit two separate Cost Proposals, one Cost Proposal for the North Area and one Cost Proposal for the South Area.

## **8.6 Business Proposal Requirements and Evaluation (70%)**

Any reviews conducted during the evaluation of the proposal may result in a point reduction. The Business Proposal must include a comprehensive response to all sections below. The content and sequence of the proposal must be as follows:

### **Business Proposal Format:**

#### **Title: Proposal for North Area or South Area**

##### **8.6.1 Table of Contents**

List all material included in the Proposal. Include a clear definition of the material, identified by sequential page numbers and by Section and Paragraph reference numbers.

##### **8.6.2 Executive Summary (Section A)**

The proposal must include an Executive Summary of the Proposer's understanding of the project. The Executive Summary must condense and highlight the contents of the Proposer's Business Proposal to provide the County with a broad understanding of the Proposer's approach, qualifications, experience and staffing.

##### **8.6.3 Proposer's Qualifications (Section B) (30%)**

Proposer's response must clearly describe the Proposer's qualifications, background, experience, financial stability, resources,

and capability to provide and perform the required services. Proposer will be evaluated on their experience and capacity as a corporation or other entity to perform the required services based on the information provided in this Section B.

#### **8.6.3.1 Proposer's Background and Experience (Section B.1)**

Proposer must provide specific details of relevant background information and experience to demonstrate that the Proposer meets or exceeds the Minimum Mandatory Requirements as stated in Paragraph 4.0 (Proposer's Minimum Mandatory Requirements) of this RFP and has the financial capability/stability, background, experience, and resources to provide and to perform the required armed and unarmed security guard services as a corporation or other entity.

The following subsections must also be included in this Section B1 (Proposer's Background and Experience) of the Business Proposal:

- a) Description in narrative format as to how Proposer's organization is organized to manage projects similar to the Contract and Exhibit A (Statement of Work) of this RFP. Proposer must also provide an organization chart.
- b) Description of Proposer's hiring process that includes details of each step. The description must include, but not be limited to, hiring requirements, background checks, discipline policy, and termination policy.
- c) Resume for Proposer's Project Manager, which demonstrates relevant experience and expertise as described in Paragraph 7.0 (Administration of Contract – Contractor) of Appendix A (Contract) and Paragraph 6.3.4.1 (Contractor Project Manager) of Exhibit A (Statement of Work) of this RFP.
- d) If Proposer's Project Manager is vacant, a complete job duty statement for Proposer's position shall be included here.

#### **8.6.3.2 Proposer's List of References (Section B.2)**

- a) Proposer will be evaluated on the verification of references provided in Exhibit 7 (List of References) of Appendix B (Required Forms) of this RFP. In addition to the references provided, the Department will review the County's Contractor Alert Reporting Database

(CARD), as applicable, reflecting past performance history on County or other contracts. This review may result in point deductions up to one hundred percent of the total points awarded in this evaluation category.

- b) Proposer must provide three references from different companies where the same or similar scope of services was provided and must include all public entity contracts for the last three years. Although one reference may satisfy both requirements listed under Paragraphs 4.1 and 4.2 of Paragraph 4.0 (Proposer's Minimum Mandatory Requirements) of this RFP, a total of three references from different companies are still required for evaluation. Proposer's completed Exhibit 7 (List of References) of Appendix B (Required Forms) of this RFP, must be provided in Section G (Business Proposal Required Forms and Corporate Documents) of Proposer's Business Proposal. Proposer may use additional sheets, if necessary.
- c) It is the Proposer's sole responsibility to ensure that information provided for each reference is accurate.

County may disqualify a Proposer as non-responsive and/or non-responsible if:

- i) references fail to substantiate Proposer's description of the services provided; or
- ii) references fail to support that Proposer has a continuing pattern of providing capable, productive, and skilled personnel, or
- iii) Department is unable to reach the point of contact with reasonable effort. It is the Proposer's responsibility to inform the point of contact that reference checks will be conducted during normal working hours.

### **8.6.3.3 Proposer's Debarment History and List of Terminated Contracts (Section B.2)**

The County will conduct a review of Proposer's terminated contracts and debarment history. Proposer must include contracts terminated within the past three years with a reason for termination on Exhibit 4 (Debarment History and List of Terminated Contracts) of Appendix B (Required Forms) of this RFP. Proposer's completed Exhibit 4 (Debarment History and List of Terminated Contracts) of

Appendix B (Required Forms) of this RFP must be provided in Section G (Business Proposal Required Forms and Corporate Documents) of Proposer's Business Proposal.

#### **8.6.3.4 Proposer's Financial Capability (Section B.3)**

The County will conduct a review of Proposer's financial capability. Proposer must provide copies of the Proposer's most current and prior two fiscal years financial statements. Statements should include the company's assets, liabilities, and net worth and at a minimum should include the Balance Sheet, Statement of Income, and the Statement of Cash Flows. It should be noted that depending on the nature of the entity, i.e., for-profit, non-profit, governmental, the title of these statements may differ. If audited statements are available, these should be submitted to meet this requirement. Do not submit Income Tax Returns to meet this requirement. Financial statements will be kept confidential if so stamped on each page.

#### **8.6.3.5 Proposer's Pending Litigation and Judgments (Section B.4)**

The County will conduct a review of Proposer's pending litigation and judgments. Proposer must identify by name, case, and court jurisdiction any pending litigation in which Proposer is involved, or judgments against Proposer in the past five years. Additionally, Proposer must provide a statement describing the size and scope of any pending or threatened litigation, or judgments against the Proposer or principals of the Proposer. If a Proposer has no pending litigation or judgments, then a statement stating so must be provided in Section B.4.

#### **8.6.4 Proposer's Approach to Providing Required Services (Section C) (25%)**

Proposer 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 C.

Proposer must present a description of the methodology the Proposer will use to meet Contract work requirements. Proposer must describe in detail how the services will be performed to meet or exceed the intent of Exhibit A (Statement of Work) of this RFP.

Proposer must include in this Section C, but shall not be limited to, the following:

- a) Proposer must describe the plan for providing security guard services throughout the North Area or South Area's Service Planning Areas (SPAs), as identified in Attachment 2 (Minimum Staffing Plan by SPA) of Exhibit B (SOW Attachments) of this RFP.
- b) Proposer must describe the staffing plans for all employees at each Location within the SPA and respective Area. Narrative must coincide with information provided in Attachment 2 (Minimum Staffing Plan by SPA) of Exhibit B (SOW Attachments) of this RFP.
- c) Proposer must describe the staffing plan for supervision of Security Guards, providing one hour of field supervision by a Security Guard Supervisor for every ten hours of security guard service (ten to one ratio) billed by hours, as required in Attachment 2 (Minimum Staffing Plan by SPA) of Exhibit B (SOW Attachments) of this RFP, including details on how Proposer will account for supervisor travel time.
- d) Proposer must describe the plan for the provision of relief breaks, and meal periods to ensure that all Posts are covered, at each Location, within the SPA, at all times.
- e) Proposer must submit, as an example, a draft Business Continuity Plan (BCP) for one Location, detailing adequate staffing, communications, and the continuation of services in emergency situations and natural or man-made disasters. A final BCP shall be submitted for each Location within 30 Days of commencement of the Contract as described in Paragraph 6.7 [Contractor Business Continuity Plan (BCP) Emergency Response] of Exhibit A (Statement of Work) of this RFP.
- f) Proposer must describe the training plan to ensure proper weapon screening procedures and techniques applied in accordance with Contract Post Orders.
- g) Proposer must describe the training plan to ensure compliance with crisis intervention techniques training requirements and compliance, as set forth in Attachment 3 (Training Outline) and Attachment 3A [Training Outline -

Department of Mental Health (DMH) Positions] of Exhibit B (SOW Attachments) of this RFP.

- h) Proposer must describe the plan for recruitment and retention of security guard and security guard supervisory personnel.
- i) Proposer must describe the plan for utilization of an Electronic Work Schedule/Post Assignment Verification System to 1) ensure services are provided and 2) produce invoices based on information provided by the Electronic Work Schedule/Post Assignment Verification System, as identified in Paragraph 6.4.4.2 (Electronic Work Schedule/Post Assignment Verification System) of Exhibit A (Statement of Work) of this RFP.
- j) Proposer shall describe how employees will be trained to ensure full understanding of daily and weekly assignments as identified in Paragraph 6.5 (Security Guard and Security Guard Supervisor Training Requirements) and Paragraph 7.0 (Contractor Work Requirements) of Exhibit A (Statement of Work) of this RFP.

#### **8.6.5 Proposer's Quality Control Plan (Section D) (5%)**

Proposer will be evaluated on its ability to establish and maintain a complete Quality Control Plan to ensure the requirements of the Contract are provided as specified. Evaluation of the Quality Control Plan must cover the proposed monitoring system of all services listed in Exhibit K [Performance Requirements Summary (PRS)] of the Contract, based on information provided in this Section D.

Proposer must present a comprehensive Quality Control Plan to be utilized by the Proposer as a self-monitoring tool to ensure the required services are provided as specified in Paragraph 3.0 (Quality Control) of Exhibit A (Statement of Work) of this RFP.

The following factors may be included in the plan:

- Specific activities to be monitored, either on scheduled or unscheduled basis, to ensure compliance with all Contract requirements; and
- Monitoring methods to be used to verify authenticity of reports, and to ensure quality of services; and
- Frequency of monitoring; and
- Samples of forms to be used in monitoring; and

- Job title, level and qualifications of personnel performing monitoring functions (Contractor must ensure that Contractor Project Manager and/or Quality Control personnel, not the Security Guards actually performing the security services, will implement the Quality Control Plan); and
- Contractor's BCP Plan for ensuring that security guard services will continue in the event of a natural or man-made disaster or strike of Security Guards and/or Security Guard Supervisors; and
- Documentation methods of all monitoring results, including any corrective action taken.

### **8.6.6 Living Wage Compliance (Section E) (10%)**

The Living Wage Program requires that Proposers/Contractors demonstrate during both the RFP solicitation process and for the term of their Contract business stability, integrity in employee relations, and the financial ability to pay the living wage.

A review and evaluation will be made based on the information provided in response to this Paragraph 8.6.6 [Living Wage Compliance (Section E)] and may include a site visit to audit a Proposer's payroll and record keeping procedures.

#### **8.6.6.1 Proposer's Staffing Plan**

Proposer must submit a staffing plan using Exhibit 10 (Living Wage Program Staffing Plan) of Appendix B (Required Forms) of this RFP. Proposer will be required to utilize full-time employees to provide services under the Contract, unless Proposer demonstrates to the satisfaction of the County the need to use non-full-time employees based on staffing efficiency or County requirements of an individual job. If a Proposer proposes to use non-full-time employees to provide services under the Contract, a written request justification, and all necessary documentation to substantiate the request must be submitted with its proposal. The County will determine, in its sole discretion, whether Proposer may use non-full-time employees to provide services under the Contract. The County's decision will be final.

#### **8.6.6.2 Demonstrated Controls over Labor-Payroll Record Keeping and Regulatory Compliance**

Proposer must submit procedures and the internal controls established to ensure compliance with State and Federal labor regulations and record keeping requirements.



Proposers should provide additional details to ensure a clear picture of the firm's processes and controls. Proposers must provide a detailed narrative to the following and in the same sequence as provided below. If Proposer believes that it is not applicable, indicate with "N/A" and explain why it is not applicable.

- 1) Methodology for tracking/documenting employee work hours from start of shift until completion of work shift including mandated breaks and travel time, when applicable. The detailed narrative should explain the documentation maintained, actual time worked and the frequency of monitoring. Provide a copy of these records.
- 2) Payroll record keeping system and process utilized to ensure that employee wages are appropriately paid. If the employee has multiple wage rates (i.e., County's Living Wage rate for County work and the firm's standard rate for other non-County work), the detailed narrative should include how the payroll is calculated and total wages paid.
- 3) Proposer's efforts to ensure the company is updated with State and Federal labor regulations and record keeping requirements.

#### **8.6.7 Exceptions to Terms and Conditions of Contract and/or Requirements of Statement of Work and Attachments (Section F)**

- 8.6.7.1 It is the duty of every Proposer to thoroughly review Appendix A (Contract) and Exhibit A (Statement of Work) of this RFP, to ensure compliance with all terms, conditions, and requirements.

Proposer will be evaluated on their willingness to accept the Terms and Conditions outlined in Appendix A (Contract) and the requirements outlined in Exhibit A (Statement of Work) of this RFP.

It is the County's expectation that in submitting a proposal the Proposers will accept, as stated, the County's terms and conditions in Appendix A (Contract) and the County's requirements in Exhibit A (Statement of Work) of this RFP. However, Proposers are provided the opportunity to take exceptions to the County's terms, conditions, and requirements. The County may deduct rating points or

disqualify the proposal in its entirety if the exceptions are material enough to deem the proposal non-responsive.

Proposers are further notified that the County may, in its sole determination, disqualify any Proposer with whom the County cannot satisfactorily negotiate a Contract.

**8.6.7.2 Section F of Proposer's response must include:**

- 1) A statement offering the Proposer's acceptance of or exceptions to all terms and conditions listed in Appendix A (Contract) of this RFP.
- 2) A statement offering the Proposer's acceptance of or exceptions to all requirements listed in Exhibit A (Statement of Work) of this RFP; and for each exception, the Proposer must provide: (1) an explanation of the reason(s) for the exception; (2) the proposed alternative language; and (3) a description of the impact, if any, to the Proposer's price.

8.6.7.3 Indicate all exceptions to Appendix A (Contract) and/or Exhibit A (Statement of Work) of this RFP, by providing a 'red-lined' Word version of the language in question. The County relies on this procedure and any Proposer who fails to make timely exceptions as required herein, may be barred, at the County's sole discretion, from later making such exceptions.

The County reserves the right to make changes to Appendix A (Contract) of this RFP, and its appendices and exhibits at its sole discretion.

**8.6.8 Business Proposal Required Forms and Corporate Documents (Section G)**

8.6.8.1 Business Proposal must include all completed, signed, and dated forms identified in Appendix B (Required Forms) of this RFP.

- |           |  |
|-----------|--|
| Exhibit 1 | Proposer's Organization Questionnaire/Affidavit    |
| Exhibit 2 | Certification of Compliance                        |
| Exhibit 3 | Request for Preference Consideration               |
| Exhibit 4 | Debarment History and List of Terminated Contracts |
| Exhibit 5 | Community Business Enterprise (CBE) Information    |

- Exhibit 6 Minimum Mandatory Requirements
- Exhibit 7 List of References
- Exhibit 8 (Pricing Schedule – include in Cost Proposal)
- Exhibit 9 Application for Exemption
- Exhibit 10 Living Wage Program Staffing Plan
- Exhibit 11 (Sample Budget Sheet – include in Cost Proposal)
- Exhibit 12 Declaration

**8.6.8.2 Corporate Documents**

**a) Corporations or Limited Liability Company (LLC):**

Proposer must submit the following documentation with the proposal:

- i) A copy of a “Certificate of Good Standing” with the state of incorporation/organization.
- ii) 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.

**b) Limited Partnership:**

Proposer 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.

**8.7 Cost Proposal Requirements and Evaluation (30%)**

The content and sequence of the Cost Proposal must be as follows:

**8.7.1 Cover Page**

Cover Page must identify, at a minimum, the RFP title, RFP number, North Area or South Area, and the Proposer’s name.

**8.7.2 Pricing Schedule per Area – Exhibit 8**

Proposer must complete Exhibit 8 (Pricing Schedule) of Appendix B (Required Forms) of this RFP, for the applicable Area and SPA. Refer to Exhibit 8 (Pricing Schedule) instructions for assistance.

- 8.7.2.1 The maximum number of possible points will be awarded to the lowest Cost Proposal. All other proposals will be

compared to the lowest cost and points awarded accordingly.

8.7.2.2 However, should one or more of the Proposers requests and be granted the preference, the cost component points will be determined as follows:

a) Fifteen percent of the lowest cost proposed will be calculated, not to exceed \$150,000, and that amount will be deducted from the cost submitted by all Proposers who requested and were granted the preference.

b) In no case will any preference be combined to exceed fifteen percent of the lowest responsible bid meeting specification.

### **8.7.3 Sample Budget Sheet – Exhibit 11**

Proposer must complete Exhibit 11 (Sample Budget Sheet) for Armed and Unarmed Security Guard Services of Appendix B (Required Forms) of this RFP.

## **8.8 Firm Offer-Withdrawal of Proposal**

Until the proposal submission deadline, errors in proposals may be corrected by a request in writing to withdraw the proposal and by submission of another set of proposals with the mistakes corrected. Corrections will not be accepted once the deadline for submission of proposals has passed.

## **8.9 Proposal Submission**

8.9.1 Business Proposal - The original Business Proposal and four numbered identical copies along with two separate identical electronic copies in portable document format (.pdf) on separate flash drives must be enclosed in a sealed envelope or box, with the name and address of the Proposer and reference the solicitation as follows:

**"BUSINESS PROPOSAL FOR ARMED AND UNARMED  
SECURITY GUARD SERVICES  
(RFP No.:692-SH)"**

8.9.2 Cost Proposal - The original Cost Proposal and four numbered identical copies along with two separated identical electronic copies in .pdf on separate flash drives must be enclosed in a separate sealed envelope or box with the name and address of the Proposer and reference the solicitation as follows:

**"COST PROPOSAL FOR ARMED AND UNARMED  
SECURITY GUARD SERVICES  
(RFP No.:692-SH)"**

- 8.9.3 The Business and Cost proposal(s) 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: Isabel Ibarra, Contract Analyst
- 8.9.4 Proposers must also include a redacted Business Proposal in searchable Adobe Portable Document Format (PDF), with all confidential, proprietary and trade secret information redacted, as part of its proposal submission. With respect to this requirement, Proposer must submit one (1) electronic copy in searchable PDF format, with confidential, proprietary and trade secret information redacted. Proposers must specifically redact only those parts of the Business Proposal that are actual trade secrets, confidential, or proprietary in nature. Blanket or categorical redactions and/or statements of confidentiality, or the marking of each page of the proposal as "Trade Secret," "Confidential," or "Proprietary," are not acceptable, and will be rejected in the sole discretion of the County.
- 8.9.5 It is the sole responsibility of the submitting Proposer to ensure that its proposal is received before the submission deadline. Submitting Proposers will 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 1.0 (Solicitation Information and Minimum Mandatory Requirements), will not be accepted, and returned to the sender unopened. Timely hand delivered proposals are acceptable. No facsimile (fax) or electronic mail (e mail) copies will be accepted.
- 8.9.6 All proposals will be firm offers and may not be withdrawn for a period of 365 Days following the last day to submit proposals.

## **9.0 SELECTION PROCESS OVERVIEW**

### **9.1 Selection Process**

- 9.1.1 The County reserves the sole right to judge the contents of the proposals submitted pursuant to this RFP and to review, evaluate and select the successful proposal(s). The selection process will begin with receipt of the proposal on the date outlined in Paragraph 1.0 (Solicitation Information and Minimum Mandatory Requirements).

9.1.2 Evaluation of the proposals will be made by an Evaluation Committee selected by the Department. The Committee will evaluate the proposals and will use the evaluation approach described in this RFP to select a prospective Contractor.

### **9.1.3 Evaluation of Business and Cost Proposals**

All proposals will be evaluated based on the criteria listed in Paragraph 8.0 (Business Proposal Requirements and Evaluation) and will be scored and ranked in numerical sequence from high to low.

The County may also, at its option, invite Proposers being evaluated to make a verbal presentation or conduct site visits, if appropriate. The Evaluation Committee may utilize the services of appropriate experts to assist in this evaluation.

### **9.1.4 Determination of Highest-Overall Rated Proposer**

The County will combine each Proposer's business and cost proposal evaluation score to arrive at a total cumulative (or "final") score, which will be used to determine and select the highest-overall rated Proposer.

After a prospective Contractor has been selected, the County and the prospective Contractor(s) will negotiate a contract for submission to the Board for its consideration and possible approval. If a satisfactory contract cannot be negotiated, the County may, at its sole discretion, begin contract negotiations with the next qualified Proposer who submitted a proposal, as determined by the County.

The recommendation to award a contract will not bind the Board to award a contract to the prospective Contractor.

The County retains the right to select a proposal other than the proposal receiving the highest number of points if County determines, in its sole discretion, another proposal is the most overall qualified, cost-effective, responsive, responsible and in the best interests of the County.

## **9.2 Adherence to Minimum Mandatory Requirements (Pass-Fail)**

9.2.1 County will review Exhibit 1 (Organization Questionnaire/Affidavit), Exhibit 6 (Minimum Mandatory Requirements), and Exhibit 7 (List of References), in Appendix B (Required Forms) to determine if the Proposer meets the minimum requirements as outlined in Paragraph 4.0 (Proposer's Minimum Mandatory Requirements) of this RFP.

9.2.2 Failure of the Proposer to comply with the Minimum Mandatory Requirements may eliminate its proposal from any further

consideration. The County may elect to waive any informality in a proposal if the sum and substance of the proposal is present.

### **9.3 Labor Law-Payroll Violations**

9.3.1 In evaluating proposals, the County will review a Contractor's history of labor law/payroll violations (including but not limited to violations or pending claims pertaining to wages, hours and working conditions such as minimum wage, prevailing wage, living wage, the Fair Labor Standards Act, employment of minors, or unlawful employment discrimination).

9.3.2 Applying criteria as established in Appendix E (Guidelines for Assessment of Proposer Labor Law/Payroll Violations) of this RFP, the County may deduct from one percent to ten percent of the maximum number of available evaluation points for labor law/payroll violations. "Pending claims" (i.e., claims that do not have a final disposition) will not result in point deductions; however, such claims may be reported to the Board before a contract is awarded.

## **10.0 PROTEST PROCESS OVERVIEW**

### **10.1 Solicitation Requirements Review**

Any person or entity may seek a Solicitation Requirements Review by submitting Appendix C [Solicitation Requirements Review (SRR) Request] of this RFP to the Department conducting the RFP solicitation. A request for a Solicitation Requirements Review may be denied, in the County's sole discretion, if the request does not satisfy all the following criteria:

- 10.1.1 The request is made within the time frame identified in the solicitation document;
- 10.1.2 The request includes documentation (e.g., letterhead, business card, etc.), which identifies the underlying authority of the person or entity to submit a proposal.
- 10.1.3 The request itemizes in appropriate detail, each matter contested and factual reasons for the requested review; and
- 10.1.4 The request asserts either that:
  - a) Application of the minimum mandatory requirements, evaluation criteria and/or business requirements unfairly disadvantages the person or entity; or
  - b) Due to unclear instructions, the process may result in the County not receiving the best possible responses from prospective proposers.
- 10.1.5 The 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 proposal due date.

## **10.2 Disqualification Review**

A proposal may be disqualified from consideration because a Department determined it was non-responsive at any time during the review/evaluation process. If the Department determines that a proposal is disqualified due to non-responsiveness, the Department will notify Proposer in writing.

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

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:

- 10.2.1 The request for a Disqualification Review is submitted timely (i.e., by the date and time specified in the written determination); and
- 10.2.2 The request for a Disqualification Review asserts that the Department's determination of disqualification due to non-responsiveness was erroneous (e.g. factual errors, etc.) 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 must be completed, and the determination will be provided to the requesting Proposer, in writing, prior to the conclusion of the evaluation process.

Proposer can also be disqualified for Paragraph 6.6 (Determination of Proposer Responsibility) of this RFP.

## **10.3 Department's Proposed Contractor Selection Review**

### **10.3.1 Departmental Debriefing Process**

- a) Upon completion of the evaluation, the Department will notify the remaining Proposers in writing that the Department is entering negotiations with another Proposer. Upon receipt of the letter, any non-selected Proposer may submit a written request for a Debriefing within the timeframe specified in the letter. A request for a Debriefing may, in the Department's sole discretion, be denied if the request is not received within the specified timeframe.
- b) The purpose of the Debriefing is to compare the requesting Proposer's response to the solicitation document with the evaluation document. The requesting Proposer will be debriefed only on its response. Because Contract



negotiations are not yet complete, responses from other Proposers will not be discussed, although the Department may inform the requesting Proposer of its relative ranking.

- c) During or following the Debriefing, the Department will instruct the requesting Proposer of the manner and timeframe in which the requesting Proposer must notify the Department of its intent to request a Proposed Contractor Selection Review [see Paragraph 10.3.2 (Proposed Contractor Selection Review)] of this RFP, if the requesting Proposer is not satisfied with the results of the Debriefing.

### **10.3.2 Proposed Contractor Selection Review**

Any Proposer that has timely submitted a notice of its intent to request a Proposed Contractor Selection Review as described in Paragraph 10.3.2 (Proposed Contractor Selection Review) may submit a written request for a Proposed Contractor Selection Review, in the manner and timeframe as will be specified by the Department.

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

- 10.3.2.1 The request for a Proposed Contractor Selection Review is submitted timely (i.e., by the date and time specified by the Department);
- 10.3.2.2 The person or entity requesting a Proposed Contractor Selection Review asserts in appropriate detail with factual reasons one or more of the following grounds for review:
- i) The Department materially failed to follow procedures specified in its solicitation document. This includes:
- Failure to correctly apply the standards for reviewing the proposal format requirements.
  - Failure to correctly apply the standards, and/or follow the prescribed methods, for evaluating the proposals as specified in the solicitation document.
  - Use of evaluation criteria that were different from the evaluation criteria disclosed in the solicitation document.

- ii) The Department made identifiable mathematical or other errors in evaluating proposals, resulting in the Proposer receiving an incorrect score and not being selected as the recommended Contractor.
- iii) A member of the Evaluation Committee demonstrated bias in the conduct of the evaluation.
- iv) Another basis for review as provided by state or federal law; and

10.3.2.3 The request for a Proposed Contractor Selection Review sets forth sufficient detail to demonstrate that, but for the Department's alleged failure, the Proposer would have been the lowest cost, responsive and responsible bid or the highest-scored proposal, as the case may be.

Upon completing the Proposed Contractor Selection Review, the Department representative will issue a written decision to the Proposer within a reasonable time following receipt of the request for a Proposed Contractor Selection Review, and always before the date the contract award recommendation is to be heard by the Board. The written decision will additionally instruct the Proposer of the manner and timeframe for requesting a County Independent Review. (See Paragraph 10.4 (County Independent Review) below.

#### **10.4 County Independent Review**

Any Proposer that is not satisfied with the results of the Proposed Contractor Selection Review may submit a written request for a County Independent Review in the manner and timeframe specified by the Department in the Department's written decision regarding the Proposed Contractor Selection Review.

A request for County Independent Review may, in the County's sole discretion, be denied if the request does not satisfy all of the following criteria:

- 10.4.1 The request for a County Independent Review is submitted timely (i.e., by the date and time specified by the Department); and
- 10.4.2 The person or entity requesting review by a County Independent Review has limited the request to items raised in the Proposed Contractor Selection Review as listed in Paragraph 10.3.2 (Proposed Contractor Selection Review) above.

Upon completion of the County Independent Review, Internal Services Department will forward the report to the Department, which will provide a copy to the Proposer.

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