

September 6, 2024

Notice to Potential Vendors:

**BULLETIN NUMBER 4  
REQUEST FOR STATEMENT OF QUALIFICATIONS (RFSQ)  
PSYCHOLOGICAL SERVICES  
RFSQ NUMBER 676-SH**

This Bulletin Number 4 is being issued to notify potential Vendors that the County contact for Request for Statement of Qualifications (RFSQ) 676-SH for Psychological Services has been revised to update the County contact information, including but not limited to, the following subparagraphs of the RFSQ:

1. Subparagraph 1.9 (Contact with County Personnel) of the RFSQ is deleted in its entirety and restated as follows:

**1.9 Contact with County Personnel**

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

Los Angeles County Sheriff's Department  
Hall of Justice  
Fiscal Administration – Contracts Unit  
211 West Temple Street, 6th Floor  
Los Angeles, California 90012  
Attention: Isabel Ibarra  
E-mail Address: [icibarra@lasd.org](mailto:icibarra@lasd.org)

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

2. Subparagraph 2.4 (Solicitation Requirements Review), subparagraph 2.3, of the RFSQ is deleted in its entirety and restated as follows:

2.4.3 All requests for a Solicitations Requirements Review shall be submitted to:

Los Angeles County Sheriff's Department  
Hall of Justice  
Fiscal Administration – Contracts Unit  
211 West Temple Street, 6th Floor  
Los Angeles, California 90012  
Attention: Isabel Ibarra  
Email: [icibarra@lasd.org](mailto:icibarra@lasd.org)

3. Subparagraph 2.8 (SOQ Submission), of the RFSQ is deleted in its entirety and restated as follows:

### **2.8 SOQ Submission**

The original SOQ and three (3) numbered exact copies, and two (2) separate electronic copies in pdf format on flash drives or compact discs, shall be enclosed in a sealed envelope or box, plainly marked in the upper left-hand corner with the name and address of the Vendor and bear the words:

**“RFSQ 676-SH FOR PSYCHOLOGICAL SERVICES”**

The SOQ and any related information shall be delivered or mailed to:

Los Angeles County Sheriff's Department  
Hall of Justice  
Fiscal Administration – Contracts Unit  
211 West Temple Street, 6th Floor  
Los Angeles, California 90012  
Attention: Isabel Ibarra

**It is the sole responsibility of the submitting Vendor to ensure that its SOQ is received before the submission deadline identified in subparagraph 2.3 (RFSQ Timetable). Submitting Vendors shall 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's received after the scheduled due date and time, as stated in subparagraph 2.3 (RFSQ Timetable), or any addendum amending the SOQ due date and time, will not be reviewed initially; however, may be reviewed at a later date.

You may access this Bulletin Number 4 of RFSI 676-SH in electronic (.pdf) format via the Department's website at: <https://lasd.org/transparency/solicitations>.

All terms and conditions of the RFSI will remain unchanged and in full force and effect.

Should you have questions, please contact Contract Analyst Isabel Ibarra at [icibarra@lasd.org](mailto:icibarra@lasd.org).