

April 24, 2025

Notice to Potential Proposers:

**BULLETIN NUMBER 1
REQUEST FOR PROPOSALS (RFP)
INMATE COMMUNICATION SYSTEM AND SERVICES (ICSS)
RFP NUMBER 716-SH**

INTRODUCTION

The Los Angeles County (County) Sheriff's Department (Department) and Probation Department are issuing this RFP to solicit proposals for a contract award with an organization that can provide an Inmate Communication System and Services (ICSS) to the Department's custody and detention facilities and the Probation Department's detention and camp facilities to be used by incarcerated persons.

As a prerequisite to responding to the RFP, potential Proposers were to have submitted a Statement of Qualifications in response to Request for Qualifications (RFQ) 716A-SH issued by the County in August of 2024. Proposals received from vendors who did not respond to RFQ 716A-SH will be rejected without further consideration.

MINIMUM MANDATORY REQUIREMENTS

Only Proposers who responded to RFQ 716A-SH and were determined by the County to have successfully met the minimum mandatory requirements are invited to submit proposals in response to the RFP.

RFP RELEASE

The RFP will be accessible in electronic Portable Data File (PDF) format via the Department's website at <http://lasd.org/transparency/solicitations>.

RFP TIMETABLE

The timetable for the RFP is as follows:

- Release of RFP04/24/25
- Request for a Solicitation Requirements Review Due.....05/08/25
- Deadline to Register for Mandatory Virtual Proposers' Conference and Mandatory Facilities Site Visits05/08/25
- Deadline to Submit Security Clearance Forms05/09/25
- Written Questions Due:
 - ◊ Part 1 – Pre-Virtual Mandatory Proposers' Conference and Mandatory Facilities Site Visits05/06/25
 - ◊ Part 2 – Post-Virtual Mandatory Proposers' Conference and Mandatory Facilities Site Visits05/29/25
- Virtual Mandatory Proposers' Conference05/15/25
- Mandatory Facilities Site Visits 05/19/25 – 05/21/25
- Written Questions and Answers Released:
 - ◊ Part 1 – Pre-Virtual Mandatory Proposers' Conference and Mandatory Facilities Site Visits05/13/25
 - ◊ Part 2 – Post-Virtual Mandatory Proposers' Conference and Mandatory Facilities Site Visits06/19/25
- **Proposals due by 3:00 P.M. (Pacific Time)06/26/25**

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

PROPOSAL SUBMISSION

The original Business Proposal and four numbered identical copies along with two separate identical electronic copies in Adobe Portable Document Format (PDF) on separate flash drives must be enclosed in a sealed envelope or box, with the name and address of Proposer and reference the solicitation as follows:

**“BUSINESS PROPOSAL FOR
INMATE COMMUNICATION SYSTEM AND SERVICES
(RFP No.: 716-SH)”**

The original Cost Proposal and four numbered identical copies along with two separate identical electronic copies in Adobe Portable Document Format (PDF) on separate flash drives must be enclosed in a sealed envelope or box with the name and address of Proposer and reference the solicitation as follows:

**“COST PROPOSAL FOR
INMATE COMMUNICATION SYSTEM AND SERVICES
(RFP No.: 716-SH)”**

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, 6th Floor
Los Angeles, California 90012
Attention: Aloett Martin, Senior Contract Analyst

While both the Business Proposal and the Cost Proposal may be boxed and delivered together, they must be SEALED SEPARATELY within the box.

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) of this RFP, will not be accepted and will be returned to the sender unopened. Timely hand delivered proposals are acceptable. No facsimile (fax) or electronic mail (e-mail) copies will be accepted.

CONTACT WITH COUNTY PERSONNEL

All contact regarding the RFP or any matter relating thereto must be in writing and must be e-mailed to the County's point of contact identified below:

Attention: Aloett Martin, Senior Contract Analyst
E-mail address: a9martin@lasd.org

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.