

August 21, 2025

Notice to Vendors:

**BULLETIN NUMBER 8
REQUEST FOR STATEMENT OF QUALIFICATIONS (RFSQ)
TRANSCRIPTION SERVICES
RFSQ NUMBER 694-SH**

This Bulletin Number 8 is being issued to notify potential Vendors that Request for Statement of Qualifications (RFSQ) 694-SH for Transcription Services has been revised to update the County contact information.

1. Paragraph 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: Victor Mora-Vasquez
E-mail Address: vmmorava@lasd.org

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

2. Paragraph 2.4 (Solicitation Requirements Review), Paragraph 2.4.3 only, of the RFSQ is deleted in its entirety and restated as follows:

- 2.4.3 All requests for a Solicitation 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: Victor Mora-Vasquez
E-mail Address: vmmorava@lasd.org

3. Paragraph 2.5 (Vendors' Questions), Paragraph 2.5.3 only, of the RFSQ is deleted in its entirety and restated as follows:

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

Questions should be addressed to:

Los Angeles County Sheriff's Department
Hall of Justice
Fiscal Administration – Contracts Unit
211 W. Temple Street, 6th Floor
Los Angeles, California 90012
Attention: Victor Mora-Vasquez
Email address: vmmorava@lasd.org

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

2.8 SOQ Submission

The original SOQ and two numbered identical hard copies, and two separate identical 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 bearing the words:

“SOQ FOR TRANSCRIPTION SERVICES (RFSQ 694-SH)”

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: Victor Mora-Vasquez
E-mail Address: vmmorava@lasd.org

Any SOQ's received after the scheduled due date and time, as stated in Paragraph 2.3 (RFSQ Timetable) of this RFSQ, or any addendum amending the SOQ due date and time, will not be reviewed initially; however, may be reviewed at a later date.

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

Should you have any questions, please contact Contract Analyst, Victor Mora-Vasquez, at vmmorava@lasd.org.