

September 2, 2025

Notice to Vendors:

**BULLETIN NUMBER 1  
REQUEST FOR STATEMENT OF QUALIFICATION (RFSQ)  
POLYGRAPH EXAMINATION SERVICES  
RFSQ NUMBER 744-SH**

**INTRODUCTION**

The Los Angeles County (County), Sheriff's Department (Department) is seeking qualified vendors (Vendors) to enter into Master Agreements with the County to provide as-needed polygraph examination services (Services) for the Department's Personnel Administration Bureau.

**VENDOR'S MINIMUM MANDATORY QUALIFICATIONS**

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

1. Vendor must be actively administering polygraph examinations, and meet the following criteria:
  - Vendor must have completed a minimum total of 200 documented polygraph examinations,
  - Of the total documented polygraph examinations, Vendor must have administered a minimum of 100 polygraph examinations for a law enforcement agency(ies), and
  - 25 of the 100 polygraph examinations for a law enforcement agency(ies) must have been within the last three years using the Lafayette computerized polygraph instrument.

Vendor must provide references and supporting documentation to verify this Minimum Mandatory Qualification, which must include start dates, end dates, agency names, and services provided.

2. Vendor must be recognized and accredited by one of the following professional polygraph associations:
  - American Polygraph Association, or

- California Association of Polygraph Examiners or
- American Association of Police Polygraphists.

Vendor must submit copies of accreditation(s) and/or certificate(s) to verify this Minimum Mandatory Qualification.

3. Vendor's proposed polygraph examiners must have successfully graduated from a polygraph course recognized and accredited by the American Polygraph Association, California Association of Polygraph Examiners, or the American Association of Police Polygraphists.

Vendor must submit copies of diploma(s) and/or certificate(s) for each polygraph examiner that will provide services to verify this Minimum Mandatory Qualification.

4. Vendor's proposed polygraph examiners must be current members, in good standing, and have attended a minimum of 12 hours of training sponsored by one of the following professional polygraph examiner associations within the last three years:

- American Polygraph Association, or
- California Association of Polygraph Examiners, or
- American Association of Police Polygraphists.

Vendor must provide copies of memberships and training certificates for each polygraph examiner who will provide services to verify this Minimum Mandatory Qualification.

5. Each proposed polygraph examiner is required to complete the proficiency exam provided under Exhibit 10 (Proficiency Exam) of Appendix B (Required Forms) to the RFSQ.

Vendor must submit a completed proficiency exam for each proposed polygraph examiner who will provide services. Each polygraph examiner must pass the proficiency exam, to the satisfaction of the County, on their first attempt to verify this Minimum Mandatory Qualification. Proposed polygraph examiners who fail to achieve a passing score, will be disqualified, and eliminated from further consideration.

6. If Vendor's compliance with a County contract has been reviewed by the Department of the Auditor-Controller within the last ten years, then Vendor must not have unresolved questioned costs identified by the Auditor-Controller, in an amount over \$100,000.00. Costs that are confirmed to be disallowed costs by the contracting County department and remain unpaid for six months or more from the date of disallowance, unless such disallowed costs are the subject of current good faith negotiations to resolve the disallowed costs, in the opinion of the County.

**RFSQ RELEASE**

The RFSQ will be released and accessible via the Sheriff's Department website at: <https://lasd.org/transparency/solicitations/>.

All potential Contractors are encouraged to monitor the above solicitation website for Bulletins, as they are posted, during the entire solicitation process.

**RFSQ TIMETABLE**

The timetable for the RFSQ is as follows:

- Release of RFSQ ..... September 2, 2025
- Solicitation Requirements Review (SRR) Request Due ..... September 16, 2025
- Written Questions Due ..... September 16, 2025
- Questions and Answers Released ..... September 23, 2025
- **SOQ due by 3:00 p.m. (Pacific Time) ..... October 2, 2025**

The due date for the SOQ marks the initial deadline. SOQs not received by this date may not undergo the initial review; however, they may be reviewed at a later date to determine if they meet the Minimum Mandatory Qualifications outlined in Paragraph 3.0 (Vendor's Minimum Mandatory Qualifications) of the RFSQ. The RFSQ will remain open until the needs of the Department are met.

**SOQ SUBMISSION**

The original SOQ, three numbered exact hard copies, and two separate exact electronic copies in PDF format on flash drives, must be submitted in a sealed envelope or box. The envelope or box should be plainly marked in the upper left-hand corner with Vendor's name and address and include a reference to the solicitation as follows:

**“SOQ for Polygraph Examination Services (RFSQ 744-SH)”**

The SOQ 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: Monica Castillo, Contract Analyst

**It is the sole responsibility of the submitting Vendor to ensure that its SOQ is received before the submission deadline specified in Paragraph 7.2 (RFSQ Timetable) of the RFSQ. Vendor acknowledges that it bears all risks associated with any delays in delivery by any person or entity, including, but not limited to, the U.S. Mail. The County will not accept submissions via facsimile (fax) or electronic mail (email).**

Until the SOQ submission deadline, errors in SOQs may be corrected by emailing the individual identified in Paragraph 1.0 (Solicitation Information) of the RFSQ to withdraw the SOQ and submitting a revised set of SOQs with corrections made. Corrections will not be accepted once the submission deadline has passed.

#### **CONTACT WITH COUNTY PERSONNEL**

Any contact regarding the RFSQ or any matters relating thereto must be in writing and emailed to:

Contract Analyst: Monica Castillo  
Email address: [mdcastill@lasd.org](mailto:mdcastill@lasd.org)

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