

March 04, 2026

Notice to Potential Respondents:

**BULLETIN NUMBER 1  
REQUEST FOR QUALIFICATIONS (RFQ)  
PARKING CITATION PROCESSING SERVICES (PCPS)  
RFQ NUMBER 681A-SH**

**INTRODUCTION**

The Los Angeles County (County) Sheriff's Department (Department) is issuing this Request for Qualifications (RFQ) to seek Statements of Qualifications (SOQs) from organizations that can provide Parking Citation Processing Services (PCPS) to the Department's Parking Enforcement Detail.

The Department's current PCPS provider is responsible for a complete PCPS solution, including a PCPS system, an electronic payment processing system, field equipment, and support personnel responsible for processing not less than 276,000 parking citations per year.

**This is a request for qualifications ONLY. This is not a solicitation.** The County intends to release a Request for Proposals (RFP) in the near future. Responses to this RFQ will be reviewed to verify Respondent's qualifications to provide the services described above. All Respondents will be notified, in writing, of the County's determination of Respondent's success or failure to meet the Minimum Mandatory Requirements (MMRs) listed below.

Only those Respondents who have successfully demonstrated that they meet the MMRs will be invited, by the County, to participate in a future RFP. The determination of which companies meet the MMRs lies solely and exclusively with the County.

**RESPONDENT'S MINIMUM MANDATORY REQUIREMENTS**

Interested and qualified Respondents that can demonstrate their ability and qualifications to successfully provide the required Services described in the RFQ, are invited to submit an SOQ, provided they meet the following Minimum Mandatory Requirements:

1. Respondent must have a minimum of five consecutive years' experience, within the last seven years, providing parking citation system and services as its primary business, or as a major component of its business operations.

Respondent must complete and submit Exhibit 2 (Respondent's List of References) to the RFQ to verify the MMR requirements.

2. Respondent must have a minimum of five consecutive years' experience, within the last seven years, managing a PCPS solution for at least one law enforcement agency.

Respondent must complete and submit Exhibit 2 (Respondent's List of References) to the RFQ to verify the MMR requirements.

3. Respondent must demonstrate current experience processing an average minimum of 23,000 parking citations per month for one agency.

Respondent must complete and submit Exhibit 2 (Respondent's List of References) to the RFQ to verify the MMR requirements.

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

**RFQ TIMETABLE**

The timetable for this RFQ is as follows:

- Release of RFQ ..... 03/04/26
- Request for a Requirements Review Due ..... 03/17/26
- Written Questions Due ..... 03/27/26
- Questions and Answers Released .....04/09/26
- **SOQs due by 3:00 P.M. (Pacific Time)..... 04/21/26**

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

### **RESPONSE METHOD**

1. All questions regarding this RFQ must be emailed to:

E-mail address: [vmmorava@lasd.org](mailto:vmmorava@lasd.org)

Attention: Victor Mora-Vasquez

2. SOQs must be enclosed in a sealed envelope, plainly marked in the upper left-hand corner with the name and address of Respondent and reference this RFQ as follows:

**“SOQ for Parking Citation Processing Services (PCPS)  
(RFQ 681A-SH)”**

And addressed to:

Los Angeles County Sheriff's Department

Hall of Justice

Fiscal Administration – Contracts Unit

211 W. Temple Street, 6<sup>th</sup> Floor West

Los Angeles, California 90012

Attention: Victor Mora-Vasquez

3. It is the sole responsibility of the submitting Respondent to ensure that its response to this RFQ is received before the submission deadline. Respondents will bear all risks associated with delays in delivery by any person or entity, including the U.S. Mail. SOQs received after the scheduled closing date and time for receipt of SOQs, as listed in Paragraph 5.0 (RFQ Timetable), will not be accepted, and will be returned to the sender unopened. Timely hand-delivered SOQs are acceptable. No facsimile (fax) or electronic mail (e-mail) copies will be accepted.
4. If your firm does not respond to this RFQ on or before 3:00 p.m. PT, Tuesday, April 21, 2026, the Department will presume your firm does not meet the requirements outlined herein, and/or is not interested in responding to a future RFP.
5. The County reserves the exclusive right to not accept any SOQs from any firm that fails to respond timely to this RFQ. Additionally, the County will reject proposals in response to any future RFP from any entity who fails to respond to this RFQ, and/or any Respondent who fails to demonstrate that they have met all the qualifications (MMRs) to respond, pursuant to this RFQ.

6. Until the SOQ submission deadline, errors in SOQs may be corrected by a written request via email to withdraw the SOQ and submit another SOQ with mistakes corrected. Corrections will not be accepted once the deadline for submission of SOQs has passed.
7. The County at its sole discretion may waive any informality in a SOQ, and/or request additional information, provided the sum and substance of the SOQ has been met.