



**LOS ANGELES COUNTY  
SHERIFF'S DEPARTMENT**

**REQUEST FOR QUALIFICATIONS**

**RFQ NUMBER 681A-SH**

**PARKING CITATION PROCESSING SERVICES  
(PCPS)**

**MARCH 2026**

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## **1.0 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 comprehensive 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 the 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 in Paragraph 2.0 below.

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

## **2.0 RESPONDENT'S MINIMUM MANDATORY REQUIREMENTS**

2.1 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 this RFQ to verify the MMR requirements.

2.2 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 this RFQ to verify the MMR requirements.

2.3 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 this RFQ to verify the MMR requirements.

2.4 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.

### **3.0 INFORMATION REQUESTED**

Commercial vendors who have an interest in proposing a PCPS solution are requested to submit relevant information about their company. Respondent's SOQ should contain the information detailed below, as applicable.

#### **3.1 Background and Experience**

Provide a summary of relevant background information to demonstrate that Respondent meets all of the MMRs stated in Paragraph 2.0 (Respondent's Minimum Mandatory Requirements) of this RFQ, and has the capability to competently perform the required services as a corporation, limited liability company, or other registered business entity.

#### **3.2 Respondent's References and Contracts**

3.2.1 Respondent must fully complete and include Exhibits 2 (Respondent's List of References) and 3 (Debarment History and List of Terminated Contracts) to this RFQ, as provided below. It is Respondent's sole responsibility to ensure that the firm's name and point of contact's name, title, and phone number for each reference are accurate.

a. Exhibit 2 (Respondent's List of References)

Respondent must provide references from at least three agencies where Respondent provided the same or substantially similar work as set forth in this RFQ. Prior work experience must include a complete PCPS solution as described in this RFQ. At least one reference must verify that Respondent meets the MMRs listed in Paragraph 2.0 (Respondent's Minimum Mandatory Requirements). All references must be able to speak to Respondent's services provided.

For each agency listed, Respondent must provide the agency's project manager's full name, and indicate the start/end dates for implementation, the date of final acceptance, and start/end dates for the maintenance phase, as applicable. The narrative must also include:

i. Agency information, including the following:

- Number citation issuing devices,
- Number of administrative users,
- Number of citations processed per month, and
- Number and locations of corporate centers (if applicable).

- ii. Detailed description of the project, including the following:
  - Size and scope,
  - Original contract amount,
  - Contract start date,
  - Contract end date,
  - Description of parking citation services provided, and
  - Description of citation issuing device.

Respondent may use additional sheets, if necessary.

b. Exhibit 3 (Debarment History and List of Terminated Contracts)

Respondent must include a listing of all contracts terminated prior to expiration within the past three years, with any and all reasons for termination, as applicable.

3.2.2 The County may disqualify a Respondent as non-responsive and/or non-responsible [refer to Paragraph 4.0 (Determination of Respondent's Responsibility) below] if:

- a. References fail to verify Respondent meets the MMRs and/or fail to substantiate description of the services provided, or
- b. References fail to support that Respondent has a continuing pattern of providing capable, productive, and skilled personnel, or
- c. The Department is unable to reach the points of contact with reasonable effort. It is Respondent's responsibility to inform the point of contact of County normal working hours (Monday – Friday, 8 a.m. – 5 p.m. PT).

3.3 SOQ must include all completed, signed, and dated forms identified below:

Exhibit 1	Minimum Mandatory Requirements
Exhibit 2	Respondent's List of References
Exhibit 3	Debarment History And List of Terminated Contracts
Exhibit 4	Declaration

**4.0 DETERMINATION OF RESPONDENT'S RESPONSIBILITY**

4.1 A responsible Respondent is one who has demonstrated the attribute of trustworthiness, as well as quality, fitness, capacity, and experience to satisfactorily perform the resultant contract. It is the County's policy to conduct business only with responsible Respondents.

4.2 Respondents are hereby notified that, in accordance with [Chapter 2.202 of the County Code](#), the County may determine whether Respondent is responsible based on a review of Respondent's performance on any contracts, including but not limited to County contracts. Particular attention will be given to violations of labor laws related to employee compensation and

benefits, and evidence of false claims made by Respondent against public entities. Absent a pattern of continuous use of subcontractors who violate labor laws, any labor law violations which are the fault of the subcontractors and of which Respondent had no knowledge will not be the basis of a determination that Respondent is not responsible.

The County may also declare a Respondent to be non-responsible if, at its discretion, the County finds that Respondent has done any of the following: a) violated a term of a contract with the County or a nonprofit corporation created by the County, b) committed an act or omission which negatively reflects on Respondent's quality, fitness or capacity to perform a contract with the County, any other public entity, or a nonprofit corporation created by the County, or engaged in a pattern or practice which negatively reflects on same, c) committed an act or omission which indicates a lack of business integrity or business honesty, or d) made or submitted a false claim against the County or any other public entity.

## **5.0 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 (date and time) 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 this entire RFQ process.

## **6.0 MINIMUM MANDATORY REQUIREMENTS REVIEW**

Any person with underlying authority for an entity may seek a Requirements Review by emailing Exhibit 5 (Transmittal to Request a Requirements Review) to this RFQ, to the Department contact listed in Paragraph 7.0 (Respondents' Questions) below. A request for a Requirements Review may be denied, at the Department's sole discretion, if the request does not satisfy all of the following criteria:

- a. The request is made within the time frame identified in Paragraph 5.0 (RFQ Timetable) above,

- b. The request includes documentation (e.g., letterhead, business card, etc.), which identifies the underlying authority of the person or entity to submit a SOQ,
- c. The request itemizes in appropriate detail, each matter contested, and factual reasons for the requested review, and
- d. The request asserts either that:
  - i. The application of the MMRs and/or this RFQ review process unfairly disadvantages the entity, or
  - ii. Due to unclear instructions, the process may result in the County not receiving the best possible responses from prospective Respondents.

The Requirements Review will be completed, and the Department’s determination will be provided to the requesting person or entity, in writing, within a reasonable time prior to the SOQ due date. The Department’s determination is final.

## **7.0 RESPONDENTS’ QUESTIONS**

Respondents may submit written questions regarding this RFQ by e-mail to Victor Mora-Vasquez at [vmmorava@lasd.org](mailto:vmmorava@lasd.org). All questions must be received by close of business (3:00 p.m., PT), on Friday, March 27, 2026. All questions, without identifying the submitting company, will be compiled with the appropriate answers, and issued as an addendum to this RFQ.

When submitting questions, please specify the RFQ’s, Paragraph number, page number, and quote the language that prompted the question. This will facilitate the County’s response. The County reserves the right to group similar questions when providing answers.

The County will not respond to questions regarding any future RFP.

## **8.0 SOQ SUBMISSION**

8.1 SOQs must be submitted as follows:

The original SOQ and two exact hard copies along with two separate exact electronic hard copies in PDF format on separate flash drives must be enclosed in a sealed envelope or box plainly marked in the upper left-hand corner with the name and address of Respondent and must reference this RFQ as follows:

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

8.2 The SOQ and any related information must be delivered or mailed 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

- 8.3 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.
- 8.4 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.
- 8.5 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.
- 8.6 Until the SOQ submission deadline, errors in SOQs may be corrected by a written request via e-mail to withdraw the SOQ and to submit another SOQ with mistakes corrected. Corrections will not be accepted once the deadline for submission of SOQs has passed.
- 8.7 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.

## **9.0 DISQUALIFICATION REVIEW**

- 9.1 Respondents may be disqualified from consideration if the Department, at any time during this RFQ review process, determines that Respondent's SOQ is non-responsive, including if it fails to meet the MMRs. The Department will provide disqualified Respondents with a written notification, which will include the deadline for requesting a Disqualification Review.
- 9.2 Upon receipt of the County's written determination of disqualification, Respondent may submit a written request for a Disqualification Review within the timeframe specified.
- 9.3 A request for a Disqualification Review may, at the Department's sole discretion, be denied if the request does not satisfy all the following criteria:

- a. The request for a Disqualification Review is submitted timely (i.e., by the date and time specified in the written determination), and
  - b. The request for a Disqualification Review asserts that the Department's determination of disqualification due to non-responsiveness was erroneous, and Respondent's request provides factual as well as copies of all documents and other material that support Respondent's request.
- 9.4 The Disqualification Review will be completed, and the determination will be provided to Respondent, in writing, prior to the conclusion of this RFQ review process. The Department's findings are final.