



# **LOS ANGELES COUNTY SHERIFF'S DEPARTMENT**

## **REQUEST FOR PROPOSALS FOR DEFENSE AND LAW ENFORCEMENT SOLUTION RFP NO. 730-SH**

**REVISED UNDER BULLETIN #5**

**OCTOBER 2025  
Prepared By  
County of Los Angeles**

These guidelines are intended to provide general information only and are subject to revision. The rights and obligations of any party contracting with the County will be determined in accordance with the terms of the applicable Contract and applicable law.

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- Exhibit I**      Contract Discrepancy Report
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- C**      **Solicitation Requirements Review (SRR) Request:** Transmittal form sent to Department requesting a Solicitation Requirements Review.

**1.0 SOLICITATION INFORMATION**

<b>Anticipated Contract Term</b>	Initial term of five years with three additional one-year option term periods.
<b>RFP Contact</b>	Violet Amirkhanyan, Contract Analyst, via email: <a href="mailto:vamirkha@lasd.org">vamirkha@lasd.org</a>

**1.1 Eligible Entities**

The County and Proposer agree that Eligible Entities may purchase products or services defined herein under the same terms and conditions as the County, subject to any applicable local purchasing ordinances and laws of the State of California.

For purpose of this RFP, an Eligible Entity is any public law enforcement/public safety agency whose procurements rules, whether internal or enacted pursuant to statute, allow them to purchase goods or services through a procurement vehicle such as this RFP.

The terms, and conditions of any contract issued pursuant to this RFP will be made available, upon request, to public law enforcement/public safety agencies, "Eligible Entities".

The County must not be construed as a dealer, re-marketer, representative, partner, or agent of any type, of Proposer. Eligible Entities will be solely responsible for ordering services and products under the contract resulting from this RFP. Payments for services and products ordered by an Eligible Entity will be the exclusive obligation of such Eligible Entity.

The County will not be obligated, liable, or responsible for any order made by any Eligible Entity or any employee thereof, OR for any payment required to be made with respect to such order; and that any disputes between Eligible Entities and Proposer are not the responsibility of the County. The exercise of any rights or remedies of the Eligible Entities or Proposer will be the exclusive obligation of such party.

The County makes no representation or guaranty with respect to any minimum purchases by the County, or any Eligible Entity or any employee thereof, under any County contract or Eligible Entity contract arising from this RFP.

**2.0 INTRODUCTION**

2.1 The Los Angeles County (County) Sheriff's Department (Department) is issuing this Request for Proposals (RFP) to solicit proposals for a contract with an organization that can provide a commercial off-the-shelf (COTS) cloud-based Defense and Law Enforcement System (Solution) for the Joint Regional Intelligence Center (JRIC).

- 2.2** The Solution will replace the Department’s current Gotham software platform, which is proprietary to Palantir Technologies, Inc. (Palantir). The intent of this RFP is to obtain a Solution technology which supports US fusion centers and/or law enforcement agencies.
- 2.3** Titles, captions and headings contained in this solicitation are inserted as a matter of convenience and for reference and are not intended and must not be deemed or construed to define, limit, extend or otherwise describe the scope or any provision of this solicitation.
- 2.4** It is anticipated that the Solution requested under the contract will be fully funded by the United States Department of Homeland Security, XXXX Urban Area Security Initiative Grant Program distributed through the California Governor’s Office of Emergency Services, Grant Award Number XXXX-XXXX, Cal OES ID Number XXX-XXXXX, through the City of Los Angeles Sub-recipient Agreement Number C-XXXXXX, which funds the JRIC, and all subsequent grant numbers, and is subject to all policies, provisions and requirements of the grants, which are incorporated herein by this reference, including the contract provisions found in the Code of Federal Regulations 200.327, Appendix II, as applicable, which may be found using the following electronic link: [eCFR :: 2 CFR Part 200 -- Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards](#)

### **3.0 PURPOSE**

#### **3.1 Statement of Work (SOW)**

Contractor will be expected to implement the requirements outlined in Exhibit A (Statement of Work) of Appendix A (Sample Contract), to this RFP.

The prospective Contractor (Contractor) must implement its proprietary COTS cloud-based Solution which meets, or which will meet (by final acceptance), all of the County’s business and functional requirements listed in Exhibit B (Solution Requirements Response Matrix). Contractor will be required to execute the implementation tasks as well as other tasks outlined in Exhibit A (Statement of Work) and Attachment A.1 (Tasks and Deliverables) of Appendix A (Sample Contract), to this RFP.

#### **3.2 Contract: County Terms and Conditions**

Contractor will be required to abide by all terms and conditions outlined in Appendix A (Sample Contract), to this RFP. Proposers should review Appendix A (Sample Contract) with its legal counsel prior to submitting a proposal.

##### **3.2.1 Anticipated Contract Term**

The term of the resultant contract will commence upon execution of the contract by the County and the selected Contractor and will continue until and through five years from the date of the Solution’s final acceptance, as such term is defined in Appendix A (Sample Contract) to this RFP (Initial Term). At the end of the Initial Term, the County may in its sole option extend the term of the contract for up to three one-year option periods (Option Terms). Notwithstanding the maximum contract of eight years from final acceptance, the County retains its sole right to terminate earlier for convenience, non-appropriation of funds, default of

Contractor, substandard performance of Contractor, non-responsibility of Contractor, improper consideration given/offered to the County with respect to the award of the contract, or breach of warranty to maintain compliance with any of the County's rights to terminate the contract.

### **3.2.2 Contract Rates**

Contractor's rates will remain firm and fixed for the term of the contract, including any Option Terms exercised by the County.

### **3.2.3 Days of Operation**

Unless otherwise authorized by the County in accordance with the terms of the resultant contract, Contractor will be required to provide all work on-site at County-specified facilities, throughout the implementation of the system, Monday through Friday (Business Days), 8:00 A.M. to 5:00 P.M. (PT).

Contractor is not required to provide Services on [County-recognized holidays](#).

After achieving final acceptance, Contractor must provide annual system maintenance and support 24 hours per day, 7 days per week, for the term of the contract, unless otherwise approved by County Project Manager.

### **3.2.4 Indemnification and Insurance**

Contractor will be required to comply with the provisions contained in Paragraph 15.5.1 (Indemnification – General) of Appendix A (Sample Contract), to this RFP. Contractor must procure, maintain, and provide to the County proof of insurance coverage for all the programs of insurance along with associated amounts specified in Paragraph 14.0 (General Provisions for all Insurance Coverage) and Paragraph 15.0 (Insurance Coverage) of Appendix A (Sample Contract), to this RFP.

## **4.0 MINIMUM MANDATORY REQUIREMENTS (MMRs)**

### **4.1 Proposer's Minimum Mandatory Requirements**

4.1.1 Proposer must be a current established developer, proprietor, integrator, and provider of a COTS Cloud-based Defense and Law Enforcement Solution for a minimum of three years, within the last five years, as outlined in Paragraph 10.0 (Project Assumptions- General) of Exhibit A (Statement of Work) and Exhibit C (Service Level Agreement) to Appendix A (Sample Contract) to this RFP.

Proposer must list references on Exhibit 7 (Proposer's List of References) of Appendix B (Required Forms) to verify this Minimum Mandatory Requirement.

4.1.2 Proposer's proposed COTS Solution must currently be in production use and supported by Proposer's maintenance program with one or more agency(ies), supporting more than 1,000 sworn officers (concurrent users), for at least five cumulative years. In this context, "agency" is defined as: a) a single law enforcement agency operating under a single enterprise installation of Proposer's proposed COTS Solution, or b) a fusion center of consortium of law

enforcement agencies operating under a centrally managed, single enterprise installation of Proposer's COTS Solution.

Proposer must list references on Exhibit 7 (Proposer's List of References) of Appendix B (Required Forms) to verify this Minimum Mandatory Requirement.

- 4.1.3 If Proposer's compliance with a County contract has been reviewed by the Department of the Auditor-Controller within the last ten years, then Proposer must not have unresolved questions regarding costs that have been identified by the Auditor-Controller, in an amount over \$100,000. Cost are those that are confirmed to be disallowed cost 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.

## **4.2 Proposer's Solution's Minimum Mandatory Requirements**

Proposer's Solution must meet all the requirements specified below:

- 4.2.1 Proposer's Solution must be Criminal Justice Information Services (CJIS) and Criminal Offender Record Information (CORI) compliant:

<https://www.fbi.gov/services/cjis/cjis-security-policy-resource-center>  
<https://oag.ca.gov/sites/all/files/agweb/pdfs/Conditions-for-Release-CORI.pdf>

- 4.2.2 Proposer's Solution must have a search feature that supports both Boolean logic and a search interface that catalogs and returns relevant data from all law enforcement agencies integrated into the Solution.

- 4.2.3 Proposer's Solution must include a map or graph feature with the "Search Around" capability, allowing users to enter an entity and search within a specific area to determine if other entities or activities have occurred in the same area and/or are associated with an entity.

- 4.2.4 Proposer's Solution must have the ability to search within documents (e.g., PDFs, Microsoft Word, etc.), news articles, social media entries, or email for keywords such as "People of Interest," "Cars," "Businesses," "Events," "Trends," etc., and perform a Boolean search as referenced in Paragraph 4.2.2 above.

## **5.0 COUNTY'S RIGHTS AND RESPONSIBILITIES**

### **5.1 Representations Made Prior to Contract Execution**

The County is not responsible for representations made by any of its officers or employees prior to the execution of the contract unless such understanding or representation is included in the executed contract.

### **5.2 Final Contract Award by the Board of Supervisors**

Notwithstanding a recommendation of a department, agency, individual, or other, the Board of Supervisors of the County of Los Angeles (Board) retains the right to exercise its judgment concerning the selection of a proposal and the terms of any resultant

agreement, and to determine which proposal best serves the interests of the County. The Board is the ultimate decision-making body and makes the final determinations necessary to arrive at a decision to award, or not award, a contract.

### **5.3 County's Option to Reject Proposals**

Proposers are hereby advised that this RFP is a solicitation for proposals only, and is not intended, and is not to be construed as, an offer to enter into a contract or as a promise to engage in any formal competitive bidding or negotiations pursuant to any statute, ordinance, rule, or regulation. The County may, at its sole discretion, reject any or all proposals submitted in response to this RFP or may, in its sole discretion, reject all proposals and cancel this RFP in its entirety. The County will not be liable for any costs incurred by Proposer in connection with the preparation and submission of any proposal. The County reserves the right to waive inconsequential disparities in a submitted proposal.

### **5.4 County's Right to Amend Request for Proposals**

The County has the right to amend the RFP by written addendum. The County is responsible only for what is expressly stated in the solicitation document and any authorized written addenda thereto. Such addendum will be made available to each person or organization which the County records indicate has received this RFP. Should such addendum require additional information not previously requested, failure to address the requirements of such addendum may result in the proposal being found non-responsive and not being considered, as determined in the sole discretion of the County. The County is not responsible for and will not be bound by any representations otherwise made by any individual acting or purporting to act on its behalf.

### **5.5 Background and Security Investigations**

Background and security investigations of Contractor's staff may be required at the discretion of the County as a condition of beginning and continuing work under any resulting contract. The cost of background checks is the responsibility of Contractor.

## **6.0 NOTIFICATION TO PROPOSERS**

### **6.1 Public Records Act**

6.1.1 Responses to this solicitation will become the exclusive property of the County. Absent extraordinary circumstances, the recommended Proposer's proposal will become a matter of public record when a) contract negotiations are complete, b) the Department receives a letter from the recommended Proposer's authorized officer that the negotiated contract is the firm offer of the recommended Proposer, and c) the Department releases a copy of the recommended Proposer's proposal in response to a Notice of Intent to Request a Proposed Contractor Selection Review under Board Policy No. 5.055 ([Services Contract Solicitation Protest](#)).

Notwithstanding the above, absent extraordinary circumstances, all proposals will become a matter of public record when the Department's Proposer recommendation appears on the Board agenda.

Exceptions to disclosure are those parts or portions of all proposals that are justifiably defined as business or trade secrets, and plainly marked by Proposer as "Trade Secret," "Confidential," or "Proprietary."

6.1.2 The County will not, in any way, be liable or responsible for the disclosure of any such record or any parts thereof, if disclosure is required or permitted under the California Public Records Act or otherwise by law. A blanket statement of confidentiality or the marking of each page of the proposal as confidential will not be deemed sufficient notice of exception. Proposers must specifically label only those provisions of their respective proposal which are "Trade Secrets," "Confidential," or "Proprietary," in nature.

6.1.3 In the event the County is required to defend an action on a Public Records Act request for any of the aforementioned documents, information, books, records, and/or contents of a proposal marked "Confidential," "Trade Secrets," or "Proprietary," Proposer agrees to defend and indemnify the County from all costs and expenses, including reasonable attorneys' fees, incurred in connection with any action, proceedings, or liability arising in connection with the Public Records Act request.

## **6.2 Contact with County Personnel**

All contact regarding this RFP or any matter relating thereto must be in writing, and e-mailed to:

E-mail address: [vamirkha@lasd.org](mailto:vamirkha@lasd.org)  
Attention: Violet Amirkhanyan, Contract Analyst

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.

## **6.3 Mandatory Requirement to Register on County's WebVen**

Prior to a contract award, all potential Contractors must register in the County's WebVen. WebVen contains the vendor's business profile and identifies the goods/services the business provides. Registration can be accomplished online via the Internet by accessing the County's home page at:

<http://camisvr.co.la.ca.us/webven/>

## **6.4 Protest Policy Review Process**

6.4.1 Under Board Policy No. 5.055 ([Services Contract Solicitation Protest](#)) any prospective Proposer may request a review of the requirements under a solicitation for a Board-approved services contract, as described in Paragraph 6.4.3 (Grounds for Review) below. Additionally, any actual Proposer may request a review of a disqualification or of a proposed contract award under such a solicitation, as described respectively in the paragraphs below. It is the responsibility of Proposer challenging the decision of a Department to demonstrate that the Department committed a sufficiently material error in the solicitation process to justify invalidation of a proposed contract award.

6.4.2 Throughout the review process, the County has no obligation to delay or otherwise postpone an award of contract based on a Proposer protest. In all cases, the County reserves the right to make an award when it is determined to be in the best interest of the County to do so.

#### **6.4.3 Grounds for Review**

Unless state or federal statutes or regulations otherwise provide, the grounds for review of a solicitation for a Board-approved services contract provided for under Board Policy No. 5.055 ([Services Contract Solicitation Protest](#)) are limited to the following:

- a. Solicitation Requirements Review [reference Paragraph 10.1 (Solution Requirements Review) of this RFP].
- b. Disqualification Review [reference Paragraph 10.2 (Disqualification Review) of this RFP].
- c. Department's Proposed Contractor Selection Review [reference Paragraph 10.3 (Department's Proposed Contractor Selection Review) of this RFP].
- d. County Independent Review [reference Paragraph 10.4 (County Independent Review) of this RFP].

#### **6.5 Conflict of Interest**

No County employee whose position in the County enables them to influence the selection of a Contractor for this RFP, or any competing RFP, nor any spouse or economic dependent of such employees, will be employed in any capacity by a Proposer or have any other direct or indirect financial interest in the selection of a Contractor. Proposer must certify that they are aware of and have read [Section 2.180.010 of the Los Angeles County Code](#) as stated in Exhibit 2 (Certification of Compliance) of Appendix B (Required Forms).

#### **6.6 Determination of Proposer Responsibility**

6.6.1 A responsible Proposer is a Proposer who has demonstrated the attribute of trustworthiness, as well as quality, fitness, capacity, and experience to satisfactorily perform the contract. It is the County's policy to conduct business only with responsible Proposers.

6.6.2 Proposers are hereby notified that, in accordance with [Chapter 2.202 of the County Code](#), the County may determine whether Proposer is responsible based on a review of Proposer'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 Proposer 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 Proposer had no knowledge must not be the basis of a determination that Proposer is not responsible.

- 6.6.3 The County may also declare a Proposer to be non-responsible for purposes of the contract if the Board, in its discretion, finds that Proposer 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 Proposer'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.
- 6.6.4 If there is evidence that the apparent highest ranked Proposer may not be responsible, the Department will notify Proposer in writing of the evidence relating to Proposer's responsibility, and its intention to recommend to the Board that Proposer be found not responsible. The Department will provide Proposer and/or Proposer's representative with an opportunity to present evidence as to why Proposer should be found to be responsible and to rebut evidence which is the basis for the Department's recommendation.
- 6.6.5 If Proposer presents evidence in rebuttal to the Department, the Department will evaluate the merits of such evidence, and based on that evaluation, make a recommendation to the Board. The final decision concerning the responsibility of Proposer will reside with the Board.
- 6.6.6 These terms will also apply to proposed subcontractors of Proposers on County contracts.

## **6.7 Proposer Debarment**

- 6.7.1 Proposer is hereby notified that, in accordance with [Chapter 2.202 of the County Code](#), the County may debar Proposer from bidding or proposing on, or being awarded, and/or performing work on other County contracts for a specified period of time, which generally will not exceed five years but may exceed five years or be permanent if warranted by the circumstances, and the County may terminate any or all of Proposer's existing contracts with County, if the Board finds, in its discretion, that Proposer 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 Proposer'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 offense 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.
- 6.7.2 These terms will also apply to proposed subcontractors of Proposers on County contracts.
- 6.7.3 A listing of Contractors that are currently on the Debarment List for Los Angeles County may be obtained on the following website:

<https://doingbusiness.lacounty.gov/listing-of-contractors-debarred-in-los-angeles-county/>.

## **6.8 Improper Considerations**

### **6.8.1 Attempt to Secure Favorable Treatment**

It is improper for any County officer, elected official, employee, or agent to solicit consideration, in any form, from a Proposer with the implication, suggestion or statement that Proposer's provision of the consideration may secure more favorable treatment for Proposer in the award of the contract or that Proposer's failure to provide such consideration may negatively affect the County's consideration of Proposer's submission. A Proposer must not offer or give either directly or through an intermediary, consideration, in any form, to a County officer, elected official, employee, or agent for the purpose of securing favorable treatment with respect to the award of the contract.

### **6.8.2 Notification to County**

A Proposer must immediately report any attempt by a County officer, elected official, employee, or agent to solicit such improper consideration. The report must be made to the Los Angeles County Fraud Hotline at (800) 544 6861 or <https://fraud.lacounty.gov/>. Failure to report such a solicitation may result in Proposer's submission being eliminated from consideration.

### **6.8.3 Form of Improper Consideration**

Among other items, such improper consideration may take the form of cash, discounts, services, the provision of travel or entertainment, or tangible gifts.

## **6.9 County Lobbyist Ordinance**

The County has enacted an ordinance regulating the activities of persons who lobby County officials. This ordinance, referred to as the "Lobbyist Ordinance", defines a County Lobbyist and imposes certain registration requirements upon individuals meeting the definition. The complete text of the ordinance can be found in [County Code Chapter 2.160](#). In effect, each person, corporation or other entity that seeks a County permit, license, franchise, or contract must certify compliance with the ordinance. As part of this solicitation process, it will be the responsibility of each Proposer to review the ordinance independently as the text of said ordinance is not contained within this RFP. Thereafter, each person, corporation or other entity submitting a response to this solicitation, must certify that each County Lobbyist, as defined by [Los Angeles County Code Section 2.160.010](#), retained by Proposer is in full compliance with [Chapter 2.160 of the Los Angeles County Code](#) and each such County Lobbyist is not on the Executive Office's List of Terminated Registered Lobbyists.

## **6.10 Consideration of GAIN/START Participants for Employment**

6.10.1 As a threshold requirement for consideration for contract award, Proposers must demonstrate a proven record of hiring participants in the County's [Department of Public Social Services Greater Avenues for Independence \(GAIN\) or Skills and Training to Achieve Readiness for Tomorrow \(START\)](#)

[Programs](#) or must attest to a willingness to consider GAIN/START participants for any future employment openings if they meet the minimum qualifications for that opening. Proposers must attest to a willingness to provide employed GAIN/START participants access to Proposers' employee mentoring program, if available, to assist these individuals in obtaining permanent employment and/or promotional opportunities.

- 6.10.2 Proposers who are unable to meet this requirement will not be considered for contract award. Proposers must submit a completed Exhibit 2 (Certification of Compliance) of Appendix B (Required Forms) to this RFP, along with their proposal.

## **6.11 Jury Service Program**

- 6.11.1 The prospective contract is subject to the requirements of the County's Contractor Employee Jury Service Ordinance ("Jury Service Program") ([Los Angeles County Code, Chapter 2.203](#)). Prospective Contractors should carefully review Paragraph 34.0 (Compliance with the County's Jury Service Program) of Appendix A (Sample Contract), both of which are incorporated by reference into and made a part of this RFP. The Jury Service Program applies to both Contractors and their subcontractors.

Proposals that fail to comply with the requirements of the Jury Service Program will be considered non-responsive and excluded from further consideration.

- 6.11.2 Contractor must certify compliance with the County's Contractor Employee Jury Service Ordinance in Exhibit 2 (Certification of Compliance) of Appendix B (Required Forms) to this RFP. If a Contractor does not fall within the Jury Service Program's definition of "Contractor" or if it meets any of the exceptions to the Jury Service Program, then Contractor must so indicate in Exhibit 2 (Certification of Compliance) of Appendix B (Required Forms) to this RFP and include with its submission all necessary documentation to support the claim such as tax returns or a collective bargaining agreement, if applicable. Upon reviewing Contractor's application, the County will determine, in its sole discretion, whether Contractor falls within the definition of Contractor or meets any of the exceptions to the Jury Service Program. The County's decision will be final.

## **6.12 Pending Acquisitions/Mergers by Proposing Company**

Proposer must notify the County of any pending acquisitions/mergers of its company unless otherwise legally prohibited from doing so. If Proposer is restricted from legally notifying the County of pending acquisitions/mergers, then it should notify the County of the actual acquisitions/mergers as soon as the law allows and provide to the County the legal framework that restricted it from notifying the County prior to the actual acquisitions/mergers. This information must be provided by Proposer in Exhibit 1 (Organization Questionnaire/Affidavit) of Appendix B (Required Forms) to this RFP. Failure of Proposer to provide this information may eliminate its proposal from any further consideration. Proposer will have a continuing obligation to notify the County and update any changes to its response in Exhibit 1 (Organization Questionnaire/Affidavit) of

Appendix B (Required Forms) to this RFP during the solicitation and during the term of any contract that may be awarded pursuant to this solicitation.

### **6.13 Defaulted Property Tax Reduction Program**

- 6.13.1 The prospective contract is subject to the requirements of the County's Defaulted Property Tax Reduction Program ("Defaulted Tax Program"), ([Los Angeles County Code, Chapter 2.206](#)). Prospective Contractors should reference the pertinent provisions in Paragraph 73.0 (Warranty of Compliance with County's Defaulted Property Tax Reduction Program) and 74.0 (Termination for Breach of Warranty to Maintain Compliance with County's Defaulted Property Tax Deduction Program) of Appendix A (Sample Contract) to this RFP, both of which are incorporated by reference into and made a part of this solicitation. The Defaulted Tax Program applies to both Contractors and their subcontractors.
- 6.13.2 Proposers will be required to certify that they are in full compliance with the provisions of the Defaulted Tax Program and must maintain compliance during the term of any contract that may be awarded pursuant to this solicitation or must certify that they are exempt from the Defaulted Tax Program by completing Exhibit 2 (Certification of Compliance) of Appendix B (Required Forms) to this RFP. Failure to maintain compliance, or to timely cure defects, may be cause for termination of a contract or initiation of debarment proceedings against the non-compliant Contractor ([Los Angeles County Code, Chapter 2.202](#)).
- 6.13.3 Proposals that fail to comply with the certification requirements of the Defaulted Tax Program will be considered non-responsive and excluded from further consideration.

### **6.14 County's Commitment to Zero Tolerance Policy on Human Trafficking**

- 6.14.1 On October 4, 2016, the County approved a motion taking significant steps to protect victims of human trafficking by establishing a zero-tolerance policy on human trafficking. The policy prohibits Contractors engaged in human trafficking from receiving contract awards or performing services under a County contract.
- 6.14.2 Proposers are required to complete Exhibit 2 (Certification of Compliance) of Appendix B (Required Forms) to this RFP, certifying that they are in full compliance with the County's Zero Tolerance Policy on Human Trafficking provision as defined in Paragraph 76.0 (Compliance with County's Zero Tolerance Policy on Human Trafficking) of Appendix A (Sample Contract) to this RFP. Further, Contractors are required to comply with the requirements under said provision for the term of any contract awarded pursuant to this solicitation.

## **6.15 Contractor Protection of Electronic County Information**

### **6.15.1 Protection of Electronic County PI, PHI and MI – Data Encryption Standard**

The resultant contract is subject to the encryption requirements set forth below (collectively, the “Encryption Standards”). Proposer must become familiar with the Encryption Standards set forth herein and the pertinent provisions of Paragraph 18.3 (Protection of Electronic County Information – Data Encryption) of Appendix A (Sample Contract), both of which are incorporated by reference into and made a part of this RFP.

Proposers will be required to complete Attachment C.4 (Compliance with Departmental Encryption Requirements) to Exhibit C (Service Level Agreement) to this RFP, providing information about Proposer’s encryption practices and certifying that Proposer will be in compliance with the Encryption Standards at the commencement of the contract and during the term, and any extensions, of the contract that may be awarded as a result of this solicitation. Proposers that fail to comply with the certification requirements of this provision will be considered non-responsive and excluded from further consideration.

Proposers must use Attachment C.4 (Compliance with Departmental Encryption Requirements) to Exhibit C (Service Level Agreement) to this RFP, to disclose any and all use of remote servers (e.g., cloud storage, Software-as-a-Service or SaaS) for storage of County PI, PHI and/or MI [as such terms are defined in Paragraph 18.3 (Protection of Electronic County Information – Data Encryption) of Appendix A (Sample Contract) to this RFP]. Such disclosure will be subject to written approval of the County’s Chief Executive Office. Any use of remote servers may subject Proposer to additional encryption requirements for such remote servers.

### **6.15.2 Encryption Standards – Stored Data**

Contractors’ and subcontractors’ workstations and portable devices that are used to access, store, receive and/or transmit County PI, PHI or MI (e.g., mobile, wearables, tablets, thumb drives, external hard drives) require encryption (e.g., software and/or hardware) must be in accordance with:

- a. Federal Information Processing Standard Publication (“FIPS”) 140-2,
- b. National Institute of Standards and Technology (“NIST”) Special Publication 800-57 Recommendation for Key Management – Part 1: General (Revision 3),
- c. NIST Special Publication 800-57 Recommendation for Key Management – Part 2: Best Practices for Key Management Organization, and
- d. NIST Special Publication 800-111 Guide to Storage Encryption Technologies for End User Devices.

Advanced Encryption Standard (“AES”) with cipher strength of 256-bit meets the requirement.

### 6.15.3 Encryption Standards – Transmitted Data

All transmitted (e.g., network) County PI, PHI and/or MI require encryption in accordance with:

- a. NIST Special Publication 800-52 Guidelines for the Selection and Use of Transport Layer Security Implementations, and
- b. NIST Special Publication 800-57 Recommendation for Key Management – Part 3: Application-Specific Key Management Guidance.
- c. Secure Sockets Layer (SSL) with cipher strength of 128-bit meets the requirement.

## 6.16 Default Method of Payment: Direct Deposit or Electronic Funds Transfer (EFT)

6.16.1 The County, at its sole discretion, has determined that the most efficient and secure default form of payment for goods and/or services provided under an agreement/contract with the County must be Electronic Funds Transfer (EFT) or direct deposit, unless an alternative method of payment is deemed appropriate by the Auditor-Controller (A-C).

6.16.2 Upon contract award or at the request of the A-C and/or the contracting department, Contractor must submit a direct deposit authorization request with banking and vendor information, and any other information that the A-C determines is reasonably necessary to process the payment and comply with all accounting, record keeping, and tax reporting requirements.

6.16.3 Any provision of law, grant, or funding agreement requiring a specific form or method of payment other than EFT or direct deposit will supersede this requirement with respect to those payments.

6.16.4 Upon contract award or at any time during the duration of the agreement/contract, a Contractor may submit a written request for an exemption to this requirement. The A-C, in consultation with the contracting department(s), will decide whether to approve exemption requests.

## 6.17 Proposer's Acknowledgement of County's Commitment to Fair Chance Employment Hiring Practices

6.17.1 On May 29, 2018, the County approved a Fair Chance Employment Policy in an effort to remove job barriers for individuals with criminal records. The policy requires businesses that contract with the County to comply with fair chance employment hiring practices set forth in California Government Code [Section 12952](#).

6.17.2 Contractors are required to complete Exhibit 2 (Certification of Compliance) of Appendix B (Required Forms) to this RFP, certifying that they, and their subcontractors, are in full compliance with [Section 12952](#), as indicated in Appendix A (Sample Contract) to this RFP. Further, Contractors are required to comply with the requirements under [Section 12952](#) for the term of any contract awarded pursuant to this solicitation.

## 6.18 Prohibition from Participation in Future Solicitation(s)

Any Proposer, Contractor or its subsidiary or subcontractor(s) (“Proposer/Contractor”), is prohibited from submitting a bid or proposal in a County solicitation if Proposer/Contractor has provided advice or consultation for the solicitation. A Proposer/Contractor is also prohibited from submitting a bid or proposal in a County solicitation if Proposer/Contractor has developed or prepared any of the solicitation materials on behalf of the County. A violation of this provision will result in the disqualification of Proposer/Contractor from participation in the County solicitation or the termination or cancellation of any resultant County contract. ([Los Angeles County Code, Chapter 2.202](#)).

## 6.19 Community Business Enterprise (CBE) Participation

The County has adopted a Community Business Enterprise (CBE) Program, which includes business enterprises certified as disadvantaged business enterprises disabled veteran-owned, minority-owned, women-owned, and lesbian, gay, bisexual, transgender, queer, and questioning-owned business types. The County has established a collective 25% participation goal for CBE certified firms, calculated on the eligible procurement dollars. The program maintains data on the types of businesses registered as CBEs and their utilization. Proposer’s CBE participation must be reflected in Exhibit 5 [Community Business Enterprise (CBE) Information] form in Appendix B (Required Forms) to this RFP.

All Proposers must document efforts it has taken to assure that CBEs are utilized, when possible, to provide supplies, equipment, technical services, and other services under the resultant contract. Proposer must make documents related to these efforts available to the County upon request.

The County strongly encourages participation by CBEs; however, the final selection will be made without regard to race, color, creed, or gender. The final selection will be based on Proposer’s ability to provide the best service and value to the County.

To obtain a list of the County’s CBE certified firms, e-mail the request to the County of Los Angeles Department of Economic Opportunity at [CBESBE@opportunity.lacounty.gov](mailto:CBESBE@opportunity.lacounty.gov) with the subject “**Request for CBE Listing.**”

For additional information contact the Office of Small Business at: (844) 432-4900 or at [OSB@opportunity.lacounty.gov](mailto:OSB@opportunity.lacounty.gov).

## 6.20 Contribution and Agent Declaration

[Government Code Section 84308](#) requires a party to a contract proceeding to disclose any contribution of more than \$500 made to a County officer within the preceding 12 months by the party or their agent. State regulations require this disclosure to be made at the time an application is filed, and, if a contribution is made during the contract proceeding, within 30 days of making a contribution or on the date on which the party first appears before or communicates with the agency regarding the proceeding after making the contribution, whichever is earliest. All Proposers are advised that they and all of their subcontractors must complete and return as part of the proposal, the Contribution and Agent Declaration included in Exhibit 8 (Contribution and Agent Declaration Form) of Appendix B (Required Forms) to this RFP. Proposers are further advised that they and their subcontractors must update the Contribution and Agent Declaration Form

throughout the pendency of the solicitation if a contribution is made after the initial disclosure when the proposal is submitted, and as requested at any time by the County prior to contract award. Failure by Proposer or any subcontractor(s) to complete and submit the required Contribution and Agent Declaration Form in Exhibit 8 (Contribution and Agent Declaration Form) of Appendix B (Required Forms) to this RFP, and failure by Proposer or any subcontractor(s) to update the declaration as required by law or as otherwise requested by the County, may eliminate the proposal from further consideration and/or Proposer may be disqualified from a contract award, as determined in the County's sole discretion. Further, all Proposers and their subcontractors are prohibited under [Government Code Section 84308](#) from making a contribution of more than \$500 to a County officer for 12 months after the date a final decision is made in the Contract proceeding involving this solicitation.

## **6.21 Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions (45 C.F.R. Part 76)**

- 6.21.1 Pursuant to federal law, the County is prohibited from contracting with parties that are suspended, debarred, ineligible, or excluded, or whose principals are suspended, debarred, or excluded from securing federally funded contracts. At the time of Proposer's response to this RFP, Proposer must submit a certification, as set forth in Exhibit 11 (Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions [45 C.F.R. Part 76]) of Appendix B (Required Forms) to this RFP, attesting that neither it, as an organization, nor any of its owners, officers, partners, directors, or other principals are currently suspended, debarred, ineligible, or excluded from securing federally funded contracts. Should a proposal response to this RFP identify prospective Subcontractors, or should Proposer intend to use subcontractors in the provision of services under any subsequent contract, Proposer must submit a certification, completed by each Subcontractor, attesting that neither the Subcontractor, as an organization, nor any of its owners, officers, partners, directors, or other principals are currently suspended, debarred, ineligible, or excluded from securing federally funded contracts.
- 6.21.2 Failure to provide the required certification may eliminate Proposer's response to this RFP from consideration.
- 6.21.3 In the event that Proposer and/or its Subcontractor(s) is or are unable to provide the required certification, Proposer instead will provide a written explanation concerning its and/or its Subcontractor's inability to provide the certification. Proposer's written explanation must describe the specific circumstances concerning the inability to certify. It further must identify any owner, officer, partner, director, or other principal of the Proposer and/or Subcontractor who is currently suspended, debarred, ineligible, or excluded from securing federally funded contracts. Finally, the written explanation must provide that person's or those persons' job description(s) and function(s) as they relate to the contract which is being solicited by this RFP.

- 6.21.4 The written explanation will be examined by the County to determine, in its full discretion, whether further consideration of the proposal response to this RFP is appropriate under the federal law.

## **7.0 COUNTY'S PREFERENCE PROGRAMS**

### **7.1 Overview of County's Preference Programs**

- 7.1.1 The County has three preference programs: the Local Small Business Enterprise (LSBE), Social Enterprise (SE), and Disabled Veteran Business Enterprise (DVBE). The Board encourages business participation in the County's contracting process by continually streamlining and simplifying our selection process and expanding opportunities for these businesses to compete for County opportunities.
- 7.1.2 The Preference Programs (LSBE, SE, and DVBE) require that a business complete certification prior to requesting a preference in a solicitation. This program and how to obtain certification are further explained in Paragraphs 7.2 [Local Small Business Enterprise (LSBE) Preference Program], 7.3 [Social Enterprise (SE) Preference Program], and 7.4 [Disabled Veteran Business Enterprise (DVBE) Preference Program] of this RFP. Additional information on the County's preference programs is also available on the Department of Consumer and Business Affairs (DCBA) website at: <http://dcba.lacounty.gov>.
- 7.1.3 In no case will the Preference Programs (LSBE, SE, and DVBE) price or scoring preference be combined with any other county preference program to exceed 15% in response to any County solicitation.
- 7.1.4 Sanctions and financial penalties may apply to a business that knowingly, and with intent to defraud, seeks to obtain or maintain certification as a certified LSBE, SE, or DVBE when not qualified.

### **7.2 Local Small Business Enterprise (LSBE) Preference Program**

- 7.2.1 The County will apply the LSBE preference during the solicitation process to businesses that meet the definition of an LSBE for solicitations not subject to the federal restriction on geographical preferences, consistent with [Chapter 2.204 of the Los Angeles County Code](#).
- 7.2.2 The business must be certified by DCBA prior to requesting the LSBE preference in a solicitation. To apply for certification as an LSBE, businesses should contact DCBA at <http://dcba.lacounty.gov>.
- 7.2.3 Businesses requesting the LSBE preference must complete and submit Exhibit 3 (Request for Preference Consideration) of Appendix B (Required Forms) to this RFP and submit their LSBE certification approval letter ("Certification for Non-Federally Funded Solicitations") from the DCBA with their proposal.

### **7.3 Social Enterprise (SE) Preference Program**

- 7.3.1 The County will apply the SE preference during the solicitation process to businesses that meet the definition of an SE for solicitations not subject to the

federal restriction on geographical preferences, consistent with [Chapter 2.205 of the Los Angeles County Code](#).

7.3.2 The business must be certified by DCBA, prior to requesting the SE preference in a solicitation. To apply for certification as an SE, businesses should contact DCBA at <http://dcba.lacounty.gov>.

7.3.3 Businesses requesting the SE preference must complete and submit Exhibit 3 (Request for Preference Consideration) of Appendix B (Required Forms) to this RFP and submit their SE certification approval letter (“Certification for Non-Federally Funded Solicitations”) from the DCBA with their proposal.

#### **7.4 Disabled Veteran Business Enterprise (DVBE) Preference Program**

7.4.1 The County will apply the DVBE preference during the solicitation process to businesses that meet the definition of a DVBE, consistent with [Chapter 2.211 of the Los Angeles County Code](#).

7.4.2 The business must be certified by DCBA, prior to requesting the DVBE preference in a solicitation. To apply for certification as a DVBE, businesses should contact DCBA at <http://dcba.lacounty.gov>.

7.4.3 Businesses requesting the DVBE preference must complete and submit Exhibit 3 (Request for Preference Consideration) of Appendix B (Required Forms) to this RFP and submit their DVBE certification approval letter from the DCBA with their proposal.

#### **7.5 Preference Program Enterprises (PPEs) - Prompt Payment Program**

It is the intent of the County that Certified Preference Program Enterprises (PPEs) receive prompt payment for services they provide to County Departments. Prompt payment is defined as 15 calendar days after receipt of an approved, undisputed invoice which has been properly matched against documents such as a receiving, shipping, or services delivered report, or any other validation of receipt document consistent with Board Policy 3.035 ([Preference Program Payment Liaison and Prompt Payment Program](#)).

### **8.0 BUSINESS PROPOSAL REQUIREMENTS AND EVALUATION**

This Paragraph contains key project activities, provides Proposers with proposal submission requirements and submittal instructions, and identifies evaluation criteria.

#### **8.1 Truth and Accuracy of Representations**

False, misleading, incomplete, or deceptively unresponsive statements in connection with a proposal will be sufficient cause for rejection of the proposal. The evaluation and determination in this area will be at the Department’s sole judgment and their judgment will be final. All proposals must be firm and final offers and may not be withdrawn for a period of 180 days following the final proposal submission date.

## 8.2 RFP Timetable

The timetable for this revised RFP is as follows:

- Written Questions Due .....03/12/26
- Questions and Answers Released ..... 03/18/26
- **Proposals due by 3:00 P.M. (Pacific Time) ..... 04/10/26**

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 Proposers are encouraged to monitor the above solicitation website for bulletins, as they are posted, during the entire solicitation process.

## 8.3 Proposers' Questions

### 8.3.1 Part 1 – Pre-Virtual Mandatory Proposers' Conference

Proposers may submit written questions regarding this RFP by e-mail only to: Violet Amirkhanyan at [vamirkha@lasd.org](mailto:vamirkha@lasd.org). All questions must be received by the deadline specified in Paragraph 8.2 (RFP Timetable) above. All questions, without identifying the submitting company, will be compiled with the appropriate answers and issued as an addendum to this RFP.

When submitting questions, please specify the RFP, Paragraph number, and page number and quote the language that prompted the question. This will ensure that the question can be quickly found in the RFP. The County reserves the right to group similar questions when providing answers.

### 8.3.2 Part 2 – Post-Virtual Mandatory Proposers' Conference

Proposers will be allowed a second opportunity to submit written questions following the Virtual Mandatory Proposers' Conference. All questions must be received by the deadline specified in Paragraph 8.2 (RFP Timetable) above. Proposers may submit their written questions by e-mail only to: Violet Amirkhanyan at [vamirkha@lasd.org](mailto:vamirkha@lasd.org).

## 8.4 Virtual Mandatory Proposers' Conference

8.4.1 A Virtual Mandatory Proposers' Conference will be held to discuss the RFP requirements. County staff will respond to questions from potential Proposers. All potential Proposers must attend this conference in its entirety, or their proposals will be rejected as non-responsive (disqualified) without review and eliminated from further consideration. The conference is scheduled as follows:

Date: Tuesday, January 13, 2026

Time: 10:00 am (PST)

8.4.2 Prospective Proposers must RSVP to the contract analyst identified in Paragraph 6.2 (Contact with County Personnel) of this RFP on or before the deadline specified in Paragraph 8.2 (RFP Timetable) above. Proposers must provide the names, titles, email addresses, and phone numbers of not more than three full-

time employees/representatives who will be attending the Virtual Mandatory Proposers' Conference. The County will be using a video conferencing platform for this event. Prospective Proposers who RSVP'd for the conference will receive an emailed invitation with the meeting URL.

8.4.3 At least one representative for all Proposers **must** attend the Virtual Mandatory Proposers' Conference in **its entirety**, or their proposals will be rejected as non-responsive (disqualified) without review and eliminated from further consideration.

8.4.4 County staff will respond to questions from potential Proposers; however, all subsequent written answers and any bulletins to the RFP will supersede verbal responses provided at the conference. Written answers will be posted on the Department's website, by the date specified in Paragraph 8.2 (RFP Timetable) above, at <https://lasd.org/transparency/solicitations/>.

\*Only Potential Proposers who have successfully registered by the date specified in Paragraph 8.2 (RFP Timetable) above, will receive an email invitation with the URL.

## **8.5 Preparation of the Proposal**

Two separate proposals must be submitted - a Business Proposal and a Cost Proposal. All proposals must be bound and submitted in the prescribed format. Any proposal that deviates from this format may be rejected as non-responsive without review at the County's sole discretion.

## **8.6 Business Proposal Requirements and Evaluation Criteria**

The content and sequence of the Business Proposal must be as follows:

- Organization Questionnaire/Affidavit and Required Support Documents for Corporations and Limited Liability Companies
- Table of Contents
- Executive Summary (Section A)
- Proposer's Qualifications (Section B)
- Proposer's Approach to Provide Required Services (Section C)
- Proposer's Quality Control Plan (Section D)
- Exceptions to Terms and conditions in the Sample Contract, and requirements of Exhibit A (Statement of Work) and Attachments (Section E)
- Business Proposal Required Forms (Section F)

### **8.6.1 Table of Contents**

List all material included in the proposal. Include a clear definition of the material, identified by sequential page numbers and by Section and Paragraph reference numbers.

## **8.6.2 Executive Summary (Section A)**

Summarizes the contents of Proposer's Business Proposal. The summary must provide the Department with a broad understanding of Proposer's Solution, approach, qualifications, experience, and staffing. This Section of the Business Proposal must also include among others the following information:

- a. Whether or not Proposer intends to perform and complete all Work described in Exhibit A (Statement of Work), Attachment A.1 (Tasks and Deliverables), and Appendix A (Sample Contract) as a single Contractor. If Proposer is proposing the use of one or more subcontractors, list the names of each and describe the respective roles they will play during the implementation, and maintenance, and support phases, if any. The County reserves its sole right to approve or disapprove the use of any subcontractor.
- b. The office name and location(s) including address(es) that Proposer intends to utilize during each of the implementation, testing, and maintenance and support phases of the resultant Contract as applicable.
- c. A statement identifying Proposer's company structure/organization, the origins of the firm and listing of the name(s) of the parent company, and any acquisitions and/or subsidiaries, if any.
- d. Copies of business licenses, permits, and fictitious business name filings, as applicable.

## **8.6.3 Proposer's Qualifications (Section B)**

Proposer must clearly demonstrate that Proposer's organization has the experience and capability to perform the Work required by this RFP as set forth in Exhibit A (Statement of Work) and all proposed Tasks/Deliverables specified in Attachment A.1 (Tasks and Deliverables). Proposer must also demonstrate that Proposer's organization has the experience and financial capability to perform the required services. The following Sections must be included:

### **8.6.3.1 Proposer's Background and Experience (Section B.1)**

Provide a summary of relevant background information to demonstrate that Proposer meets or exceeds the requirements stated in this RFP and has the capability to perform the required services as a corporation or other entity.

### **8.6.3.2 Proposer's Key Staff (Section B.2)**

Identify by name, each of Proposer's staff identified to perform each Task and the qualifications of such person to perform the Task, including but not limited to the following key staff:

- Proposer's Project Director,
- Proposer's Project Manager, and

- Proposer's key technical staff (e.g., developers/programmers, SMEs, help-desk staff, and on-site technical support staff).

And for each of the above, provide a name, summary of background and experience, area(s) of expertise, resume, and applicable certifications.

### **8.6.3.3 Proposer's References and Contracts (Section B.3)**

Each Proposer must complete and include Exhibit 4 (Debarment History and List of Terminated Contracts) and Exhibit 7 (Proposer's List of References) of Appendix B (Required Forms) to this RFP, as described below. It is Proposer's sole responsibility to ensure that the firm's name, and point of contact's name, title, and phone number for each reference is accurate. The same references may be listed on both Exhibits 4 and 8 of Appendix B (Required Forms).

a. The County may disqualify a Proposer as non-responsive and/or non-responsible if:

- References fail to substantiate Proposer's description of the services provided, or
- References fail to support that Proposer has a continuing pattern of providing capable, productive and skilled personnel, or
- The Department is unable to reach the point of contract after reasonable effort. It is Proposer's responsibility to inform the point of contact of availability during normal working hours.

b. Exhibit 7 (Proposer's List of References)

- Proposers must provide references from at least three current clients, not including the County or any of its departments, for which Proposer provided the same similar work as set forth in this RFP with Solutions similar in size and complexity to that of the County procured hereunder. The references must be able to speak to Proposer's services provided within the last five years.
- Proposer's references must be from three of their largest clients, comparable in size and complexity to the County.

For each reference provided, Proposer must include a narrative as part of proposal Section B, including the names of their involved staff, their corporate position (title), and their responsibilities for each project listed. Indicate the implementation start date, the date of final acceptance, and the date maintenance and support began and the contract end date (if applicable). The narrative should also include:

- A detailed description of the project including the size, scope and original contract amount,

- A description of the hosting environment,
  - Any problems encountered throughout the system life cycle, and
  - Troubleshooting, and solutions or workarounds provided.
- c. Exhibit 4 (Debarment History and List of Terminated Contracts)

The County will conduct a review of Proposer's terminated contracts and debarment history. Proposer must include contracts terminated within the past three years with a reason for termination in Exhibit 4 (Debarment History and List of Terminated Contracts) of Appendix B (Required Forms) to this RFP. Proposers' completed Exhibit 4 (Debarment History and List of Terminated Contracts) must be provided in Section F (Business Proposal Required Forms) of Proposer's business proposal.

#### **8.6.3.4 Proposer's Financial Capability (Section B.4)**

The County will conduct a review of Proposer's financial capability. Proposer must provide copies of the company's most current and prior two fiscal years financial statements. Statements should include the company's assets, liabilities and net worth and at a minimum should include the Balance Sheet, Statement of Income, and the Statement of Cash Flows. It should be noted that depending on the nature of the entity (e.g., for-profit, non-profit, and governmental) the title of these statements may differ. For example, for a non-profit entity the Balance Sheet is referred to as the Statement of Financial Position. If audited statements are available, these must be submitted to meet this requirement. Do not submit Income Tax Returns to meet this requirement. Financial statements will be kept confidential if so stamped on each page.

#### **8.6.3.5 Proposer's Pending Litigation and Judgments (Section B.5)**

The County will conduct a review of Proposer's pending litigation and judgements. Proposer must identify by case name, number and court jurisdiction any pending litigation in which Proposer is involved, or judgments against Proposer in the past five years. Provide a statement describing the size and scope of any pending or threatening litigation against Proposer or principals of Proposer.

A Proposer that fails to disclose litigation and judgements may be rejected as non-responsive or disqualified.

*If a Proposer has no pending litigation, credible threatened litigation, or judgments, then a statement stating so must be provided in Section B.4 (Proposer's Pending Litigation and Judgements) of their Proposal.*

## **8.6.4 Proposer's Approach to Providing Required Services (Section C)**

In Section C of its Business Proposal, Proposer must describe the Solution to be provided under the resultant contract, as provided below.

### **8.6.4.1 Proposer's Approach and Methodology (Section C.1)**

In Section C.1 of its Business Proposal, Proposer must address its management approach and methodology toward fulfilling the requirements of this RFP, including those set forth in Exhibit A (Statement of Work), Exhibit B (Solution Requirements Response Matrix), and all proposed Tasks/Deliverables specified in Attachment A.1 (Tasks and Deliverables) to this RFP, and any resultant Contract, as well as ***how*** Proposer intends to provide, implement, maintain, and support the system procured under this RFP.

Proposer's approach and methodology must clearly demonstrate that Proposer accepts and meets all requirements of this RFP.

### **8.6.4.2 Statement of Work (Section C.2)**

In Section C.2 of its Business Proposal, Proposer must provide its response to Exhibit A (Statement of Work) and Attachment A.1 (Tasks and Deliverables) to this RFP, which must adhere to the instructions and requirements set forth in this RFP.

In its response to Exhibit A (Statement of Work) and Attachment A.1 (Tasks and Deliverables) to this RFP, Proposer must describe how it intends to provide the Solution, sequentially addressing how Proposer will execute each Task in Attachment A.1 (Tasks and Deliverables). Proposer must also discuss the following:

- COTS software – development/configuration approach,
- Virtual Hardware – hardware deployment approach (including additional network hardware, if cloud based),
- Testing,
- System interfaces,
- Security strategy,
- Data conversion (legacy Palantir Gotham)\*,
- Report design approach,
- Business continuity strategy,
- Training and documentation, and
- Transition to production.

\*The County would prefer to have all data converted to the new system but is willing to explore alternative options based on Proposer's expertise and best practices. Proposed options must be identified in Section C.2 of Proposer's Business Proposal, and pricing should be reflected in Exhibit 9 (Cost Proposal Form) of Appendix B (Required

Forms) to this RFP. The County's preferred method of conversion/access will be identified during Contract Negotiations.

Proposer must submit a proposed draft Detailed Work Plan (DWP) identifying all resources to be allocated to the project at the Task level, and the number of hours estimated to complete each Task.

The DWP must include a master schedule/timeline which incorporates all Tasks, showing critical path dependencies along with all possible parallel Tasks.

The DWP must be submitted in both .pdf and editable Microsoft Project™ formats (.mpp). Acceptable versions of .mpp are 2007 or higher.

a. Resources

Proposer must identify by name, each of Proposer's staff listed in the DWP to perform each Task, and their qualifications to perform the Task. Key staff to identify include, but are not limited to, the following:

- Project Manager,
- Developers/programmers,
- On-site technical support, and
- Helpdesk staff.

b. Proposer must review all Contractor and County "assumptions" listed in Paragraph 10.0 (Project Assumptions, General) of Exhibit A (Statement of Work) to this RFP. Proposer must comment on each assumption listed demonstrating, to the County's satisfaction, its understanding thereof.

**8.6.4.3 Solution Requirements (Section C.3)**

As part of its Business Proposal submission, Proposer must adhere to the instructions for, and provide a response to, each requirement listed in Exhibit B (Solution Requirements Response Matrix) to Appendix A (Sample Contract) to this RFP, to specify to what extent and how the proposed system will meet each of the requirements specified within.

The County understands that some of the business and functional requirements listed in Exhibit B (Solution Requirements Response Matrix) may not be readily available "out-of-the-box" in the proposed COTS software. Proposer is admonished to provide full disclosure for each function that will, or may, require configuration or programming in order to achieve the functional requirement. For each such configuration and/or programming identified, Proposer must include estimated timeframes and resources needed to achieve each such requirement and include the same in the DWP.

\*\*Any additional programming gaps that are discovered during implementation that were not identified by Contractor as part of their

proposal submission, must be remedied by Contractor at Contractor's sole expense.

For this Section C.3, Proposer must also provide a flow chart and narrative describing the proposed system architecture, and a detailed description of its proposed business continuity plan to ensure uninterrupted operation of the Solution.

#### **8.6.5 Proposer's Quality Control Plan (Section D)**

Proposer will be evaluated on its ability to establish and maintain a complete Quality Control Plan (QCP) to ensure the requirements of the resultant contract are provided as specified. Evaluation of the QCP must cover the proposed monitoring system of all services as specified in Exhibit A (Statement of Work) and Attachment A.1 (Tasks and Deliverables) to Appendix A (Sample Contract) to this RFP based on information provided in this Paragraph.

Proposer must present a comprehensive QCP to be utilized by Proposer as a self-monitoring tool to ensure the required services are provided as specified in Exhibit A (Statement of Work) and Attachment A.1 (Tasks and Deliverables).

The following factors may be included in the QCP:

- Activities to be monitored to ensure compliance with all contract requirements,
- Monitoring methods to be used,
- Frequency of monitoring,
- Samples of forms to be used in monitoring,
- Title/level and qualifications of personnel performing monitoring functions, and
- Documentation methods of all monitoring results, including any corrective action taken.

#### **8.6.6 Exceptions to Terms and Conditions of Contract and/or Requirements of Statement of Work and Attachments (Section E)**

8.6.6.1 It is the duty of every Proposer to thoroughly review Appendix A (Sample Contract) and Exhibit A (Statement of Work) to ensure compliance with all terms, conditions, and requirements.

Proposer will be evaluated on their willingness to accept the terms and conditions outlined in Appendix A (Sample Contract) and the requirements outlined in Exhibit A (Statement of Work).

Proposer should review this RFP in its entirety with its legal counsel prior to submitting a proposal.

It is the County's expectation that in submitting a proposal Proposers will accept, as stated, the County's terms and conditions in Appendix A (Sample Contract) and the County's requirements in Exhibit A (Statement of Work). However, Proposers are provided the opportunity to take

exceptions to the County's terms, conditions, and requirements. The County may deduct rating points or disqualify the proposal in its entirety if the exceptions are material enough to deem the proposal non-responsive.

Proposers are further notified that the County may, in its sole determination, disqualify any Proposer with whom the County cannot satisfactorily negotiate a contract.

8.6.6.2 Section E of Proposer's response must include:

- a. A statement offering Proposer's acceptance of, or exceptions to, all terms and conditions listed in Appendix A (Sample Contract) to this RFP,
- b. A statement offering Proposer's acceptance of, or exceptions to, all requirements listed in Exhibit A (Statement of Work), and
- c. A statement offering Proposer's acceptance of, or exceptions to, all requirements listed in Attachment A.1 (Tasks and Deliverables) to Exhibit A (Statement of Work) to this RFP.

For each exception, Proposer must provide:

- An explanation of the reason(s) for the exception,
- The proposed alternative language, and
- A description of the impact, if any, to Proposer's price.

8.6.6.3 Proposer must indicate all exceptions to Appendix A (Sample Contract), Exhibit A (Statement of Work), and/or Attachment A.1 (Tasks and Deliverables) to this RFP, by providing a 'red-lined' Word version of the language in question. The County materially relies on this procedure and any Proposer who fails to make timely exceptions that are material and substantial in nature, as required herein, will be barred, at the County's sole discretion, from later making such exceptions, including during any contract negotiations.

The County reserves the right to make changes to this RFP, including its Appendices, Attachments, and Exhibits at its sole discretion. Such changes will be made through an addendum and posted on the Department's website at <https://lasd.org/transparency/solicitations/> process. All potential Proposers are encouraged to monitor the above solicitation website for Bulletins, as they are posted during the entire solicitation process.

**8.6.7 Business Proposal Required Forms and Corporate Documents (Section F)**

8.6.7.1 Proposal must include all completed, signed, and dated forms identified in Appendix B (Required Forms).

Exhibit 1 Organization Questionnaire/Affidavit

Exhibit 2 Certification of Compliance

- Exhibit 3 Request for Preference Consideration
- Exhibit 4 Debarment History and List of Terminated Contracts
- Exhibit 5 Community Business Enterprise (CBE) Information
- Exhibit 6 Minimum Mandatory Requirements (MMRs)
- Exhibit 7 Proposer's List of References
- Exhibit 8 Contribution and Agent Declaration Form
- Exhibit 9 Cost Proposal Form
- Exhibit 10 Virtual Hardware and Software Delivery List and Specifications Sheet
- Exhibit 11 Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions (45 C.F.R. Part 76)
- Exhibit 12 Declaration

#### **8.6.7.2 Corporate Documents**

a. Corporations or Limited Liability Company (LLC):

Proposer must submit the following documentation with the proposal:

- A copy of a "Certificate of Good Standing" from both the state of incorporation/organization and the State of California, if applicable.
- A conformed copy of the most recent "Statement of Information" as filed with the California Secretary of State listing corporate officers or members and managers.

b. Limited Partnership:

Proposer must submit a conformed copy of the Certificate of Limited Partnership or Application for Registration of Foreign Limited Partnership as filed with the California Secretary of State, and any amendments.

### **8.7 Cost Proposal Requirements and Evaluation**

Proposer's Cost Proposal must contain all costs related to completing all work outlined in Exhibit A (Statement of Work), Attachment A.1 (Tasks and Deliverables), and the resultant contract. The Cost Proposal represents Proposer's fully burdened firm-fixed price cost for Solution implementation and annual maintenance and other professional services, all as defined in Appendix A (Sample Contract) including all Exhibits, and Attachments thereto. Cost Proposals must be realistic and not capable of being construed as non-responsible for providing the goods and services proposed as part of the Solution in response to the RFP. Should Proposer fail to account for any component or services

in the Cost Proposal which are necessary to perform the services defined in this RFP and Appendix A (Sample Contract), Proposer will be required to provide the same at Proposer's sole expense. The content and sequence of the proposal must be as follows:

**a. Cover Page**

Cover Page must identify, at a minimum, the RFP and Proposer's name.

**b. Cost Proposal**

Exhibit 9 (Cost Proposal Form) of Appendix B (Required Forms) to this RFP must be completed and must list all tasks and deliverables (as applicable) in Attachment A.1 (Tasks and Deliverables).

The maximum number of possible points will be awarded to the lowest cost proposal. All other proposals will be compared to the lowest cost and points awarded accordingly.

However, should one or more of Proposers request and be granted the LSBE, SE, or the DVBE preference, the cost component points will be determined as follows:

Fifteen percent of the lowest cost proposed will be calculated, not to exceed \$150,000, and that amount will be deducted from the cost submitted by all Proposers who requested and were granted the preference.

In no case will any preference be combined to exceed 15% of the lowest responsible bid meeting specifications.

**c. Exhibit 10 (Virtual Hardware and Software Delivery List and Specifications Sheet) of Appendix B (Required Forms) to this RFP.**

**8.8 Firm Offer-Withdrawal of Proposal**

Until the proposal submission deadline, errors in proposals may be corrected by a request in writing to withdraw the proposal and by submission of another set of proposals with the mistakes corrected. Corrections will not be accepted once the deadline for submission of proposals has passed.

**8.9 Proposal Submission**

Proposals must be submitted as follows:

8.9.1 Business Proposal - The original Business Proposal and four numbered identical hard copies, and two electronic copies in PDF format on two separate flash drives must be enclosed in a sealed envelope or box and plainly marked in the upper left-hand corner with the name and address of Proposer and reference the solicitation as follows:

**"BUSINESS PROPOSAL FOR  
DEFENSE AND LAW ENFORCEMENT SOLUTION  
RFP NUMBER 730-SH"**

8.9.2 Cost Proposal - The original Cost Proposal and four numbered identical hard copies, and two electronic copies in PDF format on two separate flash drives must be enclosed in a **separate sealed envelope or box** and plainly marked in the

upper left-hand corner with the name and address of Proposer and reference the solicitation as follows:

**"COST PROPOSAL FOR  
DEFENSE AND LAW ENFORCEMENT SOLUTION  
RFP NUMBER 730-SH"**

8.9.3 While both the Business and Cost proposals may be boxed and delivered together, they must be **SEALED SEPARATELY** within the box, if one box is used. The Cost Proposals will be handled separately from the Business Proposal during the evaluation process.

8.9.4 The proposals must be delivered or mailed to:

Los Angeles County Sheriff's Department  
Fiscal Administration Bureau – Contracts Unit  
211 West Temple Street – 6<sup>th</sup> Floor  
Los Angeles, California 90012  
Attention: Violet Amirkhanyan, Contract Analyst

8.9.5 Proposers must also include a redacted Business Proposal in searchable Adobe Portable Document Format (PDF), with all confidential, proprietary and trade secret information redacted, as part of its proposal submission. With respect to this requirement, Proposer must submit one electronic copy in searchable PDF format, with confidential, proprietary and trade secret information redacted. Proposers must specifically redact only those parts of the Business Proposal that are actual trade secrets, confidential, or proprietary in nature. Blanket or categorical redactions and/or statements of confidentiality, or the marking of each page of the proposal as "Trade Secret," "Confidential," or "Proprietary," are not acceptable, and will be rejected in the sole discretion of the County.

8.9.6 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 8.2 (RFP Timetable) above, 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.

8.9.7 All proposals will be firm offers and may not be withdrawn for a period of one year following the last day to submit proposals. Until the proposal submission deadline, errors in proposals may be corrected by a written request to withdraw the proposal and to submit another set of proposals with mistakes corrected. Corrections will not be accepted once the deadline for submission of proposals has passed.

## **9.0 SELECTION PROCESS OVERVIEW**

### **9.1 Selection Process**

9.1.1 Only potential Proposers who attend the Virtual Mandatory Proposers' Conference in its entirety will be permitted to submit a written proposal in response to this RFP.

There will be no exceptions to this requirement. [See Paragraph 8.4 (Virtual Mandatory Proposers' Conference) of this RFP].

- 9.1.2 The County will conduct a comprehensive, fair, and impartial evaluation of proposals received in response to this RFP. Consideration will be given to capabilities or advantages that are clearly described in the proposals, confirmed by any demonstrations, oral presentations and/or any site visits.
- 9.1.3 The County reserves the sole right to judge the contents of the proposals submitted pursuant to this RFP and to review, evaluate and select the successful proposal(s). The selection process will begin upon receipt of all timely submitted proposals. Evaluation of the proposals will be made by an evaluation committee selected by the Department.
- 9.1.4 The evaluation committee will evaluate the proposals and will use the evaluation approach described in Paragraph 9.2 (Evaluation of Business and Cost Proposals) below to select a prospective Contractor. The evaluation committee may utilize appropriate experts to assist in the evaluation process.
- 9.1.5 All proposals will be evaluated based on the criteria listed in Paragraph 9.2 (Evaluation of Business and Cost Proposals) below. All proposals will first be screened to determine compliance with the Minimum Mandatory Requirements. All proposals that pass the initial screening will then be evaluated based on the evaluation criteria and corresponding weighting factors (evaluation criteria) listed in Paragraph 9.2 (Evaluation of Business and Cost Proposals) below. The proposals will be scored and ranked in numerical sequence from high to low.
- 9.1.6 The highest-ranking qualified Proposer(s) being evaluated will also be invited to provide an on-site presentation and demonstration as provided in Paragraph 9.3.2 (Phase 2 - One-Day Demonstration and Leave-Behind Software) below. The County reserves the sole right to determine the number of highest-ranking qualified Proposers that will be invited to Phase 2.
- 9.1.7 After a prospective Contractor has been selected, the County and the prospective Contractor will negotiate a contract for submission to the Board for its consideration and possible approval. If a satisfactory contract cannot be negotiated with a selected prospective Contractor, the County may, at its sole discretion, disqualify such selected prospective Contractor and begin contract negotiations with the next qualified Proposer that submitted a proposal, as determined by the County.
- 9.1.8 Notwithstanding the foregoing, the County retains the right to select a proposal other than the qualified proposal with the highest number of points if the County determines, in its sole and reasonable discretion that another proposal is the most overall qualified, cost-effective, responsive, responsible, and in the best interest of the County.

## **9.2 Evaluation of Business and Cost Proposals**

All proposals will be evaluated based on the criteria listed in Paragraph 8.0 (Business Proposal Requirements and Evaluation) and will be scored and ranked in numerical sequence from high to low. The County may also, at its option, invite Proposers being

evaluated to make a verbal presentation or conduct site visits, if appropriate. The evaluation committee may utilize the services of appropriate experts to assist in this evaluation.

9.2.1 Evaluation of proposals will be based on a combination of the proposed technical solution, management approach to implementation, Proposer’s and proposed key staff qualifications, Proposer’s demonstration of their proposed COTS product, cost, and other factors, as specified in this Paragraph 9.2 (Evaluation of Business and Cost Proposals). The evaluation criteria and corresponding percentages and weighting factors for the major categories that will be used to evaluate the proposals during the evaluation phase will be comprised of the factors itemized in the Evaluation Criteria table below:

<b>CATEGORY – PROPOSAL SECTION</b>	<b>CATEGORY WEIGHT (%)</b>	<b>SUBCATEGORY WEIGHT (%)</b>	<b>MAXIMUM POINTS</b>
<b>BUSINESS PROPOSAL</b>	75%		7500
<i>Proposer’s Qualifications</i>		10%	1000
<i>Proposer’s Approach to Providing Required Services</i>		65%	6500
<ul style="list-style-type: none"> <li>• <i>Proposer’s Approach and Methodology</i></li> <li>• <i>Statement of Work</i></li> <li>• <i>Solution Requirements</i></li> <li>• <i>Quality Control Program</i></li> </ul>			
<b>COST PROPOSAL</b>	25%		2500
<b>TOTAL</b>	100%		10,000

9.2.2 After receipt of a proposal, but prior to award of any contract, the Department, at its sole discretion, may require any or all Proposers to submit additional information and/or to meet in person with Department personnel.

9.2.3 Failure of a Proposer to satisfactorily respond to each RFP item, or any other information requested by the Department, may deem its proposal non-responsive and subject to disqualification from further consideration. The County in its sole discretion may waive any informality in a proposal and/or request for additional information, provided the sum and substance of the proposal has been met.

9.2.4 The Department, in its sole discretion, may reject any and all proposals submitted in response to this RFP. The County reserves the sole right to cancel this RFP at any time without cause.

- 9.2.5 An evaluation committee composed of the Department's representatives and possibly other County department personnel will evaluate the qualified Business Proposals. In addition, the evaluation committee may utilize the services of appropriate subject-matter experts (SMEs), stakeholders, or third-party consultants to assist in the evaluation process.
- 9.2.6 Each evaluation committee member, participating SME, stakeholder, consultant, and contracting staff member will perform their respective functions under a formal, signed Certification of No-Bias/Conflict of Interest and Non-Disclosure Agreement. The names of evaluation committee members and participating SMEs will not be made public at any time nor disclosed during any review.
- 9.2.7 All Cost Proposals will remain sealed until the completion of Phase 2 Demonstration process. All Cost Proposals will be reviewed and scored by the Department's Contracts Unit and project stakeholders.
- 9.2.8 A successful proposal will not necessarily be one that sets forth the lowest price.
- 9.2.9 The Department reserves the right to reject any or all proposals, seek additional candidates, or further negotiate terms, price, and conditions submitted by any Proposer who is ultimately selected for contract award.
- 9.3 The evaluation process will be conducted in three phases:

**9.3.1 Phase 1 - Written Responses (Business Proposals)**

- 9.3.1.1 The Evaluation Committee will conduct an evaluation of all qualified Proposers' Business Proposals submitted in response to this RFP. The highest-ranking Proposer(s) will be determined and invited to proceed to Phase 2, One-Day Demonstration. The County reserves the sole right to determine the number of highest-ranking qualified Proposers that will be invited to Phase 2.

**9.3.2 Phase 2 - One-Day Demonstration and Leave-Behind Software**

- 9.3.2.1 The purpose of the demonstration is to provide members of the evaluation committee, subject-matter experts (SMEs), and other project stakeholders with a functional overview of the Solution presented in response to this RFP. Presenting Proposers will:
- a. Focus on the Proposed Solution - Proposers will be required to focus their presentations on the proposed Solution architecture that was presented in their RFP response.
  - b. Follow the Scripted Scenarios - The County will provide all invited Proposers with scenarios no less than two weeks prior to demonstration date. Proposers must create a scripted demonstration to partially validate the proposed Solution for each scenario.
  - c. Proposers will be responsible for demonstrating the proposed Solution's functionality on multiple platforms (e.g., web browser,

smartphone browser, tablet). Each platform will have the same functionality regardless of screen size.

- d. Breakout Session - Proposers must provide a breakout session during the demonstration, not to exceed 90 minutes in length, to afford the evaluation committee and select SMEs an opportunity for a hands-on demonstration of the proposed COTS software.
- e. Avoid Marketing - Proposers must not include marketing materials in their demonstrations (e.g., brochures, handouts, promotional items, or any other marketing tools).

- 9.3.2.2 The invited Proposers will be required to be on-site to conduct a one-day presentation and demonstration of its proposed solution. Proposers will be responsible for their own travel accommodations. Proposer's questions regarding the demonstration may be submitted during this RFP question and answer window provided in the timetable specified in Paragraph 8.2 (RFP Timetable) above.
- 9.3.2.3 Prior to the demonstration, the County will notify selected Proposer(s) and provide an agenda and pertinent information regarding the format of the demonstration. All products demonstrated must be exactly as those proposed in Proposer's RFP response.
- 9.3.2.4 As part of Phase 2, Proposers will be required to provide the County with temporary web access (URL), accessible from any County computer to the most current fully functional version of the proposed COTS software for further evaluation and hands-on testing by the evaluation committee and SMEs. This temporary access to Proposer's URL must be valid for ten business days at no cost to the County.
- 9.3.2.5 Proposer must provide the County with access to a "quick-reference" user guide, for use by the evaluation committee, SMEs, and other Project stakeholders.
- 9.3.2.6 Proposers will be offered the opportunity to submit revised Business and Cost Proposals, as applicable, within two weeks from the date of its demonstration, based on the information and feedback received during the Phase 2 - One-Day Demonstration and Leave-Behind Software period. Proposers may opt out of submitting a revised Proposal if, in Proposer's analysis, revisions are not required. In such an instance, Proposer will be asked to submit a written statement acknowledging such.
- 9.3.2.7 Proposer's final, fully burdened Cost Proposal, must include pricing for all elements listed in Exhibit 9 (Cost Proposal Form) of Appendix B (Required Forms), to this RFP.
- 9.3.2.8 The evaluation committee will be tasked to review and revise their scores as necessary based on the information and additional feedback from the SMEs following the demonstrations.

9.3.2.9 At the conclusion of Phase 2, Cost Proposals will be unsealed by the Department's Contracts Unit and will be scored. Both the Business Proposal and Cost Proposal scores will be combined to reach a final score. The selected Proposer will proceed to contract negotiations.

9.3.2.10 The County, in its sole discretion, reserves the right to dismiss any Proposer that fails to demonstrate its ability to be both responsive and/or responsible during Phase 2 or any other portion of the selection process. In such case, the County may invite the next highest-ranking Proposer to participate in Phase 3

### **9.3.3 Phase 3 – Contract Negotiations**

9.3.3.1 Phase 3 will consist of contract negotiations and the finalizing of technical documents [e.g., SOW, Project Control Document (PCD), Service Level Agreement (SLA), DWP, payment structure, etc.].

9.3.3.2 The County and Proposer will engage in non-protracted contract negotiations. The period to complete contract negotiations will be within a reasonable timeline as determined solely by the County.

9.3.3.3 Proposer's failure to negotiate satisfactory terms with the County during Phase 3 will, in the Department's sole determination, eliminate Proposer from further consideration for contract award. If Proposer is eliminated at this stage, the Department will select the next highest-scoring Proposer from Phase 2 to participate in contract negotiations.

## **10.0 PROTEST PROCESS OVERVIEW**

### **10.1 Solicitation Requirements Review**

Any person with underlying authority for an entity may seek a Solicitation Requirements Review by submitting Appendix C [Solicitation Requirements Review (SRR) Request] to the Department conducting the solicitation. A request for a SRR may be denied, in the Department's sole discretion, if the request does not satisfy all the following criteria:

- a. The request is made within the time frame identified in the solicitation document (generally within ten business days of the issuance of the solicitation document),
- b. The request includes documentation (e.g., letterhead, business card, etc.), which identifies the underlying authority of the person or entity to submit a proposal,
- 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. application of the Minimum Mandatory Requirements, evaluation criteria and/or business requirements unfairly disadvantages the person or entity, or,
  - ii. due to unclear instructions, the process may result in the County not receiving the best possible responses from prospective Proposers.

The Department's determination will be provided to the requesting person or entity, in writing, within a reasonable time prior to the proposal due date.

## **10.2 Disqualification Review**

10.2.1 A proposal may be disqualified from consideration because the Department determined it was non-responsive at any time during the review/evaluation process. If the Department determines that a proposal is disqualified due to non-responsiveness, the Department will notify Proposer in writing.

10.2.2 Upon receipt of the written determination of non-responsiveness, Proposer may submit a written request for a Disqualification Review within the timeframe specified in the written determination.

10.2.3 A request for a Disqualification Review may, in the Department's sole discretion, be denied if the request does not satisfy all of 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 provides factual support on each ground asserted as well as copies of all documents and other material that support the assertions.

10.2.4 The Disqualification Review process must be completed, and the determination will be provided to the requesting Proposer, in writing, prior to the conclusion of the evaluation process.

10.2.5 Proposer can also be disqualified for reasons described throughout this RFP.

## **10.3 Department's Proposed Contractor Selection Review**

### **10.3.1 Departmental Debriefing Process**

Upon completion of the evaluation, the Department will notify the remaining Proposers in writing that the Department is entering negotiations with another Proposer. Upon receipt of the letter, any non-selected Proposer may submit a written request for a Debriefing within the timeframe specified in the letter. A request for a Debriefing may, in the Department's sole discretion, be denied if the request is not received within the specified timeframe.

The purpose of the Debriefing is to compare the requesting Proposer's response to the solicitation document with the evaluation document. The requesting Proposer will be debriefed only on its response. Because contract negotiations are not yet complete, responses from other Proposers will not be discussed, although the Department may inform the requesting Proposer of its relative ranking.

During or following the Debriefing, the Department will instruct the requesting Proposer of the manner and timeframe in which the requesting Proposer must notify the Department of its intent to request a Proposed Contractor Selection Review [see Paragraph 10.3.2 (Proposed Contractor Selection Review)], if the requesting Proposer is not satisfied with the results of the Debriefing.

## **10.3.2 Proposed Contractor Selection Review**

- 10.3.2.1 Any Proposer that has timely submitted a notice of its intent to request a Proposed Contractor Selection Review as described in this Paragraph 10.3.2 (Proposed Contractor Selection Review) may submit a written request for a Proposed Contractor Selection Review, in the manner and timeframe as will be specified by the Department.
- 10.3.2.2 A request for a Proposed Contractor Selection Review may, in the Department's sole discretion, be denied if the request does not satisfy all of the following criteria:
- a. The request for a Proposed Contractor Selection Review is submitted timely (i.e., by the date and time specified by the Department), and
  - b. The person or entity requesting a Proposed Contractor Selection Review asserts in appropriate detail with factual reasons one or more of the following grounds for review:
    - i. The Department materially failed to follow procedures specified in its solicitation document. This includes:
      - Failure to correctly apply the standards for reviewing the proposal format requirements.
      - Failure to correctly apply the standards, and/or follow the prescribed methods, for evaluating the proposals as specified in the solicitation document.
      - Use of evaluation criteria that were different from the evaluation criteria disclosed in the solicitation document.
    - ii. The Department made identifiable mathematical or other errors in evaluating proposals, resulting in Proposer receiving an incorrect score and not being selected as the recommended Contractor,
    - iii. A member of the evaluation committee demonstrated bias in the conduct of the evaluation,
    - iv. Another basis for review as provided by state or federal law, and
    - v. The request for a Proposed Contractor Selection Review sets forth sufficient detail to demonstrate that, but for the Department's alleged failure, Proposer would have been the lowest cost, responsive and responsible bid or the highest-scored proposal, as the case may be.
- 10.3.2.3 Upon completing the Proposed Contractor Selection Review, the Department representative will issue a written decision to Proposer within a reasonable time following receipt of the request for a Proposed Contractor Selection Review, and always before the date the contract

award recommendation is to be heard by the Board. The written decision will additionally instruct Proposer of the manner and timeframe for requesting a County Independent Review [see Paragraph 10.4 (County Independent Review) below].

#### **10.4 County Independent Review**

Any Proposer that is not satisfied with the results of the Proposed Contractor Selection Review may submit a written request for a County Independent Review in the manner and timeframe specified by the Department in the Department's written decision regarding the Proposed Contractor Selection Review.

A request for a County Independent Review may, in the County's sole discretion, be denied if the request does not satisfy all of the following criteria:

- a. The request for a County Independent Review is submitted timely (i.e., by the date and time specified by the Department), and
- b. The person or entity requesting review by a County Independent Review has limited the request to items raised in the Proposed Contractor Selection Review as listed in Paragraph 10.3.2 (Proposed Contractor Selection Review) above.

Upon completion of the County Independent Review, Internal Services Department will forward the report to the Department, which will provide a copy to Proposer.