



LOS ANGELES COUNTY SHERIFF'S DEPARTMENT

REQUEST FOR PROPOSALS

FOR

**AUTOMOTIVE FLEET MANAGEMENT AND
MAINTENANCE SERVICES**

RFP No. 731-SH

REVISED UNDER BULLETIN #2

March 2026

**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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[Not attached to Appendix A (Contract); See Exhibit 11 (Living Wage Program Staffing Plan) of Appendix B (Required Forms)]
- B Required Forms:** Forms that must be completed and included in the proposal.
- C Solicitation Requirements Review (SRR) Request:** Transmittal form sent to Department requesting a Solicitation Requirements Review.
- D Guidelines for Assessment of Proposer Labor Law/Payroll Violations:** Guidelines that will be used to determine whether the County will deduct evaluation points for labor/law payroll violations.

1.0 INTRODUCTION

1.1 The Los Angeles County (County) Sheriff's Department (Department) issuing this Request for Proposals (RFP) to solicit proposals for a contract with an organization that can provide Automotive Fleet Management and Maintenance Services for the Department's fleet of vehicles.

1.1.1 The Department's current fleet includes, but is not limited to, black-and-white and solid color police vehicles, civilian vehicles, buses, vans, medium and heavy vehicles, motorcycles, off-highway equipment, trailers, and boats. Currently, there is one primary full-service repair location and approximately 27 satellite maintenance facilities located throughout the County which will require contractor staffing at each facility.

1.1.1.1 The Department's current fleet is identified in Attachment 1 (Vehicle and Equipment List) to Exhibit A (Statement of Work) of Appendix A (Contract) to this RFP; however, the fleet is anticipated to change in number and composition by the time the resultant contract is executed and throughout its term.

1.2 The County reserves its exclusive right to amend the Contract to increase or decrease the number of repair locations, hours of Service, or level of staffing.

1.3 Awarded contractor's inability to perform the services specified in Exhibit A (Statement of Work) to Appendix A (Contract) to this RFP, or for any other reason determined by the County, may result in the County temporarily or permanently utilizing other resources to perform any portion of the services, including, but not limited to, reassigning work to another County contractor.

1.4 Equitable Access to Healthcare for Contracted Employees

On April 4, 2023 the Board filed a motion, "Equitable Access to Healthcare for Contracted Employees" mandating all County Proposition A (Prop A) to require 100% employer-paid healthcare premiums for employees who work 30 hours or more per week at the minimum actuarial value of Affordable Care Act (ACA) individual Gold Plan health care coverage (Gold Plan). In alignment with the Board's priority, it is the Department's intent to contract with a Proposer who can provide its employees (providing services under the awarded contract) with the ACA Gold Plan coverage while still providing cost-effective rates to the County.

1.5 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.

2.0 PURPOSE – CONTRACT FOR AUTOMOTIVE FLEET MANAGEMENT AND MAINTENANCE SERVICES

2.1 Statement of Work (SOW)

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

2.2 Contract: County Terms and Conditions

Contractor will be required to implement the requirements outlined in Appendix A (Contract) of this RFP.

2.2.1 Anticipated Contract Term

The contract will be effective upon execution by the County Board of Supervisors (Board). The actual work start date of the contract will be on the mutually agreed upon date that Contractor begins work. The contract term is anticipated to be for a period of four years, from the Work Start Date.

The County will have the option, at the Department's sole discretion, and upon notice to Contractor prior to the end of the initial contract term or subsequent option periods, to extend the term of the contract for up to three additional one-year option periods. Each one-year option period will be exercised in the form of a written Amendment pursuant to Paragraph 8.1 (Change Notices and Amendments) of Appendix A (Contract) to this RFP.

2.2.2 Contract Rates

General

The annual contract rates will remain firm and fixed for the term of the contract, including the three one-year option periods. It is the responsibility of Proposer, in calculating the proposal price, to take into consideration the possible escalation of material and other costs during the term of the contract.

The Fixed-Price and Fee-for-Service rates for performing all tasks, deliverables, goods, services and any other work required will be as set forth in Exhibit B (Price Sheet) of Appendix A (Contract) of this RFP.

2.2.3 Days of Operation

Contractor will be required to provide services on County business days, weekends, and holidays as required in Exhibit A (Statement of Work) of Appendix A (Contract) of this RFP. A list of County-recognized holidays can be found at <https://lacounty.gov/government/about-la-county/about/>.

2.2.4 Indemnification and Insurance

Contractor will be required to comply with the provisions contained in Paragraph 8.23 (Indemnification) of Appendix A (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 8.24 (General Provisions for all Insurance Coverage) and Paragraph 8.25 (Insurance Coverage) of Appendix A (Contract) to this RFP.

3.0 PROPOSER'S MINIMUM MANDATORY REQUIREMENTS

Interested and qualified Proposers that can demonstrate their ability and qualifications to successfully provide the required services outlined in Exhibit A (Statement of Work) of Appendix A (Contract) to this RFP are invited to submit a proposal, provided the firm submitting the proposal meets the following Minimum Mandatory Requirements (MMRs) at the time of proposal submission:

- 3.1 Proposer must demonstrate a minimum of five years' experience, within the last ten years, providing comprehensive fleet services for a fleet of at least 500 vehicles at no less than one repair location. Such experience must include servicing a minimum of 50 police emergency response vehicles.

Proposer must complete and submit Exhibit 7 (List of References) of Appendix B (Required Forms) to this RFP to verify this MMR.

- 3.2 Proposer must demonstrate a minimum of one year of experience, within the last five years, directly providing comprehensive fleet services at no less than three repair locations simultaneously, servicing a combined total of at least 500 vehicles.

Proposer must complete and submit Exhibit 7 (List of References) of Appendix B (Required Forms) to this RFP to verify this MMR.

- 3.3 If Proposer's compliance with a County contract has been reviewed by the Department of the Auditor-Controller (A-C) within the last ten years, Proposer must not have unresolved questioned costs identified by the A-C, in an amount over \$100,000. Costs include those that are confirmed to be disallowed costs by the contracting County department and remain unpaid for a period of six months or more from the date of disallowance, unless such disallowed costs are the subject of current good faith negotiations to resolve the disallowed costs, in the opinion of County.

4.0 COUNTY'S RIGHTS AND RESPONSIBILITIES

4.1 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 final, executed Contract.

4.2 Final Contract Award by the Board of Supervisors

Notwithstanding a recommendation of a department, agency, individual, or other, the Board retains the right to exercise its judgment concerning the selection of a proposal, the terms of any resultant Contract, and to determine which proposal best serves the interests of the County. The Board, as the ultimate decision-making body, makes the final determinations necessary to arrive at a decision to award or not award a Contract.

4.3 County's Option to Reject Proposals or Cancel the RFP

Proposers are hereby advised that this RFP is a solicitation for proposals only and is not intended, nor is it 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 a Proposer in connection with the preparation and submission of any proposal. The County reserves the right to waive inconsequential disparities in a submitted proposal.

4.4 County's Right to Amend Request for Proposals

The County has the right to amend this RFP by written addendum. The County is responsible only for that which is expressly stated in this solicitation document and any authorized written addenda thereto. Such addendum will be made available to each person or organization which 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 at 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.

4.5 Background and Security Investigations

Background and security investigations of Contractor's staff will be required at the discretion of the County as a condition of beginning and continuing work under any resulting Contract, as further described in Paragraph 7.6 (Background and Security Investigations) of Appendix A (Contract) to this RFP. All fees associated with the background investigations are the responsibility of Contractor.

5.0 NOTIFICATION TO PROPOSERS

5.1 Public Records Act

5.1.1 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."

- 5.1.2 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 Secret," "Confidential," or "Proprietary" in nature.
- 5.1.3 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 "Trade Secret," "Confidential," 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.

5.2 Contact with County Personnel

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

Contract Analyst: Rodrigo Mojarro
E-mail address: rmojarro@lasd.org

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 Proposer and its proposal from further consideration.

5.3 Mandatory Requirement to Register on County's WebVen

Prior to a contract award, all potential Contractors must register in 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/>.

5.4 Protest Policy Review Process

- 5.4.1 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 5.4.3 (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 County department to demonstrate that the department committed a sufficiently material error in this solicitation process to justify invalidation of a proposed Contract award.

5.4.2 Throughout the review process, the County has no obligation to delay or otherwise postpone an award of Contract based on a Proposer's 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.

5.4.3 Grounds for Review

5.4.3.1 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 9.1 (Solicitation Requirements Review) below].
- b. Disqualification Review [reference Paragraph 9.2 (Disqualification Review) below].
- c. Department's Proposed Contractor Selection Review [reference Paragraph 9.3 (Department's Proposed Contractor Selection Review) below].
- d. County Independent Review [reference Paragraph 9.4 (County Independent Review) below].

5.5 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, must 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 County Code](#) as stated in Exhibit 2 (Certification of Compliance) of Appendix B (Required Forms) to this RFP.

5.6 Determination of Proposer Responsibility

5.6.1 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.

5.6.2 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 and all 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. Labor law violations which are the fault of subcontractors and of which Proposer had no knowledge, nor should have known, will not be the basis of a determination that Proposer is not responsible.

- 5.6.3 The County may 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.
- 5.6.4 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.
- 5.6.5 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.
- 5.6.6 These terms will also apply to proposed subcontractors of Proposers on County contracts.

5.7 Proposer Debarment

- 5.7.1 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 the 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. These terms will also apply to proposed subcontractors of Proposers on County contracts.

5.7.2 A listing of Contractors that are currently on the Debarment List for the County may be obtained on the following website: <https://doingbusiness.lacounty.gov/listing-of-contractors-debarred-in-los-angeles-county/>.

5.8 Improper Considerations

5.8.1 Attempt to Secure Favorable Treatment

It is improper for any County officer, 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, employee or agent for the purpose of securing favorable treatment with respect to the award of the Contract.

5.8.2 Notification to County

A Proposer must immediately report any attempt by a County officer, 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.

5.8.3 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.

5.9 County Lobbyist Ordinance

The Board 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 this 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 this ordinance. As part of this solicitation process, it will be the responsibility of each Proposer to review this 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 [County Code Section 2.160.010](#), retained by Proposer is in full compliance with [Chapter 2.160 of the County Code](#) and each such County Lobbyist is not on the Executive Office's List of Terminated Registered Lobbyists.

5.10 Consideration of GAIN/START Participants for Employment

- 5.10.1 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.
- 5.10.2 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 with their proposal.

5.11 Jury Service Program

- 5.11.1 The prospective Contract is subject to the requirements of the County's Contractor Employee Jury Service Ordinance ("Jury Service Program") ([County Code, Chapter 2.203](#)). Prospective Contractors should carefully review Paragraph 8.8 (Compliance with the County's Jury Service Program) of Appendix A (Contract) to this RFP, both of which are incorporated by reference into and made a part of this RFP. The Jury Service Program applies to both Contractors and its subcontractors.

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

- 5.11.2 Contractor must certify compliance with 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 a Contractor's application, the County will determine, at 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.

5.12 Living Wage Program

- 5.12.1 The prospective Contract is subject to the requirements of the County's Living Wage Program ([County Code Chapter 2.201](#)). Prospective

Contractors should reference the Living Wage Ordinance and Paragraph 9.1 (Compliance with the County’s Living Wage Program) of Appendix A (Contract) to this RFP. The Living Wage Program applies to both Contractors and its subcontractors. Proposals that fail to comply with the requirements of the Living Wage Program may be considered non-responsive and excluded from further consideration.

- 5.12.2 The Living Wage Program requires Contractors and its subcontractors to pay their full-time and part-time employees providing services to the County a Living Wage of no less than the hourly rates indicated below, effective as follows:

Effective Date	Hourly Rate
January 1, 2025	\$19.44
January 1, 2026	CPI-W \$20.06
January 1, 2027	CPI-W

Every January 1, the Living Wage rate is adjusted based on the U.S. Department of Labor, Bureau of Labor Statistics’ Consumer Price Index (CPI) for the Los Angeles-Riverside-Orange County Area for the 12-month period preceding July 1 of each year.

- 5.12.3 If the Contract involves the provision of services which were previously provided under a contract that was or will be terminated prior to its expiration, then Contractor is required to provide employment for the predecessor Contractor’s employees. Contractor must offer employment to all such retention employees who are qualified for such jobs and who were employed by the predecessor Contractor for at least six months prior to the new Contract. However, Contractor is not required to hire a retention employee who has been convicted of a crime related to the job or the employee’s job performance or who fails to meet any other County requirement for employees of Contractor. Contractor may not terminate a retention employee for the first 90 days of employment under the Contract, except for cause. Thereafter, Contractor may retain a retention employee on the same terms and conditions as Contractor’s other employees.
- 5.12.4 Throughout the term of the Contract, Contractor and its subcontractor(s) are required to submit periodic monitoring reports for each employee providing services under the Contract, certifying under penalty of perjury, the hours worked, and wages paid.
 - 5.12.4.1 At any time during the term of the Contract, the County may conduct an audit of Contractor’s records as well as field visits with Contractor’s employees to ascertain compliance with the Living Wage Program.
 - 5.12.4.2 Contractor will be required to place specified Living Wage notice at Contractor’s place of business and locations where

Contractor's employees are working. Contractor will also be required to distribute County-provided notices to each of its employees providing services to the County at least once per year.

5.12.5 Healthcare Premium Coverage

Awarded Contractors will be required to provide 100% employer-paid healthcare premiums for employees who work 30 hours or more per week providing services under the Contract at the minimum actuarial value of the ACA Gold Plan, as specified in Paragraph 1.4 (Equitable Access to Healthcare for Contracted Employees) above and 9.2.1 (Employer Paid Healthcare Premiums) of Appendix A (Contract) to this RFP.

5.12.6 Labor Peace Agreements

Proposers must implement prior to providing services under any resultant Contract and maintain for the term of the Contract and must ensure that each subcontractor implements and maintains, a Labor Peace Agreement, as further specified in Paragraph 9.2 (Labor Peace Agreements) of Appendix A (Contract) to this RFP.

5.12.7 Violations of the provisions of the Living Wage Program will subject Contractor to withholding of monies owed Contractor under the contract, liquidated damages, possible termination, and/or debarment from future County contracts in accordance with [County Code, Chapter 2.202](#).

5.12.8 Contractors that submit false information may be barred from participating in the prospective contract and future County contracts in accordance with [County Code, Chapter 2.202](#).

5.13 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 must 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) during this solicitation.

5.14 Defaulted Property Tax Reduction Program

5.14.1 The prospective contract is subject to the requirements of the County's Defaulted Property Tax Reduction Program ("Defaulted Tax Program"), ([County Code, Chapter 2.206](#)). Prospective Contractors should reference the pertinent provisions in Paragraph 8.50 (Warranty of Compliance with

County's Defaulted Property Tax Reduction Program) and Paragraph 8.51 (Termination for Breach of Warranty to Maintain Compliance with County's Defaulted Property Tax Reduction Program) of Appendix A (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 its subcontractors.

- 5.14.2 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 ([County Code, Chapter 2.202](#)).
- 5.14.3 Proposals that fail to comply with the certification compliance of the Defaulted Tax Program will be considered non-responsive and excluded from further consideration.

5.15 County's Commitment to Zero Tolerance Policy on Human Trafficking

- 5.15.1 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.
- 5.15.2 Contractors 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 8.53 (Compliance with County's Zero Tolerance Policy on Human Trafficking) of Appendix A (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.

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

- 5.16.1 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 a contract with the County must be Electronic Funds Transfer (EFT) or direct deposit, unless an alternative method of payment is deemed appropriate by the County's Auditor-Controller (A-C).
- 5.16.2 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.

- 5.16.3 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.
- 5.16.4 Upon Contract award or at any time during the duration of the Contract, 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.

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

- 5.17.1 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](#). Additionally, on February 27, 2024, the County adopted [County Code Chapter 8.300 \(Fair Chance Ordinance for Employers\)](#) to facilitate meaningful implementation of Fair Chance policies in the County and remove barriers to employment to ensure individuals with criminal records have fair and equitable access to opportunities for gainful employment.
- 5.17.2 Contractors are required to complete Exhibit 2 (Certification of Compliance) of Appendix B (Required Forms) to this RFP, certifying that Contractor, and its subcontractors, are in full compliance with [Section 12952](#), as indicated in Appendix A (Contract). Further, Contractors are required to comply with the requirements under [Section 12952](#) for the term of any Contract awarded pursuant to this solicitation.
- 5.17.3 Further, Contractors are required to comply with the requirements under [Section 12952](#) and [County Code Chapter 8.300](#) for the term of any Contract awarded pursuant to this solicitation

5.18 Prohibition from Participation in Future Solicitation(s)

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

5.19 Community Business Enterprise (CBE) Participation

- 5.19.1 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 Based Enterprise (CBE) Information) of Appendix B (Required Forms) to this RFP.
- 5.19.2 All Proposers must document efforts they have taken to assure that CBEs are utilized, when possible, to provide supplies, equipment, technical services, and other services under the contract. Proposer must make documents related to these efforts available to the County upon request.
- 5.19.3 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.
- 5.19.4 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 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.

5.20 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 its subcontractors must complete and return as part of its 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 it and its subcontractors must update Exhibit 8 (Contribution and Agent Declaration Form) throughout the pendency of this 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 Exhibit 8 (Contribution and Agent Declaration Form), 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 its 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.

6.0 COUNTY'S PREFERENCE PROGRAMS

6.1 Overview of County's Preference Programs

6.1.1 The County has three preference programs: the Local Small Business Enterprise (LSBE), Disabled Veteran Business Enterprise (DVBE), and Social Enterprise (SE). 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.

6.1.2 The Preference Programs (LSBE, DVBE, and SE) require that a Proposer complete certification prior to requesting a preference in a solicitation. This program and how to obtain certification are further explained in Paragraphs 6.2 (Local Small Business Enterprise (LSBE) Preference Program), 6.3 (Social Enterprise (SE) Preference Program), and 6.4 (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 Economic Opportunity (DEO) website at:
https://iddweb.isd.lacounty.gov/DCA_eComplaint/SmallBusinessCertifications.

6.1.3 In no case will the Preference Programs (LSBE, DVBE, and SE) price or scoring preference be combined with any other County preference program to exceed 15% in response to any County solicitation.

6.1.4 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, DVBE, or SE when not qualified.

6.2 Local Small Business Enterprise (LSBE) Preference Program

6.2.1 The County will apply the LSBE preference during this solicitation process to Proposers 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 County Code](#).

6.2.2 Proposer must be certified by the County prior to requesting the LSBE preference in a solicitation. To apply for certification as an LSBE, businesses should contact DEO at:
https://iddweb.isd.lacounty.gov/DCA_eComplaint/SmallBusinessCertifications.

6.2.3 Proposers 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 letters (“Certification for Non-Federally Funded Solicitations”) from the County with its proposal.

6.3 Social Enterprise (SE) Preference Program

- 6.3.1 The County will apply the SE preference during this solicitation process to Proposers 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 County Code](#).
- 6.3.2 Proposer must be certified by the County prior to requesting the SE preference in a solicitation. To apply for certification as an SE, businesses should contact DEO at: https://iddweb.isd.lacounty.gov/DCA_eComplaint/SmallBusinessCertifications.
- 6.3.3 Proposers 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 letters (“Certification for Non-Federally Funded Solicitations”) from the County with its proposals.

6.4 Disabled Veteran Business Enterprise (DVBE) Preference Program

- 6.4.1 The County will apply the DVBE preference during this solicitation process to Proposers that meet the definition of a DVBE, consistent with [Chapter 2.211 of the County Code](#).
- 6.4.2 Proposer must be certified by the County, prior to requesting the DVBE preference in a solicitation. To apply for certification as a DVBE, businesses should contact DEO at: https://iddweb.isd.lacounty.gov/DCA_eComplaint/SmallBusinessCertifications.
- 6.4.3 Proposers 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 letters from the County with its proposals.

6.5 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 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 \(Preference Program Payment Liaison and Prompt Payment Program\)](#).

7.0 BUSINESS PROPOSAL REQUIREMENTS AND EVALUATION

This Paragraph 7.0 (Business Proposal Requirements and Evaluation) contains key project activities, provides Proposers with proposal submission requirements and submittal instructions, and identifies evaluation criteria.

7.1 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 365 days following the final proposal submission date.

7.2 RFP Timetable

The timetable for this RFP is as follows:

- Release of RFP March 3, 2026
- Request for a Solicitation Requirements Review Due..... March 17, 2026
- Part 1 – Written Questions Due (Pre-Proposers' Conference and Site Visits)..... March 20, 2026
- Deadline to Reserve Attendance at Mandatory Proposers' Conference and Site Visits March 25, 2026
- Part 1 – Questions and Answers Released April 3, 2026
- Mandatory Proposers' Conference & Site Visits..... April 13 – 14, 2026
- Submission of Application for Exemption to Living Wage Program..... April 17, 2026
- Part 2 – Written Questions Due..... April 22, 2026
- Part 2 – Questions and Answers Released May 1, 2026
- **Proposals due by 3:00 P.M. (Pacific Time)..... May 15, 2026**

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 this entire solicitation process.

7.3 Solicitation Requirements Review

Any person or entity may seek a Solicitation Requirements Review by submitting Appendix C (Solicitation Requirements Review (SRR) Request) to this RFP, to the Department conducting this solicitation as described in this Paragraph 7.3. A request for a Solicitation Requirements Review may be denied, if in the

Department's sole discretion, the request does not satisfy all of the following criteria:

- a. The request is made within the time frame identified in this solicitation document (generally within ten business days of the issuance of this 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 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.

7.4 Proposers' Questions

- 7.4.1 Proposers may submit written questions regarding this RFP by e-mail to Rodrigo Mojarro at rmojarro@lasd.org. All questions must be received by the date and time specified in Paragraph 7.2 (RFP Timetable) above. All questions, without identifying the submitting company, will be compiled with the appropriate answers and issued as an addendum of this RFP.
- 7.4.2 When submitting questions, please specify the RFP Section, Paragraph number, 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.

7.5 Submission of Application for Exemption to Living Wage Program

- 7.5.1 If a Proposer believes that it does not fall within the Living Wage Program's definition of employer or that it meets the exception to the Living Wage Program, then Proposer must complete Exhibit 10 (Living Wage Program Application for Exemption) of Appendix B (Required Forms) to this RFP, and submit to the County, by the date and time specified in Paragraph 7.2 (RFP Timetable) above, and include in its submission all necessary documentation to support the claim such as a collective bargaining agreement, if applicable. Upon reviewing Proposer's application, the County will determine, at its sole discretion, whether Proposer falls within the definition of employer or meets the exception to the Living Wage Program. The County's decision will be final.
- 7.5.2 Note that the collective bargaining agreement exception applies if it is demonstrated to the County that the agreement is bona fide and that the

agreement expressly provides that it supersedes all of the provisions of the Living Wage Program, or (if not all) those specific provisions that are superseded. Contractor is subject to any provision of the Living Wage Program not expressly superseded by the collective bargaining agreement.

7.6 Mandatory Proposers' Conference and Facility Site Visits

- 7.6.1 A Mandatory Proposers' Conference will be held to discuss this RFP, Living Wage Requirements, and to respond to questions from potential Proposers.
- 7.6.2 Mandatory Facility Site Visits will **proceed** the Mandatory Proposers' Conference to allow Proposers to view select Department repair locations throughout the County.
- 7.6.3 All potential Proposers must attend both the Mandatory Proposers' Conference and Mandatory Facility Site Visits in their entirety or their proposals will be rejected (disqualified) as non-responsive without review and eliminated from further consideration. The Mandatory Proposers' Conference and Facility Site Visits will be scheduled over **two** consecutive days as specified in Paragraph 7.2 (RFP Timetable) above.
- 7.6.4 Attendees must be full-time employee(s) of the potential Proposer. To register, Proposer must notify Contract Analyst, Rodrigo Mojarro rmojarro@lasd.org with the number of employees attending the conference by the date and time specified in Paragraph 7.2 (RFP Timetable) above. Only potential Proposers who have successfully provided notice of attendance by the date and time specified will be provided access to the conference.
- 7.6.5 The Mandatory Proposers' Conference and Facility Site Visits will be scheduled as follows:

Mandatory Proposers' Conference

Date: April 13, 2026*
Time: 8:00 A.M. (PST)

Mandatory Facility Site Visits

Date: April 13, 2026, through April 14, 2026*

* Only potential Proposers who have successfully provided notice of attendance by the date and time in Paragraph 7.2 (RFP Timetable) above, will be notified of the location of the conference.

- 7.6.6 Proposers must arrive on time each day and bring a copy of this RFP. Late arrivals will not be admitted to the conference or site visits. County staff will respond to questions from potential Proposers; however, all subsequent written answers and addendum or amendment will supersede any verbal response during the conference and site visits. Written answers will be posted on the Department's website at:

<https://lasd.org/transparency/solicitations/> by the date specified in Paragraph 7.2 (RFP Timetable) above.

7.7 Preparation of the Proposal

Two separate proposals must be submitted - one Business Proposal and one Cost Proposal, by the date and time listed in Paragraph 7.2 (RFP Timetable) above. All proposals must be bound and submitted in the prescribed format as specified in Paragraph 7.11 (Proposal Submission) of this RFP. Any proposal that deviates from this format may be rejected as non-responsive without review at the County's sole discretion.

7.8 Business Proposal Requirements and Evaluation Criteria (70%)

The Business Proposal must include a comprehensive response to all Sections below. The content and sequence of the Business Proposal must be as follows:

7.8.1 Business Proposal Format:

7.8.1.1 Table of Contents

Proposer must include a clear list and definition of all material in its Proposal, identified by sequential page numbers and by Section and Paragraph reference numbers.

7.8.1.2 Executive Summary (Section A)

The Business Proposal must include an Executive Summary of Proposer's understanding of the project. The Executive Summary must condense and highlight the contents of Proposer's Business Proposal to provide the Department with a broad understanding of Proposer's approach, qualifications, experience, and staffing.

7.8.1.3 Proposer's Qualifications (Section B) (10%)

Proposer's response must clearly describe Proposer's qualifications, background, and experience to provide and perform the required services. Proposer will be evaluated on its experience and financial capability as a corporation or other entity to perform the required services based on information provided in this Section B (Proposer's Qualifications). The following information must be included in Section B (Proposer's Qualifications) of Proposer's Business Proposal.

a. Proposer's Background and Experience (Section B.1)

Proposer must provide specific details of relevant background information to demonstrate that Proposer has the experience and capability to perform the required services as a corporation or other entity. Proposer must also include sufficient details for the County to determine whether Proposer meets or exceeds the Minimum

Mandatory Requirements stated in Paragraph 3.0 (Proposer's Minimum Mandatory Requirements) of this RFP. The information must include the number of vehicles per location that Proposer has directly managed and maintained, and the number of years Proposer has managed and maintained those vehicles.

i. In addition, Proposer must include resumes for its proposed project director and project manager.

b. Proposer's List of References (Section B.2)

Proposer will be evaluated on the verification of references provided to Exhibit 7 (List of References) of Appendix B (Required Forms) to this RFP. Proposer must provide three references from different companies where the same or similar scope of services was provided to demonstrate that Proposer meets the Minimum Mandatory Requirements identified in Paragraph 3.0 (Proposer's Minimum Mandatory Requirements) of this RFP. Although one reference may satisfy the requirements listed in Paragraph 3.0 (Proposer's Minimum Mandatory Requirements) of this RFP, a total of three references from different companies are still required for evaluation. Proposer's completed form Exhibit 7 (List of References) of Appendix B (Required Forms) to this RFP must be provided in Section H (Business Proposal Required Forms and Corporate Documents) of Proposer's Business Proposal. Proposer may use additional sheets, if necessary.

In addition to the references provided, the Department will review the County's Contractor Alert Reporting Database (CARD), as applicable, reflecting past performance history on County or other contracts. This review may result in point deductions up to 100% of the total points awarded in this evaluation category.

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

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

7.8.1.5 Proposer’s 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 on Exhibit 4 (Debarment History and List of Terminated Contracts) of Appendix B (Required Forms) to this RFP. Proposer’s completed Exhibit 4 (Debarment History and List of Terminated Contracts) of Appendix B (Required Forms) to this RFP must be provided in Section H (Business Proposal Required Forms and Corporate Documents) of Proposer’s Business Proposal.

7.8.1.6 Proposer’s Financial Capability (Section B.3)

The County will conduct a review of Proposer’s financial capability. Proposer must provide copies of Proposer’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, nonprofit, governmental), the title of these statements may differ. If audited statements are available, these should 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.

7.8.1.7 Proposer’s Pending Litigation and Judgments (Section B.4)

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

If a Proposer has no pending litigation or judgments, then a statement stating so must be provided in Section B.4.

A Proposer who fails to disclose its litigation and judgments may be disqualified or rejected as non-responsive.

7.8.1.8 Proof of Insurance (Section B.5)

Proposer must provide proof of insurability that meets all insurance requirements as set forth in Paragraph 8.25 (Insurance Coverage) of Appendix A (Contract) to this RFP. If Proposer does not currently have the required coverage, a

letter from a qualified insurance carrier indicating a willingness to provide the required coverage should Proposer be selected to receive a contract award must be submitted with the proposal under this Section B.5.

7.8.1.9 Proposer's Approach to Providing Required Services (Section C) (40%)

Proposer will be evaluated on its description of the methodology to be used to meet the County's requirements based on information provided in this Section C.

Proposer must describe in detail how the Services will be performed to meet the requirements outlined in Exhibit A (Statement of Work) of Appendix A (Contract) of this RFP.

This Section must address all requirements listed in Exhibit A (Statement of Work) of Appendix A (Contract) to this RFP, including, but not limited to, the items identified below:

a. Staffing Requirements

Proposer must provide an operational plan for staffing each repair location listed in Attachment 3 (Repair Locations and Minimum Staffing Requirements) to Exhibit A (Statement of Work) of Appendix A (Contract) to this RFP. Proposer's operational plan must include, at minimum, the following:

- Staffing levels (at start-up and continued throughout the term of the contract),
- Schedules (all repair locations),
- Staff Qualifications (all staff levels),
- On-going recruitment efforts,
- Staff training (all levels),
- Certification programs (all levels), and
- Employee Safety Program and Manual.

b. Fleet Management Services

- Transition Plans

Proposer's transition plan must describe how it intends to provide the services during the initial three months of the contract, including resources, implementation plans, timeframes and recruitment efforts. Additionally, Proposer must describe its outgoing transition plan upon contract termination and/or expiration,

- Repair locations – setup and continued management to

ensure day-to-day use,

- Repair location equipment (Contractor and County owned) – setup and continued maintenance for day-to-day use, and
- Repair location parts and other materials

Proposer must describe its parts management system, policies and practices, including its methods to ensure the quality of parts meets or exceeds the requirements specified in Exhibit A (Statement of Work) of Appendix A (Contract) to this RFP and competitive pricing.

c. Fleet Maintenance and Repair Services

Proposer must describe how it intends to ensure that all services described in Exhibit A (Statement of Work) of Appendix A (Contract) are provided and within the times indicated in Attachment 4 (Preventive Maintenance Schedules, Labor Times, and Vehicle Classifications) to Exhibit A (Statement of Work) of Appendix A (Contract) to this RFP, including, but not limited to:

- General overall comprehensive services,
- Prioritized repairs of emergency response vehicles and inmate transport buses,
- Preventive maintenance program (performed on schedule),
- Quick fix repairs in less than one hour,
- Labor and repair times,
- Daily vehicle service,
- Out-of-Service rate,
- Vehicle inspections (repair history review, vehicles security and care),
- Safety inspections,
- Emissions testing,
- New vehicle preparation (complete process),
- Vehicle decommissioning (complete process),
- Accident Repair process,
- Technical bulletins, warranties, recalls, and campaigns,
- Car wash and detailing services,

- Warranty services (comebacks, reworks, deferred work and rechecks), and
- Emergency services.

d. Warranty

Proposer must describe its methodology to ensure comebacks and reworks are completed timely.

e. As-Needed Sublet Services

Proposer must describe how it intends to meet all Sublet Services requirements, including, but not limited to:

- A list of all subcontractors and a description of all work performed by each subcontractor,
- 24/7 emergency/mobile roadside assistance and towing for all Vehicles, and
- Hazardous waste materials – setup and continued management of the disposal of hazardous and non-hazardous waste materials according to all applicable laws including OSHA and Environmental Protection Agency (EPA) regulations.

f. Fleet Management Information Systems and Services

- ShopFax background, procedures, operations, data security, and
- IT staff schedules and training.

g. Reporting Requirements

Proposer must describe its method for ensuring recordkeeping and reporting, including, but not limited to:

- Vehicle Out-of-Service Report,
- Daily Staffing Report,
- Monthly Report,
- Quarterly Report, and
- Annual Report.

h. Contingency Plan

Proposer must describe its proposed contingency plan as specified in Paragraph 11.0 (Contingency Plan) of Exhibit A (Statement of Work) of Appendix A (Contract) to this RFP.

i. ACA Gold Plan Coverage

Proposer’s plan for providing healthcare premium coverage

at the minimum actuarial value of the ACA Gold Plan coverage.

As described in Paragraph 1.4 (Equitable Access to Healthcare for Contracted Employees) of this RFP, the County's priority throughout this solicitation process is to ensure that contracted employees are provided fair and equal compensation that includes access to healthcare. As a result, Proposers will be evaluated on their willingness to, at a minimum, provide the ACA individual Gold Plan coverage.

7.8.2 Proposer's Quality Control Plan (Section D) (5%)

Proposer will be evaluated on its ability to establish and maintain a complete Quality Control Plan to ensure the requirements of the contract are provided as specified. Evaluation of the Quality Control Plan must cover the proposed monitoring system for all services required in Exhibit A (Statement of Work) of Appendix A (Contract) to this RFP based on information provided in this Section D (Proposer's Quality Control Plan).

Proposer must present a comprehensive Quality Control Plan 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) of Appendix A (Contract) to this RFP.

The following factors must be included in the Quality Control Plan:

- 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.

7.8.3 Proposer's Operational Plan (Section E) (5%)

Proposer must also present a comprehensive Operational Plan to be utilized by Proposer describing all services to be provided as specified in Exhibit A (Statement of Work) of Appendix A (Contract) to this RFP.

7.8.4 Living Wage Compliance (Section F) (10%)

The Living Wage Program requires that Proposers/Contractors demonstrate during both this solicitation process and for the term of its contract business stability, integrity in employee relations, and the financial ability to pay the living wage.

A review and evaluation will be made based on the information provided in response to this Section F (Living Wage Compliance) and may include a site visit to audit a Proposer's payroll and record keeping procedures.

7.8.4.1 Proposer's Staffing Plan

Proposer must submit a staffing plan using Exhibit 11 (Living Wage Program Staffing Plan) of Appendix B (Required Forms) to this RFP. Proposer will be required to utilize full-time employees to provide services under the contract, unless Proposer demonstrates to the satisfaction of the County the need to use non-full-time employees based on staffing efficiency or the County requirements of an individual job. If a Proposer proposes to use non-full-time employees to provide services under the contract, a written request justification, and all necessary documentation to substantiate the request must be submitted with its proposal. The County will determine, at its sole discretion, whether Proposer may use non-full-time employees to provide services under the contract. The County's decision will be final.

7.8.4.2 Demonstrated Controls over Labor-Payroll Record Keeping and Regulatory Compliance

Proposer must submit procedures and the internal controls established to ensure compliance with state and federal labor regulations and record keeping requirements, including but not limited to a detailed narrative of the following:

- a. Methodology for tracking/documenting employee work hours from start of shift until completion of work shift including mandated breaks and travel time, when applicable. The detailed narrative should explain the documentation maintained, actual time worked and the frequency of monitoring. Please provide a copy of these records.
- b. Payroll record keeping system and process utilized to ensure that employee wages are appropriately paid. If the employee has multiple wage rates (e.g., County's Living Wage rate for County work and the firm's standard rate for other non-County work), how is the payroll calculated and total wages paid?
- c. Proposer's efforts to ensure the company is updated with state and federal labor regulations and record keeping requirements.

7.8.5 Exceptions to Terms and Conditions of Contract and Requirements of Statement of Work and Attachments (Section G)

7.8.5.1 It is the duty of every Proposer to thoroughly review Appendix A (Contract) including Exhibit A (Statement of Work) to this RFP 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 (Contract) including the requirements outlined in Exhibit A (Statement of Work) to this RFP.

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 (Contract) and the County's requirements in Exhibit A (Statement of Work) of Appendix A (Contract) to this RFP. 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 a proposal in its entirety if the exceptions are material enough to deem such proposal non-responsive.

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

7.8.5.2 Section G 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 (Contract) to this RFP.
- b. A statement offering Proposer's acceptance of or exceptions to all requirements listed in Exhibit A (Statement of Work) of Appendix A (Contract) to this RFP.
- c. For each exception, Proposer must provide:
 - i. An explanation of the reason(s) for the exception,
 - ii. The proposed alternative language, and
 - iii. A description of the impact, if any, to Proposer's price.

7.8.5.3 Proposer must indicate all exceptions to Appendix A (Contract) and/or Exhibit A (Statement of Work) to this RFP, by providing a 'red-lined' Word version of the language in question. The County relies on this procedure and any Proposer who fails to make timely exceptions as required herein, may be barred, at the County's sole discretion, from later making such exceptions.

The County reserves the right to make changes to Appendix A

(Contract) to this RFP, and its Appendices and Exhibits at its sole discretion, including during contract negotiations.

7.8.6 Business Proposal Required Forms and Corporate Documents (Section H)

7.8.6.1 Business Proposal must include all completed, signed, and dated forms identified in Appendix B (Required Forms) to this RFP.

- 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
- Exhibit 7 List of References
- Exhibit 8 Contribution and Agent Declaration Form
- Exhibit 9 Price Sheet (include in Cost Proposal)
- Exhibit 10 Living Wage Program Application for Exemption
- Exhibit 11 Living Wage Program Staffing Plan
- Exhibit 12 Budget Sheet (include in Cost Proposal)
- Exhibit 13 Company Information Sheet (include in Cost Proposal)
- Exhibit 14 Declaration

7.8.6.2 Corporate Documents

a. Corporations or Limited Liability Company (LLC):

Proposer must submit the following documents with its proposal:

- i. A copy of a “Certificate of Good Standing” with the state of incorporation/organization.
- ii. 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.

7.9 Cost Proposal Requirements and Evaluation (30%)

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

a. Cover Page

Cover Page must identify, at a minimum, this RFP title, this RFP number, and Proposer's name.

b. Exhibit 9 – Price Sheet

Proposer must complete Exhibit 9 (Price Sheet) of Appendix B (Required Forms) to this RFP. Proposer's annual Fixed-Price per-unit and Fee-for-Service hourly labor rates must represent Proposer's fully burdened, all-inclusive pricing for the requested fleet services including cost for providing the ACA Gold Plan coverage* as specified in Paragraph 5.12.5 (Healthcare Premium Coverage) of this RFP.

*In the event the ACA Gold Plan coverage component is not required by the Board, Proposer is required to submit a separate Exhibit 9 (Price Sheet) without the added healthcare cost.

c. Exhibit 12 – Budget Sheet

Proposer must complete Exhibit 12 (Budget Sheet) of Appendix B (Required Forms) to this RFP. Exhibit 12 (Budget Sheet) of its cost proposal must identify pricing for the ACA Gold Plan coverage* as specified in Paragraph 5.12.5 (Healthcare Premium Coverage) of this RFP.

*In the event the ACA Gold Plan coverage component is not required by the Board, Proposer is required to submit a separate Exhibit 12 (Budget Sheet) without the added healthcare cost.

d. Exhibit 13 – Company Information Sheet

Proposer must complete Exhibit 13 (Company Information Sheet) of Appendix B (Required Forms) to this RFP.

Cost Proposals will be evaluated based on the pricing information submitted by Proposers in response to Exhibit 9 (Price Sheet) of Appendix B (Required Forms) to this RFP, per instructions specified therein and in Paragraph 7.11 (Proposal Submission) of this RFP. Should Proposer fail to account for any component or services in its Cost Proposal which are necessary to perform the services defined in this RFP and Exhibit A (Statement of Work) to Appendix A (Contract), Proposer will be required to provide the same at Proposer's sole expense.

The maximum number of possible points will be awarded to the lowest Cost Proposal. All other Cost Proposals will be compared to the lowest cost and points awarded accordingly.

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

- 15% 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 specification.

7.10 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.

7.11 Proposal Submission

7.11.1 Business Proposal – The original Business Proposal, four numbered identical hard copies, and two separate identical electronic copies in Adobe Portable Document Format (PDF), each on separate flash drives, must be enclosed in a sealed envelope or box with the name and address of the Proposer and reference this solicitation as follows:

**"BUSINESS PROPOSAL FOR AUTOMOTIVE FLEET MANAGEMENT
AND MAINTENANCE SERVICES
(RFP No:731-SH)"**

7.11.2 Cost Proposal – The original Cost Proposal, four numbered identical hard copies, and two separate identical electronic copies in PDF, each on separate flash drives, must be enclosed in a separate sealed envelope or box with the name and address of the Proposer and reference this solicitation as follows:

**"COST PROPOSAL FOR AUTOMOTIVE FLEET MANAGEMENT AND
MAINTENANCE SERVICES
(RFP No: 731-SH)"**

7.11.3 The Business and Cost Proposals must be delivered or mailed to:

Los Angeles County Sheriff's Department
Hall of Justice
Fiscal Administration – Contracts Unit
211 West Temple Street, 6th Floor
Los Angeles, California 90012
Attention: Rodrigo Mojarro, Contract Analyst

7.11.4 Proposers must also include a redacted Business Proposal in searchable PDF, with all confidential, proprietary, and trade secret information redacted, as part of its proposal submission. 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 at the sole discretion of the County.

- 7.11.5 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 proposal received after the Proposals Due date and time as listed in Paragraph 7.2 (RFP Timetable) of this RFP, 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.
- 7.11.6 All proposals must be firm offers and must not be withdrawn for a period of 365 Days following the last day to submit proposals.

8.0 SELECTION PROCESS OVERVIEW

8.1 Adherence to Minimum Mandatory Requirements (Pass-Fail)

- 8.1.1 The County will review Exhibit 1 (Organization Questionnaire/Affidavit), Exhibit 6 (Minimum Mandatory Requirements), and Exhibit 7 (List of References) of Appendix B (Required Forms) to this RFP, and the appropriate information, references, and/or documentation of the proposal to determine if Proposer meets the MMRs as outlined in Paragraph 3.0 (Proposer's Minimum Mandatory Requirements) of this RFP.
- 8.1.2 Failure of Proposer to comply with the MMRs may eliminate its proposal from any further consideration.

8.2 Selection Process

- 8.2.1 The County reserves the sole right to judge the contents of the proposals submitted pursuant of this RFP and to review, evaluate, and select the successful proposal(s). The selection process will begin with receipt of the proposal on the date and time listed in Paragraph 7.2 (RFP Timetable) above.
- 8.2.2 **Evaluation of Business and Cost Proposals**

All proposals will be evaluated based on the criteria listed in Paragraph 7.0 (Business Proposal Requirements and Evaluation) of this RFP and will be scored and ranked in numerical sequence from high to low.
- 8.2.3 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.
- 8.2.4 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 the disqualification from consideration.
- 8.2.5 Notwithstanding, the County, at 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.
- 8.2.6 The Department, at 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.

- 8.2.7 The evaluation committee composed of the Department's representatives and possibly other County department personnel will evaluate the qualified business proposals using the evaluation approach described herein to select a prospective Contractor. 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.
- 8.2.8 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.
- 8.2.9 All cost proposals will be reviewed and scored by the Department's Contracts Unit and project stakeholders.

A successful proposal will not necessarily be one that sets forth the lowest price.

8.3 Determination of Highest-Overall Rated Proposer

The County will combine each Proposer's business and cost proposal evaluation score to arrive at a total cumulative (or "final") score, which will be used to determine and select the highest-overall rated Proposer.

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, the County may, at its sole discretion, begin Contract negotiations with the next qualified Proposer who submitted a proposal, as determined by the County.

The recommendation to award a Contract will not bind the Board to award a Contract to the prospective Contractor.

The County retains the right to select a proposal other than the proposal receiving the highest number of points if the County determines, at its sole discretion, another proposal is the most overall qualified, cost-effective, responsive, responsible and in the best interests of the County.

8.4 Labor Law-Payroll Violations

- 8.4.1 In evaluating proposals, the County will review a Contractor's history of labor law/payroll violations (including but not limited to violations or pending claims pertaining to wages, hours and working conditions such as minimum wage, prevailing wage, living wage, the Fair Labor Standards Act, employment of minors, or unlawful employment discrimination).
- 8.4.2 Applying criteria as established in Appendix D (Guidelines for Assessment

of Proposer Labor Law/Payroll Violations) to this RFP, the County may deduct from one to ten percent of the maximum number of available evaluation points for labor law/payroll violations. "Pending claims" (i.e., claims that do not have a final disposition) will not result in point deductions; however, such claims may be reported to the Board before a contract is awarded.

9.0 PROTEST PROCESS OVERVIEW

9.1 Solicitation Requirements Review

Any person or entity may seek a Solicitation Requirements Review by submitting Appendix C (Solicitation Requirements Review (SRR) Request) to this RFP, to the Department. A request for a SRR may be denied, at 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 Paragraph 7.2 (RFP Timetable) above,
- b. The request includes documentation (e.g., letterhead, business card, etc.), which identifies the underlying authority of the person or entity to submit a 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.
- e. The SRR will be completed, and the Department's determination will be provided to the requesting person or entity, in writing, within a reasonable time prior to the proposal due date.

9.2 Disqualification Review

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.

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.

A request for a Disqualification Review may, at 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.

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

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

9.3 Department's Proposed Contractor Selection Review

9.3.1 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 this 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 9.3.2 (Proposed Contractor Selection Review) below], if the requesting Proposer is not satisfied with the results of the debriefing.

9.3.2 Proposed Contractor Selection Review

Any Proposer that has timely submitted a notice of its intent to request a Proposed Contractor Selection Review as described in this Paragraph 9.3.2 may submit a written request for a Proposed Contractor Selection Review, in the manner and timeframe as will be specified by the Department.

A request for a Proposed Contractor Selection Review may, at the Department's sole discretion, be denied if the request does not satisfy all of the following criteria:

- 9.3.2.1 The request for a Proposed Contractor Selection Review is submitted timely (i.e., by the date and time specified by the Department), and

- 9.3.2.2 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:
- a. The Department materially failed to follow procedures specified in its solicitation document. This includes:
 - i. Failure to correctly apply the standards for reviewing the proposal format requirements.
 - ii. Failure to correctly apply the standards, and/or follow the prescribed methods, for evaluating the proposals as specified in this solicitation document.
 - iii. Use of evaluation criteria that were different from the evaluation criteria disclosed in this solicitation document.
 - b. 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.
 - c. A member of the Evaluation Committee demonstrated bias in the conduct of the evaluation.
 - d. Another basis for review as provided by state or federal law.
 - e. 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.

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 9.4 (County Independent Review) below].

9.4 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. Proposers that request a County Independent Review may not add new assertions or documentation to the assertions presented in their Proposed Contractor Selection Review. Any new assertions or documentation submitted by Proposer will not be considered or reviewed.

A request for County Independent Review may, at 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
- c. in the Proposed Contractor Selection Review as listed in Paragraph 9.3.2 (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.