



COUNTYWIDE CRIMINAL JUSTICE COORDINATION COMMITTEE



500 WEST TEMPLE STREET, ROOM 520 • LOS ANGELES, CA 90012 • (213) 974-8398

September 16, 2015

ADDENDUM NUMBER THREE REQUEST FOR STATEMENTS OF QUALIFICATIONS FOR CRIMINAL JUSTICE RESEARCH AND EVALUATION SERVICES (CJ-1016)

In accordance with **Paragraph 8.1.5, Addition of Skilled Categories/Technical Specializations**, of the Criminal Justice Research and Evaluation Services Master Agreement (CJ-1016), the Development, Analysis, Validation, and/or Norming of Criminal Justice Assessment Tools service category is being deleted. This Addendum Number Three to the Request for Statements of Qualifications for Criminal Justice Research and Evaluation Services issued by the Countywide Criminal Justice Coordination Committee (CCJCC) on June 18, 2014 provides as follows:

CHANGES TO THE REQUEST FOR STATEMENTS OF QUALIFICATIONS

The following changes are made to the Request for Statement of Qualifications (RFSQ) and must be taken into consideration when preparing and submitting the Statement of Qualifications (SOQ):

A. Paragraph 1.1, Purpose, is amended as follows:

- 1.1.5** CCJCC is seeking qualified Vendors with expertise designing and implementing program evaluations and impact assessments of small- and large- scale initiatives in criminal justice, including services, policies, and/or programs serving the diverse criminal justice populations. Examples of projects that may be covered pursuant to this Request for Statement of Qualifications (RFSQ) process include, but are not limited to:
- Evaluation of County implemented criminal justice and/or criminal justice treatment programs and their impact on recidivism.
 - ~~Analysis, validation, and norming of criminal justice assessment tools utilized by County.~~
 - Development of criminal justice initiative recommendations based on evaluation results and research/analysis of best practices
 - Analysis of local criminal justice trends and development of justice projects

B. Paragraph 1.2, Scope of Work, is amended as follows:

1.2.2 Service Categories

Vendors may seek to apply in one (1) or more of the following ~~two (2) three (3)~~ service categories:

a) Evaluation/Impact/Outcome Services

The objective of evaluation/impact/outcome services is to evaluate County implemented criminal justice and/or criminal justice treatment programs and to assess their impact on

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offender outcomes, recidivism, and criminal justice trends. In evaluating the effectiveness of County programs, services could also include the development of program/process modifications to improve outcomes and/or the development of criminal justice projections based on program results.

b) Forecast/Projection Services

The objective of forecast or projection services is to develop criminal justice forecasts or projections for the County. Such forecasts or projections may involve the criminal justice population, jail bed needs, treatment capacity needs, community supervision staffing needs, etc., based on research and analysis of county, state, and national trends.

c) Development, Analysis, Validation, and/or Norming of Criminal Justice Assessment Tools Services

~~The objective of development, analysis, validation, and norming of criminal justice assessment tools services is to analyze the current criminal justice assessment tools being utilized by the County justice partners; validate the assessment tools; and normalize the assessment tools to the County population. Services can also include the development of needed assessment tools. Such assessment tools could include those used in areas such as risk/needs assessments, detention review processes, custody classification, and rehabilitative treatment planning processes; and may utilize offender and ex-offender subjects in both in-custody and out-of-custody settings.~~

C. Paragraph 1.5, Vendor's Minimum Qualifications, is amended as follows:

Interested and qualified Vendors that meet the Minimum Qualifications stated below are invited to submit an SOQ to qualify in one (1) or more of the ~~two (2) three (3)~~ service categories identified in Paragraphs 1.5.2 – 1.5.3 ~~1.5.4~~ below:

~~1.5.4 Additional Requirements to Perform Development, Analysis, Validation, and/or Norming of Criminal Justice Assessment Tools Services:~~

~~Vendor must demonstrate three (3) years of experience, within the last five (5) years, developing, analyzing, validating, and norming assessments for detention review processes, custody classification systems, supervision levels, treatment referrals, or other criminal justice decision-making processes. In this regard, Vendor must demonstrate experience planning, designing, conducting, and analyzing surveys that require complex sampling techniques.~~

~~Experience must include:~~

- ~~○ Ability to correct for sampling and non-sampling bias~~
- ~~○ Developing and validating questionnaires~~
- ~~○ Use of scaling techniques~~
- ~~○ Conducting data processing, management, and analysis~~

D. Paragraph 2.8.3.1, Vendor's Background and Experience (Section A.1), is amended as follows:

2.8.3.1 Vendor's Background and Experience (Section A.1)

The Vendor shall complete, sign, and date Exhibit 1, SOQ Checklist, and Exhibit 2, Vendor's Organization Questionnaire/Affidavit, of Appendix A, Required Forms, of this RFSQ. The person signing the form must be authorized to sign on behalf of the Vendor and to bind the vendor in a Master Agreement. Vendor shall provide a summary of relevant background information to demonstrate that the Vendor meets the Minimum Qualifications set forth in Paragraph 1.5, Vendor's Minimum Qualifications, of this RFSQ and has the capability to perform the required services as a corporation or other entity.

Required Supporting Documents:

For each service category for which the Vendor is attempting to qualify, Vendor must:

- 1) Provide a Statement of Experience (SOE) that includes sufficient details to demonstrate the ability of the company, firm, or university program to carry out specialized criminal justice research and/or evaluation needs of CCJCC and County departments. The SOE shall include a summary of relevant background information to demonstrate that the Vendor meets the Minimum Qualifications, including years of experience, stated in Paragraph 1.5, Vendor's Minimum Qualifications, of this RFSQ and has ability to perform the types of service or services described in Paragraph 1.2, Scope of Work, and elsewhere in this RFSQ. If Vendor is attempting to qualify under Paragraph 1.6, New Firm Eligibility, Vendor's SOE shall include sufficient details to demonstrate the principals of the company, firm, or university program possess the requisite experience that, combined, would meet the Minimum Qualifications, including years of experience, stated in Paragraph 1.5, Vendor's Minimum Qualifications, of this RFSQ. Vendor shall not merely attest that its company, firm, or university program will comply and shall not restate the requirement. The SOE for each desired service category must not exceed ~~two (2)~~ five (5) pages per service category. Note that reviewers will not read the SOE beyond the ~~two (2)~~ five (5) page limit per service category.
- 2) For each desired service category, submit a list of all reports completed within the past five (5) years which demonstrate the requisite experience in the desired service category, as stated in Paragraph 1.5, Vendor's Minimum Qualifications. For each item listed, Vendor must identify what the project accomplished and whether the project met budget and timeline requirements.
- 3) Submit a sample evaluation, or forecast/projection, ~~or validation study~~ completed within the past five (5) years on criminal justice/criminal justice treatment related issues. The submitted sample must demonstrate Vendor's expertise in the category they are attempting to qualify in: Evaluation/Impact/Outcome Services; and/or Forecast/Projection Services; and/or ~~Development, Analysis, Validation, and/or Norming of Criminal Justice Assessment Tools Services~~ (the sample submitted may be one of those listed in 2 above or in addition to those listed in 2 above). If Vendor is attempting to qualify in more than one (1) category, Vendor must submit a sample report for each category in which Vendor is attempting to qualify in; and,

For each desired service category, submit a list of the key Vendor personnel responsible for analysis, research and/or evaluation activities, including the position title and the corresponding summary of qualifications, and years of experience for each position to demonstrate that the Vendor meets the Minimum Qualifications of this RFSQ. The list

may not exceed one (1) page. Note that reviewers will not read the list beyond the one (1) page limit per service category.

E. Paragraph 3.3, Selection/Qualification Process, is amended as follows:

3.3.2 As set forth in this RFSQ, Vendors may seek to apply in one (1) or more of the following ~~two (2)~~ ~~three (3)~~ service categories:

a.) Evaluation/Impact/Outcome Services

The objective of evaluation/impact/outcome services is to evaluate County implemented criminal justice and/or criminal justice treatment programs and to assess their impact on offender outcomes, recidivism, and criminal justice trends. In evaluating the effectiveness of County programs, services could also include the development of program/process modifications to improve outcomes and/or the development of criminal justice projections based on program results.

b.) Forecast/Projection Services

The objective of forecast or projection services is to develop criminal justice forecasts or projections for the County. Such forecasts or projections may involve the criminal justice population, jail bed needs, treatment capacity needs, community supervision staffing needs, etc., based on research and analysis of county, state, and national trends.

~~c.) Development, Analysis, Validation, and/or Norming of Criminal Justice Assessment Tools~~

~~The objective of development, analysis, validation, and norming of criminal justice assessment tools services is to analyze the current criminal justice assessment tools being utilized by the County justice partners; validate the assessment tools; and normalize the assessment tools to the County population. Services can also include the development of needed assessment tools. Such assessment tools could include those used in areas such as risk/needs assessments, detention review processes, custody classification, and rehabilitative treatment planning processes; and may utilize offender and ex-offender subjects in both in-custody and out-of-custody settings.~~

F. Exhibit 1, SOQ Checklist, of Appendix A, Required Forms, of the RFSQ is amended to reflect the amendments outlined in A – E above. See Attachment 1 of this Addendum Three.

G. Exhibit 2, Vendor's Organization Questionnaire/Affidavit, of Appendix A, Required Forms, of the RFSQ is amended to reflect the amendments outlined in A – E above. See Attachment 2 of this Addendum Three.

H. Exhibit A, Request for Services, of Appendix H, Sample Contract, of the RFSQ is amended to reflect the amendments outlined in A – E above. See Attachment 3 of this Addendum Three.

**COUNTY OF LOS ANGELES –
COUNTYWIDE CRIMINAL JUSTICE COORDINATION COMMITTEE
RFSQ FOR CRIMINAL JUSTICE RESEARCH AND EVALUATION SERVICES
CJ-1016
SOQ CHECKLIST**

This serves as an application for the Master Agreement for Criminal Justice Research and Evaluation Services.

To Complete the SOQ:

1. Check off/fill out all the requirements met and provide the required signature at the bottom of the form
 - Minimum Qualifications, Paragraph 1.5.1 (applies to all Vendors)
 - Minimum Qualifications Paragraphs 1.5.2 – 1.5.3 1.5.4 (only complete sections in service categories for which you intend to apply)
2. Attach all applicable documents and content in the order and format described in Paragraph 2.8, Preparation and Format of the SOW, of the RFSQ.

PROPOSER NAME:

1.5 VENDOR'S MINIMUM QUALIFICATIONS

Interested and qualified Vendors that meet all the Minimum Qualifications stated in 1.5.1-1.5.3 1.5.4 are invited to submit an SOQ to qualify in one or more of the service categories identified below:		<input checked="" type="checkbox"/> (Vendor please check all that apply)
1.5.1.1	Vendor must demonstrate at least three (3) years of experience preparing reports and presenting complex technical information to governmental entities.	<input type="checkbox"/>
1.5.1.2	Vendor must demonstrate that the Project Director shall hold a Master's degree or higher and have at least five (5) years of demonstrated experience within the last seven (7) years conducting social science or criminal justice research.	<input type="checkbox"/>
1.5.2	Additional Requirements to Perform "Evaluation/Impact/Outcome Services":	<input type="checkbox"/>

1.5.2.1 Vendor must demonstrate three (3) years of experience within the last five (5) years planning, designing, and conducting quantitative and qualitative evaluations of governmental programs, initiatives, policies, or procedures using standard evaluation procedures and methodologies. At least two (2) years must have been performing evaluations of criminal justice/criminal justice treatment-related activities.



Such quantitative evaluation experience could have been gained:

- Designing experimental and observational studies to isolate the causal impacts of interventions on outcomes (e.g. recidivism and public safety impact)
- Conducting descriptive and inferential statistical analysis, with the latter including multiple regression, survival analysis, propensity score matching, or other advanced statistical techniques
- Researching concept design and measurement, including surveys or data collection instruments
- Merging and analyzing large administrative datasets, including merging divergent data structures

Such qualitative evaluation experience could have been gained:

- Facilitating focus groups and transcribing data
- Conducting process evaluations and evaluating program fidelity and adherence to established protocols and procedures
- Conducting archival analysis (documenting business rules and procedures)
- Structured, semi-structured, and unstructured interviewing
- Performing field observation
- Conducting analyses of qualitative data using computer-assisted qualitative data analysis software

	<p>1.5.2.2 Vendor must demonstrate three (3) years of experience within the last five (5) years developing evaluation questions; selecting indicators/benchmarks/targets/outcomes; developing evaluation instruments; and collecting, processing, managing, and analyzing data. Such experience must include the development of reports on evaluation findings to governmental entities.</p>	<input type="checkbox"/>
<p>1.5.3</p>	<p>Additional Requirements to Perform “Forecast/Projection Services”:</p> <p>Vendor must demonstrate three (3) years of experience, within the last five (5) years, developing forecasts or projections (such as projections of population, jail bed needs, treatment capacity needs, etc.). At least two (2) years must have been developing forecasts/projections related to criminal justice populations or program needs.</p> <p><u>Such experience could have been gained:</u></p> <ul style="list-style-type: none"> • Conducting research and analysis of county, state, and national trends • Teaching about forecasting methods in criminal justice population. • Publishing research using forecasting techniques on criminal justice topics. 	<input type="checkbox"/>
<p>1.5.4</p>	<p>Additional Requirements to Perform “Development, Analysis, Validation, and/or Norming of Criminal Justice Tools Services”:</p> <p>Vendor must demonstrate three (3) years of experience, within the last five (5) years, developing, analyzing, validating, and norming assessments for detention review processes, custody classification systems, supervision levels, treatment referrals, or other criminal justice decision-making processes. In this regard, Vendor must demonstrate experience planning, designing, conducting, and analyzing surveys that require complex sampling techniques.</p> <p><u>Experience must include:</u></p> <ul style="list-style-type: none"> • Ability to correct for sampling and non-sampling bias • Developing and validating questionnaires • Use of scaling techniques • Conducting data processing, management, and analysis. 	<input type="checkbox"/>
<p>RFSQ, Paragraph 2.8.1, Transmittal Letter (Proposer’s SOQ)</p>		<input type="checkbox"/>
<p>RFSQ, Paragraph 2.8.2, Table of Contents (Proposer’s SOQ)</p>		<input type="checkbox"/>
<p>RFSQ, Paragraph 2.8.3., Vendor’s Qualifications (Proposer’s SOQ Section A.)</p>		

RFSQ, Paragraph 2.8.3.1, Vendor's Background and Experience (Proposer's SOQ Section A.1)	
Exhibit 1: Statement of Qualification Checklist	<input type="checkbox"/>
Exhibit 2: Vendor's Organization Questionnaire/Affidavit	<input type="checkbox"/>
Exhibit 3: List of Current Members of the Board of Directors	<input type="checkbox"/>
For each service category that Vendor is attempting to qualify, Vendor submitted:	
<p>1. A Statement of Experience (SOE) that:</p> <p>a.) Demonstrates ability to carry out the specialized research and/or evaluation needs of CCJCC and County departments.</p> <ul style="list-style-type: none"> • Evaluation/Impact/Outcome Services • Forecast/Projection Services • Development, Analysis, Validation, and Norming of Criminal Justice Assessment Tools <p>b.) Provides a summary of relevant background information to demonstrate that the vendor meets the Minimum Qualifications, including years in services, stated in Paragraph 1.5, Vendor's Minimum Qualifications, of this RFSQ and ability to perform the types of actions described in Paragraph 1.2, Scope of Work, of the RFSQ. (If Vendor is attempting to qualify under Paragraph 1.6, New Firm Eligibility, Vendor's SOE includes sufficient details to demonstrate the principals of the company, firm, or university program possess the requisite experience that, combined, would meet the Minimum Qualifications, including years of experience, stated in Paragraph 1.5, Vendor's Minimum Qualifications, of the RFSQ.)</p> <ul style="list-style-type: none"> • Evaluation/Impact/Outcome Services • Forecast/Projection Services • Development, Analysis, Validation, and Norming of Criminal Justice Assessment Tools <p>c.) Does not exceed two (2) five (5) pages.</p> <ul style="list-style-type: none"> • Evaluation/Impact/Outcome Services • Forecast/Projection Services • Development, Analysis, Validation, and Norming of Criminal Justice Assessment Tools 	<p style="text-align: right;"> <input type="checkbox"/> <input type="checkbox"/> n/a <input type="checkbox"/> <input type="checkbox"/> n/a <input type="checkbox"/> <input type="checkbox"/> n/a </p> <p style="text-align: right;"> <input type="checkbox"/> <input type="checkbox"/> n/a <input type="checkbox"/> <input type="checkbox"/> n/a <input type="checkbox"/> <input type="checkbox"/> n/a </p> <p style="text-align: right;"> <input type="checkbox"/> <input type="checkbox"/> n/a <input type="checkbox"/> <input type="checkbox"/> n/a <input type="checkbox"/> <input type="checkbox"/> n/a </p>
<p>2. A list of all reports completed within the past five (5) years which demonstrates Vendor's expertise in the desired category. For each item listed, Vendor identified what the project accomplished and whether the project met budget and timeline requirements:</p> <ul style="list-style-type: none"> • Evaluation/Impact/Outcome Services • Forecast/Projection Services • Development, Analysis, Validation, and Norming of Criminal Justice Assessment Tools 	<p style="text-align: right;"> <input type="checkbox"/> <input type="checkbox"/> n/a <input type="checkbox"/> <input type="checkbox"/> n/a <input type="checkbox"/> <input type="checkbox"/> n/a </p>

<p>3. A sample evaluation, forecast/projection, or validation study completed within the past five (5) years on criminal justice/criminal justice treatment-related issues which demonstrates expertise in the category Vendor is attempting to qualify in: Evaluation/Impact/Outcome Services; <i>and/or</i> Forecast/Projection Services; <i>and/or</i> Development, Analysis, Validation and/or Norming of Criminal Justice Assessment Tools Services (the sample submitted may be one (1) of those listed or in addition to those listed in 2 above). If Vendor is attempting to qualify in more than one (1) category, Vendor must submit a sample report for each category in which Vendor is attempting to qualify in:</p> <ul style="list-style-type: none"> • Evaluation/Impact/Outcome Services • Forecast/Projection Services • Development, Analysis, Validation, and Norming of Criminal Justice Assessment Tools 	<p><input type="checkbox"/> <input type="checkbox"/> n/a <input type="checkbox"/> <input type="checkbox"/> n/a <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> n/a</p>
<p>4. A list of key Vendor personnel responsible for analysis, research, and/or validation activities which:</p> <p>a.) States the position titles:</p> <ul style="list-style-type: none"> • Evaluation/Impact/Outcome Services • Forecast/Projection Services • Development, Analysis, Validation, and Norming of Criminal Justice Assessment Tools <p>b.) Provides a corresponding summary of qualifications and years of experience for each position to demonstrate that Vendor meets the Minimum Qualifications, including years of experience, stated in Paragraph 1.5 of this RFSQ:</p> <ul style="list-style-type: none"> • Evaluation/Impact/Outcome Services • Forecast/Projection Services • Development, Analysis, Validation, and Norming of Criminal Justice Assessment Tools <p>c.) Does not exceed one (1) page.</p> <ul style="list-style-type: none"> • Evaluation/Impact/Outcome Services • Forecast/Projection Services • Development, Analysis, Validation, and Norming of Criminal Justice Assessment Tools 	<p><input type="checkbox"/> <input type="checkbox"/> n/a <input type="checkbox"/> <input type="checkbox"/> n/a <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> n/a</p> <p><input type="checkbox"/> <input type="checkbox"/> n/a <input type="checkbox"/> <input type="checkbox"/> n/a <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> n/a</p>
<p>RFSQ, Paragraph 2.8.3.2, Vendor’s Organizational Structure (Proposer’s SOQ Section A.2)</p>	
<p>Vendor furnished a certified copy of the Fictitious Business Name Statement indicating the name under which Prospective Contractor will be “doing business as” (dba).</p>	<p><input type="checkbox"/> <input type="checkbox"/> n/a</p>
<p>Vendor furnished a copy of Certificate of Limited Partnership or Application for Registration of Foreign Limited Partnership (if Limited Partnership)</p>	<p><input type="checkbox"/> <input type="checkbox"/> n/a</p>
<p>Vendor furnished a copy of Certificate of Good Standing (if Corporation or LLC)</p>	<p><input type="checkbox"/> <input type="checkbox"/> n/a</p>

Vendor furnished a copy of Statement of Information (if Corporation or LLC)	<input type="checkbox"/> <input type="checkbox"/> n/a
Vendor furnished a signed Board of Director's Resolution on Prospective Contractor's letterhead	<input type="checkbox"/> <input type="checkbox"/> n/a
Vendor furnished a list of all current members of the Board of Directors	<input type="checkbox"/> <input type="checkbox"/> n/a
Vendor furnished a signed Declaration that no Board of Directors exists on Prospective Contractor's letterhead	<input type="checkbox"/> <input type="checkbox"/> n/a
Vendor furnished a copy of Exempt Organization Determination Letter from the Internal Revenue Service (IRS) indicating recognition of Prospective Contractor's tax-exempt status (non-profit corporation) under Section 501 (c)(3) of the Tax Code	<input type="checkbox"/> <input type="checkbox"/> n/a
Vendor furnished a copy of Determination of Exemption Letter from the State of California Franchise Tax Board (FTB) indicating recognition of Prospective Contractor's tax-exempt status (non-profit corporation) under California Revenue and Taxation Code, Section 23701	<input type="checkbox"/> <input type="checkbox"/> n/a
Prospective Contractor's name and address matches the name and address on Prospective Contractor's IRS and FTB non-profit determination letters	<input type="checkbox"/> <input type="checkbox"/> n/a
RFSQ, Paragraph 2.8.3.3, Vendor References (Proposer's SOQ Section A.3)	
Exhibit 9: Prospective Contractor References	<input type="checkbox"/>
Exhibit 10: Prospective Contractor List of Contracts	<input type="checkbox"/>
Exhibit 11: Prospective Contractor List of Terminated Contracts	<input type="checkbox"/>
RFSQ, Paragraph 2.8.3.4, Vendor's Litigation, Threatened Litigation, and Judgments (Proposer's SOQ Section A.4)	
Exhibit 12: Vendor's Litigation, Threatened Litigation and Judgments	<input type="checkbox"/>
RFSQ, Paragraph 2.8.4, REQUIRED FORMS (Proposer's SOQ Section B)	
Exhibit 4: Certification of No Conflict of Interest	<input type="checkbox"/>
Exhibit 5: Vendor's EEO Certification	<input type="checkbox"/>
Exhibit 6: Request for Local SBE Preference Program Consideration Information	<input type="checkbox"/>

Exhibit 7: Request for Disabled Veteran Business Enterprise Preference Program (DVBE) Consideration	<input type="checkbox"/>
Exhibit 8: Familiarity with the County Lobbyist Ordinance Certification	<input type="checkbox"/>
Exhibit 13: Attestation of Willingness to Consider GAIN/GROW Participants	<input type="checkbox"/>
Exhibit 14: County of Los Angeles Contractor Employee Jury Service Program Certification Form and Application for Exception	<input type="checkbox"/>
Exhibit 15: Certification of Compliance with the County's Defaulted Property Tax Reduction Program	<input type="checkbox"/>
Exhibit 16: Certification Regarding Debarment Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions (45 C.F.R. Part 76) (Intentionally Omitted)	<input type="checkbox"/>
Exhibit 17: Charitable Contributions Certification	<input type="checkbox"/>
Exhibit 18: Acceptance of Terms and Conditions in Master Agreement	<input type="checkbox"/>
RFSQ, Paragraph 2.8.5, PROOF OF INSURABILITY (Proposer's SOQ Section C)	
Vendor furnished a copy of Certificate of Insurance (ACCORD or equivalent form) LA County named additional insured (applicable to General Liability policy only)	<input type="checkbox"/>
Vendor furnished a letter from a qualified insurance carrier indicating a willingness to provide required coverage	<input type="checkbox"/>
COMMERCIAL GENERAL LIABILITY	
General Aggregate: \$2 million	<input type="checkbox"/>
Products/Completed Operations Aggregate: \$1 million	<input type="checkbox"/>
Personal and Advertising Injury: \$1 million	<input type="checkbox"/>
Each Occurrence: \$1 million	<input type="checkbox"/>
AUTO LIABILITY	
Auto Liability: \$1 million	<input type="checkbox"/>
WORKERS' COMPENSATION	
Each Accident: \$1 million	<input type="checkbox"/>
RFSQ, Paragraph 2.8.6, PROOF OF LICENSES (Proposer's SOQ Section D)	
Vendor furnished a copy of all applicable licenses, certificates, accreditations, and permits for the provision of services for which they intend to qualify which include but are not limited to : a valid Business License	<input type="checkbox"/>

VENDOR SUPPLIED		
<p>The original SOQ and three (3) numbered copies are bound and enclosed in a sealed envelope, plainly marked in the upper left-hand corner with the name and address of the Vendor and bear the words: "SOQ FOR CRIMINAL JUSTICE RESEARCH AND EVALUATION SERVICES" in the proscribed format</p>		<input type="checkbox"/>
<p>APPLICANT ACKNOWLEDGES THAT IF ANY FALSE, MISLEADING, INCOMPLETE, OR DECEPTIVELY UNRESPONSIVE STATEMENTS IN CONNECTION WITH THIS SOQ ARE MADE, THE SOQ MAY BE REJECTED. THE EVALUATION AND DETERMINATION IN THIS AREA SHALL BE AT THE DIRECTOR'S SOLE JUDGEMENT AND HIS/HER JUDGEMENT SHALL BE FINAL.</p> <p>I DECLARE UNDER PENALTY OF PERJURY THAT ALL OF THE ABOVE INFORMATION IS TRUE AND CORRECT.</p>		
SIGNATURE		DATE
PRINT SIGNATOR'S NAME		TITLE
ADDRESS	CITY, STATE	

VENDOR'S ORGANIZATION QUESTIONNAIRE/AFFIDAVIT

Please complete, date and sign this form and include it in Section A.1 of the SOQ. The person signing the form must be authorized to sign on behalf of the Vendor and to bind the applicant in a Master Agreement.

1. If your firm is a corporation or limited liability company (LLC), state its legal name (as found in your Articles of Incorporation) and State of incorporation:

Name	State	Year Inc.
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2. If your firm is a limited partnership or a sole proprietorship, state the name of the proprietor or managing partner:

3. If your firm is doing business under one or more DBA's, please list all DBA's and the County(s) of registration:

Name	County of Registration	Year became DBA
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_____	_____	_____
_____	_____	_____

4. Is your firm wholly or majority owned by, or a subsidiary of, another firm? ____ If yes,

Name of parent firm: _____

State of incorporation or registration of parent firm: _____

5. Please list any other names your firm has done business as within the last five (5) years.

Name	Year of Name Change
------	---------------------

_____	_____
_____	_____

6. Indicate if your firm is involved in any pending acquisition/merger, including the associated company name. If not applicable, so indicate below.

Vendor acknowledges and certifies that it meets and will comply with all of the Minimum Qualifications listed in Paragraph 1.5 - Minimum Qualifications, of this Request for Statement of Qualifications (RFSQ), as listed below, for each category for which you are attempting to qualify.

Check appropriate boxes:

Sub-paragraph 1.5.1 All Service Categories

Yes No Sub-paragraph 1.5.1.1 *Three (3) years of experience preparing reports and presenting complex technical information to governmental entities.*

Yes No Sub-paragraph 1.5.1.2 *The Project Director holds a Master's degree or higher and has at least five (5) years of demonstrated previous experience within the last seven (7) years conducting social science or criminal justice research.*

Sub-paragraph 1.5.2 Evaluation/Impact/Outcome Services

Yes No Sub-paragraph 1.5.2.1

Vendor must demonstrate three (3) years of experience, within the last five (5) years, planning, designing, and conducting quantitative and qualitative evaluations of governmental programs, initiatives, policies, or procedures using standard evaluation procedures and methodologies. At least two (2) years must have been performing evaluations of criminal justice/criminal justice treatment-related activities.

Such quantitative evaluation experience could have been gained:

- Designing of experimental and observational studies to isolate the causal impacts of interventions on outcomes (e.g. recidivism and public safety impact)*
- Conducting descriptive and inferential statistical analysis, with the latter including multiple regression, survival analysis, propensity score matching, or other advanced statistical techniques*
- Researching concept design and measurement, including surveys or data collection instruments*
- Merging and analyzing large administrative datasets, including merging divergent data structures*

Such qualitative experience could have been gained:

- Facilitating focus groups and transcribing data*
- Conducting process evaluations and evaluating program fidelity and adherence to established protocols and procedures*
- Conducting archival analysis (documenting business rules and procedures)*
- Structured, semi-structured, and unstructured interviewing*
- Performing field Observation*

- *Conducting analyses of qualitative data using computer-assisted qualitative data analysis software*

Yes No

Sub-paragraph 1.5.2.2

Vendor must demonstrate three (3) years of experience, within the last five (5) years, developing evaluation questions; selecting indicators/benchmarks/targets/outcomes; developing evaluation instruments; and collecting, processing, managing, and analyzing data. Such experience must include the development of reports on evaluation findings to governmental entities.

Sub-paragraph 1.5.3 Forecast/Projection Services

Yes No

Vendor must demonstrate three (3) years of experience, within the last five (5) years, developing forecasts or projections (such as projections of population, jail bed needs, treatment capacity needs, etc.). At least two (2) years must have been developing forecasts/projections related to criminal justice populations or program needs.

Such experience could have been gained:

- *Conducting research and analysis of county, state, and national trends*
- *Teaching about forecasting methods in criminal justice populations*
- *Publishing research using forecasting techniques on criminal justice topics*

~~**Sub-paragraph 1.5.4 Development, Analysis, Validation, and Norming of Criminal Justice Tools**~~

~~Yes No~~

~~*Vendor must demonstrate three (3) years of experience, within the last five (5) years, developing, analyzing, validating, and norming assessments for detention review processes, custody classification systems, supervision levels, treatment referrals, or other criminal justice decision-making processes. In this regard, Vendor must have experience planning, designing, conducting, and analyzing surveys that require complex sampling techniques.*~~

~~*Experience must include:*~~

- ~~• *Ability to correct for sampling and non-sampling bias*~~
- ~~• *Developing and validating questionnaires*~~
- ~~• *Use of scaling techniques*~~
- *Conducting data processing, management, and analysis*

Applicant further acknowledges that if any false, misleading, incomplete, or deceptively unresponsive statements in connection with this SOQ are made, the SOQ may be rejected. The evaluation and determination in this area shall be at the Director's sole judgment and his/her judgment shall be final.

Corporation's Name:

Address:

e-mail address: _____ Telephone number: _____

Fax number: _____

On behalf of _____ (Vendor's name), I _____
(Name of Vendor's authorized representative), certify that the information contained in this Vendor's
Organization Questionnaire/Affidavit is true and correct to the best of my information and belief.

Signature

Internal Revenue Service
Employer Identification Number

Title

California Business License Number

Date

County WebVen Number

**REQUEST FOR SERVICES NO. [XX]
Issued by [Department name]
under Master Agreement for
Criminal Justice Research and Evaluation Services**

Project Title: *[Enter department's specific project title for Criminal Justice Research and Evaluation Services]*

County Department: *[department name]*

Date of Issuance: *[date of issuance]*

Response Due Date and Time: *[date and time of proposal due date]*

Bidders/Proposers shall submit *[state number of originals and copies]* of the response to this Request for Services (RFS) in the format prescribed herein and clearly marked "Response to Request for Services No. _____," addressed to:

*[Name of Project Director]
[Title]
[Department Name]
[Address]
[City, State, and ZIP Code]*

Late bids/proposals and bids/proposals not prepared and submitted in the prescribed format and addressing the required content may, at the sole discretion of the County of Los Angeles, be rejected without further consideration.

Target Project Start Date: *[anticipated project start date]*

Bidders/Proposers' Questions

Bidders/Proposers may submit written questions regarding this RFS by e-mail to the contact identified below:

*[Name of RFS Contact]
[Title]
[E-mail address]*

Questions may also address concerns that the application of minimum requirements, evaluation criteria and/or business requirements would unfairly disadvantage bidders/proposers or, due to unclear instructions, may result in the County not receiving the best possible responses from bidder/proposer.

Deadline for submitting questions: *[state date and time of deadline]*

PART I - PROJECT SCOPE OF SERVICES

A. DEPARTMENT BACKGROUND

The *(Name of Contracting Department)* (Department) is seeking a Master Agreement firm (Contractor) to provide the services described herein.

[Provide a brief description of the department, its mission and major programs/functions, size, budget, etc.]

B. SERVICES REQUESTED

- Evaluation/Impact/Outcome
- Forecast/Projection
- ~~Development, Analysis, Validation and/or Norming of Criminal Justice Assessment Tools~~

[Describe the services requested clearly and concisely. Provide a statement of work stating all products to be delivered under the proposed Work Order, including any acceptance criteria. The requirements shall include descriptions, numbers and formats for oral and/or written reports, as well as the expected period of performance.]

PART II – BID/PROPOSAL RESPONSE REQUIREMENTS

A bidder's/proposer's response to this RFS shall include each of the following in the prescribed format and order:

- A. COVER PAGE identifying the RFS by title and number, firm name and address, the name, telephone number, fax number and e-mail address of the person authorized to make representations for the bidder/proposer during negotiations and commit the bidder/proposer to a contract.
- B. TABLE OF CONTENTS with all bid/proposal pages numbered.
- C. WORK PLAN that presents the bidder's/proposer's detailed approach or methodology to complete the project. The Work Plan should include the basic elements of the project and include sufficient detail to enable the County to:
 - 1. Determine if the bidder/proposer has a good understanding of the project scope, objectives, and deliverables;
 - 2. Evaluate the appropriateness of the proposed procedures and techniques to be used; and

3. Evaluate the bidder's/proposer's ability to provide the requested services.

References to or repetition of scope, objectives, and requirements from this Request for Service does not constitute a "good understanding" of the project. Complete, yet concise, supplementary procedures, methods, explanations, and descriptions are also required to make possible the County's evaluation as to the bidder's/proposer's understanding.

D. PERSONNEL including:

1. A list/chart specifically identifying the bidder's/proposer's Contractor Project Manager and other key individuals, including any subcontractors proposed for the project. A bidder/proposer must assign personnel who collectively possess the background and experience necessary to successfully complete this project.
2. A resume for each assigned staff/subcontractor that includes project descriptions and other evidence, demonstrating the special skills and ability to successfully perform the required services.

E. BIDDER/PROPOSER EXPERIENCE AND CAPABILITIES including:

1. A list of references, including a list of any previous engagements with County departments. on projects of a similar nature;
2. A description of previous projects and performance that demonstrates the bidder's/proposer's ability to perform the services requested; and
3. A description of the quantifiable outcomes of these previous engagements, if applicable.

F. TIMETABLE or chart for hours and dates to complete the project including number of hours for each of the basic elements of the Work Plan and the dates of the proposed deliverables.

The specified dates should assume that the selected bidder/proposer would be notified by [\[specify date\]](#), but could not begin before [\[specify date\]](#).

G. SCHEDULE OF PROJECT COSTS identifying the bidder's/proposer's personnel/subcontractor costs, and the maximum total cost to complete the project.

The Schedule of Project Costs must include the hourly rate, number of hours, and total cost for each proposed staff/subcontractor, or the fixed rate for a specific service module/deliverable. Job classifications of other personnel participating in the project should be identified, and the total number of hours, the hourly rate and the total cost should be shown by classification. Other expenses (in addition to the hourly personnel cost) that will be incurred and billed must be specifically identified and included in the total cost of completing the project.

Proposals that do not clearly indicate the maximum total cost to complete the project may, at the discretion of the County, be rejected.

[The following section is optional and only required when Sexual Misconduct Liability and/or Professional Liability/Errors and Omissions and/or Privacy/Network Security (Cyber) insurance is deemed needed for this RFS. Consult with your department's or CEO's Risk Management personnel for guidance]

H. WILLINGNESS TO PROVIDE ADDITIONAL INSURANCE. The County has determined that to perform the services requested in this Request for Services, bidder/proposer shall furnish Sexual Misconduct Liability insurance prior to issuance of Work Order award, covering contractor's liability arising from or related to performance of this service, with limits not less than \$1 million per claim and \$2 million aggregate and/or Professional Liability/Errors and Omissions insurance prior to issuance of Work Order award, covering Contractor's liability arising from or related to performing this service, with limits of not less than \$1 million per claim and \$2 million aggregate and/or Privacy/Network Security (Cyber) insurance prior to issuance of Work Order award, covering Contractor's liability arising from or related to performing this service, with limits of not less than \$2 million without exclusion/restriction for unencrypted portable devices/media contained in the policy. Further, Contractor understands and agrees it shall maintain such coverage for a period of not less than three (3) years following the termination or cancellation of the Work Order.

I. REQUIRED FORMS.

Upon execution of the Work Order and before any work commences, the Contractor will be required to submit and satisfy the provisions of the following forms:

- CERTIFICATION OF EMPLOYEE STATUS
- CERTIFICATION OF NO CONFLICT OF INTEREST
- CONTRACTOR ACKNOWLEDGEMENT AND CONFIDENTIALITY AGREEMENT
- CONTRACTOR EMPLOYEE ACKNOWLEDGEMENT AND CONFIDENTIALITY AGREEMENT
- CONTRACTOR NON-EMPLOYEE ACKNOWLEDGEMENT AND CONFIDENTIALITY AGREEMENT
- CERTIFICATION REGARDING DEBARMENT SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION – LOWER TIER COVERED TRANSACTIONS (if applicable)
- INDIVIDUAL'S ASSIGNMENT AND TRANSFER OF COPYRIGHT
- CONTRACTOR'S ASSIGNMENT AND TRANSFER OF COPYRIGHT
- NOTARY STATEMENT FOR ASSIGNMENT AND TRANSFER OF COPYRIGHT
(REQUIRED ONLY IF COPYRIGHT IS TO BE REGISTERED WITH COPYRIGHT BUREAU)

Upon execution of the Work Order and following the completion of any work related under the Work Order, the Contractor will be required to submit and satisfy the provisions of the

following forms when the Work Order involved intellectual property developed/designed by Contractor. The intellectual property developed/designed becomes the property of the County after creation or at the end of the Master Agreement Term.

- INDIVIDUAL'S ASSIGNMENT AND TRANSFER OF COPYRIGHT
- CONTRACTOR'S ASSIGNMENT AND TRANSFER OF COPYRIGHT
- NOTARY STATEMENT FOR ASSIGNMENT AND TRANSFER OF COPYRIGHT

(REQUIRED ONLY IF COPYRIGHT IS TO BE REGISTERED WITH COPYRIGHT BUREAU)

PART III – SELECTION PROCESS

A. EVALUATION CRITERIA

The County reserves the sole right to judge the contents of the bids/proposals submitted pursuant to this RFS and to review, evaluate, and select the successful bid/proposal.

[Department shall select the appropriate language below based upon type of solicitation conducted and the factors to be evaluated and work with the Department's County Counsel to determine the appropriateness of the evaluation criteria. Be advised, evaluation of bidder(s)/proposer(s) references, pending litigation, threatened litigation and/or judgments has been conducted during qualification for Master Agreement and any additional review is optional for Departments. Please revise optional language as appropriate for individual work order needs and in consultation with the Department's County Counsel.]

Bids will be examined to determine the lowest price. Should one or more of the Bidders request and be granted the Local SBE Preference, Transitional Job Opportunities Preference, or Disabled Veterans Business Enterprise Preference, the lowest bid price will be determined as follows:

Local SBE Preference: Eight percent (8%) of the lowest bid price submitted will be calculated, which shall not exceed \$50,000, and that amount will be deducted from the Bid price submitted by all Local SBE Bidders who requested and were granted the Local SBE Preference.

Transitional Job Opportunities Preference: Eight percent (8%) of the lowest bid price submitted will be calculated, and that amount will be deducted from the Bid price submitted by all Bidders who requested and were granted the Transitional Job Opportunities Preference.

Disabled Veteran Business Enterprise Preference: Eight percent (8%) of the lowest bid price submitted will be calculated and that amount will be deducted from the bid price submitted by all Bidders who requested and were granted the Disabled Veteran Business Enterprise Preference up to the maximum of \$50,000. In no case shall any Preference be combined to exceed eight percent (8%) in response to any County solicitation

The lowest price bid will be reviewed to determine whether it is responsive and responsible. The following steps will be performed until it is determined which is the lowest priced, and most responsive and responsible bid.

County shall review the Bidder's submission, as outlined in Part II – Bid/Proposal Response Requirements, and determine if the Bidder meets the minimum requirements as outlined in Section B of Part 1 – Project Scope of Services of this RFS.

Failure of a Bidder to comply with the minimum requirements may eliminate its bid from further consideration. The County may elect to waive any informality in a bid sum if the sum and substance of the bid is present.

Bidder will be evaluated on their experience and capacity as a corporation or other entity to perform the required services based on information provided in their Statement of Qualifications submitted in response to the RFSQ from which their Master Agreement was awarded under.

Bidder will be evaluated on the verification of references provided in Section B2 of the bid. In addition to the references provided, a review will include the County's Contract Database and Contractor Alert Reporting Database, if 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. Additionally, a review of terminated contracts will be conducted which may result in point deductions. [If Department scores reference and/or CARD review findings, Department must indicate the percentage weight of the total score this review accounts for.]

A review will be conducted to determine the significance of any pending litigation, threatened litigation, or judgments against the Bidder based on information provided in their Statement of Qualifications submitted in response to the RFSQ from which their Master Agreement was awarded under. [If Department scores pending litigation, threatened litigation or judgments, Department must indicate the percentage weight of the total score this review accounts for.]

[OR]

Evaluation of the proposals will be made by an Evaluation Committee selected by the Department. The Evaluation Committee will evaluate the proposals and will use the evaluation approach described herein to select proposal. All proposals will be evaluated based on the criteria listed below. All proposals will be scored and ranked in numerical sequence from high to low.

Proposals will be evaluated on the thoroughness, appropriateness, and innovativeness of the approach detailed in the Work Plan (___%); the experience of the personnel to be assigned to the project (___%); the timetable showing the estimated hours and time period for completion (___%), and the schedule of project costs showing the total cost for performing the service (___%). [If Department scores references, CARD reviews, pending litigation,

threatened litigation, and/or judgments, Departments must indicate the percentage weight of the total score these reviews account for.]

Should one or more of the Proposers request and be granted the Local SBE Preference, Transitional Job Opportunities Preference, or Disabled Veterans Business Enterprise Preference, the lowest bid price will be determined as follows:

Local SBE Preference: Eight percent (8%) of the lowest bid price submitted will be calculated, which shall not exceed \$50,000, and that amount will be deducted from the Bid price submitted by all Local SBE Bidders who requested and were granted the Local SBE Preference.

Transitional Job Opportunities Preference: Eight percent (8%) of the lowest bid price submitted will be calculated, and that amount will be deducted from the Bid price submitted by all Bidders who requested and were granted the Transitional Job Opportunities Preference.

Disabled Veteran Business Enterprise Preference: Eight percent (8%) of the lowest bid price submitted will be calculated and that amount will be deducted from the bid price submitted by all Bidders who requested and were granted the Disabled Veteran Business Enterprise Preference up to the maximum of \$50,000. In no case shall any Preference be combined to exceed eight percent (8%) in response to any County solicitation.

Review the proof of insurability provided in Section II, Sub-paragraph I of the bid/proposal. All forms listed in Section II, Sub-paragraph I must be included in the bid/proposal

Subsequent to the above evaluations of the proposals, at the sole discretion of the County, the highest rated firms may be requested to meet with the Evaluation Committee to answer questions and provide more evidence of their qualifications. The evaluators will consider the results of these interviews in their ratings of the proposals.

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

B. WORK ORDER

Upon completion of negotiations with the highest rated bidder/proposer (Recommended Proposer), the Department shall obtain a Letter of Intent from an authorized officer of the Recommended Proposer that the negotiated Work Order is a firm offer of the Recommended Proposer, which shall not be revoked by the Recommended Proposer pending the Department's completion of the Protest and Review Process (described below) and both the Department and CCJCC approval.

When selected to perform the requested services, the Recommended Proposer and the County will sign a Work Order in a format substantially similar to Exhibit B, Work Order Form Template, of the Master Agreement for Criminal Justice Research and Evaluation Services.

Additional Notice to Bidders/Proposers

Notice to Bidders/Proposers Regarding the Public Records Act

1. Responses to this RFS shall become the exclusive property of the County. Absent extraordinary circumstances, the Recommended Proposer's proposal will become a matter of public record when (1) Work Order negotiations are complete; (2) Department receives a letter of intent from the Recommended Proposer's authorized officer that the negotiated Work Order is the firm offer of the Recommended Proposer; and (3) the Department releases a copy of the Recommended Proposer's proposal in response to a Proposal Review. Notwithstanding the above, absent extraordinary circumstances, all proposals will become a matter of public record upon execution of a Work Order. Exceptions to disclosure are those parts or portions of all proposals that are justifiably defined as business or trade secrets, and plainly marked by the Proposer as "Trade Secret," "Confidential," or "Proprietary."
2. The County shall 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 bid/proposal as confidential shall not be deemed sufficient notice of exception. The bidders/proposers must specifically label only those provisions of their respective bid/proposal which are "Trade Secrets," "Confidential," or "Proprietary" in nature.

Protest and Review Process

Solicitation Requirements Review

Any Qualified Contractor that is a prospective bidder/proposer may request a solicitation requirements review of the requirements under this RFS. The request may address concerns that the application of minimum requirements, evaluation criteria and/or business requirements would unfairly disadvantage bidders/proposers or, due to unclear instructions, may result in the County not receiving the best possible responses from bidder/proposer. Such requirements review request must be submitted by e-mail to the contact below no later than ***[insert date]***:

[Name of departmental contact]
[Title]
[E-mail address]

The solicitation requirements review request shall be reviewed by the Department, and its determination shall be provided to the requesting person or entity, via e-mail, within a reasonable time prior to the bid/proposal due date.

Debriefing

Subsequent to the bid/proposal evaluation by County, any bidder/proposer, upon notification by the Department that the Department is entering negotiations with another bidder/proposer who is the highest rated bidder/proposer, may request a debriefing. The purpose of the Debriefing is to compare the requesting Bidder's/Proposer's response to the RFS with the evaluation report. Such Debriefing request shall be submitted by e-mail within **five (5) calendar days** of County's notification, to the contact below:

[Name of departmental contact]
[Title]
[E-mail address]

Proposal Review

During or following the Debriefing, the bidder/proposer may request a proposal review of the highest rated bidder/proposer's score sheet and proposal. Such proposal review request shall be submitted by e-mail within **three (3) days** of the Debriefing. Upon completion of negotiations with the highest rated bidder/proposer (Recommended Proposer), the Department shall obtain a Letter of Intent from an authorized officer of the Recommended Proposer that the negotiated Work Order is a firm offer of the Recommended Proposer, which shall not be revoked by the Recommended Proposer pending the Department's completion of the Protest and Review Process and approval process by CCJCC. Once the Letter of Intent is obtained, the Department shall contact the Proposal Review requestor within **five (5) calendar days** after receipt of Letter of Intent from Recommended Proposer, to arrange the Proposal Review meeting with the County to review the Recommended Proposer's bid/proposal.

Work Order Award Protest

Subsequent to the proposal review process, the bidder/proposer may file a protest, in writing (e-mail not acceptable) and postmarked no later than **five (5) calendar days** of the proposal review meeting conducted by County, to the following Department contact:

*[Name of departmental manager with services contracting
knowledge and experience who is not participating to a
substantial degree in this RFS]*
[Title]
[Department Name]
[Address]
[City, State, and ZIP Code]

Under any such protest, it is the responsibility of the bidder/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 RFS or a proposed Work Order award, as the case may be.

Upon receipt of the timely protest request, the Department shall convene a panel designated by the Department's senior management, consisting of members not involved in the issuance or the evaluation of bids/proposals under this Request for Service, to review the requestor's claim. The panel may ask the requestor to provide additional documentation and/or present oral arguments if deemed necessary. The panel shall then issue a written decision to the requestor.

Throughout the protest and review process, the County has no obligation to delay or otherwise postpone an award of Work Order based on a bidder/proposer protest. In all cases, the County reserves the right to make a Work Order award when it is determined to be in the best interest of the County of Los Angeles to do so.