



# COUNTYWIDE CRIMINAL JUSTICE COORDINATION COMMITTEE



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July 25, 2014

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

This Addendum Number One 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 2.8.1, Transmittal Letter, is amended as follows:

#### **2.8.1 Transmittal Letter**

The SOQ must contain a transmittal letter that is no more than ~~eight (8)~~ *three (3)* pages, single-sided, and typed/printed that includes the following order listed:

- Title of RFSQ and date;
- The exact legal business name and legal business status (i.e., partnership, corporation, etc.) of the Vendor, as indicated in Exhibit 2, Vendor's Organization Questionnaire/Affidavit, of Appendix A, Required Forms of this RFSQ; If Vendor is a corporation, Limited Liability Company (LLC), or partnership, that has a Board of Directors, a Board of Director's resolution identifying the person(s) authorized to bind the entity on its behalf is also required; If Vendor is a corporation, Limited Liability Company (LLC). Or partnership, that does not have a Board of Directors, a signed Declaration that no Board of Directors exists is required;
- A brief introduction of the Vendor and its organization; and
- The transmittal letter must bear the signature(s) of the individual(s) authorized to sign on behalf of the Vendor (name, title, and signature) and bind the applicant in the Master Agreement. Person(s) signing this form shall be recognized as the Vendor's contact for any communication between the County and the Vendor.
- Vendor's legal name, address, telephone and facsimile numbers and the number of years Vendor has been in business under the present business name, as well as prior business names.
- Vendor's legal business status (i.e., partnership, corporation, etc.).
- An explanation as to how Vendor meets or exceeds the requirements set forth in Paragraph 1.5, Vendor's Minimum Qualifications, of this RFSQ, including the number of years' experience. Vendor shall provide statements regarding its experience and background. If Vendor is attempting to qualify under Paragraph 1.6, New Firm Eligibility, Vendor must explicitly state this intention.

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- Affirmation of the Vendor's capability and intention to directly provide services.
- A statement that the Vendor will bear sole and complete responsibility for all work as defined in Paragraph 1.2, Scope of Work, and elsewhere in this RFSQ, and all work as defined in subsequent Work Order(s) that may be awarded to Vendor under the resultant Master Agreement.
- The names, titles, telephone, email, and facsimile numbers of individuals in Vendor's organization to contact for additional information.
- Of the Board members identified in Exhibit 3, List of Current Members of the Board of Directors, of Appendix A, Required Forms, of this RFSQ, indicate which Board members are authorized to sign on behalf of Vendor and to bind the Vendor in a Master Agreement (Authorized signers must comply with Section 313 of the California Corporations Code).
- Disclosure of any and all employee or Board of Directors, or any other person acting on Vendor's behalf, who is within the purview of Los Angeles County Code Section 2.180.010 (Reference Exhibit 4, Certification of No Conflict of Interest, of Appendix A, Required Forms, of this RFSQ).
- A statement regarding the existence of any collective bargaining between the Vendor and its employees.

B. 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 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 requirements. 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) page limit~~ *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, 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; 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,
- 4) For each desired service category, submit a list of 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.

C. Exhibit 1, SOQ Checklist, of Appendix A, Required Forms, of the RFSQ is amended to reflect the amendments outlined in A and B above. See Attachment 1 of this Addendum One.

## **QUESTIONS AND RESPONSES**

The following are the responses to the questions submitted prior to the July 16, 2014 deadline identified in the RFSQ:

**1. Question:**

At what point does the five year period begin wherein vendors must demonstrate previous experience?

**Response:**

Vendors must demonstrate previous experience using experience gained during the period beginning June 19, 2009 (5 years prior to the release of the RFSQ) to the present.

**2. Question:**

Could CCJCC provide vendors with a sense of when the County may seek a vendor for the completion of a criminal justice research and evaluation services bid (annually, bi-annually, etc.)?

**Response:**

CCJCC is unable to indicate when the County may seek a vendor for the completion of a criminal justice research and evaluation services bid. However, the County may release a Request for Services (RFS) at any point following execution of Master Agreements with Qualified Contractors, which is anticipated in early Fall 2014. As stated in Paragraph 1.7.2 of the RFSQ:

*Upon the CCJCC's execution of these Master Agreements, the qualified Vendors will become Qualified Contractors, and thereafter may be solicited under competitive conditions to provide as-needed criminal justice research and/or evaluation services under Work Orders to be issued by County.*

**3. Question:**

Is there a specific project that is pending?

**Response:**

There is no current project pending at this time. As stated in Paragraph 1.7.2 of the RFSQ:

*Upon the CCJCC's execution of these Master Agreements, the qualified Vendors will become Qualified Contractors, and thereafter may be solicited under competitive conditions to provide as-needed criminal justice research and/or evaluation services under Work Orders to be issued by County.*

**4. Question:**

Is the Request for Solicitation Requirements Review a mandatory part of the process?

**Response:**

Vendors are not required to request a solicitation requirements review. As stated in Paragraph 2.4.1 of the RFSQ:

*Any person or entity may seek a Solicitation Requirements Review by submitting Appendix B, Transmittal Form to Request a Solicitation Requirements Review, of this RFSQ to the CCJCC as described in this Paragraph 2.4, Solicitation Requirements Review. [Emphasis added].*

**5. Question:**

Must vendors RSVP to attend the Vendors' Conference?

**Response:**

No, vendors were not required to RSVP in order to attend the Vendors' Conference.

**6. Question:**

Are the Required Forms listed separately in Word format?

**Response:**

As all of the required forms have been included in the solicitation, CCJCC will not provide them separately in Word format. Please refer to Appendix A, Required Forms.

**7. Question:**

Could CCJCC provide more detailed information about the RFSQ, its requirements, inclusion/exclusion criteria, etc.?

**Response:**

CCJCC is unable to provide any information other than the information contained in the RFSQ. Please refer to Section 1.2, Scope of Work, for information related to potential projects; Section 1.5, Vendor's Minimum Qualifications, and Section 1.7, Master Agreement Process, for information related to requirements; and Section 3.0, SOQ Review/Selection/Qualification Process, for information related to the review of Vendors' SOQ.

**8. Question:**

For potential vendors that are affiliated with a university, can/should individual professors submit an SOQ for the solicitation or should they submit as a team from the department?

**Response:**

Proposers must determine the best way to submit their Statement of Qualifications (SOQ), whether as an individual researcher/consultant, or a larger organization

(e.g. a university department). In making such a determination, consideration should be given to the following: Section 1.5, Vendor's Minimum Qualifications; Section 1.6, New Firm Eligibility; and Section 1.7, Master Agreement Process, for information related to requirements.

In making their determination, Vendors should also consider the following:

- Submitted SOQs must be approved/signed by an authorized official who can bind the proposer into a contract with the County. The authorized official may be an individual contractor, but if it is a university department official, the submission should be on behalf of the department.
- A submission must stand on its own in demonstrating the Vendor meets the Minimum Qualifications established in the RFSQ. For example, departmental submissions will be reviewed to determine whether the department meets the qualifications. Individual submissions will be reviewed to determine if the individual on his/her own meets the qualifications and, thus, will not be reviewed in terms of the department's overall experience, expertise, or authority.
- Regardless of how proposals are submitted, all submitting Vendors must be registered with the County's WebVen system. Submissions should match the WebVen registrations.

As stated in Section 1.5:

*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 three (3) service categories identified in Paragraph 1.5.2 – 1.5.4 below.*

Vendor should review Section 2.0, Instructions to Vendors, and adhere to the instructions in their entirety when responding to the solicitation.

As stated in Paragraph 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.*

**9. Question:**

For potential vendors that are affiliated with a university, will CCJCC accept multiple SOQs from different departments at one university/institution or does CCJCC consider the university/institution as one entity?

**Response:**

Yes, CCJCC will accept multiple SOQs from different departments at one university/institution, but Vendors should understand that each submission will be reviewed for qualifications separately and will be treated as separate entities for the purpose of contracting.

Proposers must determine the best way to submit their Statement of Qualifications (SOQ), whether as an individual researcher/consultant, or as part of an institution or larger organization. In making such a determination, consideration should be given to the following: Section 1.5, Vendor's Minimum Qualifications; Section 1.6, New Firm Eligibility; and Section 1.7, Master Agreement Process, for information related to requirements.

As stated in Section 1.5:

*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 three (3) service categories identified in Paragraph 1.5.2 – 1.5.4 below.*

Vendor should review Section 2.0, Instructions to Vendors, and adhere to the instructions in their entirety when responding to the solicitation.

As stated in Paragraph 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.*

**10. Question:**

For all of the forms required in the RFSQ, will CCJCC accept electronic signatures or do the signatures have to be inked originals?

**Response:**

CCJCC will only accept original signatures on the original SOQ.

**11. Question:**

Under what instances would a contractor be required to obtain sexual misconduct liability insurance and/or privacy/network security (cyber) insurance coverage?

**Response:**

Neither sexual misconduct liability insurance nor privacy/network security (cyber) insurance coverage is required for SOQ submission to become a qualified contractor under this RFSQ. However, an RFS that is issued pursuant to this RFSQ following the execution of Master Agreements with Qualified Contractors may indicate a requirement for Qualified Contractors to provide evidence of additional insurance coverage or evidence of insurability for such additional insurance coverage. Qualified Contractors may need to demonstrate compliance with those additional insurance and indemnification requirements when responding to such an RFS.

As stated in Paragraph 1.17, Indemnification and Insurance:

*Vendor shall be required to comply with the Indemnification provisions contained in Paragraph 8.22, Indemnification, of Appendix H, Master Agreement, of this RFSQ. Vendor shall procure, maintain, and provide to the County proof of insurance coverage for all the programs of insurance along with associated amounts specified in Paragraph 8.23, General Provisions for All Insurance Coverage, and Paragraph 8.24, Insurance Coverage, of Appendix H, Master Agreement, of this RFSQ.*

**12. Question:**

Are there preferred vendors for insurance coverage?

**Response:**

No, the County does not have a preferred vendor for insurance coverage. Please refer to Paragraph 8.22, Indemnification, Paragraph 8.23, General Provisions for All Insurance Coverage, and Paragraph 8.24, Insurance Coverage, of Appendix H,



Master Agreement, of this RFSQ, for all the programs of insurance along with associated amounts.

**13. Question:**

When Vendors submit the sample report, as instructed as evidence of experience, in each service category they are attempting to qualify in, does CCJCC want project reports or publications?

**Response:**

Vendors should submit a full report that provides evidence of the completion of a deliverable(s) and demonstrates the quality of the work product completed by the vendor.

**14. Question:**

Can examples of projects be in-progress? What if the original contract has been extended?

**Response:**

CCJCC is requesting completed projects; however, CCJCC will accept in-progress contracts, as long as the original contract end date fell within the last five years and the corresponding deliverables for the original contract had been met. Ultimately, reviewers will be looking for full samples that show a full project from start to completion.

As stated in Paragraph 2.8.3.1, Vendor's Background and Experience (Section A.1):

- 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, 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; 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)*

**15. Question:**

For potential vendors that are affiliated with a university/institution, does the document history of GAIN/GROW, as identified in Paragraph 1.29, Consideration of GAIN/GROW Participants for Employment, be history that is university/institution-wide or can it be experience gained by the department?

**Response:**

If Vendors submit an SOQ as a university/institution, demonstrable experience can be gained university/institution-wide; however, if Vendors submit their SOQ as a department/division/individual, demonstrable experience must be gained by the department/division/individual. Regardless of how SOQs are submitted, Vendors must submit Exhibit 13, Attestation of Willingness to Consider GAIN/GOW Participants, of Appendix A, Required Forms, of the RFSQ with their SOQ and indicate a proven record of hiring GAIN/GROW participants and/or a willingness to consider GAIN/GROW participants for any future employment openings if the GAIN/GROW participant meets the minimum qualifications for the opening.

**16a. Question:**

The minimum qualifications listed in Section 1.5 do not specify any requirements related to a prospective contractor's business location. However, the language in this section and several others, including 1.32, 1.33, 1.34, seems to be applicable only to California and/or Los Angeles County-based businesses. Does prospective contractor need to be based in Los Angeles County or California to qualify?

**Response:**

The Prospective Contractor does not need to be based in Los Angeles County or California to qualify.

**16b. Question:**

If not, is there a scoring preference awarded to applicants based in Los Angeles County and/or California responding to this RFSQ, as well as subsequent Work Orders? If so, what is the scoring rubric for local contractors?

**Response:**

The RFSQ provides no scoring preferences to applicants based in Los Angeles County and/or California.

Subsequent Work Orders will be the result of a competitive bidding process with Qualified Contractors. Any Request for Services (RFS) issued for such a Work Order, under this Master Agreement, will outline evaluation criteria. As stated in Paragraph 1.7.2 of the RFSQ:

*Upon the CCJCC's execution of these Master Agreements, the qualified Vendors will become Qualified Contractors, and thereafter may be solicited under competitive conditions to provide as-needed criminal justice research and/or evaluation services under Work Orders to be issued by County.*

**17. Question:**

Are Vendors required to register with the County to do business prior to submitting the application?

**Response:**

Yes, Vendors are required to register with the County of Los Angeles prior to responding to and submitting a solicitation to any Los Angeles County Department or Agency. Vendors can register online on the Los Angeles County Vendor Registration website.

**18. Question:**

What format (i.e. line spacing, margins, font, size, single-sided or duplex printing, etc.) is the SOQ required to be in?

**Response:**

All SOQs are required to be typed, single-spaced, in Times New Roman, 12 pt., or Arial, 12 pt. font, on 8 ½ x 11 in. paper with 1" margins. The original should be single-side printed, but the copies may be printed in duplex format.

**19. Question:**

Is the 8-page limit for the transmittal letter including the required forms for that section or in addition to the required forms for that section (for example, does Exhibit 3, List of Board Members count towards the eight (8) page limit)?

**Response:**

The transmittal letter is separate from Section A.1 of the SOQ; however, the required forms are not to be counted towards the SOQ's indicated page limits. Page limits (per the amendments identified in the beginning of this document) have been identified for the following:

- Transmittal Letter: should be no more than three (3) typed, single-sided pages (may be less)
- Statement of Experience (SOE): should be no more than five (5) typed, single-sided pages, per service category (may be less) (Section A.1 of the SOQ)
- List of 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 the Vendor meets the Minimum Qualifications: should be no more than one (1) typed, single-sided page, per service category (Section A.1 of the SOQ)

**20. Question:**

Can CCJCC identify which forms are not applicable for a University submission? For example, listing all public entities that we have contracted with would be an extensive list.

**Response:**

All of the Required Forms apply to all submissions.

**21. Question:**

With regard to Exhibit 10, Prospective Contractor List of Contracts, of the RFSQ, what constitutes a "public entity"?

**Response:**

For the purposes of this RFSQ, a public entity means any Federal, State, or local governmental agency or unit of government.

**22. Question:**

With regard to Exhibit 9, Prospective Contractor References, of the RFSQ, are Vendors required to submit five (5) references per category we are attempting to qualify in?

**Response:**

Yes, Vendors are required to submit five (5) references per category they are attempting to qualify in. As stated in Paragraph 2.8.3.3, Vendor's References:

*It is the Vendor's sole responsibility to ensure that the firm's name, and point of contact's name, title and phone number for each reference is accurate. The same references may be listed on both forms – Exhibit 9, Prospective Contractor References, and Exhibit 10, Prospective Contractor List of Contracts, of Appendix A, Required Forms, of this RFSQ.*

*County may disqualify a Vendor if:*

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

*The Vendor must complete and include Exhibits 9, 10, and 11 of Appendix A, Required Forms of this RFSQ.*

- a. Prospective Contractor References, Exhibit 9*

*Vendor must provide five (5) references where the same or similar scope of services were provided.*

**23. Question:**

As noted in Appendix A, there are required forms that need to be completed, one of which is the acceptance of terms and conditions in the Master Agreement. However, there are various clauses that our organization take exception to in the Master Agreement. Is it acceptable to note the terms and conditions that we would like to revise in lieu of the acceptance form?

**Response:**

No, the purpose of this RFSQ is to identify qualified organizations who can provide criminal justice research and evaluation services to the County of Los Angeles. As this is the case, each Qualified Contractor is required to enter into the same Master Agreement with the County without distinction.

**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 – 1.5.4 (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 1.5.1-1.5.4 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)
<b>1.5.1.1</b>	Vendor must demonstrate at least <b>three (3)</b> years of experience preparing reports and presenting complex technical information to governmental entities.	<input type="checkbox"/>
<b>1.5.1.2</b>	Vendor must demonstrate that the Project Director shall hold a Master's degree or higher and have at least <b>five (5)</b> years of demonstrated experience within the last <b>seven (7)</b> years conducting social science or criminal justice research.	<input type="checkbox"/>
<b>1.5.2</b>	<b>Additional Requirements to Perform "Evaluation/Impact/Outcome Services":</b>	<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><b>1.5.2.2</b> 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><b>1.5.3</b></p>	<p><b>Additional Requirements to Perform “Forecast/Projection Services”:</b></p>	<input type="checkbox"/>
	<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"> <li>• Conducting research and analysis of county, state, and national trends</li> <li>• Teaching about forecasting methods in criminal justice population.</li> <li>• Publishing research using forecasting techniques on criminal justice topics.</li> </ul>	
<p><b>1.5.4</b></p>	<p><b>Additional Requirements to Perform “Development, Analysis, Validation, and/or Norming of Criminal Justice Tools Services”:</b></p>	<input type="checkbox"/>
	<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"> <li>• Ability to correct for sampling and non-sampling bias</li> <li>• Developing and validating questionnaires</li> <li>• Use of scaling techniques</li> <li>• Conducting data processing, management, and analysis.</li> </ul>	
<p><b>RFSQ, Paragraph 2.8.1, Transmittal Letter (Proposer’s SOQ)</b></p>		<input type="checkbox"/>
<p><b>RFSQ, Paragraph 2.8.2, Table of Contents (Proposer’s SOQ)</b></p>		<input type="checkbox"/>



RFSQ, Paragraph 2.8.3., Vendor's Qualifications (Proposer's SOQ Section A.)	
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"/>
<b>For each service category that Vendor is attempting to qualify, Vendor submitted:</b>	
<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"> <li>• Evaluation/Impact/Outcome Services</li> <li>• Forecast/Projection Services</li> <li>• Development, Analysis, Validation, and Norming of Criminal Justice Assessment Tools</li> </ul> <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"> <li>• Evaluation/Impact/Outcome Services</li> <li>• Forecast/Projection Services</li> <li>• Development, Analysis, Validation, and Norming of Criminal Justice Assessment Tools</li> </ul> <p>c.) Does not exceed five (5) pages.</p> <ul style="list-style-type: none"> <li>• Evaluation/Impact/Outcome Services</li> <li>• Forecast/Projection Services</li> <li>• Development, Analysis, Validation, and Norming of Criminal Justice Assessment Tools</li> </ul>	<p style="text-align: right;"> <input type="checkbox"/> □n/a  <input type="checkbox"/> □n/a  <input type="checkbox"/> □n/a         </p> <p style="text-align: right;"> <input type="checkbox"/> □n/a  <input type="checkbox"/> □n/a  <input type="checkbox"/> □n/a         </p> <p style="text-align: right;"> <input type="checkbox"/> □n/a  <input type="checkbox"/> □n/a  <input type="checkbox"/> □n/a         </p>

<p>2. A list of all reports completed within the past <b>five (5)</b> 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"> <li>• Evaluation/Impact/Outcome Services</li> <li>• Forecast/Projection Services</li> <li>• Development, Analysis, Validation, and Norming of Criminal Justice Assessment Tools</li> </ul>	<p><input type="checkbox"/> □n/a <input type="checkbox"/> □n/a <input type="checkbox"/> □n/a</p>
<p>3. A sample evaluation, forecast/projection, or validation study completed within the past <b>five (5)</b> 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; Forecast/Projection Services; and/or 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"> <li>• Evaluation/Impact/Outcome Services</li> <li>• Forecast/Projection Services</li> <li>• Development, Analysis, Validation, and Norming of Criminal Justice Assessment Tools</li> </ul>	<p><input type="checkbox"/> □n/a <input type="checkbox"/> □n/a <input 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"> <li>• Evaluation/Impact/Outcome Services</li> <li>• Forecast/Projection Services</li> <li>• Development, Analysis, Validation, and Norming of Criminal Justice Assessment Tools</li> </ul> <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"> <li>• Evaluation/Impact/Outcome Services</li> <li>• Forecast/Projection Services</li> <li>• Development, Analysis, Validation, and Norming of Criminal Justice Assessment Tools</li> </ul> <p>c.) Does not exceed one (1) page.</p> <ul style="list-style-type: none"> <li>• Evaluation/Impact/Outcome Services</li> <li>• Forecast/Projection Services</li> <li>• Development, Analysis, Validation, and Norming of Criminal Justice Assessment Tools</li> </ul>	<p><input type="checkbox"/> □n/a <input type="checkbox"/> □n/a <input type="checkbox"/> □n/a</p> <p><input type="checkbox"/> □n/a <input type="checkbox"/> □n/a <input type="checkbox"/> □n/a</p> <p><input type="checkbox"/> □n/a <input type="checkbox"/> □n/a <input type="checkbox"/> □n/a</p>
<p><b>RFSQ, Paragraph 2.8.3.2, Vendor's Organizational Structure (Proposer's SOQ Section A.2)</b></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).	<input type="checkbox"/> n/a
Vendor furnished a copy of Certificate of Limited Partnership or Application for Registration of Foreign Limited Partnership (if Limited Partnership)	<input type="checkbox"/> n/a
Vendor furnished a copy of Certificate of Good Standing (if Corporation or LLC)	<input type="checkbox"/> n/a
Vendor furnished a copy of Statement of Information (if Corporation or LLC)	<input type="checkbox"/> n/a
Vendor furnished a signed Board of Director’s Resolution on Prospective Contractor’s letterhead	<input type="checkbox"/> n/a
Vendor furnished a list of all current members of the Board of Directors	<input type="checkbox"/> n/a
Vendor furnished a signed Declaration that no Board of Directors exists on Prospective Contractor’s letterhead	<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"/> 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"/> 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"/> n/a
<b>RFSQ, Paragraph 2.8.3.3, Vendor References (Proposer’s SOQ Section A.3)</b>	
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"/>
<b>RFSQ, Paragraph 2.8.3.4, Vendor’s Litigation, Threatened Litigation, and Judgments (Proposer’s SOQ Section A.4)</b>	
	<input type="checkbox"/>

Exhibit 12: Vendor's Litigation, Threatened Litigation and Judgments	<input type="checkbox"/>
<b>RFSQ, Paragraph 2.8.4, REQUIRED FORMS (Proposer's SOQ Section B)</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"/>
<b>RFSQ, Paragraph 2.8.5, PROOF OF INSURABILITY (Proposer's SOQ Section C)</b>	
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"/>
<b>COMMERCIAL GENERAL LIABILITY</b>	
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"/>
<b>AUTO LIABILITY</b>	
Auto Liability: \$1 million	<input type="checkbox"/>

<b>WORKERS' COMPENSATION</b>		
Each Accident: \$1 million		<input type="checkbox"/>
<b>RFSQ, Paragraph 2.8.6, PROOF OF LICENSES (Proposer's SOQ Section D)</b>		
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"/>
<b>VENDOR SUPPLIED</b>		
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		<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	