



INTERNAL SERVICES DEPARTMENT

REQUEST FOR STATEMENT OF QUALIFICATIONS
(RFSQ)

FOR

TELECOMMUNICATIONS EQUIPMENT AND SERVICES
MASTER AGREEMENT (TESMA)

RFSQ # 104574

MAY 2017

Prepared By
County of Los Angeles

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TELECOMMUNICATIONS EQUIPMENT AND SERVICES
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1.0 GENERAL INFORMATION

This Request for Statement of Qualifications (RFSQ) for the County of Los Angeles (County), Internal Services Department (ISD), is seeking qualified Vendors to enter into a Telecommunication Equipment and Services Master Agreement (TESMA) with the County to provide an array of as-needed telecommunications equipment and services required by various County departments based on departmental telecommunications needs.

ISD will administer the TESMA and initiate Work Order Solicitations (WOS) for all County departments under all of the Service Categories set forth in Appendix B (TESMA Service Categories).

The WOS's similar to Appendix C (Sample Work Order Solicitation) will be initiated by ISD for telecommunication services under the TESMA. Once a Work Order (WO) is executed, the resultant Contractor(s) will be working on a day-to-day basis with ISD, and if applicable with the Customer County departments and/or agencies, or a combination thereof.

1.1 Scope of Work

Vendors interested in becoming a Qualified Contractor in one (1) of more of the Service Categories set forth in Appendix B (TESMA Service Categories) are encouraged to submit a Statement of Qualifications (SOQ) in response to this RFSQ. Each Vendor demonstrating that it meets the requisite experience, and requirements for one (1) or more of the Service Categories set forth in Appendix B (TESMA Service Categories), that accepts the TESMA without exceptions, and that meets the insurance requirements set forth in Appendix D (Sample Master Agreement) will be awarded a TESMA and become a Eligible Contractor. Eligible Contractors are referred to as Contractor or Qualified Contractor interchangeably throughout this RFSQ and subsequent WOSs and WOs. Eligible Contractors will be requested to perform work involving one (1) or more of the areas set forth in this RFSQ and its, Appendix D (Sample Master Agreement).

Under the TESMA, each Qualified Contractor will be included, depending on demonstrated qualifications, in one (1) or more Service Categories that describe specific telecommunication skills. As County work requirements arise during the term of the TESMA, Eligible Contractors in the applicable Service Categories will be solicited for bids to perform work under a TESMA WO. The only compensation made to Eligible Contractors under the TESMA will be through satisfactory work performed under resultant WOs, in accordance with applicable County procedures.

Some significant features of this RFSQ and the resulting TESMA are as follows:

1. The terms contained in the TESMA are non-negotiable. The TESMA will be uniformly executed amongst all Eligible Contractors.
2. The TESMA may be amended, from time to time during the term of the TESMA, to accommodate changes in County contracting policies and procedures.
3. The TESMA will be used to expeditiously obtain key telecommunication services with specific skills needed by various County departments.
4. **No hourly rates for labor or fixed prices for products are required from Vendors at this time.** Hourly rates and/or fixed prices will be required when Qualified Contractors respond to WOS's.
5. During the term of the TESMA, newly Eligible Contractors may be added at any time to the list of Qualified Contractors for each Service Category.
6. During the term of the TESMA, Service Categories may be added or deleted at any time, based on the County's needs and at the County's sole discretion. Qualified Contractors wishing to expand the number of Service Categories for which they are eligible may also apply at any time to be added to the lists of Qualified Contractors for new Service Categories.
7. WOS's will be sent electronically to Eligible Contractors in the respective Service Categories and responses to the WOS's shall be submitted electronically, unless otherwise stated in the WOS.
8. County will continuously accept SOQ's throughout the duration of the Master Agreement to qualify Vendors.

1.2 Overview of Solicitation Document

This RFSQ is composed of the following parts:

- **GENERAL INFORMATION:** Specifies the Vendor's minimum qualifications, provides information regarding some of the requirements of the TESMA and the WOS process.
- **INSTRUCTIONS TO VENDORS:** Contains instructions to Vendors in how to prepare and submit their SOQ's in response to this RFSQ.
- **STATEMENT OF QUALIFICATIONS (SOQ) REVIEW/SELECTION QUALIFICATION PROCESS:** Explains how the SOQ will be reviewed and how Vendors will be selected and qualified for particular Service Categories.

▪ **APPENDICES:**

- **APPENDIX A: TESMA REQUIRED FORMS:** Forms contained in this section must be completed and included in the SOQ.
- **APPENDIX B: TESMA SERVICE CATEGORIES** – Describes the various Service Categories and respective qualifications required for this solicitation.
- **APPENDIX C: SAMPLE WORK ORDER SOLICITATION–** A sample solicitation that describes the services to be performed and the deliverables to be made under a resultant WO and also includes the requisite WOS forms and may include all or some of the below Attachments.
 - WOS Form 1 – Request For Preference Consideration
 - WOS Form 2 – Sheriff's Background and Security (If applicable)
- **APPENDIX D: SAMPLE MASTER AGREEMENT** – A sample of the TESMA used for this solicitation. As previously stated, **The terms and conditions set forth in the TESMA are not negotiable.**
- **APPENDIX E: RFSQ TRANSMITTAL FORM TO REQUEST A SOLICITATION REQUIREMENTS REVIEW:** Transmittal sent to ISD requesting a Solicitation Requirements Review.
- **APPENDIX F: COUNTY OF LOS ANGELES POLICY ON DOING BUSINESS WITH SMALL BUSINESS:** County Code.
- **APPENDIX G: JURY SERVICE ORDINANCE:** County Code.
- **APPENDIX H: LISTING OF CONTRACTORS DEBARRED IN LOS ANGELES COUNTY:** Contractors who are not allowed to contract with the County for a specific length of time.
- **APPENDIX I: IRS NOTICE 1015:** Provides information on Federal Earned Income Credit.
- **APPENDIX J: SAFELY SURRENDERED BABY LAW:** County program.

- **APPENDIX K: BACKGROUND AND RESOURCES: CALIFORNIA CHARITIES REGULATION:** An information sheet intended to assist Nonprofit agencies with compliance with SB 1262 – the Nonprofit Integrity Act of 2004 and identify available resources.
- **APPENDIX L: DEFAULTED PROPERTY TAX REDUCTION PROGRAM:** County Code
- **APPENDIX M: MUNICIPAL LEASE WITH OPTION TO PURCHASE AGREEMENT:** This document is required for WOS requiring Eligible Contractors to provide financing for acquisitions, deliver, installation and maintenance for some Service Category A WOs.
- **APPENDIX N: SAMPLE SUBCONTRACTING AGREEMENT:** This document is required between Eligible Contractors and any and all proposed subcontractors for a WO. The Subcontracting Agreement must be approved by the County before commencing work on a WO.

1.3 Terms and Definitions

Throughout this RFSQ, references are made to certain persons, groups, or Departments/agencies. For convenience, a description of specific definitions can be found in Paragraph 2.0 (Definitions) of Appendix D, (Sample Master Agreement).

1.4 TESMA Service Categories and Moves, Adds and Changes (MAC) Activity

County will solicit various types of services from Eligible Contractors during the term of the TESMA.

The types of services required by the County are divided into three (3) main Service Categories A, B and C. The three (3) Service Categories are subdivided into various Systems Classification Group and their Product Lines. Please refer to Appendix B, (TESMA Service Categories) for the System Classification Groups and Product Lines. An individual WOS will specify services in either Service Category A, B or C. A Contractor may be eligible to provide services under TESMA in either one or more Service Categories.

1.4.1 Service Category A: Furnish, Install, and Maintain Telecommunications Equipment

Service Category A includes the following services provided by the Eligible Contractor to County:

- Furnishing equipment;
- Installing and configuring equipment; and,

- Maintenance services on equipment during a warranty period, commencing upon acceptance of equipment and/or entire system by the County, or other term as specified in an individual WOS.

1.4.2 Service Category B: Maintain Telecommunications Equipment

Service Category B includes the following service provided by the Eligible Contractor to the County:

- Maintenance services on equipment during a period that is outside a warranty period.

The term “maintenance services” shall include the following:

- Remedial repair services and materials to effect a repair;
- Equipment modification services to prevent equipment failure or improve equipment performance;
- MAC services and materials, upgrading services and materials and technical support services;
- Equipment removal services; and,
- Pre-field survey services.

County may require services under Service Category B for equipment that may or may not have been acquired through TESMA.

1.4.3 Service Category C: Consulting Services

Service Category C includes the following services provided by the Eligible Contractor to the County:

- Consulting Services,
- Installing and Configuring of equipment,
- Software deployment,
- Project design,
- Assessment Services.

1.4.4 Moves, Adds, and Changes (MAC)

Eligible Contractors shall also provide MAC as required by the County. MAC involves the moving of equipment from one (1) location to another within an already installed system or the moving of an entire system from one (1) location to another and/or the addition of new equipment to a system that has already been installed and/or the replacement, reconfiguration, or removal of existing equipment from an already installed system.

Individual WOS will specify the pricing methodology for compensating the Contractor for services, equipment, and materials provided for MAC activity and the Contractor’s response to the WOS must include the hourly rates for the MAC activity during the warranty period.

If a WO involves a Municipal Lease with Option to Purchase, the payments for MAC activity will not be part of the lease. Once the warranty starts, a separate process for requesting Contractor MAC services and payments thereof will be implemented.

1.5 TESMA System Classification and Product Lines Minimum Qualifications

Interested and qualified Vendors that meet the Minimum Qualifications for specific System Classification and Product Lines set forth in Appendix B (TESMA Service Categories) are invited to submit an SOQ.

Appendix B (TESMA Service Categories) defines the skills, specific Minimum Qualifications, the required number of engagements, and the years of experience required for each System Classification and Product Lines. County will provide specific skill level requirements in detail in the subsequent WOS's.

1.6 New Firm Eligibility

The Department may allow a Vendor to submit an SOQ even if the company has not been in business for the minimum number of years identified in the RFSQ, provided their principals, partners or officers personally meet the minimum qualifications from previous organizations. Vendors should be instructed to explicitly state that they are seeking to qualify under this paragraph.

1.7 TESMA Process

The objective of this RFSQ process is to secure qualified Vendors to provide telecommunications equipment and services. Project specifications, tasks, deliverables, etc. will be determined at the time ISD issues a WOS similar to Appendix C (Sample Work Order Solicitation) and in accordance with Paragraph 3.0 (Work) of Appendix D (Sample Master Agreement).

1.7.1 A TESMA will be executed with all Vendors determined to be qualified for a particular Service Category(ies)/System Classification Group and Product Lines.

1.7.2 Upon ISD's execution of these TESMAs, the qualified Vendors will become Eligible Contractors, and thereafter be solicited under competitive conditions in the form of a WOS similar to Appendix C (Sample Work Order Solicitation) for bids to provide as-needed telecommunication equipment and services in accordance with Paragraph 3.0 (Work) of Appendix D (Sample Master Agreement). Only those Eligible Contractors qualified for the specific Services Category/System Classification Group and Product Line will be contacted to submit bids.

- 1.7.3** WOs resulting from successfully solicited WOSs will include a Statement of Work (SOW) and Attachment A which will describe in detail the particular project and the work required for the performance thereof.
- 1.7.4** Payment for all work shall be upon completion and acceptance of the project and subject to the Total Maximum Amount specified on each individual WO. Partial payments may be paid at the discretion of the Project Manager.
- 1.7.5** The execution of a TESMA does not guarantee a Qualified Contractor any minimum amount of work or business.

1.8 Master Agreement Term

- 1.8.1** In accordance with Paragraph 4.0 (Term of Master Agreement) of Appendix D (Sample Master Agreement), the term of the TESMA shall go into effect upon the date of execution by the Director of ISD, or his or her designee, as authorized by the Board of Supervisors, and shall expire on July 30, 2024, unless sooner extended or terminated, in whole or in part, as provided in the TESMA.
- 1.8.2** The term of the TESMA will be for a period of seven (7) years, with three (3) additional one-year option periods and six (6) month-to-month extensions, for a potential maximum total term of ten (10) years and six (6) months.
- 1.8.3** Option periods will be exercised at the sole discretion of ISD.
- 1.8.4** The County will continuously accept SOQs throughout the duration of the TESMA to qualify Vendors for all Service Categories. In these instances, the TESMA shall go into effect upon the date of execution by the Director of ISD, or his or her designee, as authorized by the Board of Supervisors, and shall expire on the date in which the term expires, unless sooner extended or terminated, in whole or in part, as provided in the TESMA, in accordance with Paragraph 4.0 (Term of Master Agreement) of Appendix D (Sample Master Agreement).

1.9 County Rights and Responsibilities

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

Should such addendum require additional information not previously requested, failure to address the requirements of such addendum may result in the SOQ not being considered, as determined in the sole discretion of the County. The County is not responsible for and shall not be bound by any representations otherwise made by any individual acting or purporting to act on its behalf.

1.10 Contact with County Personnel

Any contact regarding this RFSQ or any matter relating thereto must be in writing and may be mailed, e-mailed or faxed as follows:

Krystina Ido-Knox
9150 E. Imperial Hwy. MS 46
Downey, CA 90242
Email: kido@isd.lacounty.gov
Fax No: (562) 401-9494

If it is discovered that a Vendor contacted and received information from any County personnel, other than the person specified above, regarding this solicitation, County, in its sole determination, may disqualify their SOQ from further consideration.

1.11 Mandatory Requirement to Register on County's WebVen

Prior to executing a Master Agreement, all potential Contractors must register in the County's WebVen. The WebVen contains the Vendor's business profile and identifies the goods/services the business provides. Registration can be accomplished online via the Internet by accessing the County's home page at <http://camisvr.co.la.ca.us/webven/>

1.12 County Option to Reject SOQs

The County may, at its sole discretion, reject any or all SOQs submitted in response to this solicitation. The County shall not be liable for any cost incurred by a Vendor in connection with preparation and submittal of any SOQ. The County reserves the right to waive inconsequential disparities in a submitted SOQ.

1.13 Protest Process

1.13.1 Under Board Policy No. 5.055 (Services Contract Solicitation Protest), any prospective Vendor may request a review of the requirements under a solicitation for a Board-approved services contract, as described in Section 1.13.3 (Grounds for Review) below. Additionally, any actual Vendor may request a review of a disqualification under such a solicitation, as described in the Sections below.

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

1.13.3 Grounds for Review

Unless state or federal statutes or regulations otherwise provide, the grounds for review of any Departmental determination or action should be limited to the following:

- Review of Solicitation Requirements Review (Reference Section 2.4 in the Solicitation Requirement Review).
- Review of a Disqualified SOQ (Reference Section 3.2 in the SOQ Disqualification Review Section).

1.14 Notice to Vendor's Regarding Public Records Act

1.14.1 Responses to this RFSQ shall become the exclusive property of the County. At such time as when Department recommends the qualified Vendor(s) to the Board of Supervisors (Board) and such recommendation appears on the Board agenda, all SOQ's submitted in response to this RFSQ, become a matter of public record, with the exception of those parts of each SOQ which are justifiably defined and identified by the Vendor as business or trade secrets, and plainly marked as "Trade Secret," "Confidential," or "Proprietary."

1.14.2 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 SOQ as confidential shall not be deemed sufficient notice of exception. The Vendor must specifically label only those provisions of their respective SOQ which are "Trade Secrets," "Confidential," or "Proprietary" in nature.**

1.14.3 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. By submitting a response to this RFSQ, the Vendor expressly agrees to indemnify, defend, and hold harmless County, and its respective board members, officers, directors, employees, agents, advisors, and representatives for any liability arising from or in connection with (a) County's disclosure, as required under the California Public Records

Act or otherwise required by law, of any portion of the Vendor's response to this RFSQ, including those portions that have been redacted or marked as described in this section, and (b) County's failure to disclose, in response to a request under the California Public Records Act, any portion of the Vendor's response to this RFSQ that has been redacted or marked as described in this section. Without limiting the foregoing, in the event County is required to defend an action on a California Public Records Act request for any portion of the Vendor's response to this RFSQ that has been redacted or marked as described in this section, Vendor agrees to indemnify, defend, and hold harmless County, and its respective board members, officers, employees, agents, advisors, and representatives from all costs and expenses, including reasonable attorney's fees, in any action, or for any liability, arising under the California Public Records Act.

- 1.14.4** Notwithstanding anything to the contrary in this section, the Vendor expressly authorizes County to file or lodge Vendor records with the California Superior Court or any other court of competent jurisdiction for confidential review

1.15 Indemnification and Insurance

Vendor shall be required to comply with the Indemnification provisions contained in Appendix D (Sample Master Agreement) Paragraph 8.23 (Indemnification). 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 Appendix D (Sample Master Agreement), Paragraphs 8.24 (General Provisions for all Insurance Coverage) and 8.25 (Insurance Coverage).

1.16 Injury and Illness Prevention Program (IIPP)

Vendor shall be required to comply with the State of California's Cal OSHA's regulations. Section 3203 of Title 8 in the California Code of Regulations requires all California employers to have a written, effective Injury and Illness Prevention Program (IIPP) that addresses hazards pertaining to the particular workplace covered by the program.

1.17 Background and Security Investigations

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

1.18 Confidentiality and Independent Contractor Status

As appropriate, Contractor shall be required to comply with the Confidentiality provision in accordance with Appendix D (Sample Master Agreement), Paragraph 7.6 (Confidentiality) and the Independent Contractor Status in accordance with Appendix D (Sample Master Agreement), Paragraph 8.22 (Independent Contractor Status).

1.19 Conflict of Interest

No County employee whose position in the County enables him/her to influence the selection of a Contractor for this RFSQ, or any competing RFSQ, nor any spouse of economic dependent of such employees, shall be employed in any capacity by a Vendor or have any other direct or indirect financial interest in the selection of a Contractor. Vendor shall certify that he/she is aware of and has read Section 2.180.010 of the Los Angeles County Code as stated in Appendix A (TESMA Required Forms), SOQ Form 1 (Certification of No Conflict of Interest).

1.20 Determination of Vendor Responsibility

- 1.20.1** A responsible Vendor is a Vendor who has demonstrated the attribute of trustworthiness, as well as quality, fitness, capacity and experience to satisfactorily perform the contract. It is the County's policy to conduct business only with responsible Vendors.
- 1.20.2** Vendors are hereby notified that, in accordance with Chapter 2.202 of the County Code, the County may determine whether the Vendor is responsible based on a review of the Vendor's performance on any contracts, including but not limited to County contracts. Particular attention will be given to violations of labor laws related to employee compensation and benefits, and evidence of false claims made by the Vendor against public entities. Labor law violations which are the fault of the subcontractors and of which the Vendor had no knowledge shall not be the basis of a determination that the Vendor is not responsible.
- 1.20.3** The County may declare a Vendor to be non-responsible for purposes of this Master Agreement if the BOS, in its discretion, finds that the Vendor has done any of the following: (1) violated a term of a contract with the County or a nonprofit corporation created by the County; (2) committed an act or omission which negatively reflects on the Vendor's quality, fitness or capacity to perform a contract with the County, any other public entity, or a nonprofit corporation created by the County, or engaged in a pattern or practice which negatively reflects on same; (3) committed an act or omission which indicates a lack of business integrity or business honesty; or (4) made or submitted a false claim against the County or any other public entity.

- 1.20.4** If there is evidence that the Vendor may not be responsible, the Department shall notify the Vendor in writing of the evidence relating to the Vendor's responsibility, and its intention to recommend to the Board of Supervisors that the Vendor be found not responsible. The Department shall provide the Vendor and/or the Vendor's representative with an opportunity to present evidence as to why the Vendor should be found to be responsible and to rebut evidence which is the basis for the Department's recommendation.
- 1.20.5** If the Vendor presents evidence in rebuttal to the Department, the Department shall evaluate the merits of such evidence, and based on that evaluation, make a recommendation to the BOS. The final decision concerning the responsibility of the Vendor shall reside with the BOS.
- 1.20.6** These terms shall also apply to proposed subcontractors of Vendors on County contracts.

1.21 Vendor Debarment

- 1.21.1** Vendor is hereby notified that, in accordance with Chapter 2.202 of the County Code, the County may debar the Vendor from bidding or proposing on, or being awarded, and/or performing work on other County contracts for a specified period of time, which generally will not exceed five (5) years but may exceed five (5) years or be permanent if warranted by the circumstances, and the County may terminate any or all of the Vendor's existing contracts with County, if the BOS finds, in its discretion, that the Vendor has done any of the following: (1) violated a term of a contract with the County or a nonprofit corporation created by the County; (2) committed an act or omission which negatively reflects on the Vendor's quality, fitness or capacity to perform a contract with the County, any other public entity, or a nonprofit corporation created by the County, or engaged in a pattern or practice which negatively reflects on same; (3) committed an act or offense which indicates a lack of business integrity or business honesty; or (4) made or submitted a false claim against the County or any other public entity.
- 1.21.2** If there is evidence that the apparent highest ranked Vendor may be subject to debarment, the Department shall notify the Vendor in writing of the evidence which is the basis for the proposed debarment, and shall advise the Vendor of the scheduled date for a debarment hearing before the Contractor Hearing Board.

- 1.21.3** The Contractor Hearing Board shall conduct a hearing where evidence on the proposed debarment is presented. The Vendor and/or Vendor's representative shall be given an opportunity to submit evidence at that hearing. After the hearing, the Contractor Hearing Board shall prepare a tentative proposed decision, which shall contain a recommendation regarding whether the Vendor should be debarred, and, if so, the appropriate length of time of the debarment. The Vendor and the Department shall be provided an opportunity to object to the tentative proposed decision prior to its presentation to the BOS.
- 1.21.4** After consideration of any objections, or if no objections are received, a record of the hearing, the proposed decision and any other recommendation of the Contractor Hearing Board shall be presented to the BOS. The BOS shall have the right to modify, deny or adopt the proposed decision and recommendation of the Contractor Hearing Board.
- 1.21.5** If a Vendor has been debarred for a period longer than five (5) years, that Vendor may, after the debarment has been in effect for at least five (5) years, submit a written request for review of the debarment determination to reduce the period of debarment or terminate the debarment. The County may, in its discretion, reduce the period of debarment or terminate the debarment if it finds that the Vendor has adequately demonstrated one (1) or more of the following: (1) elimination of the grounds for which the debarment was imposed; (2) a bona fide change in ownership or management; (3) material evidence discovered after debarment was imposed; or (4) any other reason that is in the best interests of the County.
- 1.21.6** The Contractor Hearing Board will consider requests for review of a debarment determination only where; (1) the Vendor has been debarred for a period longer than five (5) years; (2) the debarment has been in effect for at least five (5) years; and (3) the request is in writing, states one (1) or more of the grounds for reduction of the debarment period or termination of the debarment, and includes supporting documentation. Upon receiving an appropriate request, the Contractor Hearing Board will provide notice of the hearing on the request. At the hearing, the Contractor Hearing Board shall conduct a hearing where evidence on the proposed reduction of debarment period or termination of debarment is presented. This hearing shall be conducted and the request for review decided by the Contractor Hearing Board pursuant to the same procedures as for a debarment hearing.

1.21.7 The Contractor Hearing Board's proposed decision shall contain a recommendation on the request to reduce the period of debarment or terminate the debarment. The Contractor Hearing Board shall present its proposed decision and recommendation to the BOS. The BOS shall have the right to modify, deny, or adopt the proposed decision and recommendation of the Contractor Hearing Board.

1.21.8 These terms shall also apply to proposed subcontractors of Vendors on County contracts.

1.21.9 Appendix H (Listing of Contractors Debarred in Los Angeles County) provides a link to the County's website where there is a listing of Contractors that are currently on the Debarment List for Los Angeles County.

1.22 Vendor's Adherence to County Child Support Compliance Program

Contractors shall; (1) fully comply with all applicable State and Federal reporting requirements relating to employment reporting for its employees; and (2) comply with all lawfully served Wage and Earnings Assignment Orders and Notice of Assignment and continue to maintain compliance during the term of any contract that may be awarded pursuant to this solicitation. Failure to comply may be cause for termination of a Master Agreement or initiation of debarment proceedings against the non-compliant Contractor (County Code Chapter 2.202).

1.23 Gratuities

1.23.1 Attempt to Secure Favorable Treatment

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

1.23.2 Vendor Notification to County

A Vendor shall immediately report any attempt by a County officer, employee or agent to solicit such improper consideration.

The report shall be made either to the County manager charged with the supervision of the employee or to the County Auditor-Controller's Employee Fraud Hotline at (800) 544-6861. Failure to report such a solicitation may result in the Vendor's submission being eliminated from consideration.

1.23.3 Form of Improper Consideration

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

1.24 Notice to Vendors Regarding the County Lobbyist Ordinance

The Board of Supervisors of the County of Los Angeles has enacted an ordinance regulating the activities of persons who lobby County officials. This ordinance, referred to as the "Lobbyist Ordinance", defines a County Lobbyist and imposes certain registration requirements upon individuals meeting the definition. The complete text of the ordinance can be found in County Code Chapter 2.160. In effect, each person, corporation or other entity that seeks a County permit, license, franchise or contract must certify compliance with the ordinance. As part of this solicitation process, it will be the responsibility of each Vendor to review the ordinance independently as the text of said ordinance is not contained within this RFSQ. Thereafter, each person, corporation or other entity submitting a response to this solicitation, must certify that each County Lobbyist, as defined by Los Angeles County Code Section 2.160.010, retained by the Vendor is in full compliance with Chapter 2.160 of the Los Angeles County Code and each such County Lobbyist is not on the Executive Office's List of Terminated Registered Lobbyists by completing and submitting the Familiarity with the County Lobbyist Ordinance Certification, as set forth in Appendix A (TESMA Required Forms), SOQ Form 1 (Certification of No Conflict of Interest), as part of their SOQ.

1.25 Federal Earned Income Credit

The Contractor shall notify its employees, and shall require each subcontractor to notify its employees, that they may be eligible for the Federal Earned Income Credit under the federal income tax laws. Such notice shall be provided in accordance with the requirements set forth in the Internal Revenue Service Notice No. 1015. Reference Appendix I (IRS Notice 1015).

1.26 Consideration of GAIN/GROW Participants for Employment

As a threshold requirement for consideration of a Master Agreement, Vendors shall demonstrate a proven record of hiring participants in the County's Department of Public Social Services Greater Avenues for Independence (GAIN)

or General Relief Opportunity for Work (GROW) Programs or shall attest to a willingness to consider GAIN/GROW participants for any future employment openings if they meet the minimum qualifications for that opening. Vendors shall attest to a willingness to provide employed GAIN/GROW participants access to the Vendor's employee mentoring program, if available, to assist these individuals in obtaining permanent employment and/or promotional opportunities. Vendors who are unable to meet this requirement shall not be considered for a Master Agreement.

Vendors shall complete and return the form, Attestation of Willingness to Consider GAIN/GROW Participants, as set forth in Appendix A (TESMA Required Forms) SOQ Form 3 (Attestation of Willingness to Consider GAIN/GROW Participants), as part of their SOQ.

1.27 County's Quality Assurance Plan

After award of a Master Agreement and subsequent WO(s), the County or its agent will monitor the Contractor's performance under the Master Agreement and WO on an annual basis. Such monitoring will include assessing Contractor's compliance with all terms and conditions in the Master Agreement and performance standards identified in the WO. Contractor's deficiencies which the County determines are significant or continuing and that may jeopardize performance of this Master Agreement and subsequent WOs will be reported to the County's BOS. The report will include improvement/corrective action measures taken by the County and Contractor. If improvement does not occur consistent with the corrective action measures, the County may terminate the Master Agreement and/or WO in whole or in part, or impose other penalties as specified in the Master Agreement.

1.28 Recycled Bond Paper

Vendor shall be required to comply with the County's policy on recycled bond paper as specified in Appendix D (Sample Master Agreement), Paragraph 8.39 (Recycled Bond Paper).

1.29 Safely Surrendered Baby Law

The Contractor shall notify and provide to its employees, and shall require each subcontractor to notify and provide to its employees, a fact sheet regarding the Safely Surrendered Baby Law, its implementation in Los Angeles County, and where and how to safely surrender a baby. The fact sheet is set forth in Appendix J (Safely Surrendered Baby Law) of this solicitation document and is also available on the Internet at www.babysafela.org for printing purposes.

1.30 County Policy on Doing Business with Small Business

- 1.30.1** The County has multiple programs that address small businesses. The BOS encourages small business participation in the County's contracting process by constantly streamlining and simplifying our selection process and expanding opportunities for small businesses to compete for our business.
- 1.30.2** The Local Small Business Enterprise Preference Program, requires the Company to complete a certification process. This program and how to obtain certification are further explained in sub-paragraph 1.32 (Local Small Business Enterprise (LSBE) Preference Program) of this Section.
- 1.30.3** The Jury Service Program provides exceptions to the Program if a company qualifies as a Small Business. It is important to note that each Program has a different definition for Small Business. You may qualify as a Small Business in one Program but not the other. Further explanation of the Jury Service Program is provided in sub-paragraph 1.31 (Jury Service Program) of this Section.
- 1.30.4** The County also has a Policy on Doing Business with Small Business that is stated in Appendix F (County of Los Angeles Policy on Doing Business with Small Business).

1.31 Jury Service Program

The prospective contract is subject to the requirements of the County's Contractor Employee Jury Service Ordinance ("Jury Service Program") (Los Angeles County Code, Chapter 2.203). Prospective Contractors should carefully read the, Appendix G (Jury Service Ordinance), and the pertinent jury service provisions of the Appendix D (Sample Master Agreement), Paragraph 8.8 (Compliance with County's Jury Service Program), both of which are incorporated by reference into and made a part of this RFSQ. The Jury Service Program applies to both Contractors and their Subcontractors. SOQ's that fail to comply with the requirements of the Jury Service Program will be considered non-responsive and excluded from further consideration.

- 1.31.1** The Jury Service Program requires Contractors and their Subcontractors to have and adhere to a written policy that provides that its employees shall receive from the Contractor, on an annual basis, no less than five (5) days of regular pay for actual jury service. The policy may provide that employees deposit any fees received for such jury service with the Contractor or that the Contractor deduct from the employee's regular pay the fees received for jury service.

For purposes of the Jury Service Program, “employee” means any California resident who is a full-time employee of a Contractor and “full-time” means forty (40) hours or more worked per week, or a lesser number of hours if: (1) the lesser number is a recognized industry standard as determined by the County, or (2) the Contractor has a long-standing practice that defines the lesser number of hours as full-time. Therefore, the Jury Service Program applies to all of a Contractor’s full-time California employees, even those not working specifically on the County project. Full-time employees providing short-term, temporary services of ninety (90) days or less within a twelve (12) months period are not considered full-time for purposes of the Jury Service Program.

- 1.31.2** There are two ways in which a Contractor might not be subject to the Jury Service Program. The first is if the Contractor does not fall within the Jury Service Program’s definition of “Contractor”.

The Jury Service Program defines “Contractor” to mean a person, partnership, corporation or other entity which has a contract with the County or a Subcontract with a County Contractor and has received or will receive an aggregate sum of fifty thousand dollars (\$50,000) or more in any twelve (12) months period under one (1) or more County contracts or subcontracts. The second is if the Contractor meets one (1) of the two (2) exceptions to the Jury Service Program. The first exception concerns small businesses and applies to Contractors that have; (1) ten (1) or fewer employees; and, (2) annual gross revenues in the preceding twelve (12) months which, if added to the annual amount of this contract is less than five hundred thousand dollars (\$500,000), and, (3) is not an “affiliate or subsidiary of a business dominant in its field of operation”. The second exception applies to Contractors that possess a collective bargaining agreement that expressly supersedes the provisions of the Jury Service Program. The Contractor is subject to any provision of the Jury Service Program not expressly superseded by the collective bargaining agreement.

- 1.31.3** If a Contractor does not fall within the Jury Service Program’s definition of “Contractor” or if it meets any of the exceptions to the Jury Service Program, then the Contractor must so indicate in the Contractor Employee Jury Service Program Certification Form and Application for Exception, as set forth in Appendix A (TESMA Required Forms), SOQ Form 4 (County of Los Angeles Contractor Employee Jury Service Program Certification Form and Application For Exception), and include with its submission all necessary documentation to support the claim such as tax returns or a collective bargaining agreement, if applicable.

Upon reviewing the Contractor's application, the County will determine, in its sole discretion, whether the Contractor falls within the definition of Contractor or meets any of the exceptions to the Jury Service Program. The County's decision will be final.

1.32 Local Small Business Enterprise (LSBE) Preference Program

- 1.32.1** In reviewing Work Order Bids, the County will give LSBE preference to businesses that meet the definition of a LSBE, consistent with Chapter 2.204.030C.1 of the Los Angeles County Code. An LSBE is defined as a business: (1) certified by the State of California as a small business and has had its principal place of business located in Los Angeles County for at least one year; or (2) certified as a small business enterprise with other certifying agencies pursuant to the Department of Consumer and Business Affairs's (DCBA) inclusion policy that: a) has its principal place of business located in Los Angeles County, and (b) has revenues and employee sizes that meet the State's Department of General Services requirements. The business must be certified by the Department of Consumer and Business Affairs as meeting the requirements set forth above prior to requesting the LSBE Preference in a solicitation.
- 1.32.2** To apply for certification as an LSBE, businesses should contact the Department of Consumer and Business Affairs at <http://dcba.lacounty.gov>
- 1.32.3** Certified LSBEs may only request the preference in each of their WO Bid responses and may not request the preference unless the certification process has been completed and certification is affirmed. Businesses must complete and submit the Request for Preference Program Consideration with each WO Bid response and submit a letter of certification from the DCBA with their bid.
- 1.32.4** Information about the State's small business enterprise certification regulations is in the California Code of Regulations, Title 2, Subchapter 8, Section 1896 et seq., and is also available on the California Department of General Services Office of Small Business Certification and Resources Web site at <http://www.pd.dgs.ca.gov/smbus/default>

1.33 Local Small Business Enterprise (LSBE) Prompt Payment Program

It is the intent of the County that Certified LSBEs receive prompt payment for services they provide to County Departments. Prompt payment is defined as fifteen (15) calendar days after receipt of an undisputed invoice.

1.34 Notification to County of Pending Acquisitions/Mergers by Proposing Company

The Vendor shall notify the County of any pending acquisitions/mergers of their company. This information shall be provided by the Vendor on SOQ Form 7 (Vendor's Organization Questionnaire/Affidavit and CBE Information), as set forth in Appendix A (TESMA Required Form). Failure of the Vendor to provide this information may eliminate its SOQ from any further consideration.

1.35 Social Enterprise (SE) Preference Program

1.35.1 In reviewing WO Bids, the County will give preference during the solicitation process to businesses that meet the definition of a SE, consistent with Chapter 2.205 of the Los Angeles County Code. A SE is defined as:

1. A business that qualifies as a SE and has been in operation for at least one (1) year providing transitional or permanent employment to a Transitional Workforce or providing social, environmental and/or human justice services; and
2. A business certified by the Department of Consumer and Business Affairs (DCBA) as a SE.

1.35.2 The DCBA shall certify that a SE meets the criteria set forth in Section 1.35.1.

1.35.3 Certified SEs may only request the preference in each of their WO Bid responses and may not request the preference unless the certification process has been completed and certification is affirmed. Businesses must complete and submit the Request for Preference Program Consideration with each WO Bid response and submit a letter of certification from the DCBA with their bid.

1.35.4 Further information on SEs is also available on the DCBA's website at: <http://dcba.lacounty.gov>.

1.36 Business Associate Agreement Under the Health Insurance Portability and Accountability Act of 1996 (HIPAA)

Contractor shall be required to comply with the Administrative Simplification requirements of the federal Health Insurance Portability and Accountability Act of 1996 (HIPAA) as in effect and as may be amended, as contained in Appendix D (Sample Master Agreement), Exhibit G (Business Associate Agreement under the Health Insurance Portability and Accountability Act of 1996 ("HIPAA")).

1.37 Contractor's Charitable Contributions Compliance

1.37.1 California's "Supervision of Trustees and Fundraisers for Charitable Purposes Act" regulates receiving and raising charitable contributions. Among other requirements, those subject to the Charitable Purposes Act must register. The 2004 Nonprofit Integrity Act (SB 1262, Chapter 919) increased Charitable Purposes Act requirements. Prospective Contractors should carefully read the Appendix K (Background and Resources: California Charities Regulations). New rules cover California public benefit corporations, unincorporated associations, and trustee entities and may include similar foreign corporations doing business or holding property in California. Key Nonprofit Integrity Act requirements affect executive compensation, fund-raising practices and documentation. Charities with over \$2 million of revenues (excluding funds that must be accounted for to a governmental entity) have new audit requirements.

1.37.2 All prospective contractors must determine if they receive or raise charitable contributions which subject them to the Charitable Purposes Act and complete the Charitable Contributions Certification (SOQ Form 5) as set forth in Appendix A (TESMA Required Forms). A completed SOQ Form 5 (Charitable Contributions Certifications) is a required part of any agreement with the County.

1.37.3 In SOQ Form 5 (Charitable Contributions Certifications), prospective contractors certify either that:

- they have determined that they do not now receive or raise charitable contributions regulated under the California Charitable Purposes Act, (including the Nonprofit Integrity Act) but will comply if they become subject to coverage of those laws during the term of a County agreement,

- OR -

- they are currently complying with their obligations under the Charitable Purposes Act, attaching a copy of their most recent filing with the Registry of Charitable Trusts.

1.37.4 Prospective County contractors that do not complete SOQ Form 5 (Charitable Contributions Certifications) as part of the solicitation process may, in the County's sole discretion, be disqualified from contract award. A County contractor that fails to comply with its obligations under the Charitable Purposes Act is subject to either contract termination or debarment proceedings or both. (County Code Chapter 2.202).

1.38 Defaulted Property Tax Reduction Program

The prospective contract is subject to the requirements of the County's Defaulted Property Tax Reduction Program ("Defaulted Tax Program") (Los Angeles County Code, Chapter 2.206). Prospective Contractors should carefully read the Appendix L (Defaulted Property Tax Reduction Program), and the pertinent provisions of the Appendix D (Sample Master Agreement), Paragraph 8.51 (Warranty Of Compliance with County's Defaulted Property Tax Reduction Program) and 8.52 (Termination for Breach of Warranty to Maintain Compliance with County's Defaulted Property Tax Reduction Program), both of which are incorporated by reference into and made a part of this solicitation. The Defaulted Tax Program applies to both Contractors and their Subcontractors.

Vendors shall be required to certify that they are in full compliance with the provisions of the Defaulted Tax Program and shall maintain compliance during the term of any contract that may be awarded pursuant to this solicitation or shall certify that they are exempt from the Defaulted Tax Program by completing Certification of Compliance with The County's Defaulted Property Tax Reduction Program, Appendix A (TESMA Required Forms), SOQ Form 6 (Certification of Compliance with the County's Defaulted Property Tax Reduction Program). Failure to maintain compliance, or to timely cure defects, may be cause for termination of a contract or initiation of debarment proceedings against the non-compliance contractor (Los Angeles County Code, Chapter 2.202).

SOQs that fail to comply with the certification requirements of the Defaulted Tax Program will be considered non-responsive and excluded from further consideration.

1.39 Disabled Veteran Business Enterprise (DVBE) Preference Program

1.39.1 In reviewing WO Bids, the County will give preference during the solicitation process to businesses that meet the definition of a DVBE, consistent with Chapter 2.211 of the Los Angeles County Code.

A DVBE Vendor is defined as:

1. A business which is certified by the State of California as a DVBE; or
2. A business which is verified as a service-disabled veteran-owned small business (SDVOSB) by the Veterans Administration.
3. A business certified as DVBE with other certifying agencies pursuant to the Department of Consumer and Business Affairs' (DCBA) inclusion policy that meets the criteria set forth by the agencies in 1 and 2 above.

- 1.39.2** The DCBA shall certify that a DVBE is currently certified by the State of California, by the U.S. Department of Veteran Affairs, or is determined by the DCBA' inclusion policy that meets the criteria set forth by the agencies in Section 1.38.1, 1 or 2 above.
- 1.39.3** Certified DVBEs may only request the preference in each of their WO Bid responses and may not request the preference unless the certification process has been completed and certification is affirmed. Businesses must complete and submit the Request for Preference Program Consideration with each WO Bid response and submit a letter of certification from the DCBA with their bid.
- 1.39.4** Information about the State's DVBE certification regulations is found in the California Code of Regulations, Title 2, Subchapter 8, Section 1896 et seq., and is also available on the California Department of General Services Office of Disabled Veteran Business Certification and Resources Website at <http://www.dgs.ca.gov/pd/Home.aspx>
- 1.39.5** Information on the Department of Veteran Affairs SDVOSB certification regulations is found in the Code of Federal Regulations, 38CFR 74 and is also available on the Department of Veterans Affairs Website at: <http://www.vetbiz.gov/>.

1.40 Time Off for Voting

The Contractor shall notify its employees, and shall require each subcontractor to notify and provide to its employees, information regarding the time off for voting law (Elections Code Section 14000). Not less than ten (10) days before every statewide election, every Contractor and subcontractors shall keep posted conspicuously at the place of work, if practicable, or elsewhere where it can be seen as employees come or go to their place of work, a notice setting forth the provisions of Section 14000.

1.41 Vendor's Acknowledgement of County's Commitment to Zero Tolerance Policy on Human Trafficking

On October 4, 2016, the Los Angeles County Board of Supervisors approved a motion taking significant steps to protect victims of human trafficking by establishing a zero tolerance policy on human trafficking. The policy prohibits Vendors engaged in human trafficking from receiving contract awards or performing services under a County contract.

Vendors are required to complete Appendix A (TESMA Required Forms), SOQ Form 13 (Zero Tolerance Policy on Human Trafficking Certification), certifying that they are in full compliance with the County's Zero Tolerance Policy on Human Trafficking provision as defined in Appendix D (Sample Master Agreement), Paragraph 8.54 (Compliance with County's Zero Tolerance Policy on Human Trafficking). Further, contractors are required to comply with the requirements under said provision for the term of any Master Agreement awarded pursuant to this solicitation.

2.0 INSTRUCTIONS TO VENDORS

This Section contains key project dates and activities as well as instructions to Vendors in how to prepare and submit their Statement of Qualifications (SOQ).

2.1 County Responsibility

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

2.2 Truth and Accuracy of Representations

False, misleading, incomplete, or deceptively unresponsive statements in connection with an SOQ shall be sufficient cause for rejection of the SOQ. The evaluation and determination in this area shall be at the Director's sole judgment and his judgment shall be final.

1. If the County is unable to verify the Vendor's prior experience, the submitted SOQ will be rejected without further review or consideration. County will provide detailed reasons for the rejection and will allow the Vendor to re-submit the SOQ with verifiable references.
2. Failure to adhere to SOQ format as described in Section 2.5 (Preparation and Format of the SOQ); will result in the SOQ being rejected. If the SOQ is rejected, County will provide detailed reasons for the rejection and will allow the Vendor an opportunity to resolve any discrepancy and re-submit the SOQ.

2.3 RFSQ Timetable/ Vendors Questions

This RFSQ will remain open continuously for response by Vendors, until further notice. Vendors may ask questions at any time during the open solicitations. Please address questions to:

Krystina Ido-Knox
9150 E. Imperial Hwy. MS 46
Downey, CA 90242
kido@isd.lacounty.gov

2.4 Solicitation Requirements Review

Any person or entity may seek a Solicitation Requirements Review by submitting Appendix E (RFSQ Transmittal Form to Request a Solicitation Requirements Review) to the ISD as described in this Section. A request for a Solicitation Requirements Review may be denied, in the ISD's sole discretion, if the request does not satisfy all of the following criteria:

1. The request for a Solicitation Requirements Review is made within ten (10) business days of the issuance of the solicitation document.
2. The request for a Solicitation Requirements Review includes documentation, which demonstrates the underlying ability of the person or entity to submit a SOQ.
3. The request for a Solicitation Requirements Review itemizes in appropriate detail, each matter contested and factual reasons for the requested review; and
4. The request for a Solicitation Requirements Review asserts either that:
 - a. Application of the minimum requirements, evaluation criteria and/or business requirements unfairly disadvantages the person or entity; or,
 - b. Due to unclear instructions, the process may result in the County not receiving the best possible responses from prospective Vendor.

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

2.5 Preparation and Format of the SOQ

2.5.1 All SOQs must be printed one sided, bound by rubber band or binder clips (no punched holes or staples) and submitted in the prescribed format. Any SOQ that deviates from this format may be rejected without review and without further consideration in the County's sole discretion. If the SOQ is rejected, County will provide detailed reasons for rejection and will allow the Vendor to resolve any discrepancy and re-submit at a later time.

The content and sequence of the SOQ must be as follows:

- Transmittal Letter
- Vendor's Organization and Qualifications (Section A)
- Required Forms (Section B)
- Proof of Insurability (Section C)
- Proof of Licenses (Section D)

2.5.2 Transmittal Letter

The transmittal letter must be a maximum of one (1) page, on Vendor's letterhead transmitting the SOQ on the Vendor's letterhead. The dated transmittal letter must include the Vendor's name, address, telephone and facsimile numbers of the person(s) to be used for contact and who will be authorized to represent the Vendor.

The letter shall indicate that the Vendor has reviewed the RFSQ, including, any addenda issued by the County and the Sample Master Agreement. **The transmittal letter must bear the original signature of the person authorized to sign on behalf of the Vendor and who can legally bind the Vendor in a TESMA.**

2.5.3 Vendor's Organization and Qualifications (Section A)

The Vendor shall complete, sign and date SOQ Form 7 (Vendor's Organization Questionnaire/Affidavit and CBE Information) of Appendix A (TESMA Required Forms). **SOQ Form 7 (Vendor's Organization Questionnaire/Affidavit and CBE Information) must bear the original signature of the person authorized to sign on behalf of the Vendor and who can legally bind the Vendor in a TESMA.**

Based on Vendors organization structure, Vendor shall determine which of the below referenced supporting documents the County requires. If the Vendor's organization does not fit into one of these categories, upon receipt of the SOQ or at some later time, the County may, in its discretion, request additional documentation regarding the Vendor's business organization and authority of individuals to sign Contracts.

If the below referenced documents are not available at the time of SOQ submission, Vendors must request the appropriate documents from the California Secretary of State and provide a statement on the status of the request with the SOQ.

Required Support Documents:

Corporations or Limited Liability Company (LLC):

The Vendor must submit the following documentation with the SOQ:

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

Limited Partnership:

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

2.5.4 Vendor's Qualifications (Section A)

Vendor shall use the forms in Appendix A (TESMA Required Forms) to demonstrate that it meets the Minimum Qualifications for specific Service Category(ies) as set forth in Appendix B (TESMA Service Categories) that it is seeking to qualify for. Vendors are instructed to use the forms as provided in this RFSQ and refrain from modifying or reproducing the required forms on their Qualified Company's letterhead.

A. TESMA Service Category: System Classification and Product Lines Checklist

The Vendor shall complete in its entirety and submit SOQ Form 8 (TESMA Services Category: System Classification and Product Lines Checklist) of Appendix A (TESMA Required Forms), and explicitly identify which Skill Category(ies)/System Classification(s) the Vendor intends to qualify for. If a Vendor is seeking to qualify for more than one, it shall identify all the Service Category/System Classification on SOQ Form 8 (TESMA Service Category: System Classification and Product Lines Checklist).

The County will not determine which Service Category(ies)/System Classification(s) are appropriate for the Vendor. It is the Vendor's responsibility to clearly identify the Skill Category(ies)/System Classification(s) that the Vendor intends to qualify for.

Failure to identify the Skill Category(ies)/System Classification(s) for which the Vendor intends to qualify on SOQ Form 8 (TESMA Service Category: System Classification and Product Lines Checklist) will result in the SOQ being rejected without further consideration in the County's sole discretion. If the SOQ is rejected, County will provide detailed reasons for rejection and allow Vendor to correct SOQ Form 8 (TESMA Service Category: System Classification and Product Lines Checklist) and re-submit.

B. TESMA Service Category Minimum Qualifications Verification

The Vendor shall complete in its entirety and submit two (2) SOQ Form 9 (TESMA Service Category Minimum Qualifications Verification) of Appendix A (TESMA Required Forms) to describe three (3) separate, distinct engagements, for each Service Category/System Classification and/or Product Lines or as otherwise specified in Appendix B (TESMA Service Categories) for which the Vendor intends to qualify for.

The Vendor may use additional forms if necessary, but the form shall in no way be altered from its original format.

The Vendor shall utilize SOQ Form 9 (TESMA Service Category: System Classification and Product Lines Checklist Minimum Qualifications Verification) to demonstrate that it has the relevant background, experience, requisite years of experience, and requisite number of engagements of sufficient length, to meet the Minimum Qualifications for **each** Service Category the Vendor intends to qualify for as set forth in Section 1.5 (**TESMA System Classification and Product Lines Minimum Qualifications**) and Appendix B (TESMA Service Categories).

A single engagement may be used to qualify the Vendor for more than one (1) Service Category/System Classification, but it is the Vendor's responsibility to ensure that the engagement and the Vendor's experience and technological accomplishments are described with sufficient specificity to demonstrate that the Vendor meets the Minimum Qualifications set forth in Section 1.5 (TESMA System Classification and Product Lines Minimum Qualifications) and Appendix B (TESMA Service Categories).

All the engagements listed by the Vendor must have been performed for organizations other than the Vendor's own organization. However, Vendors may list engagements in which the Vendor performed the requisite work as a subcontractor to a prime Contractor, but must identify such. Additional engagement requirements may be specified in Appendix B (TESMA Service Categories).

Each SOQ Form 9 (TESMA Service Category: System Classification and Product Lines Checklist Minimum Qualifications Verification) submitted for **each** Service Category for which the Vendor intends to qualify, shall include a comprehensive narrative for each engagement, in the appropriate location within the Form, and a detailed and comprehensive description of the Vendor's experience (e.g. nature of the technical work performed, Vendor responsibilities, how the work was accomplished, etc.) during the engagement that demonstrates how the Vendor meets all of the Minimum Qualifications described in Section 1.5 (TESMA System Classification and Product Lines Minimum Qualifications) and Appendix B (TESMA Service Categories) for which the Vendor intends to qualify.

The County, in its sole discretion, will determine whether the information provided in SOQ Form 9 (TESMA Service Category: System Classification and Product Lines Checklist Minimum Qualifications Verification) demonstrates sufficient qualifying engagements and a sufficient length of work experience to qualify the Vendor for a specific Skill Category.

Failure to provide a detailed and comprehensive engagement description on SOQ Form 9 (TESMA Service Category: System Classification and Product Lines Checklist Minimum Qualifications Verification) may result in the SOQ being disqualified without further consideration in the County's sole discretion. If an SOQ is disqualified, and Vendor remains interested in being a TESMA Qualified Contractor, Vendor shall re-submit the SOQ package in its entirety.

C. TESMA Service Category Minimum Qualifications Affirmation

Upon successfully completing SOQ Form 8 (TESMA Service Category: System Classification and Product Lines Checklist) and SOQ Form 9 (TESMA Service Category Minimum Qualifications Verification) for **each** Service Category(ies) the Vendor intends to qualify for, Vendor shall complete the information requested on the SOQ Form 10 (TESMA Service Category Minimum Qualifications Affirmation). **SOQ Form 10 (TESMA Service Category Minimum Qualifications Affirmation) must bear the signature of the person authorized to sign on behalf of the Vendor and to bind the applicant in a TESMA.**

Failure to sign and/or submit SOQ Form 10 (TESMA Service Category Minimum Qualifications Affirmation) may result in the SOQ being rejected without further consideration in the County's sole discretion. If SOQ is rejected, County will provide detailed reasons for rejection and will allow Vendor to correct SOQ Form 8 (TESMA Service Category: System Classification and Product Lines Checklist) and re-submit.

2.5.5 Vendor's References (Section A)

The Vendor shall use the forms provided in Appendix A (TESMA Required Forms), where applicable to provide the following information regarding Vendor's References:

A. References

The Vendor shall provide the reference information on **each** SOQ Form 9 (TESMA Service Category: System Classification and Product Lines Checklist Minimum Qualifications Verification), **in the appropriate location within the Form**, to substantiate **each** of the separate, distinct engagements the Vendor detailed for **each** of the Service Category(ies)/System Classification(s) the Vendor intends to qualify for.

The Vendor may use additional forms if necessary, but the form shall in no way be altered from its original format.

It is the Vendor's sole responsibility to ensure that the reference company name, point of contact's name, title, email address, phone number, and fax number, if applicable, for each reference is accurate. It is also the Vendor's sole responsibility to inform the references that the County will be contacting them during the County's normal working hours.

The County will exercise reasonable diligence in contacting references. However, the County assumes no responsibility if the contact information the Vendor provides is not accurate.

The County, in its sole discretion, may disqualify a Vendor from further consideration if:

- References fail to substantiate the Vendor's engagements and/or the description of services provided in the engagements for each Service Category/System Classification(s) the Vendor intended to qualify for; or
- References fail to support that Vendor has a continuing pattern of providing capable, productive and skilled personnel; or
- Unable to successfully reach the point of contact with reasonable effort; or
- If the Vendor lists a reference for an engagement that is located in a foreign country and in that foreign country the application of skills in the business environment differs from that in the United States to such a degree that the relevance of the experience is questionable.

B. Vendor's List of Contracts

The Vendor shall provide a list of all the Vendor's Public Entities contracts for the most recent three (3) years on SOQ Form 11 (Vendor's List of Contracts). The Vendor may use additional forms if necessary, but the form shall in no way be altered from its original format.

C. Vendor's List of Terminated Contracts

The Vendor shall provide a list that must include all of the Vendor's contracts that were terminated before the Contract end date within the most recent three (3) years with a reason for the termination on SOQ Form 12 (Vendor's List of Terminated Contracts). The Vendor may use additional forms if necessary, but the form shall in no way be altered from its original format.

D. Vendor's Pending Litigation and Judgments

The Vendor shall identify by name, case and court jurisdiction any pending litigation in which Vendor is involved, or judgments against Vendor in the past five (5) years. The Vendor shall provide a statement describing the size and scope of any pending or threatened litigation against the Vendor or principals of the Vendor.

2.5.6 Vendor's Proof of Insurability

The Vendor shall provide proof of insurance that meet all the insurance requirements set forth in Paragraph 8.24 (General Provisions for All Insurance Coverage) and Paragraph 8.25 (Insurance Coverage) of Appendix D (Sample Master Agreement).

In the event that the Vendor **does not** have the required insurance coverage set forth in Paragraph 8.24 (General Provisions for All Insurance Coverage) and Paragraph 8.25 (Insurance Coverage) of Appendix D (Sample Master Agreement) at the time of SOQ submission, the Vendor may submit with its SOQ, a letter from a qualified insurance carrier indicating its willingness to provide the Vendor with the required insurance coverage set forth in Paragraph 8.24 (General Provisions for All Insurance Coverage) and Paragraph 8.25 (Insurance Coverage) of Appendix D (Sample Master Agreement) should the Vendor be selected and awarded a TESMA.

If the Vendor is qualified to be awarded a TESMA, the TESMA will not be executed by the County until such time as the Vendor has submitted, and the County has accepted, its insurance coverage that meet all the insurance requirements set forth in Paragraph 8.24 (General Provisions for All Insurance) and Paragraph 8.25 (Insurance Coverage) of Appendix D (Sample Master Agreement).

2.5.7 TESMA Required Forms

The following list of forms are provided in Appendix A (TESMA Required Forms) and shall be submitted as part of the SOQ.

- **SOQ Form 1: Certification of No Conflict of Interest**
- **SOQ Form 2: Familiarity with County Lobbyist Ordinance Certification**
- **SOQ Form 3: Attestation of Willingness to Consider GAIN/GROW Participants**
- **SOQ Form 4: County of Los Angeles Contractor Employee Jury Service Program Certification Form and Application for Exception**

- **SOQ Form 5: Charitable Contributions Certification**
- **SOQ Form 6: Certification of Compliance with the County's Defaulted Property Tax Reduction Program**
- **SOQ Form 7: Vendor's Organization Questionnaire/Affidavit and CBE Information**
Note that this SOQ Form 7 is required to be submitted as part of Section 2.5.3 (Vendor's Organization and Qualifications). Refer to Section 2.5.3.
- **SOQ Form 8: TESMA Services Category: System Classification and Product Lines Checklist**
Note that this SOQ Form 8 is required to be submitted as part of Section 2.5.4 A (TESMA Service Category: System Classification and Product Lines Checklist). Refer to Section 2.5.4 A.
- **SOQ Form 9: TESMA Service Category: System Classification and Product Lines Checklist Minimum Qualifications Verification**
Note that this SOQ Form 9 is required to be submitted as part of Section 2.5.4 B (TESMA Service Category Minimum Qualifications Verification). Refer to Section 2.5.4 B.
- **SOQ Form 10: TESMA Service Category Minimum Qualifications Affirmation**
Note that this SOQ Form 10 is required to be submitted as part of Section 2.4.5 C (TESMA Service Category Minimum Qualification Affirmation). Refer to Section 2.5.4 C.
- **SOQ Form 11: Vendor's List of Contracts**
Note that this SOQ Form 11 is required to be submitted as part of Section 2.5.5 B (Vendor's List of Contracts). Refer to Section 2.5.5 B.
- **SOQ Form 12: Vendor's List of Terminated Contracts**
Note that this SOQ Form 12 is required to be submitted as part of Section 2.5.5 C (Vendor's List of Terminated Contracts). Refer to Section 2.5.5 C.
- **SOQ Form 13: Zero Tolerance Policy on Human Trafficking Certification**

2.5.8 Required Forms to be Submitted with SOQ that will be Attached to Appendix D (Sample Master Agreement)

The following forms are required to be submitted with the SOQ and will become part of the Master Agreement. All forms are provided in Appendix A (TESMA Required Forms).

- **SOQ Form 14 - TESMA Authorization - Signature Page**

Submit two (2) copies of the Authorization page **with the original signature of the person authorized to sign on behalf of the Vendor and who can legally bind the Vendor in a TESMA** (i.e., not reproductions or facsimiles). These pages must be submitted in loose form with no staples, punched holes, or extraneous marks.

On the **two (2) copies**, in the underlined space provided, above the word “CONTRACTOR,” type the name of your organization as submitted on SOQ Form 7 (**Vendor’s Organization Questionnaire/Affidavit and CBE Information**). Then have your organization’s authorized person to **sign** his/her name on the next line, beside “By.” Type that person’s name and title on the next two lines, respectively.

NOTE: If the County approves your organization for award of a Master Agreement, the County will execute and date the Authorization pages and return a copy of the Master Agreement to you with a Notice of Selection. This becomes your organization’s official TESMA. Additional copies of TESMA documents will be subject to copying and mailing charges.

- **SOQ Form 15 - Contractor’s EEO Certification - Exhibit C of Master Agreement**

Type your organization’s name, address, and Internal Revenue Service Employer Identification Number on the lines provided at the top of the page.

Respond to the four (4) statements by checking the appropriate boxes pertaining to CONTRACTOR'S CERTIFICATION and, in the lower portion of the page, type the name and title of your organization's Authorized Official. Have the form signed and type the date.

- **SOQ Form 16 - Contractor's Administration - Exhibit B of Appendix D (Sample Master Agreement)**

Per Paragraph 7.2 (Contractor's Authorized Official(s)) of Appendix D (Sample Master Agreement), in the space provided, type the information requested for Contractor's Authorized Official(s).

Per Paragraph 7.1 (Contractor's Project Manager) of Appendix D (Sample Master Agreement) in the space provided, type the information requested for Contractor's Project Manager.

Per Paragraph 8.34 (Notices) of Appendix D (Sample Master Agreement) in the space provided, type the name, title, mailing address, facsimile, and e-mail address where all notices or demands are to be sent.

The information requested on the second page of Exhibit B (Contractor's Administration) is for informational purposes only and will not affect the review of your SOQ. Type the information requested regarding your organization.

2.6 SOQ Submission

The Vendor shall submit one (1) original hard copy and one (1) copy of the SOQ as prescribed in Section 2.5 (Preparation and Format of the SOQ), enclosed in a sealed envelope, with the name and address of the Vendor and shall bear the words:

**"SOQ FOR TELECOMMUNICATIONS EQUIPMENT AND SERVICES
MASTER AGREEMENT (TESMA) RFSQ # _____"**

The SOQ and any related information shall be delivered or mailed to the following address:

TESMA Contract Analyst
Contracting Division
Internal Services Department
9150 E. Imperial Hwy., Mailstop 46
Downey, CA 90242

Vendors who submit a SOQ by way of facsimile (fax) or electronic mail (e-mail) will be rejected without review at the County's sole discretion.

2.7 Acceptance of Terms and Conditions of Master Agreement

Vendors understand and agree that submission of the SOQ constitutes acknowledgement and acceptance of, and a willingness to comply with, all terms and conditions of the Appendix D (Sample Master Agreement).

2.8 SOQ Withdrawals

The Vendor may withdraw its SOQ at any time and resubmit at any further date while the RFSQ is open.

3.0 SOQ REVIEW/SELECTION/QUALIFICATION PROCESS

County reserves the sole right to judge the contents of the SOQ submitted pursuant to the RFSQ and to review, evaluate, and qualify the Vendors. The following rules and procedures govern the selection of Vendors to become Qualified Contractors under the TESMA.

3.1 Review Process

SOQs will be subject to a detailed review by qualified County staff. The review process will include the following steps:

3.1.1 Adherence to the Minimum Qualifications and Vendor's Overall Qualifications

The County will review the Vendor's SOQ in its entirety in accordance with Section 2.5 (Preparation and Format of the SOQ) of this RFSQ to determine if the Vendor meets the Minimum Qualifications specified in Section 1.5 (TESMA System Classification and Product Lines Minimum Qualifications) and Appendix B (TESMA Service Categories) for each Service Category for which the Vendor intends to qualify. The review will include verification of references submitted, a review of the County's Contract Database and Contractor Alert Reporting Database, if applicable, reflecting past performance history on County or other contracts, and a review of terminated contracts.

- Failure of the Vendor to comply with and demonstrate that it meets the Minimum Qualifications set forth in Section 1.5 (TESMA System Classification and Product Lines Minimum Qualifications) and Appendix B (TESMA Services Categories) for each Service Category/Classification Group which the Vendor intends to qualify, may result in the SOQ being disqualified without further review and consideration in the County's sole discretion. The County, in its sole discretion, reserves the right to waive any informality in an SOQ if the sum and substance of the SOQ is present.
- The County will contact every reference provided by the Vendor on each SOQ Form 9 (TESMA Service Category: System Classification and Product Lines Checklist Minimum Qualifications Verification) for each separate, distinct engagement for each Service Category/Classification Group for which the Vendor intends to qualify. County will verify the Vendor's relevant background, experience, requisite years of experience, and requisite number of engagements of sufficient length, to meet the Minimum Qualifications for each Service Category(ies)/Classification Group and Product Lines for which the Vendor intends to qualify as set forth in Section 1.5 (TESMA System Classification and Product Lines Minimum Qualifications) and Appendix B (TESMA Service Categories).

- A review of the Vendor's pending litigation or judgments will be conducted to determine, amongst other things, the magnitude or impact of any pending litigation or judgments against the Vendor.
- An inquiry to determine the operational and financial capability and responsibility of a Vendor may be conducted by the County. The failure of a Vendor to promptly supply information in connection with such inquiry, including but not limited to, information regarding past performance, financial capability, and ability to perform on schedule, may result in the SOQ being disqualified without further consideration, in the County's sole discretion.
- False, incomplete, or unresponsive statements in connection with a Vendor's SOQ will result in the SOQ being disqualified without further consideration at the County's sole discretion.
- Failure to adhere to SOQ format as described in Section 2.5 (Preparation and Format of the SOQ); will result in the SOQ being rejected. If SOQ is rejected, County will provide detailed reasons for rejection and will allow the Vendor to resolve any discrepancy and re-submit.

3.1.2 Vendor's Proof of Insurability

The County will review the Vendor's insurance in accordance with Section 2.5.6 (Vendor's Proof of Insurability) of this RFSQ to ensure that it meets the required insurance coverage as set forth in Paragraph 8.24 (General Provisions for All Insurance) and Paragraph 8.25 (Insurance Coverage) of Appendix D (Sample Master Agreement).

3.1.3 TESMA Required Forms

The County will review all the forms required in accordance with Section 2.5 (Preparation and Format of the SOQ) of this RFSQ.

3.2 Disqualification Review

A SOQ may be disqualified from consideration because ISD has determined it contains false, misleading, fraudulent, incomplete, deceptively unresponsive statements, and/or is otherwise non-responsive at any time during the review/evaluation process. If ISD determines that a SOQ is disqualified, ISD shall notify the Vendor in writing.

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

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

1. The person or entity requesting a Disqualification Review is a Vendor;
2. The request for a Disqualification Review is submitted timely (i.e., by the date and time specified in the written determination); and
3. The request for a Disqualification Review asserts that the Department's determination of disqualification due to non-responsiveness was erroneous (e.g. factual errors, etc.) and provides factual support on each ground asserted as well as copies of all documents and other material that support the assertions.

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

3.3 Master Agreement Award

Vendors who are notified by the Department that they appear to have the necessary qualifications and experience (i.e., they are qualified) may still not be recommended for a Master Agreement if other requirements necessary for award have not been met. Other requirements may include acceptance of the terms and conditions of the Master Agreement, and/or satisfactory documentation that required insurance will be obtained. Only when all such matters have been demonstrated to the Department's satisfaction can a Vendor, which is otherwise deemed qualified, be regarded as "selected" for recommendation of a Master Agreement.

The Department will execute Board of Supervisors-authorized Master Agreements with each selected vendor. All Vendors will be informed of the final selections.

APPENDIX A

TESMA REQUIRED FORMS

**APPENDIX A
TESMA REQUIRED FORMS
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Required Forms to be Submitted with SOQ that will be Attached to Appendix H, Sample Master Agreement

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SOQ FORM 1
CERTIFICATION OF NO CONFLICT OF INTEREST

The Los Angeles County Code, Section 2.180.010, provides as follows:

CONTRACTS PROHIBITED

Notwithstanding any other section of this Code, the County shall not contract with, and shall reject any SOQs submitted by, the persons or entities specified below, unless the Board of Supervisors finds that special circumstances exist which justify the approval of such contract:

1. Employees of the County or of public agencies for which the Board of Supervisors is the governing body;
2. Profit-making firms or businesses in which employees described in number 1 serve as officers, principals, partners, or major shareholders;
3. Persons who, within the immediately preceding 12 months, came within the provisions of number 1, and who:
 - a. Were employed in positions of substantial responsibility in the area of service to be performed by the contract; or
 - b. Participated in any way in developing the contract or its service specifications; and
4. Profit-making firms or businesses in which the former employees, described in number 3, serve as officers, principals, partners, or major shareholders.

Contracts submitted to the Board of Supervisors for approval or ratification shall be accompanied by an assurance by the submitting department, district or agency that the provisions of this section have not been violated.

Vendor Name

Vendor Official Title

Official's Signature

Date

SOQ FORM 2
FAMILIARITY WITH THE COUNTY
LOBBYIST ORDINANCE CERTIFICATION

The Vendor certifies that:

- 1) it is familiar with the terms of the County of Los Angeles Lobbyist Ordinance, Los Angeles Code Chapter 2.160;
- 2) that all persons acting on behalf of the Vendor organization have and will comply with it during the proposal process; and
- 3) it is not on the County's Executive Office's List of Terminated Registered Lobbyists.

Vendor Name

Vendor Official Title

Official's Signature

Date

SOQ FORM 3
ATTESTATION OF WILLINGNESS TO CONSIDER
GAIN/GROW PARTICIPANTS

As a threshold requirement for consideration for contract award, Vendor shall demonstrate a proven record for hiring GAIN/GROW participants or shall attest to a willingness to consider GAIN/GROW participants for any future employment opening if they meet the minimum qualifications for that opening. Additionally, Vendor shall attest to a willingness to provide employed GAIN/GROW participants access to the Vendor's employee mentoring program, if available, to assist these individuals in obtaining permanent employment and/or promotional opportunities.

To report all job openings with job requirements to obtain qualified GAIN/GROW participants as potential employment candidates, Contractor shall email: GAINGROW@DPSS.LACOUNTY.GOV

Vendors unable to meet this requirement shall not be considered for contract award.

Vendor shall complete all of the following information, sign where indicated below, and return this form with any resumes and/or fixed price bid being submitted:

A. Vendor has a proven record of hiring GAIN/GROW participants.

_____YES (subject to verification by County) _____NO

B. Vendor is willing to provide DPSS with all job openings and job requirements to consider GAIN/GROW participants for any future employment openings if the GAIN/GROW participant meets the minimum qualifications for the opening. "Consider" means that Vendor is willing to interview qualified GAIN/GROW participants.

_____YES _____NO

C. Vendor is willing to provide employed GAIN/GROW participants access to its employee-mentoring program, if available.

_____YES _____NO _____N/A (Program not available)

Vendor Name: _____

Signature: _____

Print Name: _____

Title: _____ Date: _____

Tel. No.: _____ Fax No.: _____

SOQ FORM 4**COUNTY OF LOS ANGELES CONTRACTOR EMPLOYEE JURY SERVICE PROGRAM CERTIFICATION FORM AND APPLICATION FOR EXCEPTION**

The County's solicitation for this Request for Statement of Qualifications is subject to the County of Los Angeles Contractor Employee Jury Service Program (Program), Los Angeles County Code, Chapter 2.203. All Vendors, whether a contractor or subcontractor, must complete this form to either certify compliance or request an exception from the Program requirements. Upon review of the submitted form, the County department will determine, in its sole discretion, whether the Vendor is excepted from the Program.

Company Name:		
Company Address:		
City:	State:	Zip Code:
Telephone Number:		
Solicitation For _____ Services:		

If you believe the Jury Service Program does not apply to your business, check the appropriate box in Part I (attach documentation to support your claim); or, complete Part II to certify compliance with the Program. Whether you complete Part I or Part II, please sign and date this form below.

Part I: Jury Service Program is Not Applicable to My Business

- ☐ My business does not meet the definition of "contractor," as defined in the Program, as it has not received an aggregate sum of \$50,000 or more in any 12-month period under one or more County contracts or subcontracts (this exception is not available if the contract itself will exceed \$50,000). I understand that the exception will be lost and I must comply with the Program if my revenues from the County exceed an aggregate sum of \$50,000 in any 12-month period.
- ☐ My business is a small business as defined in the Program. It 1) has ten or fewer employees; and, 2) has annual gross revenues in the preceding twelve months which, if added to the annual amount of this master agreement, are \$500,000 or less; and, 3) is not an affiliate or subsidiary of a business dominant in its field of operation, as defined below. I understand that the exception will be lost and I must comply with the Program if the number of employees in my business and my gross annual revenues exceed the above limits.

"Dominant in its field of operation" means having more than ten employees and annual gross revenues in the preceding twelve months, which, if added to the annual amount of the contract awarded, exceed \$500,000.

"Affiliate or subsidiary of a business dominant in its field of operation" means a business which is at least 20 percent owned by a business dominant in its field of operation, or by partners, officers, directors, majority stockholders, or their equivalent, of a business dominant in that field of operation.

- ☐ My business is subject to a Collective Bargaining Agreement (attach agreement) that expressly provides that it supersedes all provisions of the Program.

OR**Part II: Certification of Compliance**

- ☐ My business has and adheres to a written policy that provides, on an annual basis, no less than five days of regular pay for actual jury service for full-time employees of the business who are also California residents, **or** my company will have and adhere to such a policy prior to award of the contract.

I declare under penalty of perjury under the laws of the State of California that the information stated above is true and correct.

Print Name:	Title:
Signature:	Date:

SOQ FORM 5
CHARITABLE CONTRIBUTIONS CERTIFICATION

Company Name

Address

Internal Revenue Service Employer Identification Number

California Registry of Charitable Trusts "CT" number (if applicable)

The Nonprofit Integrity Act (SB 1262, Chapter 919) added requirements to California's Supervision of Trustees and Fundraisers for Charitable Purposes Act which regulates those receiving and raising charitable contributions.

Check the Certification below that is applicable to your company.

- ☐ Vendor or Contractor has examined its activities and determined that it does not now receive or raise charitable contributions regulated under California's Supervision of Trustees and Fundraisers for Charitable Purposes Act. If Vendor engages in activities subjecting it to those laws during the term of a County contract, it will timely comply with them and provide County a copy of its initial registration with the California State Attorney General's Registry of Charitable Trusts when filed.

OR

- ☐ Vendor or Contractor is registered with the California Registry of Charitable Trusts under the CT number listed above and is in compliance with its registration and reporting requirements under California law. Attached is a copy of its most recent filing with the Registry of Charitable Trusts as required by Title 11 California Code of Regulations, sections 300-301 and Government Code sections 12585-12586.

Signature

Date

Name and Title of Signer (please print)

SOQ FORM 6
CERTIFICATION OF COMPLIANCE WITH THE COUNTY'S
DEFAULTED PROPERTY TAX REDUCTION PROGRAM

Company Name:		
Company Address:		
City:	State:	Zip Code:
Telephone Number:	Email address:	
Solicitation For _____ Services:		

The Vendor certifies that:

- ☐ It is familiar with the terms of the County of Los Angeles Defaulted Property Tax Reduction Program, Los Angeles County Code Chapter 2.206; **AND**

To the best of its knowledge, after a reasonable inquiry, the Proposer/Bidder/Contractor is not in default, as that term is defined in Los Angeles County Code Section 2.206.020.E, on any Los Angeles County property tax obligation; **AND**

The Proposer/Bidder/Contractor agrees to comply with the County's Defaulted Property Tax Reduction Program during the term of any awarded contract.

- OR -

- ☐ I am exempt from the County of Los Angeles Defaulted Property Tax Reduction Program, pursuant to Los Angeles County Code Section 2.206.060, for the following reason:

--

I declare under penalty of perjury under the laws of the State of California that the information stated above is true and correct.

Print Name:	Title:
Signature:	Date:

SOQ FORM 7

VENDOR'S ORGANIZATION QUESTIONNAIRE/AFFIDAVIT AND CBE INFORMATION

Please complete, date and sign this form and include it the SOQ in accordance with Section 2.4.4 (Vendor's Organization). 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.

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
_____	_____	_____
_____	_____	_____

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.

SOQ FORM 7
VENDOR'S ORGANIZATION QUESTIONNAIRE/AFFIDAVIT AND CBE
INFORMATION

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

REQUIRED FORMS – SOQ FORM 7

VENDOR'S ORGANIZATION QUESTIONNAIRE/AFFIDAVIT AND CBE INFORMATION

- I. FIRM/ORGANIZATION INFORMATION:** The information requested below is for statistical purposes only. On final analysis and consideration of award, contractor/vendor will be selected without regard to race/ethnicity, color, religion, sex, national origin, age, sexual orientation or disability.

Business Structure: ☐ Sole Proprietorship ☐ Partnership ☐ Corporation ☐ Non-Profit ☐ Franchise ☐ Other (Specify) _____						
Total Number of Employees (including owners): _____						
Race/Ethnic Composition of Firm. Distribute the above total number of individuals into the following categories:						
Race/Ethnic Composition	Owners/Partners/ Associate Partners		Managers		Staff	
	Male	Female	Male	Female	Male	Female
Black/African American						
Hispanic/Latino						
Asian or Pacific Islander						
American Indian						
Filipino						
White						

- II. PERCENTAGE OF OWNERSHIP IN FIRM:** Please indicate by percentage (%) how ownership of the firm is distributed.

	Black/African American	Hispanic/ Latino	Asian or Pacific Islander	American Indian	Filipino	White
Men	%	%	%	%	%	%
Women	%	%	%	%	%	%

- III. CERTIFICATION AS MINORITY, WOMEN, DISADVANTAGED, AND DISABLED VETERAN BUSINESS ENTERPRISES:** If your firm is currently certified as a minority, women, disadvantaged or disabled veteran owned business enterprise by a public agency, complete the following and attach a copy of your proof of certification. (Use back of form, if necessary.)

Agency Name	Minority	Women	Disadvantaged	Disabled Veteran	Other

Vendor 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.

DECLARATION: I DECLARE UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF CALIFORNIA THAT THE ABOVE INFORMATION IS TRUE AND ACCURATE.

VENDOR NAME:		COUNTY WEBVEN NUMBER:	
ADDRESS:			
PHONE NUMBER:		E-MAIL:	
INTERNAL REVENUE SERVICE EMPLOYER IDENTIFICATION NUMBER:		CALIFORNIA BUSINESS LICENSE NUMBER:	
VENDOR OFFICIAL NAME AND TITLE (PRINT):			
SIGNATURE		DATE	

SOQ FORM 8**TESMA SERVICES CATEGORY:
SYSTEM CLASSIFICATION AND PRODUCT LINES CHECKLIST**

Vendor shall complete this form and include it within the SOQ in accordance with Section 2.5.7. (TESMA Required Forms). **Vendor must check each Service Category, System Classification and Product line Vendor seeks to qualify for.**

VENDOR NAME: _____

SYSTEM CLASSIFICATION GROUP 1: VOICE SYSTEMS

- ☐ **Product Line “1a”** – NEC Voice Systems
- ☐ **Product Line “1b”** – Nortel Voice Systems
- ☐ **Product Line “1c”** – Key Telephone Systems
- ☐ **Product Line “1d”** – Miscellaneous Voice Equipment

SYSTEM CLASSIFICATION GROUP 2: Networking Systems

- ☐ **Product Line “2a”** – Cisco Systems
- ☐ **Product Line “2b”** – LAN Maintenance

SYSTEM CLASSIFICATION GROUP 3: Building Wiring**SYSTEM CLASSIFICATION GROUP 4: Building and Video Teleconferencing System**

- ☐ **Product Line “4a”** – Building and Alarm Systems
- ☐ **Product Line “4b”** – Video Teleconferencing Systems

SYSTEM CLASSIFICATION GROUP 5: Services Over Internet Protocol (SOIP)

- ☐ **Product Line “5a”**- Cisco Converged IP Network Solutions
- ☐ **Product Line “5b”**- Cisco Converged IP Communication Services Maintenance, Operation and Management
- ☐ **Product Line “5c”**- VoIP Furnish and Install

SYSTEM CLASSIFICATION GROUP 6: Distributed Antenna System (DAS)

- ☐ **Product Line “6a”**- Conventional Distributed Antenna System
- ☐ **Product line “6b”**- Cellular/Personal Communication System (PCS) DAS
- ☐ **Product Line “6c”** - Conventional and Cellular/PCS DAS

SYSTEM CLASSIFICATION GROUP 7: Land Mobile Radio (LMR)

- ☐ **Product Line “7a”**- Digital/Analog Trunked Land Mobile Radio Systems/Equipment
- ☐ **Product line “7b”** - Digital/Analog Conventional Land Mobile Radio Systems/Equipment
- ☐ **Product Line “7c”**- Dispatch/Call Center Systems/Equipment

SOQ FORM 9**TESMA SERVICE CATEGORY: SYSTEM CLASSIFICATION AND PRODUCT LINES CHECKLIST
MINIMUM QUALIFICATIONS VERIFICATION**

(Page 1 of 2)

Vendor shall complete this form in its entirety and include it with the SOQ in accordance with Section 2.4.5 (Vendor's Qualifications). **Vendor shall submit this SOQ Form 9 for each separate, distinct engagement required for each Service Category, System Classification and Product line the Vendor intends to qualify for as listed in SOQ Form 8 (TESMA Service Category Checklist) and in accordance with Section 1.5 (TESMA Service Category Minimum Qualifications) and Appendix B (TESMA Service Categories) of the RFSQ.**

Vendor Name:	
Service Category:	
System Classification and Product line:	
Name of Engagement:	
Dates of Engagement:	
Start Date:	End Date:
Name of Company Engagement Was Performed For:	
Address of Company Engagement Was Performed For:	
Engagement Contact Person Name:	
Engagement Contact Person Title:	
Engagement Contact Person Telephone No.:	
Engagement Contact Person Email Address:	
Engagement Contact Person Fax No.:	

SOQ FORM 9**TESMA SKILL CATEGORY MINIMUM QUALIFICATIONS VERIFICATION**

(Page 2 of 2)

Vendor shall provide a detailed and comprehensive description of the Vendor's experience (e.g. nature of the technical work performed, Vendor responsibilities, how the work was accomplished, etc.) during this engagement that demonstrates how the Vendor meets all of the Minimum Qualifications described in Paragraph 1.5 (TESMA Service Categories Minimum Qualifications) and Appendix B (TESMA Service Categories) for the System Classification and Product line in which the Vendor intends to qualify for as indicated on the previous page.

The Vendor may use additional forms if necessary, but the form shall in no way be altered from its original format.

Detail Vendor's Experience for this Engagement Here:

SOQ FORM 10**TESMA SERVICE CATEGORY MINIMUM QUALIFICATIONS AFFIRMATION**

Vendor shall complete this form and include it the SOQ in accordance with Section 2.4.5.C (ITSSMA Skill Category Minimum Qualifications Affirmation) of the RFSQ.

On behalf of _____,
(Vendor Name)

I, _____, certify that all the information
(Name of Vendor's Authorized Official)

Provided in each TESMA Skill Category Minimum Qualification Verification (SOQ Form 9) form(s) for each System Classification and Product line this Vendor intends to qualify for submitted with this SOQ is true and correct to the best of my information and belief.

Vendor Name

Vendor Authorized Official Title

Authorized Official's Signature

Date

SOQ FORM 11
VENDOR'S LIST OF CONTRACTS

Vendor's Name: _____

As specified in Section 2.4.6.B (Vendor's List of Contracts) of the RFSQ, list of **all** the Vendor's public entities contracts for the **most recent three (3) years**. Vendor may use additional forms if necessary, but the form shall in no way be altered from its original format.

Name of Firm	Address	Contact Person	Telephone No.	Fax No.	Email Address
Type of Service	Name of Contract	Contract No.	Term of Contract	Years Performed (Dates)	Dollar Amount

Name of Firm	Address	Contact Person	Telephone No.	Fax No.	Email Address
Type of Service	Name of Contract	Contract No.	Term of Contract	Years Performed (Dates)	Dollar Amount

Name of Firm	Address	Contact Person	Telephone No.	Fax No.	Email Address
Type of Service	Name of Contract	Contract No.	Term of Contract	Years Performed (Dates)	Dollar Amount

SOQ FORM 12
VENDOR'S LIST OF TERMINATED CONTRACTS

Vendor's Name: _____

As specified in Section 2.4.6.C (Vendor's List of Terminated Contracts) of the RFSQ, list of all the Vendor's contracts that were terminated within the **most recent three (3) years** with a reason for the termination. Vendor may use additional forms if necessary, but the form shall in no way be altered from its original format.

Name of Firm	Address	Contact Person	Telephone No.	Fax No.	Email Address
Type of Service	Name of Contract	Contract No.	Reason for Termination		

Name of Firm	Address	Contact Person	Telephone No.	Fax No.	Email Address
Type of Service	Name of Contract	Contract No.	Reason for Termination		

Name of Firm	Address	Contact Person	Telephone No.	Fax No.	Email Address
Type of Service	Name of Contract	Contract No.	Reason for Termination		

SOQ FORM 13
ZERO TOLERANCE POLICY ON HUMAN TRAFFICKING
CERTIFICATION

Company Name:		
Company Address:		
City:	State:	Zip Code:
Telephone Number:	Email address:	
Solicitation/Contract for _____ Services		

VENDOR CERTIFICATION

Los Angeles County has taken significant steps to protect victims of human trafficking by establishing a zero tolerance policy on human trafficking that prohibits contractors found to have engaged in human trafficking from receiving contract awards or performing services under a County contract.

Vendor acknowledges and certifies compliance with Section 8.53 (Compliance with County's Zero Tolerance Policy on Human Trafficking) of the proposed Contract and agrees that vendor or a member of his staff performing work under the proposed Contract will be in compliance. Vendor further acknowledges that noncompliance with the County's Zero Tolerance Policy on Human Trafficking may result in rejection of any proposal, or cancellation of any resultant Contract, at the sole judgment of the County.

I declare under penalty of perjury under the laws of the State of California that the information herein is true and correct and that I am authorized to represent this company.

Print Name:	Title:
Signature:	Date:

SOQ FORM 14

TESMA AUTHORIZATION - SIGNATURE PAGE

(ATTACHED)

**AUTHORIZATION OF MASTER AGREEMENT FOR
TELECOMMUNICATIONS EQUIPMENT AND SERVICES**

IN WITNESS WHEREOF, the Board of Supervisors of the County of Los Angeles has caused this Master Agreement to be executed by the Director, ISD or designee and approved by County Counsel, and Contractor has caused this Master Agreement to be executed in its behalf by its duly authorized officer, this _____ day of _____, 20__.

COUNTY OF LOS ANGELES

By _____
Director

Internal Services Department

By _____
Contractor

Signed: _____

Printed: _____

Title: _____

APPROVED AS TO FORM:

MARY C. WICKHAM
County Counsel

By _____
Deputy County Counsel

**AUTHORIZATION OF MASTER AGREEMENT FOR
TELECOMMUNICATIONS EQUIPMENT AND SERVICES**

IN WITNESS WHEREOF, the Board of Supervisors of the County of Los Angeles has caused this Master Agreement to be executed by the Director, ISD or designee and approved by County Counsel, and Contractor has caused this Master Agreement to be executed in its behalf by its duly authorized officer, this _____ day of _____, 20__.

COUNTY OF LOS ANGELES

By _____
Director

Internal Services Department

By _____
Contractor

Signed: _____

Printed: _____

Title: _____

APPROVED AS TO FORM:

MARY C. WICKHAM
County Counsel

By _____
Deputy County Counsel

SOQ FORM 15
CONTRACTOR'S EEO CERTIFICATION
(ATTACHED)

CONTRACTOR'S EEO CERTIFICATION

Contractor Name

Address

Internal Revenue Service Employer Identification Number**GENERAL CERTIFICATION**

In accordance with Section 4.32.010 of the Code of the County of Los Angeles, the contractor, supplier, or vendor certifies and agrees that all persons employed by such firm, its affiliates, subsidiaries, or holding companies are and will be treated equally by the firm without regard to or because of race, religion, ancestry, national origin, or sex and in compliance with all anti-discrimination laws of the United States of America and the State of California.

CONTRACTOR'S SPECIFIC CERTIFICATIONS

- | | | | |
|----|---|------------------------------|-----------------------------|
| 1. | The Contractor has a written policy statement prohibiting discrimination in all phases of employment. | Yes ☐ | No ☐ |
| 2. | The Contractor periodically conducts a self analysis or utilization analysis of its work force. | Yes ☐ | No ☐ |
| 3. | The Contractor has a system for determining if its employment practices are discriminatory against protected groups. | Yes ☐ | No ☐ |
| 4. | Where problem areas are identified in employment practices, the Contractor has a system for taking reasonable corrective action, to include establishment of goals or timetables. | Yes ☐ | No ☐ |

Authorized Official's Printed Name and Title

Authorized Official's Signature

Date

SOQ FORM 16
CONTRACTOR'S ADMINISTRATION
(ATTACHED)

CONTRACTOR'S ADMINISTRATION

CONTRACTOR NAME *(as it appears on State filed document)*

SIGNATURE *(by Authorized Official; highest ranked Title)*

DATE

PRINT NAME

MASTER AGREEMENT PARAGRAPH:

7.1 CONTRACTOR's Project Manager (A) and Designee (B) *(responsible for Contractor's day-to-day activities as related to this Master Agreement and all active Work Orders):*

A. Name: _____

B. Name: _____

Title: _____

Title: _____

Address: _____

Address: _____

Telephone: _____

Telephone: _____

Facsimile: _____

Facsimile: _____

E-Mail ID: _____

E-Mail ID: _____

7.2 CONTRACTOR's Authorized Official(s) *(authorized to execute documents under this Master Agreement on behalf of the Contractor):*

A. Name: _____

B. Name: _____

Title: _____

Title: _____

Address: _____

Address: _____

Telephone: _____

Telephone: _____

Facsimile: _____

Facsimile: _____

E-Mail ID: _____

E-Mail ID: _____

43.0 Notices to CONTRACTOR shall be sent to the following address *(all notices or demands required or permitted to be given or made under this Master Agreement):*

Address: _____

Facsimile: _____

E-Mail ID: _____

CONTRACTOR'S ADMINISTRATION *(Continued)***CONTRACTOR NAME**

The responses to items #1 through #6 below are requested for informational purposes only.

1. If your firm is a corporation; enter state filed (legal) name (found on the Articles of Incorporation) and the state where Incorporated:

Name: _____

State: _____

2. Is your firm is a partnership? Yes ☐ No ☐ **or**, a sole proprietorship? Yes ☐ No ☐

If yes, enter the name of the proprietor or managing partner:

3. Is your firm doing business under one or more DBA's? Yes ☐ No ☐

If yes, please list all DBA's and the County(s) of registration:

Name

County of Registration

4. Is your firm wholly or majority owned by, or a subsidiary of, another firm? Yes ☐ No ☐

If yes, please enter;

Name of parent firm: _____

State of incorporation or registration of parent firm: _____

5. Please provide your office facsimile number: _____

6. Please provide your office E-Mail address: _____

APPENDIX B
TESMA SERVICE CATEGORIES

System Classification Group “1”: Voice Systems

1.0 Voice Systems:

Systems Classification Group “1” (Voice Systems) is available under Service Categories A, B and C includes voice systems. Systems Classification Group “1” is further subdivided into the following Product Lines:

A. Product Line “1a” – NEC Voice Systems

Product Line “1a” includes the following equipment, associated peripherals, and accessories that function with the following systems:

- NEC NEAX PBX including 2400 series and Univerge SV8500 (including RDS, MDS, HDS, ICS, IPX) and 2000 series (including ivs, and ivs2);
- Peripheral key telephone systems including Nortel Meridian key telephone systems;
- Call accounting systems capable of interfacing with NEC NEAX PBX systems
- Power systems capable of interfacing with NEC NEAX PBX systems including Ratelco, Lorain, and ADS;
- Voice mail systems capable of interfacing with NEC NEAX PBX systems including Centigram
- Call center systems including interactive voice response systems, automated call distribution systems, and computer-telephony integration systems capable of interfacing with NEC NEAX PBX systems including Navigator and CTI server by TFB and DVS Analytics.

Product Line “1a” – NEC Voice Systems is available under both Service Categories A and B.

B. Product Line “1b” – Nortel Voice Systems

Product Line “1b” includes the following equipment, associated peripherals, and accessories that function with the following systems:

- Nortel Meridian PBX including SL-1, Meridian-1, Option 11, Option 61, and Option 81 series;
- Call accounting systems capable of interfacing with Nortel Meridian PBX systems;
- Power systems capable of interfacing with Nortel Meridian PBX systems;
- Voice mail systems capable of interfacing with Nortel Meridian PBX systems including Call Pilot; and
- Call center systems including interactive voice response systems, automated call distribution systems, and computer-telephony integration systems capable of interfacing with Nortel Meridian PBX systems.

Product Line “1b” – Nortel Voice Systems is available under both Service Categories A and B.

System Classification Group “1”: Voice Systems

C. Product Line “1c” – Key Telephone Systems

Product Line “1c” includes the following equipment, associated peripherals, and accessories that function with the following systems:

- Nortel Meridian key telephone systems including 8x24, ICS, 0x32, Meridian Compact;
- Power systems capable of interfacing with the Nortel Meridian key telephone systems including Oneac;
- Voice mail systems capable of interfacing with Nortel Meridian key telephone systems including Startalk-Flash and Call Pilot;
- Peripherals and accessories including those manufactured by VODAVI.

Product Line “1c” – Key Telephone Systems is available under both Service Categories A and B.

D. Product Line “1d” – Miscellaneous Voice Equipment

Product Line “1d” includes the following miscellaneous voice equipment, associated peripherals, and accessories:

- Electro-mechanical 1A2/10A2 key telephone systems.

Product Line “1d” – Miscellaneous Voice Equipment is available for ONLY Service Category B.

1.1 MINIMUM QUALIFICATIONS- VOICE SYSTEMS

The Vendor must provide relevant background information to demonstrate that it has the capability and sufficient experience as a corporation or other business entity to perform the required services to meet the Minimum Qualifications. The Minimum Qualifications apply to both Service Categories A, and B.

1.2 Specific Minimum Qualifications

1.2.1 Length of Time in Telecommunications Business

The Vendor must have five (5) years experience, within the last five (5) years providing telecommunications equipment, services and/or consulting services equivalent to the Services and Equipment stated above in Section 1.0 (Voice Services).

1.2.2 Experience with Product Lines

The Vendor must have at least three (3) years experience in the last five (5) years in each Service Category – Systems Classification Group Product Line for which it seeks to be qualified for.

System Classification Group “1”: Voice Systems

Service Category C, Consulting Services

Qualification of one Product Lines available under a specific Systems Classification Group qualifies the vendor for Service Category C. The Vendor does not have to qualify for each individual Product Line under the specific Classification Group in order to qualify for Service Category C.

1.2.3 References to Validate Experience and Performance

The Vendor must have experience and demonstrated performance that can be substantiated with three (3) references for the Systems Classification Group – Voice System and Product Line for which the Vendor seeks to be qualified for, by submitting Appendix A, Required Forms, SOQ Form 9, TESMA Service Category Minimum Qualification Verification. The County may be used for a maximum of one (1) out of the three (3) required references for any given Service Category – Systems Classification Group and Product Line for which the Vendor wishes to qualify. The County will contact the references to verify that the Vendor’s level of experience and the quality of the Vendor’s performance is consistent with the requirements of TESMA.

If the Vendor is seeking qualification for Voice Systems, the references must be for work that is similar to that Service Category. For example, Service Category A, Product Line 1a (NEC Voice Systems), the reference must substantiate that the engagement was for furnishing, installing, and maintaining NEC Voice Systems of the type consistent with the requirements of TESMA. A reference that substantiates that the Vendor only maintained the equipment would not be sufficient to qualify the Vendor under Service Category A.

A single reference may be sufficient to satisfy the reference requirement for more than one (1) Product Line. For example, in a single engagement the Vendor furnished, installed, and maintained NEC voice systems equipment, Cisco Systems equipment, and building wiring and cabling of the type similar to the requirements of TESMA. The Vendor may submit a reference for that engagement to satisfy the requirement for one (1) of the three (3) references for following Systems Classification Groups – Product Lines:

- 1a – NEC Voice Systems Product Line;
- 2a – Cisco Systems Product Line; and,
- 3 – Building Wiring and Cabling Systems Classification Group

If a vendor seeking qualification previously performed services as a subcontractor, the reference must be from the prime contractor. The County will not accept a reference solely from the customer of the prime contractor, but the subcontractor may submit the customer as an additional reference.

System Classification Group “1”: Voice Systems

1.3 General Requirements for each Services Category:

1.3.1 Service Category A

A Vendor interested in qualifying for Service Category A must have successfully completed three (3) large telecommunications projects during the last five (5) years for customer organizations with a minimum of 5,000 employees.

Examples of large telecommunications projects include furnishing, installing, and maintaining for at least one (1) year a telecommunications system of the size and complexity of:

- A PBX installation supporting at least 500 lines and telephone sets with associated wiring and cabling,

1.3.2 Service Category B

A Vendor interested in qualifying for Service Category B must have successfully completed during the last five (5) years three (3) engagements performing the maintenance on a large, multi-vendor telecommunications system with a minimum of 5,000 employees. The maintenance engagements must have been at least one (1) year in duration.

1.3.3 Service Category C

A Vendor interested in qualifying for Service Category C must have successfully completed during the last five (5) years three (3) consulting engagements with a large, multi-vendor telecommunications system with a minimum of 5,000 employees.

1.4 Experience in Providing Operational and Technical Training

The Vendor must have successfully completed three (3) engagements during the last five (5) years where the Vendor provided significant operational and technical training.

Operational training includes, but is not limited to, training sessions and associated training material with an intended audience of end users of the telecommunications systems.

Technical training includes, but is not limited to, training sessions and associated training materials with an intended audience of engineers and technicians.

The specific requirements for operational and technical training will be defined in the individual WOS. An individual WOS may require manufacturer certified training.

The Eligible Contractor may provide the required training either through its own staff resources or through a subcontractor.

System Classification Group “2”: Networking Systems

2.0 Networking Systems:

Systems Classification Group “2” is available under Service Categories A, B and C and includes networking systems. Systems Classification Group “2” is further subdivided into the following Product Lines for Service Categories A and B:

A. Product Line “2a” – Cisco Systems

Product Line “2a” – Cisco Systems is available under both Service Categories A and B. Product Line “2a” includes the following equipment manufactured by Cisco Systems, associated peripherals, and accessories:

- Routing Services
 - Access – Home Office / Small Office including Cisco 800 and 1700 series
 - Access or edge router for T1 speed including Cisco 1700, 2600, and 3600 series
 - High-speed access, distribution, and core including CISCO 7200, 7400, 7500 series, Catalyst 4000 Routing Module Catalyst 5500 Series Route Module, Catalyst 6500 MSFC + WAN blade, CISCO GSR 12000 Series
- Switching Layer 2 and Layer 3
 - Workgroup / IDF Access including Catalyst 2900 series, 3500 series, 4000 series, 5000 series and 6000 series
 - Distribution / Core Aggregation including Catalyst 4000, 5000, and 6000 series
- Content Networking Products
 - Video streaming (intranet / internet) including Cisco IP/TV
- Security and VPN Products
 - Firewalls including PIX series, Cisco Router IOS
 - Remote Access VPN including Cisco 3000 VPN Concentrator and Cisco 5000 VPN Concentrator series
- Wireless Networking
 - Broadband Fixed Wireless including Cisco WT2700 series Broadband Wireless Series
 - Wireless LAN including Cisco Aironet Wireless Access Points and Network Interface Cards
 - Wireless Bridging including Cisco Aironet Wireless Bridges
- Network Management
 - Network Probes including Network Analysis Modules for Catalyst 5000 and 6000 series and external probes by NetScout and Shomiti
 - Campus including CiscoWorks 2000 LAN Management Solution
 - WAN CiscoWorks 2000 Remote WAN Solution
- Power systems capable of interfacing with Cisco equipment

Product Line “2a” – Cisco Systems is available under both Service Categories A and B.

System Classification Group “2”: Networking Systems

B. Product Line “2b” – Application Delivery Control (F5)

C. Product Line “2c” – LAN Maintenance

Product Line “2c” includes Maintenance, Operation and Management Services for the complete product line of Cisco products and services, including those provided by various Cisco Business Units (Planning, Design and Implementation Support Services, Technology Application Support, Network Optimization Services, Network Availability Improvement Services, etc.) and Cisco Channel Partner provided services. Product Line “2c” – LAN Maintenance is available for ONLY Service Category B.

Product Line “2c” also includes Maintenance, Operation and Management Services on related products, not necessarily Cisco, including any and all ancillary materials and services that may be required to assess, design, furnish, install, test, and maintain LAN and Wireless LAN services. These include, but are not limited to:

- Cabling
- Racks
- Patch Panels
- Uninterruptible Power Systems
- Training
- Consulting Services
- Maintenance Products and Services, etc.

Maintenance, Operation and Management Services include:

- Remote Monitoring
- Pro-Active & Re-Active Problem Identification and Resolution
- Fault Management
- Change Management
- Configuration Management
- Field Services
- Performance Reporting

Field Engineers for delivery of described support services, include, but are not limited to:

- Border Gateway Protocol (BGP)
- Multiprotocol Label Switching (MPLS)
- IPv6, Quality of Service (QoS)
- Cisco Network Routing for voice, video and data
- Cisco Network Catalyst Switching for LAN access, distribution, core and data center

System Classification Group “2”: Networking Systems

2.1 MINIMUM QUALIFICATIONS- NETWORKING SYSTEMS

This section describes the Minimum Qualifications a Vendor must meet in order to qualify and be considered for selection and award of TESMA. Interested Vendors are invited to submit a Statement of Qualifications (SOQ). The Vendor must provide relevant background information to demonstrate that it has the capability and sufficient experience as a corporation or other business entity to perform the required services to meet the Minimum Qualifications. The Minimum Qualifications apply to both Service Categories. In addition to the general Minimum Qualifications, there are specific Product Line Minimum Qualifications as set forth in Paragraph 3.2, Specific Minimum Qualifications.

2.2 Specific Minimum Qualifications

2.2.1 Length of Time in Telecommunications Business

The Vendor must have five (5) years experience, within the last five (5) years providing telecommunications equipment, services and/or consulting services equivalent to the Services and Equipment stated above in Section 2.0 (Networking Systems).

2.2.2 Experience with Product Lines

The Vendor must have at least three (3) years experience in the last five (5) years in each Service Category – Systems Classification Group Product Line for which it seeks to be qualified for.

Service Category C, Consulting Services

Qualification of one Product Lines available under a specific Systems Classification Group qualifies the vendor for Service Category C. The Vendor does not have to qualify for each individual Product Line under the specific Classification Group in order to qualify for Service Category C.

2.2.3 References to Validate Experience and Performance

The Vendor must have experience and demonstrated performance that can be substantiated with three (3) references for each Service Category – Systems Classification Group and Product Line for which the Vendor seeks to be qualified for, by submitting Appendix A, Required Forms, SOQ Form 9, (TESMA Service Category: System Classification And Product Lines Checklist Minimum Qualifications Verification). The County may be used for a maximum of one (1) out of the three (3) required references for any given Service Category – Systems Classification Group and Product Line for which the Vendor wishes to qualify. The County will contact the references to verify that the Vendor's level of experience and the quality of the Vendor's performance is consistent with the requirements of TESMA.

If the Vendor is seeking qualification for a particular Service Category, the references must be for work that is similar to that Service Category. For example, Service Category A, Product Line 1a (NEC Voice Systems), the reference must substantiate that the engagement was for furnishing, installing, and maintaining

System Classification Group “2”: Networking Systems

NEC Voice Systems of the type consistent with the requirements of TESMA. A reference that substantiates that the Vendor only maintained the equipment would not be sufficient to qualify the Vendor under Service Category A.

A single reference may be sufficient to satisfy the reference requirement for more than one (1) Product Line. For example, in a single engagement the Vendor furnished, installed, and maintained NEC voice systems equipment, Cisco Systems equipment, and building wiring and cabling of the type similar to the requirements of TESMA. The Vendor may submit a reference for that engagement to satisfy the requirement for one (1) of the three (3) references for following Systems Classification Groups – Product Lines:

- 1a – NEC Voice Systems Product Line;
- 2a – Cisco Systems Product Line; and,
- 3 – Building Wiring and Cabling Systems Classification Group

If a vendor seeking qualification previously performed services as a subcontractor, the reference must be from the prime contractor. The County will not accept a reference solely from the customer of the prime contractor, but the subcontractor may submit the customer as an additional reference.

2.3 General Requirements for each Services Category:

2.3.1 Service Category A

A Vendor interested in qualifying for Service Category A must have successfully completed three (3) large telecommunications projects during the last five (5) years for customer organizations with a minimum of 5,000 employees.

Examples of large telecommunications projects include furnishing, installing, and maintaining for at least one (1) year a telecommunications system of the size and complexity of:

- A PBX installation supporting at least 500 lines and telephone sets with associated wiring and cabling,
- A WAN router network of at least 50 nodes with associated wiring and cabling, or
- A campus LAN with at least 15 switches and associated wiring and cabling.

2.3.2 Service Category B

A. A Vendor interested in qualifying for Service Category B must have successfully completed during the last five (5) years three (3) engagements performing the maintenance on a large, multi-vendor telecommunications system with a minimum of 5,000 employees. The maintenance engagements must have been at least one (1) year in duration.

B. Contractor must be a Cisco Gold Certified Partner

System Classification Group “2”: Networking Systems

2.3.3 Service Category C

A Vendor interested in qualifying for Service Category C must have successfully completed during the last five (5) years three (3) consulting engagements with a large, multi-vendor telecommunications system with a minimum of 5,000 employees.

2.4 Experience in Providing Operational and Technical Training

The Vendor must have successfully completed three (3) engagements during the last five (5) years where the Vendor provided significant operational and technical training.

Operational training includes, but is not limited to, training sessions and associated training material with an intended audience of end users of the telecommunications systems.

Technical training includes, but is not limited to, training sessions and associated training materials with an intended audience of engineers and technicians.

The specific requirements for operational and technical training will be defined in the individual WOS. An individual WOS may require manufacturer certified training.

The Eligible Contractor may provide the required training either through its own staff resources or through a subcontractor.

System Classification Group “3”: Building Wiring

3.0 Building Wiring and Cabling Systems:

Systems Classification Group “3” includes building wiring and cabling systems, associated peripherals, and accessories from various manufactures and includes the following subsystems for both copper and optic fiber:

- Backbone Distribution Cable
- Voice Cabling (Copper)
- Data Cabling (Copper)
- Fiber Optic
- Station Cabling (Voice/Data)
- Equipment Racks
- Trenching & Conduit
- Permits/Inspections

Systems Classification Group “3” is available under Service Categories A, B and C.

3.1 MINIMUM QUALIFICATIONS

This section describes the Minimum Qualifications a Vendor must meet in order to qualify and be considered for selection and award of TESMA. Interested Vendors are invited to submit a Statement of Qualifications (SOQ). The Vendor must provide relevant background information to demonstrate that it has the capability and sufficient experience as a corporation or other business entity to perform the required services to meet the Minimum Qualifications. The Minimum Qualifications apply to both Service Categories. In addition to the general Minimum Qualifications, there are specific Product Line Minimum Qualifications as set forth in Paragraph 3.2, Specific Minimum Qualifications.

3.2 Specific Minimum Qualifications

3.2.1 Length of Time in Telecommunications Business

The Vendor must have five (5) years experience, within the last five (5) years providing telecommunications equipment, services and/or consulting services equivalent to the Services and Equipment stated above in Section 3.0 (Building Wiring).

3.2.2 Experience with Product Lines

The Vendor must have at least three (3) years experience in the last five (5) years in each Service Category – Systems Classification Group Product Line for which it seeks to be qualified for.

Service Category C, Consulting Services

Qualification of one Product Lines available under a specific Systems Classification Group qualifies the vendor for Service Category C. The Vendor does not have to qualify

System Classification Group “3”: Building Wiring

for each individual Product Line under the specific Classification Group in order to qualify for Service Category C.

3.2.3 References to Validate Experience and Performance

The Vendor must have experience and demonstrated performance that can be substantiated with three (3) references for each Service Category – Systems Classification Group and Product Line for which the Vendor seeks to be qualified for, by submitting Appendix A, Required Forms, SOQ Form 9, (TESMA Service Category: System Classification And Product Lines Checklist Minimum Qualifications Verification). The County may be used for a maximum of one (1) out of the three (3) required references for any given Service Category – Systems Classification Group and Product Line for which the Vendor wishes to qualify. The County will contact the references to verify that the Vendor’s level of experience and the quality of the Vendor’s performance is consistent with the requirements of TESMA.

If the Vendor is seeking qualification for a particular Service Category, the references must be for work that is similar to that Service Category. For example, Service Category A, Product Line 1a (NEC Voice Systems), the reference must substantiate that the engagement was for furnishing, installing, and maintaining NEC Voice Systems of the type consistent with the requirements of TESMA. A reference that substantiates that the Vendor only maintained the equipment would not be sufficient to qualify the Vendor under Service Category A.

A single reference may be sufficient to satisfy the reference requirement for more than one (1) Product Line. For example, in a single engagement the Vendor furnished, installed, and maintained NEC voice systems equipment, Cisco Systems equipment, and building wiring and cabling of the type similar to the requirements of TESMA. The Vendor may submit a reference for that engagement to satisfy the requirement for one (1) of the three (3) references for following Systems Classification Groups – Product Lines:

- 1a – NEC Voice Systems Product Line;
- 2a – Cisco Systems Product Line; and,
- 3 – Building Wiring and Cabling Systems Classification Group

If a vendor seeking qualification previously performed services as a subcontractor, the reference must be from the prime contractor. The County will not accept a reference solely from the customer of the prime contractor, but the subcontractor may submit the customer as an additional reference.

3.3 General Requirements for each Services Category:

3.3.1 Service Category A

System Classification Group “3”: Building Wiring

A Vendor interested in qualifying for Service Category A must have successfully completed three (3) large telecommunications projects during the last five (5) years for customer organizations with a minimum of 5,000 employees.

Examples of large telecommunications projects include furnishing, installing, and maintaining for at least one (1) year a telecommunications system of the size and complexity of:

- A PBX installation supporting at least 500 lines and telephone sets with associated wiring and cabling,
- A WAN router network of at least 50 nodes with associated wiring and cabling, or
- A campus LAN with at least 15 switches and associated wiring and cabling.

3.3.2 Service Category B

A Vendor interested in qualifying for Service Category B must have successfully completed during the last five (5) years three (3) engagements performing the maintenance on a large, multi-vendor telecommunications system with a minimum of 5,000 employees. The maintenance engagements must have been at least one (1) year in duration.

3.3.3 Service Category C

A Vendor interested in qualifying for Service Category C must have successfully completed during the last five (5) years three (3) consulting engagements with a large, multi-vendor telecommunications system with a minimum of 5,000 employees.

3.4 Experience in Providing Operational and Technical Training

The Vendor must have successfully completed three (3) engagements during the last five (5) years where the Vendor provided significant operational and technical training.

Operational training includes, but is not limited to, training sessions and associated training material with an intended audience of end users of the telecommunications systems.

Technical training includes, but is not limited to, training sessions and associated training materials with an intended audience of engineers and technicians.

The specific requirements for operational and technical training will be defined in the individual WOS. An individual WOS may require manufacturer certified training.

The Eligible Contractor may provide the required training either through its own staff resources or through a subcontractor.

System Classification Group “4”: Building and Video Teleconferencing System

4.0 Systems Classification Group “4” – Building, Teleconferencing and Video Conference Systems

Systems Classification Group “4” is available under Service Categories A, B and C and includes building and video teleconferencing systems. Systems Classification Group “4” is further subdivided into County-specified Product Lines for Service Categories A and B as defined below:

A. Product Line “4a” – Building and Alarm Systems

Product Line “4a” includes the following building audio/video and alarm systems equipment manufactured by various manufacturers with associated peripherals and accessories:

A.1 Public Address Systems:

<u>Components</u>	<u>Manufacturers</u>
amplifiers, preamps, mixer	Bogen, Rauland, TOA, QSC, Crown
speakers, speaker enclosure, grills	Quam, Bogen, Atlas Soundolier, Lowell, JBL
Microphones	Shure, Electro-Voice, Astatic, Audio Technica, Sennheiser

A.2 Intercom Systems

<u>Components</u>	<u>Manufacturers</u>
master stations, staff stations associated equipment	Aiphone

A.3 Master Antenna Television Systems

<u>Components</u>	<u>Manufacturers</u>
amplifiers, combiners, splitters, antennas	Blonder-Tougue, Winegaud, Pico Digital, Channel Master

A.4 Closed Circuit Television Systems

<u>Components</u>	<u>Manufacturers</u>
Video management servers/software, associated IP equipment and software, switcher/controller, system accessories	American Dynamics, Pelco, Bosh, Dvtel/Flir, Cisco
Cameras	DVTel/Flir, Axis, Cisco, Vivotek, Sony, Sentry 360, Arecont, American Dynamics, Pelco, Bosch

System Classification Group “4”: Building and Video Teleconferencing System

<u>Components</u>	<u>Manufacturers</u>
housings, mounts	DVTEl/Flir, Axis, Cisco, Vivotek, Sony, Sentry 360, Arecont, Bosch, American Dynamics, Pelco
power supplies	Bassler, Amseco, Altronic, American Dynamics
Lenses	Rainbow, Computar, Sony, American Dynamics
PTZ domes	American Dynamics, Pelco, Sensormatic
Monitors	American Dynamics, Ikegami, Sony, JVC, Vitek
Video Storage	DDN, Nexsan
video accessories	American Dynamics, Pelco, Burle, Vicon
fiber optic equipment	American Fibertek, Fiber Optics

A.5 Satellite Television Systems

<u>Components</u>	<u>Manufacturers</u>
satellite dishes, dish receivers, LNB-splitter, channel modulator, combiner	DirecTV, Winegard, Pico Digital, Blonder-Tongue, Spaun, Zinwell, Satellite USA

Product Line “4a” – Building and Alarm Systems is available under both Service Categories A and B.

B. Product Line “4b” – Video Teleconferencing Systems

Product Line “4b” includes the following video teleconferencing systems and equipment manufactured by various manufacturers with associated peripherals and accessories:

- Video teleconferencing systems including Polycom Group series, Cisco SX, DX, MX series systems.
- Telecommunications interfaces including Polycom Quad BRI Module, and Triple NT1
- Monitors
- Video projectors;
- Large screen displays;
- Projection white boards;
- Electric projection screens
- Control and matrix switching systems including AMX, Creston, and Extron
- Touch screens including AMX, Creston, Extron
- Audio Processors including Biamp, Clear One

System Classification Group “4”: Building and Video Teleconferencing System

- Line amplifiers including RDL
- Mixers including RDL
- Power supplies including RDL, AMX power supplies, and Polycom models;
- Handsets including Soundolier and Telex
- Metal cabinets including Rittal roll-about metal cabinet with County-specified modifications (with writing surface, lockable cabinet, and lockable casters); and
- Accessories including cabling, connectors, and hardware.
- Audion/video equipment cabinets including Middle Atlantic
- Digital Signage systems including Cisco, Visix and Bright Sign
- Crestron control systems.

Product Line “4a” – Video Teleconferencing Systems is available under both Service Categories A and B.

4.1 MINIMUM QUALIFICATIONS

This section describes the Minimum Qualifications a Vendor must meet in order to qualify and be considered for selection and award of TESMA. Interested Vendors are invited to submit a Statement of Qualifications (SOQ). The Vendor must provide relevant background information to demonstrate that it has the capability and sufficient experience as a corporation or other business entity to perform the required services to meet the Minimum Qualifications. The Minimum Qualifications apply to both Service Categories. In addition to the general Minimum Qualifications, there are specific Product Line Minimum Qualifications as set forth in Paragraph 4.2, Specific Minimum Qualifications.

4.2 Specific Minimum Qualifications

4.2.1 Length of Time in Telecommunications Business

The Vendor must have five (5) years experience, within the last five (5) years providing telecommunications equipment, services and/or consulting services equivalent to the Services and Equipment stated above in Section 4.0 (Building, Teleconferencing and Video Conference Systems).

4.2.2 Experience with Product Lines

The Vendor must have at least three (3) years experience in the last five (5) years in each Service Category – Systems Classification Group Product Line for which it seeks to be qualified for.

Service Category C, Consulting Services

Qualification of one Product Lines available under a specific Systems Classification Group qualifies the vendor for Service Category C. The Vendor does not have to qualify for each individual Product Line under the specific Classification Group in order to qualify for Service Category C.

System Classification Group “4”: Building and Video Teleconferencing System

4.2.3 References to Validate Experience and Performance

The Vendor must have experience and demonstrated performance that can be substantiated with three (3) references for each Service Category – Systems Classification Group and Product Line for which the Vendor seeks to be qualified for, by submitting Appendix A, Required Forms, SOQ Form 9, (TESMA Service Category: System Classification And Product Lines Checklist Minimum Qualifications Verification). The County may be used for a maximum of one (1) out of the three (3) required references for any given Service Category – Systems Classification Group and Product Line for which the Vendor wishes to qualify. The County will contact the references to verify that the Vendor’s level of experience and the quality of the Vendor’s performance is consistent with the requirements of TESMA.

If the Vendor is seeking qualification for a particular Service Category, the references must be for work that is similar to that Service Category. For example, Service Category A, Product Line 1a (NEC Voice Systems), the reference must substantiate that the engagement was for furnishing, installing, and maintaining NEC Voice Systems of the type consistent with the requirements of TESMA. A reference that substantiates that the Vendor only maintained the equipment would not be sufficient to qualify the Vendor under Service Category A.

A single reference may be sufficient to satisfy the reference requirement for more than one (1) Product Line. For example, in a single engagement the Vendor furnished, installed, and maintained NEC voice systems equipment, Cisco Systems equipment, and building wiring and cabling of the type similar to the requirements of TESMA. The Vendor may submit a reference for that engagement to satisfy the requirement for one (1) of the three (3) references for following Systems Classification Groups – Product Lines:

- 4a – Building and Alarm Systems Product Line;
- 4b – Video Teleconferencing Systems Product Line; and,
- 3 – Building Wiring and Cabling Systems Classification Group

If a vendor seeking qualification previously performed services as a subcontractor, the reference must be from the prime contractor. The County will not accept a reference solely from the customer of the prime contractor, but the subcontractor may submit the customer as an additional reference.

4.3 General Requirements for each Services Category:

4.3.1 Service Category A

A Vendor interested in qualifying for Service Category A must have successfully completed three (3) large telecommunications projects during the last five (5) years for customer organizations with a minimum of 5,000 employees.

System Classification Group “4”: Building and Video Teleconferencing System

Examples of large telecommunications projects include furnishing, installing, and maintaining for at least one (1) year a telecommunications system of the size and complexity of:

- A CCTV system installation in a campus environment consisting of 50 or more IP cameras including fixed, PTZ and 360 degree cameras, IP based video management software, servers, data network with multiple switches at multiple locations, multiple client work stations, and an external RAID 5 or higher storage system supporting more the 30 days of video retention with 24/7 recording with associated wiring and cabling. Also, the installation shall include integration with another building alarm system such as access control using an overall management software to display information from both systems. The system shall also include monitoring and administration from an offsite remote location utilizing a WAN network,
- A High Definition digital audio/video system with multiple audio/video input sources such as multiple PCs, blu ray players, CATV, Satellite TV, MATV sources, and wireless PC sources. The system shall have multiple output displays including monitors and projectors. The system shall be integrated with videoconference systems and audio systems to include multiple hardwired and wireless microphones, audio DSPs, CD players, aux inputs, speakers, and amplifiers. The system shall also be integrated with audio/video recording equipment and streaming equipment. The system shall include an audio/video matrix switcher, control processor, wireless and wired touch panels. The control system shall be able to control source selection, source functions, display selections, display functions, screen functions, volume control, and system on/off. The system shall be a HDbaseT system. Installation shall include associated wiring and cabling, or
- A videoconference infrastructure system to include an MCU, firewall traversal equipment, videoconference management system, scheduling, videoconference call control and routing, directory services, desktop and mobile device videoconferencing. The videoconference infrastructure shall support more than 100 end points across a large geographical region such as a county, state, nation, or worldwide. Installation shall include the data network and associated wiring and cabling.

4.3.2 Service Category B

A Vendor interested in qualifying for Service Category B must have successfully completed during the last five (5) years three (3) engagements performing the maintenance on a large, multi-vendor telecommunications system with a minimum of 5,000 employees. The maintenance engagements must have been at least one (1) year in duration.

System Classification Group “4”: Building and Video Teleconferencing System

4.3.3 Service Category C

A Vendor interested in qualifying for Service Category C must have successfully completed during the last five (5) years three (3) consulting engagements with a large, multi-vendor telecommunications system with a minimum of 5,000 employees.

4.4 Experience in Providing Operational and Technical Training

The Vendor must have successfully completed three (3) engagements during the last five (5) years where the Vendor provided significant operational and technical training.

Operational training includes, but is not limited to, training sessions and associated training material with an intended audience of end users of the telecommunications systems.

Technical training includes, but is not limited to, training sessions and associated training materials with an intended audience of engineers and technicians.

The specific requirements for operational and technical training will be defined in the individual WOS. An individual WOS may require manufacturer certified training.

The Eligible Contractor may provide the required training either through its own staff resources or through a subcontractor.

Systems Classification Group “5”- Services Over Internet Protocol (SOIP)

5.0 Systems Classification Group “5” – Services Over Internet Protocol (SOIP)

Systems Classification Group “5” is available under Service Categories A, B and C and encompasses converged Internet Protocol (IP) network solutions and converged IP communication services maintenance, operation and management. The term “IP services” is meant to mean both materials and services. Converged IP services include Product Line “2a”, plus IP telephony, video telephony, unified messaging and voice mail, IP videoconferencing and audio conferencing, customer contact centers, voice gateways and applications, security solutions, network management, combined wireless and related products and services. Related products and services include any and all ancillary materials and services that may be required to assess, design, furnish, install, test, and maintain services over IP. These include, but are not limited to: cabling, racks, patch panels, uninterruptible power systems, training, consulting services, maintenance products and services, etc. Systems Classification Group “5” is further subdivided into the following Product Lines for Service Categories A and B:

A. Product Line “5a”- Cisco Converged IP Network Solutions

Product Line “5a” includes the complete product line of Cisco IP Telephony and related “converged networks” products and services, including those provided by Cisco Channel Partners. These include, but are not limited to, the following:

- CALL CONTROL - Call Managers, Controllers, Software, Servers;
- SWITCHES WITH INLINE POWER - Cisco Catalyst series;
- VOICE GATEWAYS;
- IP PHONES;
- CONFERENCING, including video;
- CONTACT CENTER – CTI, IVR, IPCC, CVP, UCCE, UCCX;
- VOICE MAIL AND UNIFIED MESSAGING;
- VOICE NETWORK MANAGEMENT;
- VOICE APPLICATIONS;
- VOICE SERVERS;
- WIRELESS – IP Telephony, LAN products, etc.;
- PROFESSIONAL SERVICES;
- MAINTENANCE PRODUCTS – Hardware/Software/Services;
- TRAINING PRODUCTS AND SERVICES; and
- LABORATORY SERVICES.

Product Line “5a” also includes related products and services, not necessarily Cisco products and services, including any and all ancillary materials and services that may be required to assess, design, furnish, install, test, and maintain services over IP. These include, but are not limited to:

- Cabling
- Racks
- Patch Panels

Systems Classification Group “5”- Services Over Internet Protocol (SOIP)

- Uninterruptible Power Systems
- Training
- Consulting Services
- Maintenance Products and Services, etc.

Product Line “5a” – Cisco covered IP Network Solutions is available under Service Categories A and B.

B. Product Line “5b”- Cisco Converged IP Communication Services Maintenance, Operation and Management

Product Line “5b” includes maintenance, operation and management services for the complete product line of Cisco IP Telephony and related “converged networks” products and services, including those provided by various Business Units (Planning, Design and Implementation Support Services, Network Availability Improvement Services, etc.) and Cisco Channel Partners provided services.

Product Line “5b” also includes maintenance, operation and management services on related products, not necessarily Cisco products, including any and all ancillary materials and services that may be required to assess, design, furnish, install, test, and maintain services over IP. These include, but are not limited to:

- Cabling
- Racks
- Patch Panels
- Uninterruptible Power Systems
- Training
- Consulting Services
- Maintenance Products and Services, etc.

The maintenance operation and management services include:

- Remote Monitoring
- Pro-Active and Re-Active Problem Identification and Resolution
- Fault Management
- Change Management
- Configuration Management
- VoIP Operations Services
- Field Services
- Performance Reporting

Product Line “5b” – Cisco Converged IP Network Maintenance, Operation and Management Services is available for ONLY Service Category B.

Systems Classification Group “5”- Services Over Internet Protocol (SOIP)

5.1 MINIMUM QUALIFICATIONS

This section describes the Minimum Qualifications a Vendor must meet in order to qualify and be considered for selection and award of TESMA. Interested Vendors are invited to submit a Statement of Qualifications (SOQ). The Vendor must provide relevant background information to demonstrate that it has the capability and sufficient experience as a corporation or other business entity to perform the required services to meet the Minimum Qualifications. The Minimum Qualifications apply to both Service Categories. In addition to the general Minimum Qualifications, there are specific Product Line Minimum Qualifications as set forth in Paragraph 5.2, Specific Minimum Qualifications.

5.2 Specific Minimum Qualifications

5.2.1 Length of Time in Telecommunications Business

The Vendor must have five (5) years experience, within the last five (5) years providing telecommunications equipment, services and/or consulting services equivalent to the Services and Equipment stated above in Section 5.0 (Services Over Internet Protocol (SOIP)).

5.2.2 Experience with Product Lines

The Vendor must have at least three (3) years experience in the last five (5) years in each Service Category – Systems Classification Group Product Line for which it seeks to be qualified for.

Service Category C, Consulting Services

Qualification of one Product Lines available under a specific Systems Classification Group qualifies the vendor for Service Category C. The Vendor does not have to qualify for each individual Product Line under the specific Classification Group in order to qualify for Service Category C.

5.2.3 References to Validate Experience and Performance

The Vendor must have experience and demonstrated performance that can be substantiated with three (3) references for each Service Category – Systems Classification Group and Product Line for which the Vendor seeks to be qualified for, by submitting Appendix A, Required Forms, SOQ Form 9, (TESMA Service Category: System Classification And Product Lines Checklist Minimum Qualifications Verification). The County may be used for a maximum of one (1) out of the three (3) required references for any given Service Category – Systems Classification Group and Product Line for which the Vendor wishes to qualify. The County will contact the references to verify that the Vendor's level of experience and the quality of the Vendor's performance is consistent with the requirements of TESMA.

If the Vendor is seeking qualification for a particular Service Category, the references must be for work that is similar to that Service Category. For example, Service Category A, Product Line 1a (NEC Voice Systems), the

Systems Classification Group “5”- Services Over Internet Protocol (SOIP)

reference must substantiate that the engagement was for furnishing, installing, and maintaining NEC Voice Systems of the type consistent with the requirements of TESMA. A reference that substantiates that the Vendor only maintained the equipment would not be sufficient to qualify the Vendor under Service Category A.

A single reference may be sufficient to satisfy the reference requirement for more than one (1) Product Line. For example, in a single engagement the Vendor furnished, installed, and maintained NEC voice systems equipment, Cisco Systems equipment, and building wiring and cabling of the type similar to the requirements of TESMA. The Vendor may submit a reference for that engagement to satisfy the requirement for one (1) of the three (3) references for following Systems Classification Groups – Product Lines:

- 5a – Cisco Converged IP Network Solutions;
- 5b – Cisco Converged IP Communication Services Maintenance, Operation and Management, and,
- 3 – Building Wiring and Cabling Systems Classification Group

If a vendor seeking qualification previously performed services as a subcontractor, the reference must be from the prime contractor. The County will not accept a reference solely from the customer of the prime contractor, but the subcontractor may submit the customer as an additional reference.

5.3 General Requirements for each Services Category:

5.3.1 Service Category A

A Vendor interested in qualifying for Service Category A must have successfully completed three (3) large telecommunications projects during the last five (5) years for customer organizations with a minimum of 5,000 employees.

Examples of large telecommunications projects include furnishing, installing, and maintaining for at least one (1) year a telecommunications system of the size and complexity of:

- A PBX installation supporting at least 500 lines and telephone sets with associated wiring and cabling,
- A WAN router network of at least 50 nodes with associated wiring and cabling, or
- A campus LAN with at least 15 switches and associated wiring and cabling.

Systems Classification Group “5”- Services Over Internet Protocol (SOIP)

5.3.1.1 Systems Classification Group “5” Services Over Internet Protocol (SOIP):

Product Line “5a” – Cisco Converged IP Network Solution

Service Category A

- A. Three (3) years in the last five (5) years experience furnishing, installing and maintaining a Cisco Converged IP Network Solution.
- B. Completed three (3) projects performing work for customer organizations with a minimum of 5,000 employees
- C. Completed three (3) engagements during the last five (5) years providing significant operational and technical training
- D. Vendor must be:
 - Cisco Gold Certified Partner
 - Cisco Certified in the “VPN Security Specialization”
 - Cisco Certified in the “IP Communications Specialization” and/or be an Advanced Technology Provider (ATP) in “IP Contact Center

5.3.2 Service Category B

A Vendor interested in qualifying for Service Category B must have successfully completed during the last five (5) years three (3) engagements performing the maintenance on a large, multi-vendor telecommunications system with a minimum of 5,000 employees. The maintenance engagements must have been at least one (1) year in duration.

5.3.2.1 Systems Classification Group “5” Services Over Internet Protocol (SOIP):

Product Line “5b” – Cisco Converged IP Communication Service Maintenance, Operation and Management Requirements and;

Product Line 5b(i) – UC Unified Communications

Service Category B

- A. Three (3) years experience in the last five (5) years in the design, implementation, operation, monitoring, support, management and maintenance of Cisco voice over IP premised-based telephone systems totaling at least 5,000 IP Phones and at least 2,000 Unity Voice Mail boxes.

Systems Classification Group “5”- Services Over Internet Protocol (SOIP)

- B. Vendor must have experience in providing 24x7 Network Operation Center(s) and describe their Network Operations environment and locations, including back-up/disaster recovery capability.
- C. Vendor must be a Cisco Gold Certified Partner.
- D. Vendor must be Cisco Certified in the Advanced UC Specialization.

Product Line 5b(ii) – IP Contact Center

Service Category B

- A. Two (2) years experience in the last five (5) years in the design, implementation, operation, monitoring, support, management and maintenance of at least one (1) Cisco IP Contact Center system and at least 100 or more simultaneous agents.
- B. Two (2) years experience in the last five (5) years in the design, implementation, programming, scripting, integration, operation, monitoring, support, management and maintenance of Cisco CTIOS and CVP (IVR) applications, with full integration with backend database and CRM applications.
- C. Vendor must have experience in providing 24x7 Network Operation Center(s) and describe their Network Operations environment and locations, including back-up/disaster recovery capability.
- D. Vendor must be:
 - Cisco Gold Certified Partner
 - Cisco Certified in the Advanced UC Specialization
 - an Advanced Technology Provider (ATP) in IP Contact Center Enterprise

5.3.3 Service Category C

A Vendor interested in qualifying for Service Category C must have successfully completed during the last five (5) years three (3) consulting engagements with a large, multi-vendor telecommunications system with a minimum of 5,000 employees.

5.4 Experience in Providing Operational and Technical Training

The Vendor must have successfully completed three (3) engagements during the last five (5) years where the Vendor provided significant operational and technical training.

Systems Classification Group “5”- Services Over Internet Protocol (SOIP)

Operational training includes, but is not limited to, training sessions and associated training material with an intended audience of end users of the telecommunications systems.

Technical training includes, but is not limited to, training sessions and associated training materials with an intended audience of engineers and technicians.

The specific requirements for operational and technical training will be defined in the individual WOS. An individual WOS may require manufacturer certified training.

The Eligible Contractor may provide the required training either through its own staff resources or through a subcontractor.

Systems Classification Group “6”- Distributed Antenna System (DAS)

6.0 Systems Classification Group “6” – Distributed-Antenna System (DAS)

Systems Classification Group “1” is available under Service Categories A, B and C and encompasses two-way radio systems, trunked-radio systems, indoor/outdoor distributed antenna systems and boosters, IP and network based data communications, combined wireless, and related products and services. Related products and services include any and all ancillary materials and services that may be required to assess, design, furnish, install, test, and maintain services over RF or IP. These include, but are not limited to: cabling, racks, patch panels, uninterruptible power systems, training, consulting services, maintenance products and services, etc. Systems Classification Group “6” is further subdivided into the following Product Lines for Service Categories A and B:

A. Product Line “6a”- Conventional Distributed Antenna System (DAS)

Product Line includes conventional two-way radio and trunked-radio, indoor/outdoor signal amplification and distribution. PRODUCTS include, but are not limited to, the following:

- HEAD-END – multi-channel, multi-band radio head-end equipment, combining, filtering
- FIBER-OPTIC CABLE SYSTEM – fiber-optic cable distribution, panels, fiber-optic cable, connectors, wave-distribution multiplexing
- ANTENNA – indoor and outdoor antenna, multi-band, directional, omni, leaky coaxial transmission line
- MPOE – main point of entry equipment, interface to cellular carriers and other sub-systems
- UPS – uninterruptible power supply, includes batteries, monitoring systems, power inverters
- HVAC – environmental heating/cooling and enclosures
- SURGE PROTECTION – lightning protection, surge protection and grounding systems
- NETWORK MANAGEMENT – alarms, monitoring, reporting and configuration systems
- CALL CONTROL - Call Managers, Controllers, Software, Servers
- SWITCHES
- ROUTERS
- FIREWALLS
- SERVERS
- IDS – intrusion detection systems
- WIRELESS IP - Telephony, wireless LAN products, hotspots, point-to-point wireless link and associated equipment

B. Product line “6b”- Cellular/Personal Communication System (PCS) Distributed Antenna System (DAS)

Systems Classification Group “2” is available under Service Categories A, B and C and encompasses Cellular/Personal Communication Systems, indoor/outdoor distributed antenna systems and boosters, IP and network based data communications, combined wireless, and related products and services. Related products and services include any

Systems Classification Group “6”- Distributed Antenna System (DAS)

and all ancillary materials and services that may be required to assess, design, furnish, install, test, and maintain services over RF or IP. These include, but are not limited to: cabling, racks, patch panels, uninterruptible power systems, training, consulting services, maintenance products and services, etc.

Product Line includes conventional two-way radio and trunked-radio, indoor/outdoor signal amplification and distribution. PRODUCTS include, but are not limited to, the following:

- HEAD-END – Cellular/PCS multi-channel radio head-end equipment, combining, filtering
- FIBER-OPTIC CABLE SYSTEM – fiber-optic cable distribution, panels, fiber-optic cable, connectors, wave-distribution multiplexing;
- ANTENNA – indoor and outdoor antenna, multi-band, directional, omni, leaky coaxial transmission line
- MPOE – main point of entry equipment, interface to cellular carriers and other sub-systems
- UPS – uninterruptable power supply, includes batteries, monitoring systems, power inverters
- HVAC – environmental heating/cooling and enclosures
- SURGE PROTECTION – lightning protection, surge protection and grounding systems
- NETWORK MANAGEMENT – alarms, monitoring, reporting and configuration systems
- CALL CONTROL - Call Managers, Controllers, Software, Servers;
- SWITCHES
- ROUTERS
- FIREWALLS
- SERVERS
- IDS – intrusion detection systems
- WIRELESS IP - Telephony, wireless LAN products, hotspots, point-to-point wireless link, and associated equipment
- MICROCELL- for localized indoor or outdoor Cellular coverage

C. Product Line “6c” - Conventional and Cellular/PCS DAS

Systems Classification Group “3” is available under Service Categories A, B and C and encompasses two-way radio systems, trunked-radio systems, Cellular/Personal communication systems, indoor/outdoor distributed antenna systems and boosters, IP and network based data communications, combined wireless, and related products and services. Related products and services include any and all ancillary materials and services that may be required to assess, design, furnish, install, test, and maintain services over RF or IP. These include, but are not limited to: cabling, racks, patch panels, uninterruptible power systems, training, consulting services, maintenance products and services, etc.

Product Line includes conventional two-way radio and trunked-radio, indoor/outdoor signal amplification and distribution. PRODUCTS include, but are not limited to, the following:

Systems Classification Group “6”- Distributed Antenna System (DAS)

- HEAD-END – Cellular/PCS multi-channel radio head-end equipment, combining, filtering
- FIBER-OPTIC CABLE SYSTEM – fiber-optic cable distribution, panels, fiber-optic cable, connectors, wave-distribution multiplexing
- ANTENNA – indoor and outdoor antenna, multi-band, directional, omni, leaky coaxial transmission line
- MPOE – main point of entry equipment, interface to cellular carriers and other sub-systems
- UPS – uninterruptable power supply, includes batteries, monitoring systems, power inverters
- HVAC – environmental heating/cooling and enclosures
- SURGE PROTECTION – lightning protection, surge protection and grounding systems
- NETWORK MANAGEMENT – alarms, monitoring, reporting and configuration systems
- CALL CONTROL - Call Managers, Controllers, Software, Servers
- SWITCHES
- ROUTERS
- FIREWALLS
- SERVERS
- IDS – intrusion detection systems
- WIRELESS – IP Telephony, wireless LAN products, hotspots, point-to-point wireless link, and associated equipment
- MICROCELL- for localized indoor or outdoor Cellular coverage
- Plenum rated and non-plenum rated coaxial cables
- Required electrical hardware, power cables, wall/junction boxes, switches, fuses, electrical conduits, etc.
- Mounting hardware cables, antennas for indoor and outdoor areas
- Relay racks, earthquake bracings, cable trays
- Grounding systems for lightning protection and equipment common grounds
- Remote alarm and monitoring systems

6.1 General Minimum Qualifications

This section describes the Minimum Qualifications a Vendor must meet in order to qualify and be considered for selection and award of TESMA. Interested Vendors are invited to submit a Statement of Qualifications (SOQ). The Vendor must provide relevant background information to demonstrate that it has the capability and sufficient experience as a corporation or other business entity to perform the required services to meet the Minimum Qualifications. The Minimum Qualifications apply to both Service Categories. In addition to the general Minimum Qualifications, there are specific Product Line Minimum Qualifications as set forth in Paragraph 6.2, Specific Minimum Qualifications.

Systems Classification Group “6”- Distributed Antenna System (DAS)

6.2 Specific Minimum Requirements:

6.2.1 Length of Time in Telecommunications Business

The Vendor must have five (5) years' experience, within the last five (5) years designing and providing telecommunications equipment, services and/or consulting services equivalent to the Services and Equipment stated above in Section 6.0 (Distributed Antenna System (DAS)).

6.2.2 Experience with Product Lines

The Vendor must have at least three (3) years' experience in the last five (5) years in each Service Category – Systems Classification Group Product Line for which it seeks to be qualified for.

6.2.3 References to Validate Experience and Performance

The Vendor must have experience and demonstrated performance that can be substantiated with three (3) references for each Service Category – Systems Classification Group and Product Line for which the Vendor seeks to be qualified for, by submitting Appendix A, Required Forms, SOQ Form 9, (TESMA Service Category: System Classification And Product Lines Checklist Minimum Qualifications Verification). The County may be used for a maximum of one (1) out of the three (3) required references for any given Service Category – Systems Classification Group and Product Line for which the Vendor wishes to qualify. The County will contact the references to verify that the Vendor's level of experience and the quality of the Vendor's performance is consistent with the requirements of TESMA.

If the Vendor is seeking qualification for a particular Service Category, the references must be for work that is similar to that Service Category. For example, Service Category A, System 1 (Conventional DAS), the reference must substantiate that the engagement was for designing, furnishing, installing, and maintaining conventional DAS of the type consistent with the requirements of TESMA. A reference that substantiates that the Vendor only maintained the equipment would not be sufficient to qualify the Vendor under Service Category A.

A single reference may be sufficient to satisfy the reference requirement for more than one (1) System. For example, in a single engagement the Vendor designed, furnished, installed, and maintained combination cellular/PCS and conventional DAS similar to the requirements of TESMA. The Vendor may submit a reference for that engagement to satisfy the requirement for one (1) of the three (3) references for following Systems Classification Groups:

- Conventional DAS
- Cellular/PCS DAS
- Combination of Conventional and Cellular/PCS DAS

If a vendor seeking qualification previously performed services as a subcontractor, the reference must be from the prime contractor. The County will not accept a reference solely from the customer of the prime contractor, but the subcontractor may submit the customer as an additional reference.

6.3 General Requirements for each Services Category:

6.3.1 Service Category A

A Vendor interested in qualifying for Service Category A must have successfully completed three (3) large telecommunications projects during the last five (5) years for customer organizations with a minimum of 500 employees.

Examples of large telecommunications projects include designing, furnishing, installing, and maintaining for at least one (1) year a telecommunications system of the size and complexity of:

- Multi-channel DAS with the combination of different frequency bands, such as VHF, UHF, 700-MHz, 800-MHz, cellular-band and PCS band,
- DAS consists of at least 20 indoor antennas
- Coverage area of at least 10,000 Square Feet

6.3.2 Service Category B

A Vendor interested in qualifying for Service Category B must have successfully completed during the last five (5) years three (3) engagements performing the maintenance on a large, multi-vendor telecommunications system with a minimum of 500 employees. The maintenance engagements must have been at least one (1) year in duration.

6.3.3 Service Category C

A Vendor interested in qualifying for Service Category C must have successfully completed during the last five (5) years three (3) consulting engagements with a large, multi-vendor telecommunications system with a minimum of 500 employees.

6.4 Experience in Providing Operational and Technical Training

The Vendor must have successfully completed three (3) engagements during the last five (5) years where the Vendor provided significant operational and technical training.

Operational training includes, but is not limited to, training sessions and associated training material with an intended audience of end users of the telecommunication systems.

Systems Classification Group “6”- Distributed Antenna System (DAS)

Technical training includes, but is not limited to, training sessions and associated training materials with an intended audience of engineers and technicians.

The specific requirements for operational and technical training will be defined in the individual WOS. An individual WOS may require manufacturer certified training.

The Eligible Contractor may provide the required training either through its own staff resources or through a subcontractor.

Systems Classification Group “7”- Land Mobile Radio (LMR)

7.0 SYSTEMS CLASSIFICATION GROUP “7” Land Mobile Radio (LMR)

This section defines the Systems Classification Groups and the Product Lines for which a Vendor may qualify and become eligible to provide services to County. County will generally require services under Service Category A that involve the latest models of the manufacturers’ product lines. However, County may also require services under Service Category A that involve older models of the manufacturers’ product lines.

County will require services under Service Category B that involve the latest and older models of the manufacturers’ product lines.

County will require services under Service Category C that involve consulting, preparation, planning, design, deployment, configuration and assessment services for all Systems Classification Groups and not individual Product Lines.

Systems Classification Groups are defined as sets of one or more Product Lines from County-specified manufacturers of telecommunications equipment including associated peripherals and accessories.

County-specified Product Lines are divided into several Systems Classification Groups as provided for below.

A. LMR Systems Classification Group “7a” – Digital/Analog Trunked Land Mobile Radio Systems/Equipment

Systems Classification Group “7a” is available under Service Categories A, B and C and encompasses digital trunked-radio systems (Simulcast and Single Site), IP and network based voice/data communications, and related products and services. Related products and services include any and all ancillary materials and services that may be required to assess, design, furnish, install, test, and maintain services over RF or IP. These include, but are not limited to: cabling, racks, patch panels, uninterruptible power systems, training, consulting services, maintenance products and services, etc. Service Category A includes the following services provided by the Eligible Contractor shall provide the following services:

- System design and integration
- Radio coverage analysis and prediction
- Intermodulation interference analysis and solution recommendation
- Voice and data traffic loading analysis
- FCC and FAA license preparation, submission and processing
- Project management and budget analysis
- Conduct training for products and services
- Site preparation
- Preparation of architectural and engineering plans, drawings, and documentation
- Provide recommended spare parts for the installed system.
- Furnishing equipment
- Software deployment
- Installing, configuring and equipment and systems
- System/Equipment verification and acceptance testing
- Maintenance services on equipment during a warranty period, commencing upon acceptance of equipment and/or entire system by the County, or other term as specified in an individual WOS.

Product Line includes digital two-way radio/trunked-radio. PRODUCTS include the following:

Systems Classification Group “7”- Land Mobile Radio (LMR)

- Transceiver/Repeater- to include all necessary modules (TX/RX)
 - Low Band, VHF, UHF (Low/High), 700MHz, and 800MHz
- Power Amplifier
- Power Supply
- Transmitter Combiner
- Receiver Multicoupler
- Trunking Control equipment
 - System Core equipment (Servers, switches, routers, firewalls and SW)
- Tower Top Amplifier (TTA)
- GPS Clocks (including 10MHz reference signaling and 1PPS timing standard)
- Simulcast Common Equipment
- Logging Recorders
- ANTENNA – Outdoor antenna, multi-band, directional, omni
- Coaxial Cable/Connectors
- SURGE PROTECTION – lightning protection, surge protection and grounding systems
- SWITCHES
- ROUTERS
- FIREWALLS
- SERVERS
- HVAC – environmental heating/cooling and enclosures

B. Systems Classification Group “7b” – Digital/Analog Conventional Land Mobile Radio Systems/Equipment

Systems Classification Group “7b” is available under Service Categories A, B and C and encompasses digital conventional two-way radio systems, IP and network based voice/data communications and related products and services. Related products and services include any and all ancillary materials and services that may be required to assess, design, furnish, install, test, and maintain services over RF or IP. These include, but are not limited to: cabling, racks, patch panels, uninterruptible power systems, training, consulting services, maintenance products and services, etc. Service Category B includes the following service provided by the Eligible Contractor to the County:

- Maintenance services on equipment during a period that is outside warranty period.

The term “maintenance services” shall include the following:

- Remedial repair services and materials to affect a repair;
- Equipment modification services to prevent equipment failure or improve equipment performance;
- Moves, Adds, and Changes (MAC) services and materials, upgrading services and materials and technical support services;
- Equipment removal services;
- Software and firmware modification and updates; and,
- Pre-field survey services.

Systems Classification Group “7”- Land Mobile Radio (LMR)

County may require services under Service Category B for equipment that may or may not have been acquired through DASMA.

1. Moves, Adds, and Changes (MAC)

Eligible Contractors shall also provide Moves, Adds, and Changes (MAC) as required by the County. MAC involves the moving of equipment from one location to another within an already installed system or the moving of an entire system from one location to another and/or the addition of new equipment to a system that has already been installed and/or the replacement, reconfiguration, or removal of existing equipment from an already installed system.

Individual WOS will specify the pricing methodology for compensating the Contractor for services, equipment, and materials provided for MAC activity and the Contractor's response to the WOS must include the hourly rates for the MAC activity during the warranty period.

If a Work Order (WO) involves a Municipal Lease with Option to Purchase, the payments for MAC activity will not be part of the lease. Once the warranty starts, a separate process for requesting Contractor MAC services and payments thereof will be implemented.

Product Line includes conventional digital two-way radio. PRODUCTS include the following:

- Transceiver/Repeater- to include all necessary modules (TX/RX)
 - Low Band, VHF, UHF (Low/High), 700MHz, and 800MHz
- Power Amplifier
- Power Supply
- Transmitter Combiner
- Receiver Multicoupler
- Tower Top Amplifier (TTA)
- Logging recorders
- ANTENNA – Outdoor antenna, multi-band, directional, omni
- Coaxial Cable/Connectors
- SURGE PROTECTION – lightning protection, surge protection and grounding systems
- SWITCHES
- ROUTERS
- FIREWALLS
- SERVERS
- HVAC – environmental heating/cooling and enclosures

C. LMR Systems Classification Group “7c” – Dispatch/Call Center Systems/Equipment

Systems Classification Group “7c” is available under Service Categories A, B and C and encompasses two-way radio system equipment as utilized in Dispatch/Call Center applications, IP and network based data communications, and related products and services. Related products and services include any and all ancillary materials and services that may be required to assess, design, furnish, install, test, and maintain

Systems Classification Group “7”- Land Mobile Radio (LMR)

services over RF or IP. These include, but are not limited to: cabling, racks, patch panels, uninterruptible power systems, training, consulting services, maintenance products and services, etc.

Product Line includes Dispatch and Call Center. PRODUCTS include, but are not limited to, the following:

- Dispatch Console
- Desktop Radios
- Desktop Computers
- ANTENNA –outdoor antenna, multi-band, directional, omni,
- Furniture
- MPOE – main point of entry equipment, interface to LMR Systems and other sub-systems
- UPS – uninterruptible power supply, includes batteries, monitoring systems, power inverters
- SURGE PROTECTION – lightning protection, surge protection and grounding systems
- SWITCHES
- ROUTERS
- FIREWALLS
- SERVERS

7.1 MINIMUM QUALIFICATIONS - LMR

This section describes the Minimum Qualifications a Vendor must meet in order to qualify and be considered for selection and award of TESMA. Interested Vendors are invited to submit a Statement of Qualifications (SOQ). The Vendor must provide relevant background information to demonstrate that it has the capability and sufficient experience as a corporation or other business entity to perform the required services to meet the Minimum Qualifications. The Minimum Qualifications apply to all Service Categories. In addition to the general Minimum Qualifications, there are specific Product Line Minimum Qualifications as set forth in Paragraph 3.2, Specific Minimum Qualifications.

7.2 Specific Minimum Qualifications

7.2.1 Length of Time in Telecommunications Business

The Vendor must have five (5) years of experience, within the last five (5) years providing telecommunications equipment, services and/or consulting services equivalent to the Services and Equipment stated above in Section 7.0 (LMR Systems/Equipment).

7.2.2 Experience with Product Lines (A,B,C)

The Vendor must have at least three (3) years of experience in the last five (5) years in each Service Category – Systems Classification Group Product Line for which it seeks to be qualified for.

7.2.3 Service Category C, Consulting Services Digital/Analog Trunked Land Mobile Radio Systems/Equipment

Qualification of one Product Lines available under a specific Systems Classification Group qualifies the vendor for Service Category C. The Vendor

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does not have to qualify for each individual Product Line under the specific Classification Group in order to qualify for Service Category C.

Service Category C includes the following service provided by the Eligible Contractor to the County:

- Consulting services
- Conceptual system design
- Existing system evaluation
- Project/system cost analysis and budgetary estimates
- Request for proposal preparation
- Bid analysis and award recommendation
- Contract negotiation
- Project management, implementation and monitoring

7.3 References to Validate Experience and Performance

The Vendor must have experience and demonstrated performance that can be substantiated with three (3) references for each Service Category – Systems Classification Group and Product Line for which the Vendor seeks to be qualified for, by submitting Appendix A, Required Forms, SOQ Form 9, (TESMA Service Category: System Classification And Product Lines Checklist Minimum Qualifications Verification). The County may be used for a maximum of one (1) out of the three (3) required references for any given Service Category – Systems Classification Group and Product Line for which the Vendor wishes to qualify. The County will contact the references to verify that the Vendor’s level of experience and the quality of the Vendor’s performance is consistent with the requirements of TESMA.

If the Vendor is seeking qualification for Land Mobile Radio Systems, the references must be for work that is similar to that Service Category. For example, Service Category A, the reference must substantiate that the engagement was for furnishing, installing, and maintaining Land Mobile Radio Systems of the type consistent with the requirements of TESMA. A reference that substantiates that the Vendor only maintained the equipment would not be sufficient to qualify the Vendor under Service Category A.

If a vendor seeking qualification previously performed services as a subcontractor, the reference must be from the prime contractor. The County will not accept a reference solely from the customer of the prime contractor, but the subcontractor may submit the customer as an additional reference.

7.4 General Requirements for each Services Category:

7.4.1 Service Category A

A Vendor interested in qualifying for Service Category A must have successfully completed three (3) large telecommunications projects during the last five (5) years.

Examples of large telecommunications projects include furnishing, installing, and maintaining for at least one (1) year a telecommunications system of the size and complexity of:

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- 10 or more sites/cells
- 5000 or more users

7.4.2 Service Category B

A Vendor interested in qualifying for Service Category B must have successfully completed during the last five (5) years three (3) engagements performing the maintenance on a large, LMR telecommunications system with a minimum of 5,000 users. The maintenance engagements must have been at least one (1) year in duration.

7.4.3 Service Category C

A Vendor interested in qualifying for Service Category C must have successfully completed during the last five (5) years three (3) consulting engagements with a large, LMR telecommunications system with a minimum of 5,000 users.

7.5 Experience in Providing Operational and Technical Training

The Vendor must have successfully completed three (3) engagements during the last five (5) years where the Vendor provided significant operational and technical training.

Operational training includes, but is not limited to, training sessions and associated training material with an intended audience of end users of the telecommunication systems.

Technical training includes, but is not limited to, training sessions and associated training materials with an intended audience of engineers and technicians.

The specific requirements for operational and technical training will be defined in the individual WOS. An individual WOS may require manufacturer certified training.

The Eligible Contractor may provide the required training either through its own staff resources or through a subcontractor.