

GRTF CAPSMA FACT SHEET

PREPARED BY

EXECUTIVE OFFICE



**BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES**

GRTF CAPSMA FACT SHEET

Table of Contents

How does the CAPSMA process work?	2
How long will the solicitation posting be available?.....	2
Is this solicitation for any type of relevant expert?	3
How long will it take to process this solicitation?	3
How are vendors selected?	4
What documents are needed to submit an application?	4

How does the CAPSMA process work?

The CAPSMA process is a streamlined solicitation method that combines a Request for Qualifications (RFQ) and a Request for Services (RFS), which are issued concurrently to vendors for a specific project. In this case, the RFS is to obtain a pool of qualified contractors to provide future services on an as needed basis. Vendors interested in participating must respond to both the RFQ and RFS components.

The qualification process is conducted in two phases:

- **Phase I – RFQ Response Evaluation:**

Submissions are reviewed and assessed on a pass/fail basis according to the RFQ criteria. Vendors who meet the qualifications in this phase advance to Phase II.

- **Phase II – RFS Response Evaluation:**

Responses to the RFS are reviewed for pass/fail items and evaluated with scores given. The Evaluation process may include an interview component. Upon successful completion of both phases, a pool of qualified vendors is established, and Master Agreements and an as needed Work Order (WO) are executed with each qualified vendor. From time to time the Executive Office (EO) will issue a Service Request outlining the specific services required. The most qualified contractor from the CAPSMA pool will be selected to perform the work. Once selected, the Service Request will be executed, authorizing the commencement of services.

How long will the solicitation posting be available?

The Request for Services (RFS) posting for GRTF consultants will be issued as an open and continuous solicitation. As there is no defined expiration date for this solicitation,

GRTF CAPSMA FACT SHEET

applications will be accepted throughout the duration of the Master Agreement, which is currently set for a five (5) year term. **All RFQ and RFS Response submissions received by October 29, 2025, will be reviewed and evaluated with first consideration for award of CAPSMAs.** Responses received after October 29th will be reviewed on a flow basis.

To ensure timely onboarding for projects with specific start dates, submission deadlines will be established for various review rounds. While vendors may apply at any time during the agreement term, only those who submit by the specified deadlines will be considered for the corresponding review cycle.

Is this solicitation for any type of relevant expert?

Vendors interested in applying must demonstrate proven experience in public sector strategy consulting and possess a comprehensive understanding of County or local government operations, public commissions, and the mission and strategic objectives of the Task Force. Familiarity with the policy landscape and community priorities related to Measure G is highly desirable. Service Requests will be released with specific requirements related to the work. For example, if communications or media services are needed then the Service Request would contain specific requirements.

Attachment 1 – Statement of Work outlines a broad range of potential services that may be required of the consultant. However, each individual Service Request will specify the exact scope of work, including project timelines, required deliverables, specialized reports, and any other project-specific expectations. This approach ensures that the consultant's responsibilities are clearly defined and tailored to the unique needs of each assignment.

How long will it take to process this solicitation?

The onboarding process for contractors selected for this project is anticipated to take approximately five (5) weeks from the date of RFQ and RFS application submission. This timeline includes all phases of the review and selection process, such as:

- Initial application screening
- Evaluation of qualifications and services
- Notification of selection
- Execution of the CAPSMA and Work Order (WO)
- Completion of any required administrative or compliance documentation

GRTF CAPSMA FACT SHEET

This estimated timeframe is designed to ensure a thorough and efficient review while aligning with project timelines and operational needs. Vendors are encouraged to submit complete and timely applications to avoid delays in the onboarding process.

How are vendors selected?

Responses to the RFQ and RFS will be evaluated by a panel of County subject matter experts who possess extensive knowledge of Measure G, the Task Force's mission, and the broader objectives of the initiative. These evaluators bring deep expertise in public sector strategy, community engagement, and local government operations, ensuring a fair, informed, and mission-aligned review of all submissions.

What documents are needed to submit an application?

Two Response submissions are required to apply. The required documents for each Response consist of the following:

RFQ Response:

Vendor shall complete and submit the following documents in PDF format:

- Exhibit 1: Vendor's Organization Questionnaire/Affidavit.
- Exhibit 2: Certification of Compliance
- Exhibit 3: Debarment History and List of Terminated Contracts
- Exhibit 4: Community Business Enterprise (CBE) Information
- Exhibit 5: List of References
- Exhibit 6: Contribution and Agent Declaration Form
- Exhibit 7: Supplemental Financial Information (if applicable)
- Exhibit 8: Declaration
- Financial Capability documentation (see RFQ, Subsection 2.4.2, Requested Information, Item B for additional information)
- Proof of Insurability

RFS Response:

Vendor shall complete and submit the following documents in PDF format:

- RFS, Attachment 3 - Response Cover Sheet
- RFS, Attachment 4 - Response to Requested Information
- RFS, Attachment 5 - References
- RFS, Attachment 6 - Staffing and Pricing Schedule

GRTF CAPSMA FACT SHEET

How is the solicitation access?

The CAPSMA solicitation portal link is below:

[CAPSMA RFQ & RFS Postings](#)

Who can I contact with questions?

Questions regarding the CAPSMA can be submitted to CAPSMA@bos.lacounty.gov.