



Caring for Our Coast

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**Gary Jones**  
Director

**Amy M. Caves**  
Chief Deputy Director

**Carol Baker**  
Deputy Director

September 29, 2022

To Whom It May Concern:

## NOTICE INVITING SUBMITTALS FOR AS-NEEDED TEMPORARY PERSONNEL SERVICES

The Los Angeles County Department of Beaches and Harbors is seeking qualified and experienced temporary personnel services firms to provide temporary and as-needed administrative, accounting, secretarial, clerical, marketing, and information technology personnel services to supplement Department staff. Requested personnel utilized for these services will be placed in an individual assignment totaling no more than 720 cumulative hours per assigned Work Order.

Vendors submitting a Statement of Qualifications (SOQs) must be able to demonstrate a minimum of five years of experience providing temporary personnel services and can provide temporary personnel in the areas of clerical, accounting, information technology, marketing and personnel services as outlined in the RFSQ.

The County may require additional minimum qualifications. The initial deadline for submitting SOQs will be 5:00 p.m., October 27, 2022, however, County will continuously accept SOQ's throughout the duration of the Master Agreement.

Further information regarding the RFSQ is available at:  
<https://doingbusiness.lacounty.gov/>.

To view and print a copy of the RFSQ, please visit:  
<http://beaches.lacounty.gov/request-for-proposals/>, and click the "Request for Proposals" link.

The County reserves the right to cancel the RFSQ and to modify any and all terms and conditions of the RFSQ, including minimum requirements. For further information, email Angelica Vicente at [AVicente@bh.lacounty.gov](mailto:AVicente@bh.lacounty.gov).

Very truly yours,  
GARY JONES, DIRECTOR

*Angelica Vicente*  
Angelica Vicente, Contracts Administrator

