



*John L. Scott, Sheriff*

*County of Los Angeles*  
**Sheriff's Department Headquarters**

*4700 Ramona Boulevard  
Monterey Park, California 91754-2169*



June 4, 2014

**BULLETIN NUMBER 1  
REQUEST FOR STATEMENT OF QUALIFICATIONS (RFSQ)  
PSYCHOLOGICAL SERVICES  
RFSQ NUMBER SH-502**

**INTRODUCTION**

The County of Los Angeles (County) Sheriff's Department (Department) requires the services of one or more Qualified Contractors to provide Psychological Services to the Department's Personnel Administration Bureau's Pre-Employment Unit on an intermittent, as-needed basis.

Contractor shall provide psychological services to the Department as described herein that include, but are not limited to, the provision of clinical interview and psychological evaluation of law enforcement applicants for the Department positions of Deputy Sheriff Trainee, Reserve Deputy Sheriff, Custody Assistant, and Security Officer (collectively, Applicants). Contractor shall comply with California Government Code Section 1031(f) and Regulation 1955 (Peace Officer Psychological Evaluation) set forth in Section C (Personnel and Selection and Training) of the Peace Officer Standards and Training (POST) Administrative Manual (POST Regulation 1955). POST Regulation 1955 can be accessed online at: <http://www.post.ca.gov/peace-officer-selection-requirements-regulations.aspx#c1955>.

Contractor shall be solely responsible for the clinical interview portion of the pre-employment psychological evaluation of an Applicant.

**VENDOR'S MINIMUM MANDATORY QUALIFICATIONS**

Interested and qualified vendors that can demonstrate their ability to successfully provide the required services outlined in Appendix B (Statement of Work) of this RFSQ are invited to submit their SOQ, provided the vendor meets the following Minimum Mandatory Qualifications:

- 1.4.1 Vendor must meet the requirement for psychological evaluator as set forth in Paragraph (a)(1) of POST Regulation 1955 (Peace Officer Psychological Evaluation).
- 1.4.2 Vendor must have a minimum of five (5) years of experience within the last seven (7) years, at the time of submission of the SOQ, providing pre-employment psychological evaluations of sworn peace officer applicants for law enforcement agencies within California.
- 1.4.3 Vendor must have verifiable experience interpreting the Minnesota Multiphasic Personality Inventory-2 (MMPI-2) and the California Psychological Inventory (CPI), utilized by the Department. Experience will be verified through references provided by vendor.

**RFSQ TIMETABLE**

The timetable for this RFSQ is as follows:

- Release of RFSQ.....June 4, 2014
- Request for a Solicitation Requirements Review Due.....June 11, 2014
- Written Questions Due by 3:00 p.m. (Pacific Time).....June 11, 2014
- Questions and Answers Released.....June 16, 2014
- **SOQ Submittal Deadline...by 3:00p.m. (Pacific Time).....June 18, 2014**

**RFSQ Release**

The RFSQ will be released and remain accessible via the Department’s website at: [http://www.lasd.org/lasd\\_contracts/info.html](http://www.lasd.org/lasd_contracts/info.html) (underscore between “lasd” and “contracts”) and the county website at: <http://camisvr.co.la.ca.us/lacobids/BidLookUp/BidOpenStrat.asp>

The submittal date is an initial due date. SOQs received after the due date may not be reviewed initially; however, they may be reviewed at a later date to determine if they meet the Minimum Mandatory Qualifications listed in Paragraph 1.4 (Vendor’s Minimum Mandatory Qualifications) of the RFSQ. The solicitation will remain open until the needs of the Department are met.

The vendor must access the RFSQ via the above Department’s website, and **MUST** inform the Department’s Contracts Unit analyst at [wksmith@lasd.org](mailto:wksmith@lasd.org) of vendor's name, mailing address, e-mail address, fax number, and telephone number. This will ensure that the vendor receives any further Bulletins related to the RFSQ.

**STATEMENT OF QUALIFICATIONS SUBMISSION**

The original bound SOQ, two exact duplicate bound copies, and one compact disc containing the SOQ documents, shall be enclosed in a sealed envelope, plainly marked in the upper left-hand corner with the name and address of the vendor and bear the words:

**“SOQ FOR PSYCHOLOGICAL SERVICES” RFSQ 502-SH**

The SOQ and any related information should be hand delivered or mailed to:

Los Angeles County Sheriff's Department  
Contracts Unit - Room 214  
Attention: Will Smith, Administrative Services Manager  
4700 Ramona Boulevard  
Monterey Park, California 91754

**It is the sole responsibility of the submitting vendor to ensure that its SOQ is received before the submission deadline, as set forth in Bulletin #1. Submitting vendor shall bear all risks associated with delays in delivery by any person or entity, including the United States mail. No facsimile (fax) or electronic mail (e-mail) copies will be accepted.**

**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 (323-415-4746) to the Administrative Services Manager listed above.

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

Sincerely,

JOHN L. SCOTT, SHERIFF



Glen Joe, Director  
Fiscal Administration