



OFFICE OF THE SHERIFF

COUNTY OF LOS ANGELES

HALL OF JUSTICE

JIM McDONNELL, SHERIFF



August 22, 2017

Notice to Potential Vendors:

**BULLETIN NUMBER 1
REQUEST FOR STATEMENT OF QUALIFICATIONS (RFSQ)
PSYCHOLOGICAL AND/OR PSYCHIATRIC SERVICES
RFSQ NUMBER 614-SH**

INTRODUCTION

The County of Los Angeles (County), by and through the Los Angeles County Sheriff's Department (Department) is seeking qualified psychologists and psychiatrists (Vendors) to enter into Master Agreements with the County to provide Psychological and/or Psychiatric services on an as-needed basis. The Department is seeking individual psychologists and psychiatrists for this service.

The Department's Psychological Services Bureau (PSB) requires the services of licensed psychologists to provide as-needed counseling and psychotherapy services to sworn and professional staff employed by the Department and their family members/significant others utilizing brief, solution-oriented psychological interventions. PSB also requires the services of Board certified psychiatrists to provide as-needed psychiatric evaluation, including medication evaluation, and medication follow-up services to sworn and professional staff employed by the Department and their family members/significant others. Children will also be seen in the context of family treatment, with participation in the treatment plan by the affected Department employee.

VENDOR'S MINIMUM MANDATORY QUALIFICATIONS

Interested and qualified Vendors that can demonstrate their ability to successfully provide the required services outlined in Attachment 1 - Statement of Work: Psychological Services, of this RFSQ are invited to submit a Statement of Qualifications (SOQ), provided they meet the following Minimum Mandatory Qualifications:

1. Vendor's psychologists must have a doctorate in psychology or related field from an accredited institution. Accredited institutions are those listed in the publications of regional, national or international accrediting agencies.

211 WEST TEMPLE STREET, LOS ANGELES, CALIFORNIA 90012

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Publications such as American Universities and Colleges, and International Handbook of Universities are acceptable.

Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from the United States accredited institutions by an academic credential evaluation agency recognized by the National Association of Credential Evaluation Services and Association of International Credential Evaluators, Inc.

Vendor shall provide a copy of the diploma, including the name of the graduate or professional school and the year graduated.

2. Vendor's psychologists must be licensed as a psychologist by the California Board of Psychology. Vendor shall provide a copy of the license which shall include the license number, and dates of issue/renewal.
3. Vendor's psychologists must have one-year of experience providing psychological services to employees of a public safety agency. Public safety agency is defined as any government agency whose primary goals are law enforcement and/or protecting the safety and welfare of the public. Vendor shall submit references to verify experience.

-AND/OR-

Interested and qualified Vendors that can demonstrate their ability to successfully provide the required services outlined in Attachment 2 - Statement of Work: Psychiatric Services, of this RFSQ are invited to submit a SOQ, provided they meet the following Minimum Mandatory Qualifications:

1. Vendor's psychiatrists must have graduated from an accredited medical school. Vendor shall provide a copy of the diploma, including name of medical school and year graduated.
2. Vendor's psychiatrists must have completed an accredited psychiatric residency program. Vendor shall provide a copy of the diploma, including the name and location of medical school and year graduated.
3. Vendor's psychiatrists must be board certified in psychiatry by the American Board of Psychiatry and Neurology. Vendor shall provide a copy of the board certification, including the year of board certification.
4. Vendor's psychiatrists must have one-year of experience providing psychiatric services. Vendor shall submit references to verify experience.

It is not required that Vendor be qualified to perform all the services described in both Attachment 1 - Statement of Work: Psychological Services and Attachment 2 - Statement of Work: Psychiatric Services, of this RFSQ. Vendor is asked to respond only for those service categories identified as Attachment 1 - Statement of Work: Psychological Services, and Attachment 2 - Statement of Work: Psychiatric Services, of this RFSQ based on the actual services intended to be provided by Vendor under the Master Agreement. A Vendor may submit qualifications for one or both service categories.

RFSQ RELEASE

The RFSQ will be accessible in electronic Portable Data File (PDF) format via the Department's website at: <http://shq.lasdnews.net/shq/contracts/info.html>

RFSQ TIMETABLE

The timetable for the RFSQ is as follows:

- Release of RFSQ.....08/22/2017
- Request for Solicitation Requirements Review Due..... 09/05/2017
- Written Questions Due..... 09/05/2017
- Questions and Answers Released..... 09/11/2017
- SOQ due by (3:00 p.m.) (Pacific Time)..... 09/21/2017

The SOQ due date is an initial 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 sub-paragraph 1.4 - Vendor's Minimum Mandatory Qualifications of the RFSQ. The solicitation will remain open until the needs of the Department are met.

In the event the Department's needs are met and the solicitation is closed, the solicitation may be reopened any time during the term of the Model Master Agreement, at the Department's discretion, in order to meet any additional Department needs. In the event the solicitation is reopened, it will be publicized on the County's website.

SOQ SUBMISSION

The original SOQ and three numbered copies 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 AND/OR PSYCHIATRIC SERVICES
(RFSQ Number 614-SH)”**

In addition, as part of the statement submission, Vendors shall submit .pdf electronic copies of the SOQ on two separate compact disks (CDs) or memory sticks, both of which shall be clearly labeled.

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

Los Angeles County Sheriff's Department - Contracts Unit
Attention: Alex Madera, Contract Analyst
Hall of Justice
211 West Temple Street, 6th Floor West
Los Angeles, California 90012

It is the sole responsibility of the submitting Vendor to ensure that its SOQ is received before the submission deadline identified in Paragraph 2.3. Submitting Vendors 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.

Any SOQs received after the scheduled closing date and time for receipt of SOQs, as stated in 2.3, or any addendum amending the SOQ due date and time, will not be reviewed initially; however, they may be reviewed at a later date.

CONTACT WITH COUNTY PERSONNEL

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

Los Angeles County Sheriff's Department - Contracts Unit
Attention: Alex Madera, Contract Analyst
Hall of Justice
211 West Temple Street, 6th Floor West
Los Angeles, California 90012
E-mail address: AMadera@lasd.org
Fax Number: (323) 415-2931

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.

Sincerely,

JIM McDONNELL, SHERIFF

A handwritten signature in blue ink, appearing to read "Glen Joe", with a stylized flourish at the end.

Glen Joe, Director
Fiscal Administration