

**ATTACHMENT 2**

**STATEMENT OF WORK**

**CARRY CONCEALED WEAPON (CCW)**

**PSYCHOLOGICAL SERVICES**

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# STATEMENT OF WORK (SOW)

## 1.0 SCOPE OF WORK

- 1.1 The Los Angeles County (County) Sheriff's Department (Department) requires the services of one or more Qualified Contractors to provide Psychological Services to the Department's Carry Concealed Weapons (CCW) Unit. It is the intent of the Department to issue Work to Active Contractors on a rotational basis by geographical area as-needed. However, County Project Director or County Project Manager has the sole discretion to issue Work to any of the Contractors.
- 1.2 Contractor will provide Psychological Services to the Department as described herein that include, but are not limited to, the provision of psychological evaluations and clinical interviews of CCW applicants as specified in California Penal Code Section 26190(e)(1) and 26190(f)(1).
- 1.3 At County's sole discretion, Contractor may be requested and/or approved to provide psychological services remotely as required by County. Psychological services include, but are not limited to, remote evaluation testing, remote psychological evaluations, and remote video based clinical interviews. Contractor must obtain prior written approval from County Project Director or County Project Manager to administer any psychological services remotely.

## 2.0 PSYCHOLOGICAL EVALUATION AND CLINICAL INTERVIEW

- 2.1 Prior to conducting an Applicant's psychological evaluation and clinical interview, Contractor will:
  - 2.1.1 require the Applicant to complete the Contractor's Psychological Screening Consent and Release of Information Form; and
  - 2.1.2 require the Applicant to complete Contractor's Psychological History Questionnaire; and
  - 2.1.3 administer to the Applicant and score the Minnesota Multiphasic Personality Inventory-3 (MMPI-3), as specified in subparagraph 2.5 below; and
  - 2.1.4 County Project Director or County Project Manager has the sole discretion to approve remote psychological services as described in subparagraph 1.3 above.
- 2.2 Contractor will conduct the psychological evaluation and clinical interview using the Contractor's Psychological History Questionnaire in combination

with a completed CCW application package provided to Contractor by the Department pursuant to subparagraph 3.2.4 of this SOW. This information will be provided to Contractor in order for Contractor to evaluate the applicant and render a determination (either concern or no concern) if applicant is psychologically suitable to safely and responsibly carry a concealed weapon.

- 2.3 Contractor will review the completed background information package (refer to subparagraph 3.2.4 of this SOW) prior to conducting an Applicant's clinical interview.
- 2.4 Contractor will conduct a clinical interview for each Applicant referred to Contractor by County. Such clinical interview must not be less than thirty (30) minutes in duration.
  - 2.4.1 County Project Director or County Project Manager has the sole discretion to approve remote psychological services as described in subparagraph 1.3 above.
- 2.5 As part of the psychological evaluation and clinical interview process, Contractor will utilize the MMPI-3 evaluation test. The use of any other evaluation tests in lieu of the MMPI-3 must be pre-approved by County Project Manager prior to use by Contractor.
- 2.6 Contractor will not use any supplementary psychological tests unless prior written approval is obtained from County Project Manager.
- 2.7 Contractor will utilize professional discretion to explore concerns uncovered during the clinical interview and any information contained in the background investigator's notes.
- 2.8 Contractor will notify County of any changes in professional standards set forth in California Penal Code Section 26190 when Contractor has knowledge of any such changes.
- 2.9 County will notify Contractor of any changes in professional standards set forth in California Penal Code Section 26190 when County has knowledge of any such changes.
- 2.10 Any changes to the Master Agreement pursuant to subparagraph 2.8 or subparagraph 2.9 above will be in accordance with the procedures set forth in subparagraph 8.1 (Amendments and Change Orders) of the Master Agreement.
- 2.11 Contractor will rate all Applicants, according to the following ratings, as meeting the standards required:
  - 2.11.1 "NC" – Applicant demonstrates no level of concern.

2.11.2 “C” – Applicant demonstrates a level of concern.

## 2.12 Notification of Clinical Interview Results

2.12.1 Following each clinical interview conducted, Contractor will complete Exhibit N (CCW License Psychological Assessment) of the Master Agreement. Contractor will rate all Applicants according to the following ratings:

2.12.1.1 “NC” will be reported as “Applicant demonstrates no level of concern,” which means qualified; or

2.12.1.2 “C” will be reported as “Applicant demonstrates a level of concern,” which means disqualified.

2.12.2 Within 72 hours of completion of a clinical interview, Contractor will email the completed Exhibit N (CCW License Psychological Assessment) of the Master Agreement, to the CCW Unit at [CCWNotifications@lasd.org](mailto:CCWNotifications@lasd.org) and securely email a copy to the County Project Manager. At County’s sole discretion, Contractor may be required to send a copy of the completed Exhibit N (CCW License Psychological Assessment) by mail or delivered by messenger to the address listed below:

Los Angeles County Sheriff’s Department  
Hall of Justice  
CCW Unit  
211 West Temple Street, 8<sup>th</sup> Floor  
Los Angeles, California 90012

## 2.13 Reports

2.13.1 In the event that the information contained in Exhibit N (CCW License Psychological Assessment) of the Master Agreement is unclear, upon request by the CCW Unit, Contractor may be required to provide an oral report to the CCW Unit, County Project Director, County Project Manager, or designee.

2.13.2 Contractor will provide, at no additional cost, any requested records and materials to the CCW Unit within ten (10) Business Days, unless specified otherwise. Records will be sent in accordance with sub-paragraph 2.12.2.

## 3.0 COUNTY RESPONSIBILITIES

### 3.1 Clinical Interview Authorization

Department will authorize Contractor to conduct a psychological evaluation

and clinical interview as set forth in subparagraph 4.1 (Scheduling of Clinical Interviews) of this SOW. The schedule of availability will be e-mailed, faxed, or hand-delivered to Contractor on an as-needed basis when requesting Contractor services.

### 3.2 Scheduling Clinical Interviews

3.2.1 Upon notification of Contractor's schedule of availability as discussed in subparagraph 4.1 (Scheduling of Clinical Interviews) of this SOW, County Project Manager, or designee will schedule clinical interviews of Applicants. County Project Manager will provide a copy of the schedule to the CCW Unit.

3.2.2 Department cannot guarantee that the number of clinical interviews scheduled will actually take place due to non-appearance of Applicants.

3.2.3 Department will notify Contractor of any scheduled clinical interviews which are canceled by Applicants, within three (3) Business Days before the interview time scheduled, if such notice is feasible.

3.2.4 Two to three calendar days prior to a scheduled clinical interview, Department will provide Contractor with the following information for the Applicant which will include but not be limited to:

1. Department of Justice (DOJ) Carry a Weapon Capable of Being Concealed Application;
2. CCW Interview Guidelines or CCW Application Questions; and
3. Investigators Notes listing any areas of concern.

## 4.0 **CONTRACTOR RESPONSIBILITIES**

### 4.1 Scheduling of Clinical Interviews

Upon request of the Department, the Contractor will provide a proposed schedule of availability, for the purpose of conducting clinical interviews, two (2) weeks in advance. Upon receiving the available appointment times, the Department will schedule eligible Applicant(s) and provide a detailed schedule of assigned appointments to Contractor no later than a week in advance of the first appointment.

### 4.2 Clinical Interviews

4.2.1 Contractor will conduct clinical interviews of Applicant(s) as

authorized by County Project Manager, or designee at Contractor's office, via remote testing, or an alternative secure location as stated in subparagraph 4.8.4.

4.2.2 Clinical interviews will be conducted in a manner as discussed in Paragraph 2.0 (Psychological Evaluation and Clinical Interview) of this SOW.

4.2.3 County Project Director or County Project Manager has the sole discretion to approve remote psychological services as described in subparagraph 1.3 above.

#### 4.3 Legal Testimony

Contractor will, when required by summons or other legal process, or at the request of Department, provide legal testimony regarding the Psychological Services provided under the Master Agreement as it relates to the provision of the psychological evaluations and clinical interviews of CCW applicants. Contractor will be paid for legal testimony and required preparation time according to the rate stated in Exhibit F (Rate of Compensation) of the Master Agreement.

#### 4.4 Miscellaneous Projects

4.4.1 Upon request by County Project Director or County Project Manager, Contractor must be prepared to participate in any kind of research or study involving the psychological evaluation and clinical interview process, at no additional cost to the Department. Such requests will be completed within the time frame specified by the Department.

4.4.2 Contractor will make available, upon request of the Department, all Applicant records involving the psychological evaluation and clinical interview process. Contractor will maintain the confidentiality and integrity of such records. Such requests will be at no additional cost to the Department, and within the time frame specified by the Department.

#### 4.5 Meetings / Orientation

Contractor will meet with County Project Director, County Project Manager, and other command personnel of the Department, as deemed necessary by the Department. Contractor will be available for meetings, orientation, training, and presentations, as deemed necessary by the Department. Contractor will participate in such meetings, orientation, training, and presentations at no charge to the County.

#### 4.6 Non-Appearance or "No-Show" of Applicant

Contractor will be paid for the non-appearance of an Applicant at a clinical interview appointment, or "no-shows," according to the rate stated in Exhibit F (Rate of Compensation) of the Master Agreement. Applicant will be responsible for payment of the "no-show" penalty fee.

#### 4.7 Equipment

Contractor will provide any equipment necessary and be responsible for any operating fees to meet all Work requirements.

#### 4.8 Contractor's Office

4.8.1 Contractor must maintain an office in Los Angeles County or adjoining Counties with a telephone in the Contractor's name where Contractor conducts business. When the office is closed, an answering service must be provided to receive calls. Contractor will respond to calls received by the answering service by the following Business Day.

4.8.1.1 An office located in northern Los Angeles County is desirable but is not a requirement.

4.8.2 Contractor will provide a cellular telephone number where Contractor may be reached twenty-four (24) hours a day.

4.8.3 All business overhead costs and charges in connection with Contractor's offices, furnishings, telephone, mail, and supplies will be borne by Contractor.

4.8.4 County Project Director or County Project Manager has the sole discretion to provide an alternative secure location for Contractor to administer psychological evaluation and clinical interview of CCW applicants, if requested by Contractor.

#### 4.9 Vehicles/Travel

Contractor will be responsible for all Contractor vehicles, transportation, and insurance costs pertaining to this Master Agreement.

### **5.0 HOURS/DAYS OF WORK**

Contractor's Work days and hours may vary, depending on the needs of the Department.

## **6.0 RECORDS**

### **6.1 Records and Documentation of Work Performed**

Contractor will maintain copies of all Applicant information, including all reports, supporting notes, documentation of the clinical interviews, test interpretations, and test results, for each Applicant evaluated under the Master Agreement.

### **6.2 Retention of Applicant Files**

Applicant information will be kept in a discrete, separate file for each Applicant. Applicant files must be retained by Contractor for seven (7) years from the date of the Contractor's completion of Exhibit N (CCW License Psychological Assessment) of the Master Agreement for the Applicant. Applicant files must be kept in a safe and secure location to ensure confidentiality. At the end of the seven (7) year retention period, Contractor will dispose of Applicant information in compliance with prevailing state and federal law.

## **7.0 QUALITY ASSURANCE PLAN**

7.1 The Department will evaluate Contractor's performance under this Master Agreement using the quality assurance procedures as defined in subparagraph 8.14 (County's Quality Assurance Plan) of the Master Agreement.

### **7.2 Contract Discrepancy Report (CDR)**

7.2.1 Contractor will verbally notify County Project Manager of a Master Agreement discrepancy as soon as possible whenever a Master Agreement discrepancy is identified. The problem will be resolved within a time period mutually agreed upon by the Department and Contractor.

7.2.2 County Project Manager will determine whether a formal Contract Discrepancy Report (Exhibit H) of the Master Agreement, will be issued. Upon receipt of the CDR, Contractor is required to respond in writing to County Project Manager within ten (10) Business Days acknowledging the reported discrepancies or presenting contrary evidence. A plan for correction of all deficiencies identified in the Contract Discrepancy Report will be submitted to County Project Manager within ten (10) Business Days.

## **8.0 GREEN INITIATIVES**

8.1 Contractor will use reasonable efforts to initiate "green" practices for environmental and energy conservation benefits.