



# OFFICE OF THE SHERIFF

COUNTY OF LOS ANGELES

HALL OF JUSTICE

ALEX VILLANUEVA, SHERIFF



May 5, 2021

Notice to Vendors:

**BULLETIN NUMBER 1  
REQUEST FOR STATEMENT OF QUALIFICATIONS (RFSQ)  
PSYCHOLOGICAL SERVICES  
RFSQ NUMBER 676-SH**

**INTRODUCTION**

The Los Angeles County (County) Sheriff's Department (Department) is seeking qualified individuals or companies (Vendors) to enter into Master Agreements with the County to provide as-needed Psychological Services to the Department's Personnel Administration Bureau's Pre-Employment Unit.

Selected Vendors 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-candidate-selection-information>.

**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) of the RFSQ are invited to submit a Statement of Qualifications (SOQ), provided they meet the following Minimum Mandatory Qualifications:

1. Vendor must meet the requirement for psychological evaluator as set forth in Paragraph (a) (1) of POST Regulation 1955 (Peace Officer Psychological Evaluation). This requirement shall apply to Vendor and all psychologists

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employed by Vendor that will provide services under the resultant Master Agreement.

Vendor shall provide references and/or supporting documentation for each psychologist that will provide services to meet this minimum mandatory qualification.

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. This requirement shall apply to Vendor and all psychologists employed by Vendor that will provide services under the resultant Master Agreement.

Vendor shall provide references and/or supporting documentation for each psychologist that will provide services to meet this minimum mandatory qualification.

3. Vendor must have verifiable experience interpreting the Minnesota Multiphasic Personality Inventory-3 (MMPI-3) or the Minnesota Multiphasic Personality Inventory 2-Restructured Form (MMPI-2-RF) and the California Psychological Inventory (CPI) evaluation tests, utilized by the Department. Experience will be verified through references provided by Vendor. This requirement shall apply to Vendor and all psychologists employed by Vendor that will provide services under the resultant Master Agreement.

Vendor shall provide references and/or supporting documentation for each psychologist that will provide services to meet this minimum mandatory qualification.

4. If Vendor's compliance with a County contract has been reviewed by the Department of the Auditor-Controller within the last ten (10) years, Vendor must not have unresolved questioned costs identified by the Auditor-Controller, in an amount over \$100,000, that are confirmed to be disallowed costs by the contracting County department, and remain unpaid for six (6) months or more from the date of disallowance, unless such disallowed costs are the subject of current good faith negotiations to resolve the disallowed costs, in the opinion of the County.

**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 .....05/05/2021
- Request for a Solicitation Requirements Review Due..... 05/12/2021
- Written Questions Due.....05/13/2021
- Questions and Answers Released.....05/19/2021
- **SOQ due by 3:00 p.m. (Pacific Time).....05/27/2021**

The submittal date is an initial due date, and those SOQs not received by that date may not be reviewed initially; however, they may be reviewed at a later date to determine if they meet the qualifications listed. 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 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 (3) numbered exact copies, and two (2) separate electronic copies in pdf format on flash drives or compact discs, shall be enclosed in a sealed envelope or box, plainly marked in the upper left-hand corner with the name and address of the Vendor and bear the words:

**“RFSQ 676-SH FOR PSYCHOLOGICAL SERVICES”**

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

Los Angeles County Sheriff’s Department  
Hall of Justice  
Fiscal Administration – Contracts Unit  
211 West Temple Street, 6<sup>th</sup> Floor  
Los Angeles, California 90012  
Attention: Donna Lin, Contract Analyst

**It is the sole responsibility of the submitting Vendor to ensure that its SOQ is received before the submission deadline identified in subparagraph 2.3 (RFSQ Timetable) of the RFSQ. Submitting Vendors shall bear all risks associated with delays in delivery by any person or entity, including the U.S. Mail. No facsimile (fax) or electronic mail (e-mail) copies will be accepted.**

Any SOQs received after the scheduled due date and time, as stated in subparagraph 2.3 (RFSQ Timetable) of the RFSQ, or any addendum amending the SOQ due date and time, will not be reviewed initially; however, may be reviewed at a later date.

**CONTACT WITH COUNTY PERSONNEL**

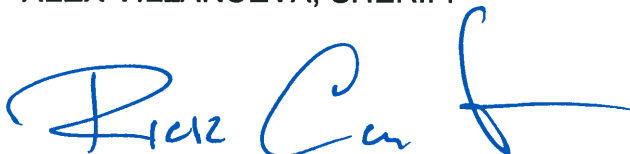
Any contact regarding this RFSQ or any matter relating thereto must be in writing and may be mailed or e-mailed as follows:

Los Angeles County Sheriff's Department  
Hall of Justice  
Fiscal Administration – Contracts Unit  
211 West Temple Street, 6<sup>th</sup> Floor  
Los Angeles, California 90012  
Attention: Donna Lin, Contract Analyst  
Email Address: [yilin@lasd.org](mailto:yilin@lasd.org)

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,

ALEX VILLANUEVA, SHERIFF



Rick Cavataio, Director  
Fiscal Administration Bureau