



Geroy D. Baca, Sheriff

County of Los Angeles
Sheriff's Department Headquarters

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



March 8, 2012

Notice to Potential Contractors:

**BULLETIN NUMBER 1
REQUEST FOR STATEMENT OF QUALIFICATIONS (RFSQ)
PSYCHIATRIC AND PSYCHOLOGICAL SERVICES
RFSQ 473-SH**

INTRODUCTION

The County of Los Angeles (County) Sheriff's Department (Department) is issuing this Request for Statement of Qualifications (RFSQ) seeking qualified psychiatrists and psychologists (Vendors) to enter into Master Agreements with County for the provision of Psychiatric and Psychological Services on an as-needed basis. The Department is seeking individual psychologists and psychiatrists for this service.

The Department's Employee Support Services Bureau (ESSB) 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. ESSB also 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. Children will also be seen in the context of family treatment, with participation in the treatment plan by the affected Department employee.

MINIMUM MANDATORY QUALIFICATIONS

Interested and qualified Vendors that can demonstrate their ability to successfully provide the required services outlined in Appendix B1, Statement of Work: Psychiatric Services, of this RFSQ are invited to submit a SOQ, provided they meet the following Minimum Mandatory Qualifications.

- 1.4.1 Vendor must have graduated from an accredited medical school. Vendor shall provide a copy of the diploma, including name of medical school and year graduated.

A Tradition of Service Since 1850

- 1.4.2 Vendor 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.
- 1.4.3 Vendor must be board certified in psychiatry by the American Board of Psychiatry and Neurology. Vendor shall provide a copy of the board certification and the year of board certification.
- 1.4.4 Vendor must have one (1) year of experience providing psychiatric services. Vendor shall submit references to verify experience.

Interested and qualified Vendors that can demonstrate their ability to successfully provide the required services outlined in Appendix B2, Statement of Work: Psychological Services, of this RFSQ are invited to submit a SOQ, provided they meet the following Minimum Mandatory Qualifications.

- 1.5.1 Vendor 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. 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.
- 1.5.2 Vendor 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 date of issue.
- 1.5.3 Vendor must have one (1) 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.

RFSQ INITIAL TIMETABLE

The timetable for the release of this RFSQ is as follows:

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| • Release of RFSQ | March 8, 2012 |
| • Written Questions Due | March 13, 2012 |
| • Request for a Solicitation Requirements Review Due | March 22, 2012 |
| • Questions and Responses Released | March 20, 2012 |
| • SOQs Initial Due Date | March 29, 2012 |

The submittal date is an initial due date and those 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.

RFSQ RELEASE

The RFSQ will be released and posted on the County's website on March 8, 2012, and will be accessible via the Department's website at:

<http://www.lasdhq.org/lasdhq/contracts/info.html>

SOQ SUBMISSION INFORMATION

The original SOQ and two 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 PSYCHIATRIC AND PSYCHOLOGICAL SERVICES"**

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

Los Angeles County Sheriff's Department
Contracts Unit
Attention: Betty Jackson, Contracts Analyst
4700 Ramona Boulevard, Room 214
Monterey Park, California 91754

DUE DATE: March 29, 2012

TIME: 3:00 p.m. – PACIFIC STANDARD TIME (PST)

It is the sole responsibility of the submitting Vendor to ensure that its SOQ is received on or before the submission deadline.

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) will be accepted.

CONTACT WITH COUNTY PERSONNEL

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

Los Angeles County Sheriff's Department
Contracts Unit
Attention: Betty Jackson, Contracts Analyst
4700 Ramona Boulevard, Room 214
Monterey Park, California 91754
Fax Number: (323) 415-1364
E-mail address: b1jackso@lasd.org

Vendors are specifically directed not to contact any other County person or agent for any matter related to this RFSQ. If it is discovered that a Vendor contacted and/or received information from any County person 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,

LEROY D. BACA, SHERIFF

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

Glen Joe, Director
Fiscal Administration