

REQUEST FOR QUALIFICATIONS

PROFESSIONAL SERVICES



PRE-EMPLOYMENT PSYCH EVALUATION SERVICES

Sheriff's Office

RFQ Number: **G099-0825-15**

ISSUE DATE:

August 25, 2014

QUALIFICATIONS STATEMENTS MUST BE RECEIVED BY:

5:00 p.m. PST
September 23, 2014

DELIVER QUALIFICATIONS STATEMENT TO:

Solano County Sheriff's Office
Attn: Jeff Liddicoat, RFQ Coordinator
530 Union Avenue, Suite 100
Fairfield, CA 94533
[**jliddicoat@solanocounty.com**](mailto:jliddicoat@solanocounty.com)

1 GENERAL INFORMATION

1.1 Purpose. The Solano County Sheriff’s Office has more than 100 deputy sheriff approved positions. Section 1031 of the California Government Code requires pre-employment background investigations of County peace officer applicants to include evaluating applicant’s moral character and emotional and mental condition. Moreover, the Sheriff’s Office has more than 200 correctional officer approved positions. Although the correctional officers are not considered peace officers as defined by the California Government Code, the Sheriff’s Office requires that all correctional officer applicants go through the same pre-employment background investigative procedures required of the peace officer applicants. The County of Solano, on behalf of its Sheriff’s Office, hereinafter referred to as the County, is seeking qualification statements from qualified professionals to provide pre-employment psych evaluation services. The County has averaged 40 prospective applicants annually. The purpose of this Request For Qualifications (RFQ) is to define the County’s service requirements, solicit qualifications, and gain adequate information by which the County may evaluate the qualifications offered by Qualifiers, and as a result, enter into a contract with one or more successful Qualifiers.

1.2 Scope of Service Summary. The successful Qualifier will be expected to perform pre-employment psych evaluation services in accordance with Peace Officer Standards & Training requirements.

Qualifier will be responsible for:

- Scheduling Applicants. Qualifier will be expected to schedule prospective applicants on mutually agreeable dates, times, and locations;
- Evaluation Process. Qualifier will be expected to interview prospective applicants and administer both written and oral examinations;
- Suitability Report. Qualifier will be expected to submit a report outlining the applicant’s suitability for work as a peace officer and include Qualifier’s professional recommendation; &
- Policy and Procedures. Qualifier will be expected to assist in updating applicable Sheriff Office’s policy and procedures.

Exhibit A of the *Proposed* contract, details the minimum scope of services and deliverables that the County requires.

1.3 Schedule of Events. The following RFQ Schedule of Events represents the County’s best estimate of the schedule that shall be followed. The County reserves the right, at its sole discretion, to adjust this schedule as it deems necessary.

EVENT		DATE	TIME (PST)
1	County Issues RFQ	August 25, 2014	
2	Deadline for Disability Accommodation Requests	September 2, 2014	12:00 PM
3	Deadline for Written Comments	September 9, 2014	5:00 PM
4	County Issues Responses to Written Comments on Website	September 12, 2014	
5	Deadline for Submitting Letter of Intent to Qualify	September 17, 2014	5:00 PM
6	Deadline for Submitting Qualifications Statement, Information Release Waiver, and Personal History Statement	September 23, 2014	5:00 PM
7	County Completes Evaluations & Sends Written Notice	September 30, 2014	
8	County Completes Interviews and Final Evaluation	October 17, 2014	
9	Completion of Criminal Background Investigation	October 24, 2014	
10	Conclusion of Contract Negotiation and Contract Signing	October 29, 2014	
11	County Administrator Approval and Execution of Contract	October 31, 2014	
12	Anticipated Contract Start Date	November 1, 2014	

- 1.4 Contract Duration.** The County intends to enter into a contract with an effective period of November 1, 2014 through June 30, 2015. However, the County reserves the right to extend this Contract for an additional period or periods of time representing increments of no more than one year and a total contract term of no more than five (5) years.
- 1.5 Assistance to Qualifiers with a Disability.** Qualifiers with a disability may receive accommodation regarding the means of communicating this RFQ and participating in this procurement process. All requests for reasonable accommodation should be made to the RFQ Coordinator no later than the applicable deadline time and date detailed in section 1.3.
- 1.6 Submission Method and Deadline.** Qualifications Statements may not be delivered orally, by facsimile transmission, or by other telecommunication or electronic means. Postmarking by the due date shall not substitute for actual qualification receipt by the County. Qualifications Statements shall be submitted no later than the applicable deadline time and date detailed in section 1.3. County assumes no responsibility for delays caused by any delivery service.
- 1.7 Letter of Intent to Qualify.** A letter indicating a vendor's intent to respond to this RFQ should be sent to the RFQ Coordinator no later than the applicable deadline time and date detailed in section 1.3. The County has provided a standard *Letter of Intent to Qualify* in an electronic form. The Letter may be downloaded from Solano County's website (www.solanocounty.com), completed in word and signed, and either faxed or e-mailed in pdf format to the RFQ Coordinator. Submittal of a *Letter of Intent to Qualify*, by the specified deadline, is not a prerequisite for submitting a Qualifications Statement, but it is necessary to ensure a vendor's receipt or notification of RFQ amendments and other communications regarding the RFQ.
- 1.8 Communication.** Upon release of this RFQ, all vendor communications concerning this procurement should be in writing (preferably e-mail), must include the RFQ identification number **G099-0825-15** and be directed to the RFQ Coordinator. Any oral communications shall be considered unofficial and nonbinding on the County. The County shall respond in writing to written communications received by the deadline specified in the RFQ Schedule of Events, posting electronic copies of its written responses on Solano County's website (www.solanocounty.com). Such response shall constitute an amendment to the RFQ. Unauthorized contact regarding the RFQ with other County employees of the procuring county agency may result in disqualification.
- 1.9 Submittal and Withdrawal.** All Qualifications Statements must be submitted to the RFQ Coordinator by the date and time detailed in section 1.3. The County shall not pay any costs associated with the preparation, submittal, or presentation of any Qualifications Statement. To withdraw a Qualifications Statement, the vendor must submit a written request, signed by an authorized representative, to the RFQ Coordinator. After withdrawing a previously submitted Qualifications Statement, the vendor may submit another Qualifications Statement at any time up to the deadline for submission.
- 1.10 Amendments, Errors or Incorrect Information.** The County shall not accept any amendments, revisions, or alterations to Qualifications Statements after the deadline for submission unless such is formally requested, in writing, by the County. Qualifiers are liable for all errors or omissions contained in their Qualifications Statement. If the county determines that a Qualifier has provided, for consideration in the evaluation process or contract negotiations, incorrect information which the Qualifier knew or should have known was materially incorrect, that Qualifications Statement shall be determined non-responsive, and the Qualifications Statement shall be rejected.
- 1.11 RFQ Amendment, Cancellation, and Right of Rejection.** The County reserves the right to amend this RFQ in writing at any time. If an amendment is issued and posted on the County website, County will notify all vendors submitting a *Letter of Intent to Qualify*. Qualifiers shall respond to the final written RFQ and any exhibits, attachments, and amendments. The County also reserves the right to reject any and all Qualifications Statements or to cancel or reissue the

RFQ.

- 1.12 Rejection or Disqualification of Non-Responsive Bids.** Any Qualifications Statement received which does not meet the requirements of this RFQ may be considered to be non-responsive, whereby the Qualifications Statement may be rejected. Other actions whereby a Qualifications Statement may be determined to be non-responsive, include, but are not limited to, the following:
- Qualifiers may not restrict the rights of the County or otherwise qualify their Qualifications Statements by submitting the Qualifier's own contract terms and conditions.
 - Qualifier fails to follow specified format or instructions.
 - Qualifier fails to fully complete Qualifications Statement.
 - Qualifier fails to meet mandatory requirements.
- 1.13 Conflict of Interest.** Any individual, company, or other entity involved in assisting the County in the development, formulation, or drafting of this RFQ or its scope of services shall be considered to have been given information that would afford an unfair advantage over other qualifiers, and said individual, company, or other entity may not submit a Qualifications Statement in response to this RFQ. Furthermore, no amount shall be paid directly or indirectly to an employee or official of the County of Solano as wages, compensation, or gifts in exchange for acting as an officer, agent, employee, subcontractor, or consultant to the Qualifier in connection with the procurement under this RFQ.
- 1.14 Retention, Public Record Request, and Disclosure of Bid Contents.** All Qualifications Statements and other materials submitted in response to this RFQ procurement process become the property of the County of Solano. Selection or rejection of a Qualifications Statement does not affect this right. All Qualifications Statement information shall be held in confidence during the evaluation process. Upon the final contract award the Qualifications Statement and associated materials shall be open for review by the public to the extent allowed by the **California Public Records Act**, (Government Code Section 6250-6270 and 6275-6276.48). By submitting a Qualifications Statement, the Qualifier acknowledges and accepts that the contents of the Qualifications Statement and associated documents shall become open to public inspection.
- The master copy of each Qualifications Statement shall be retained for official files and will become public record after the final award of a contract unless the Qualifications Statement or specific parts of the Qualifications Statement can be shown to be exempt by law (Government Code section 6276). The RFQ files shall be made available for public inspection after final contract award.
- 1.15 Severability.** If any provision of this RFQ is declared by a court to be illegal or in conflict with any law, the validity of the remaining terms and provisions shall not be affected; and, the rights and obligations of the County and Qualifiers shall be construed and enforced as if the RFQ did not contain the particular provision held to be invalid.

2 REQUIREMENTS

- 2.1 General Requirements.** Qualifiers must fully complete the Qualifications Statement in the electronic format required by the County (See Instructions), responding to every question and attaching all necessary requested documents. The Qualifications Statement must not contain extraneous information. All information presented in a qualification must be relevant in response to a requirement of this RFQ, must be clearly labeled with the subject requirement in this RFQ, and, if not incorporated into the body of the qualification itself, must be referenced to and from the appropriate place within the body of the qualification. Any information not meeting these criteria shall be deemed extraneous and shall in no way contribute to the appraisal process.

One (1) original and two (2) copies of the Qualifications Statement shall be submitted to the County in a sealed package and be clearly marked:

“Qualifications Statement in Response to RFQ# G099-0825-15 -- Do Not Open”

- 2.2 Mandatory Requirements.** Each Qualifier must meet all six (6) requirements listed below before their Qualifications Statement is accepted for evaluation.
- 1). Qualifiers must complete and execute RFQ Transmittal Form (face page of Qualifications Statement).
 - 2). Qualifiers must submit a copy of their Psychology license issued by the California Board of Psychology.
 - 3). Qualifiers must be in compliance with California Commission on Peace Officers Standards and Training’s continuing professional education requirements (6 hrs.) as of August 30, 2014.
 - 4). Qualifiers must have at least the equivalent of five full-time years of experience in the diagnosis and treatment of emotional and mental disorders, including the equivalent of three full-time years accrued post-doctorate.
 - 5). Qualifier must be eligible to participate in any federal or state program.
 - 6). Qualifiers must execute certification and assurance of compliance with federal/State/County laws and regulations referenced in the Qualifications Statement.
- 2.3 Notarized Waiver.** Qualifier must submit a completed notarized waiver to release personal information along with the Qualifications Statement. The County shall not pay any third-party costs associated with the notarization of the waiver; however, the Sheriff’s Office will notarize the waiver at no charge to the Qualifier. Qualifier may obtain notarization at 530 Union Avenue, Fairfield, CA during normal business hours.
- 2.4 Personal History Statement.** Qualifier must submit a completed Personal History Statement (POST 2-251 form designed for Peace Officers and issued by the Commission on POST) along with the Qualifications Statement. Qualifier may submit their school transcripts within 10 business days of the deadline for submission of Qualifications Statements or by Tuesday, October 7, 2014. Use of the POST 2-251 form shall not create employee rights, interests, or claims of entitlement.
- 2.5 Compliance with Laws and Regulations.** Qualifiers must comply with all of the terms of this RFQ and all applicable federal, State and County laws and regulations.

3 EVALUATION, SELECTION, AND AWARD PROCESS

- 3.1 Evaluation.** The evaluation process is designed to award the procurement, not necessarily to the Qualifier with the highest qualifications, but rather to the Qualifier who is best suited among those submitting Qualifications Statements. The RFQ Coordinator and Sheriff background investigators shall open and review all Qualifications Statements to determine compliance with basic requirements as specified in this RFQ, including, but not limited to, documentation of mandatory requirements. If the RFQ Coordinator determines that a Qualifications Statement may be missing one or more such requirements, the Qualification Selection Team, comprised of three or more members, shall review the Qualifications Statement to determine:
- a) Whether the Qualifications Statement meets the necessary requirements for further evaluation;
 - b) Whether clarification(s) or correction(s) are needed. The County reserves the right to request clarifications of Qualifications Statements; or
 - c) Whether the Qualifications Statement should be considered nonresponsive.

The Qualification Selection Team shall evaluate responsive Qualifications Statements based on the evaluation criteria in this RFQ and NOT against other Qualifications Statements. Each

Qualifier will be evaluated on their qualifications and experience. The maximum points assigned is 50 points.

Upon completion of scoring by the Qualification Selection Team, the RFQ Coordinator shall calculate the average Qualifications Statement score (rounded to the nearest two decimal places) for each Qualifications Statement, rank the Qualifications Statements by score (highest to lowest), and forward results to the head of the procuring agency for consideration. With respect to Qualifications Statement scores and final consideration of all pertinent information available, the head of the procuring agency shall issue a written Evaluation Notice to all Qualifiers, identifying the three highest evaluated Qualifiers that are moving on to the interview round. The notice shall not create rights, interests, or claims of entitlement in the three highest evaluated Qualifiers or any vendor. At this time, the Sheriff's Office will proceed with the background investigative process for the three highest evaluated Qualifiers.

After issuance of evaluation notice, the RFQ Coordinator will schedule the three highest ranked Qualifiers for an interview with the Sheriff, the Undersheriff and the Lieutenant over Personnel. The three highest evaluated Qualifiers will begin the interview on an equal basis, as prior scores are discarded. The interview is assigned 25 maximum points and will focus on the Qualifier's experience, service approach, collaborative approach, and reporting capabilities. Upon completion of scoring by the Interview Selection Team, the RFQ Coordinator shall calculate the average interview score (rounded to the nearest two decimal places) for each interview, rank the interviews by score (highest to lowest), and forward results to the head of the procuring agency for consideration.

- 3.3 Selection and Award.** With respect to interview scores and final consideration of all pertinent information available, including results of the background investigation, the head of the procuring agency shall issue a written Interview Evaluation Notice to all remaining Qualifiers, identifying one or more apparent best evaluated Qualifiers. The notice shall not create rights, interests, or claims of entitlement in the apparent best evaluated Qualifiers or any vendor. The County reserves the right to make an award(s) without further discussion of any interview.

The County and each identified apparent best evaluated Qualifier will enter final negotiations, and if a satisfactory contract can be reached, the Contract shall be awarded to the Qualifier(s). However, if the Qualifier fails to sign and return the Contract drawn pursuant to this RFQ and final contract negotiations by October 29, 2014, the County may determine at its sole discretion, that the Qualifier is non-responsive to the terms of this RFQ and reject the Qualifier. In the event that a satisfactory contract can not be reached with one or more of the identified Qualifiers, the County will enter negotiations with the remaining Qualifier(s) until a satisfactory contract can be established; and/or reopen interviews with unselected Qualifier(s) adhering to the evaluation and selection process in section 3.2 above, and after a second written Interview Evaluation Notice is issued to Qualifiers, the County shall again enter negotiations. Notwithstanding the preceding sentence, the Qualification Selection Team may determine that rejection of all Qualifiers is in the best interest of the County.

- 3.4 Grievance Procedures.** Any actual or prospective Qualifier who is aggrieved in connection with the solicitation or award of a contract may protest to the Director of General Services. The protest shall be submitted in writing to the Director of General Services within seven (7) working days after such aggrieved Qualifier knows or should have known of the facts giving rise thereto. The letter should clearly state the reasons for the protest.

The Director of General Services shall issue a written decision within ten (10) working days after receipt of the protest. The decision shall state the reason for the action taken; and inform the protester that a request of further administrative appeal of an adverse decision must be submitted in writing to the County Administrator or her designee within seven (7) working days after receipt of the decision by the Director of General Services.

4 PROPOSED CONTRACT

- 4.1 Proposed Contract.** Exhibit A of the *Proposed* contract details the minimum scope of services and deliverables that the County requires. Exhibit B of the *Proposed* contract details the payment terms and conditions. The *Proposed* contract also includes the terms and conditions required by the County (Exhibit C – General Terms and Conditions and Exhibit D – Special Terms and Conditions).
- 4.2 Contract Negotiation.** One or more apparent best evaluated Qualifiers shall each be prepared to enter into a contract with the County which shall be substantially the same as the *Proposed* contract included in this RFQ. Notwithstanding, the County reserves the right to add and/or modify terms and conditions, deemed to be in the best interest of the County prior to the Contract being executed. Any such terms and conditions shall be within the scope of the RFQ and shall not affect the basis of qualification evaluations. Moreover, during the negotiation period, the County and Qualifier may agree to add additional services, within the general scope of services outlined in the RFQ, to the Contract.
- 4.3 Effective Date.** Contract award and County obligations pursuant thereto shall commence **only** after the contract is signed by the Contractor (i.e., successful Qualifier) and the head of the procuring county agency **and** after the contract is signed by all other County officials as required by County ordinances and regulations to establish a legally binding contract. Under no conditions shall the County be liable for payment of any type associated with the contract or responsible for any work done by the Contractor, even work done in good faith and even if the Contractor is orally directed to proceed with the delivery of services, if it occurs before the contract start date specified by the contract or before contract approval by County officials.
- 4.4 RFQ and Qualifications Statement Incorporated into Final Contract.** This RFQ and the successful Qualifications Statement shall be incorporated into the final contract, including any products or services which are not specifically requested in this RFQ, but are necessary for Qualifier to fulfill its responsibilities.

5 INSTRUCTIONS

- 5.1 Electronic Qualification.** The County discourages lengthy and costly bids and therefore has provided a standard Qualifications Statement in an electronic form. The Qualifications Statement form may be downloaded from Solano County's website (www.solanocounty.com), completed in word and printed for signatures where appropriate. Qualifiers must adhere to form field character limits, where indicated, and be aware of drop down field lists when preparing their responses.
- 5.2 Qualifications Statement Format.** Notwithstanding the hard format imposed by the electronic qualification form, the Qualifiers must follow all additional formats set forth herein:
- Use of required online qualification form
 - Use of standard, white 8 1/2" x 11" paper
 - All qualification pages, including attachments, must include the following--
Header – Qualifications Statement in Response to RFQ# G099-0825-15
Footer – Sequenced page numbers
 - All responses, as well as any reference material presented, must be written in English, adhering to character limits where applicable
 - All monetary amounts must be detailed in United States currency and rounded to the nearest cent
 - Where appropriate, foldouts containing charts, spread sheets, and oversize exhibits are permissible, provided they are clearly and properly labeled.

Failure to follow the specified format may, at the County's sole discretion, result in the rejection of the Qualifications Statement.

- 5.3 Qualifications Statement Content.** The Qualifications Statement as a whole and each individual response to a question must be specific unto themselves. For example, "See Enclosed Manual" shall not be considered an acceptable response or qualification.
- 5.4 Qualifications Statement Condition.** The Qualifications Statement must be clean and suitable for copying.
- 5.5 Signatures.** All signatures must be handwritten, legible and written in BLUE ink. Signature stamps are prohibited.
- 5.6 Personal History Statement and Waiver.** These documents may be downloaded from Solano County's website (www.solanocounty.com).