

**SERIAL 15031 ROQ LAW ENFORCEMENT PSYCHOLOGICAL EVALUATION SERVICES
- MCSO Contract - Arizona Police Psychology**

DATE OF LAST REVISION: June 18, 2015 CONTRACT END DATE: June 30, 2018

CONTRACT PERIOD THROUGH JUNE 30, 2018

TO: All Departments
FROM: Office of Procurement Services
**SUBJECT: Contract for LAW ENFORCEMENT PSYCHOLOGICAL EVALUATION SERVICES
- MCSO**

Attached to this letter is published an effective purchasing contract for products and/or services to be supplied to Maricopa County activities as awarded by Maricopa County on **June 18, 2015**.

All purchases of products and/or services listed on the attached pages of this letter are to be obtained from the vendor holding the contract. Individuals are responsible to the vendor for purchases made outside of contracts. The contract period is indicated above.

Wes Baysinger, Chief Procurement Officer
Office of Procurement Services

AS/mm
Attach

Copy to: Office of Procurement Services
Amie Bristol, MCSO
Sue Malinowsky, MCSO

(Please remove Serial 08087-S from your contract notebooks)



CONTRACT PURSUANT TO ROQ

SERIAL 15031-ROQ

This Contract is entered into this 18th day of June, 2015 by and between Maricopa County ("County"), a political subdivision of the State of Arizona, and Arizona Police Psychology, PLLC, an Arizona corporation ("Contractor") for the purchase of law enforcement evaluation services.

1.0 CONTRACT TERM:

- 1.1 This Contract is for a term of three (3) years, beginning on the 18th day of June, 2015 and ending the 30th day of June, 2018.
- 1.2 The County may, at its option and with the agreement of the Contractor, renew the term of this Contract for additional terms up to a maximum of three (3) years, (or at the County's sole discretion, extend the contract on a month-to-month bases for a maximum of six (6) months after expiration). The County shall notify the Contractor in writing of its intent to extend the Contract term at least sixty (60) calendar days prior to the expiration of the original contract term, or any additional term thereafter.

2.0 FEE ADJUSTMENTS:

- 2.1 Any request for a fee adjustment must be submitted sixty (60) days prior to the current Contract expiration date. Requests for adjustment in cost of labor and/or materials must be supported by appropriate documentation. If County agrees to the adjusted fee, County shall issue written approval of the change. The reasonableness of the request will be determined by comparing the request with the (Consumer Price Index) or by performing a market survey.

3.0 PAYMENTS:

- 3.1 As consideration for performance of the duties described herein, County shall pay Contractor the sum(s) stated in Exhibit "A."
- 3.2 Payment shall be made upon the County's receipt of a properly completed invoice.

3.3 INVOICES:

- 3.3.1 The Contractor shall submit in a manner acceptable to the County one (1) legible copy of their detailed invoice before payment(s) can be made. At a minimum, the invoice must provide the following information:

- Company name, address and contact
- County bill-to name and contact information
- Contract Serial Number
- County purchase order number
- Invoice number and date
- Payment terms
- Date of service
- Quantity (number of evaluations or hourly service by type)

- Evaluated individual's full name as identifier
- Description of Purchase (services)
- Pricing per unit of purchase
- Extended price
- Arrival and completion time (if applicable)
- Total Amount Due

3.3.2 Problems regarding billing or invoicing shall be directed to the County as listed on the Purchase Order.

3.3.3 Submit ALL invoices to the following e mail or postal address:

MCSO Finance –Accounts Payable
mcssoaccountspayable@mail.maricopa.gov (PREFERRED)
550 West Jackson Street
Phoenix, AZ 85003

3.3.4 Payment shall be made to the Contractor by Accounts Payable through the Maricopa County Vendor Express Payment Program. This is an Electronic Funds Transfer (EFT) process. After Contract Award the Contractor shall complete the Vendor Registration Form located on the County Department of Finance Vendor Registration Web Site (<http://www.maricopa.gov/Finance/Vendors.aspx>).

3.3.5 EFT payments to the routing and account numbers designated by the Contractor will include the details on the specific invoices that the payment covers. The Contractor is required to discuss remittance delivery capabilities with their designated financial institution for access to those details.

3.4 APPLICABLE TAXES:

3.4.1 **Payment of Taxes:** The Contractor shall pay all applicable taxes. With respect to any installation labor on items that are not attached to real property performed by Contractor under the terms of this Contract, the installation labor cost and the gross receipts for materials provided shall be listed separately on the Contractor's invoices.

3.4.2 **State and Local Transaction Privilege Taxes:** Maricopa County is subject to all applicable state and local transaction privilege taxes. To the extent any state and local transaction privilege taxes apply to sales made under the terms of this contract_it is the responsibility of the seller to collect and remit all applicable taxes to the proper taxing jurisdiction of authority.

3.4.3 **Tax Indemnification:** Contractor and all subcontractors shall pay all Federal, state, and local taxes applicable to its operation and any persons employed by the Contractor. Contractor shall, and require all subcontractors to hold Maricopa County harmless from any responsibility for taxes, damages and interest, if applicable, contributions required under Federal, and/or state and local laws and regulations and any other costs including transaction privilege taxes, unemployment compensation insurance, Social Security and Worker's Compensation.

3.5 TAX: (SERVICES)

No tax shall be levied against labor. It is the responsibility of the Contractor to determine any and all taxes and include the same in proposal price.

3.6 STRATEGIC ALLIANCE for VOLUME EXPENDITURES (\$AVE):

3.6.1 The County is a member of the \$AVE cooperative purchasing group. \$AVE includes the State of Arizona, many Phoenix metropolitan area municipalities, and many K-12 unified school districts. Under the \$AVE Cooperative Purchasing Agreement, and with the

concurrence of the successful Respondent under this solicitation, a member of \$AVE may access a contract resulting from a solicitation issued by the County. If you **do not** want to grant such access to a member of \$AVE, **please so state** in your proposal. In the absence of a statement to the contrary, the County will assume that you do wish to grant access to any contract that may result from this Request for Proposal.

3.7 INTERGOVERNMENTAL COOPERATIVE PURCHASING AGREEMENTS (ICPA's)

3.7.1 County currently holds ICPA's with numerous governmental entities throughout the State of Arizona. These agreements allow those entities, with the approval of the Contractor, to purchase their requirements under the terms and conditions of the County Contract. Please indicate on Attachment A, your acceptance or rejection regarding such participation of other governmental entities. Your response will not be considered as an evaluation factor in awarding a contract

4.0 AVAILABILITY OF FUNDS:

4.1 The provisions of this Contract relating to payment for services shall become effective when funds assigned for the purpose of compensating the Contractor as herein provided are actually available to County for disbursement. The County shall be the sole judge and authority in determining the availability of funds under this Contract. County shall keep the Contractor fully informed as to the availability of funds.

4.2 If any action is taken by any state agency, Federal department or any other agency or instrumentality to suspend, decrease, or terminate its fiscal obligations under, or in connection with, this Contract, County may amend, suspend, decrease, or terminate its obligations under, or in connection with, this Contract. In the event of termination, County shall be liable for payment only for services rendered prior to the effective date of the termination, provided that such services are performed in accordance with the provisions of this Contract. County shall give written notice of the effective date of any suspension, amendment, or termination under this Section, at least ten (10) days in advance.

5.0 DUTIES:

5.1 The Contractor shall perform all duties stated in Exhibit "B", or as otherwise directed in writing by the Procurement Officer.

5.2 During the Contract term, County may provide Contractor's personnel with adequate workspace for consultants and such other related facilities as may be required by Contractor to carry out its contractual obligations.

6.0 TERMS and CONDITIONS:

6.1 INDEMNIFICATION:

To the fullest extent permitted by law, and to the extent that claims, damages, losses or expenses are not covered and paid by insurance purchased by the Contractor, the Contractor shall defend indemnify and hold harmless the County (as Owner), its agents, representatives, agents, officers, directors, officials, and employees from and against all claims, damages, losses, and expenses (including, but not limited to attorneys' fees, court costs, expert witness fees, and the costs and attorneys' fees for appellate proceedings) arising out of, or alleged to have resulted from the negligent acts, errors, omissions, or mistakes relating to the performance of this Contract.

Contractor's duty to defend, indemnify, and hold harmless the County, its agents, representatives, agents, officers, directors, officials, and employees shall arise in connection with any claim, damage, loss, or expense that is attributable to bodily injury, sickness, disease, death or injury to, impairment of, or destruction of tangible property, including loss of use resulting there from, caused by negligent acts, errors, omissions, or mistakes in the performance of this Contract, but only to the extent caused by the negligent acts or omissions of the Contractor, a subcontractor, any

one directly or indirectly employed by them, or anyone for whose acts they may be liable, regardless of whether or not such claim, damage, loss, or expense is caused in part by a party indemnified hereunder.

The amount and type of insurance coverage requirements set forth herein will in no way be construed as limiting the scope of the indemnity in this paragraph.

The scope of this indemnification does not extend to the sole negligence of County.

6.2 INSURANCE.

6.2.1 Contractor, at Contractor's own expense, shall purchase and maintain the herein stipulated minimum insurance from a company or companies duly licensed by the State of Arizona and possessing a current A.M. Best, Inc. rating of B++. In lieu of State of Arizona licensing, the stipulated insurance may be purchased from a company or companies, which are authorized to do business in the State of Arizona, provided that said insurance companies meet the approval of County. The form of any insurance policies and forms must be acceptable to County.

6.2.2 All insurance required herein shall be maintained in full force and effect until all work or service required to be performed under the terms of the Contract is satisfactorily completed and formally accepted. Failure to do so may, at the sole discretion of County, constitute a material breach of this Contract.

6.2.3 Contractor's insurance shall be primary insurance as respects County, and any insurance or self-insurance maintained by County shall not contribute to it.

6.2.4 Any failure to comply with the claim reporting provisions of the insurance policies or any breach of an insurance policy warranty shall not affect the County's right to coverage afforded under the insurance policies.

6.2.5 The insurance policies may provide coverage that contains deductibles or self-insured retentions. Such deductible and/or self-insured retentions shall not be applicable with respect to the coverage provided to County under such policies. Contractor shall be solely responsible for the deductible and/or self-insured retention and County, at its option, may require Contractor to secure payment of such deductibles or self-insured retentions by a surety bond or an irrevocable and unconditional letter of credit.

6.2.6 The insurance policies required by this Contract, except Workers' Compensation and Errors and Omissions, shall name County, its agents, representatives, officers, directors, officials and employees as Additional Insureds.

6.2.7 The policies required hereunder, except Workers' Compensation and Errors and Omissions, shall contain a waiver of transfer of rights of recovery (subrogation) against County, its agents, representatives, officers, directors, officials and employees for any claims arising out of Contractor's work or service.

6.2.8 **Commercial General Liability.**

Commercial General Liability insurance and, if necessary, Commercial Umbrella insurance with a limit of not less than \$1,000,000 for each occurrence, \$2,000,000 Products/Completed Operations Aggregate, and \$2,000,000 General Aggregate Limit. The policy shall include coverage for premises liability, bodily injury, broad form property damage, personal injury, products and completed operations and blanket contractual coverage, and shall not contain any provisions which would serve to limit third party action over claims. There shall be no endorsement or modifications of the CGL limiting the scope of coverage for liability arising from explosion, collapse, or underground property damage.

6.2.9 **Workers' Compensation.**

Workers' Compensation insurance to cover obligations imposed by federal and state statutes having jurisdiction of Lessee's employees engaged in the performance of the work or services under this Lease; and Employer's Liability insurance of not less than \$1,000,000 for each accident, \$1,000,000 disease for each employee, and \$1,000,000 disease policy limit.

Lessee, its contractors and its subcontractors waive all rights against Lessor and its agents, officers, directors and employees for recovery of damages to the extent these damages are covered by the Workers' Compensation and Employer's Liability or commercial umbrella liability insurance obtained by Lessee, its contractors and its subcontractors pursuant to this Lease.

6.2.10 **Medical Mal – Any contractor that has a medical degree doing work with patience such as Psych or any other type of treatment**

Medical Malpractice insurance and, if necessary, Commercial Umbrella insurance, which will insure and provide coverage for Medical Malpractice of the Contractor, with limits of no less than \$5,000,000 for each claim.

6.2.11 Certificates of Insurance.

6.2.11.1 Prior to Contract **AWARD**, Contractor shall furnish the County with valid and complete certificates of insurance, or formal endorsements as required by the Contract in the form provided by the County, issued by Contractor's insurer(s), as evidence that policies providing the required coverage, conditions and limits required by this Contract are in full force and effect. Such certificates shall identify this contract number and title.

6.2.11.2 In the event any insurance policy (ies) required by this contract is (are) written on a "claims made" basis, coverage shall extend for two years past completion and acceptance of Contractor's work or services and as evidenced by annual Certificates of Insurance.

6.2.11.3 If a policy does expire during the life of the Contract, a renewal certificate must be sent to County fifteen (15) days prior to the expiration date.

6.2.12 Cancellation and Expiration Notice.

Insurance required herein shall not be permitted to expire, be canceled, or materially changed without thirty (30) days prior written notice to the County.

6.3 **FORCE MAJEURE**

6.3.1 Neither party shall be liable for failure of performance, nor incur any liability to the other party on account of any loss or damage resulting from any delay or failure to perform all or any part of this Contract if such delay or failure is caused by events, occurrences, or causes beyond the reasonable control and without negligence of the parties. Such events, occurrences, or causes will include Acts of God/Nature (including fire, flood, earthquake, storm, hurricane or other natural disaster), war, invasion, act of foreign enemies, hostilities (whether war is declared or not), civil war, riots, rebellion, revolution, insurrection, military or usurped power or confiscation, terrorist activities, nationalization, government sanction, lockout, blockage, embargo, labor dispute, strike, interruption or failure of electricity or telecommunication service.

6.3.2 Each party, as applicable, shall give the other party notice of its inability to perform and particulars in reasonable detail of the cause of the inability. Each party must use best efforts to remedy the situation and remove, as soon as practicable, the cause of its inability to perform or comply.

6.3.3 The party asserting *Force Majeure* as a cause for non-performance shall have the burden of proving that reasonable steps were taken to minimize delay or damages caused by foreseeable events, that all non-excused obligations were substantially fulfilled, and that the other party was timely notified of the likelihood or actual occurrence which would justify such an assertion, so that other prudent precautions could be contemplated.

6.3.4 The County shall reserve the right to terminate this Contract and/or any applicable order or contract release purchase order upon non-performance by Contractor. The County shall reserve the right to extend the Contract and time for performance at its discretion.

6.4 **WARRANTY OF SERVICES:**

6.4.1 The Contractor warrants that all services provided hereunder will conform to the requirements of the Contract, including all descriptions, specifications and attachments made a part of this Contract. County's acceptance of services or goods provided by the Contractor shall not relieve the Contractor from its obligations under this warranty.

6.4.2 In addition to its other remedies, County may, at the Contractor's expense, require prompt correction of any services failing to meet the Contractor's warranty herein. Services corrected by the Contractor shall be subject to all the provisions of this Contract in the manner and to the same extent as services originally furnished hereunder.

6.5 **REQUIREMENTS CONTRACT:**

6.5.1 Contractors signify their understanding and agreement by signing a bid submittal, that the Contract resulting from the bid is a requirements contract. However, the Contract does not guarantee any minimum or maximum number of purchases will be made. It only indicates that if purchases are made for the materials or services contained in the Contract, they will be purchased from the Contractor awarded that item if the Contractor can meet all the delivery requirements of the County. Orders will only be placed when the County identifies a need and proper authorization and documentation have been approved.

6.5.2 County reserves the right to cancel Purchase Orders within a reasonable period of time after issuance. Should a Purchase Order be canceled, the County agrees to reimburse the Contractor for actual and documentable costs incurred by the Contractor in response to the Purchase Order. The County will not reimburse the Contractor for any costs incurred after receipt of County notice of cancellation, or for lost profits, shipment of product prior to issuance of Purchase Order, etc.

6.5.3 Contractors agree to accept verbal notification of cancellation of Purchase Orders from the County Procurement Officer with written notification to follow. By submitting a bid in response to this Invitation for Bids, the Contractor specifically acknowledges to be bound by this cancellation policy.

6.6 **SUSPENSION OF WORK**

The Procurement Officer may order the Contractor, in writing, to suspend, delay, or interrupt all or any part of the work of this contract for the period of time that the Procurement Officer determines appropriate for the convenience of the County. No adjustment shall be made under this clause for any suspension, delay, or interruption to the extent that performance would have been so suspended, delayed, or interrupted by any other cause, including the fault or negligence of the Contractor. No request for adjustment under this clause shall be granted unless the claim, in an amount stated, is asserted in writing as soon as practicable after the termination of the suspension, delay, or interruption, but not later than the date of final payment under the contract.

6.7 STOP WORK ORDER

The Procurement Officer may, at any time, by written order to the Contractor, require the Contractor to stop all, or any part, of the work called for by this contract for a period of 90 days after the order is delivered to the Contractor, and for any further period to which the parties may agree. The order shall be specifically identified as a stop work order issued under this clause. Upon receipt of the order, the Contractor shall immediately comply with its terms and take all reasonable steps to minimize the incurrence of costs allocable to the work covered by the order during the period of work stoppage. Within a period of 90 days after a stop-work is delivered to the Contractor, or within any extension of that period to which the parties shall have agreed, the Procurement Officer shall either—

- 6.7.1 Cancel the stop-work order; or
- 6.7.2 Terminate the work covered by the order as provided in the Default, or the Termination for Convenience of the County, clause of this contract.
- 6.7.3 The Procurement Officer may make an equitable adjustment in the delivery schedule and/or contract price, or otherwise, and the contract shall be modified, in writing, accordingly, if the Contractor demonstrates that the stop work order resulted in an increase in costs to the Contractor.

6.8 UNCONDITIONAL TERMINATION FOR CONVENIENCE:

Maricopa County may terminate the resultant Contract for convenience by providing sixty (60) calendar days advance notice to the Contractor.

6.9 TERMINATION FOR DEFAULT:

The County may, by written notice of default to the Contractor, terminate this contract in whole or in part if the Contractor fails to:

- 6.9.1 Deliver the supplies or to perform the services within the time specified in this contract or any extension;
- 6.9.2 Make progress, so as to endanger performance of this contract; or
- 6.9.3 Perform any of the other provisions of this contract.
- 6.9.4 The County's right to terminate this contract under these subparagraph may be exercised if the Contractor does not cure such failure within 10 days (or more if authorized in writing by the County) after receipt of the notice from the Procurement Officer specifying the failure.

6.10 STATUTORY RIGHT OF CANCELLATION FOR CONFLICT OF INTEREST:

Notice is given that pursuant to A.R.S. § 38-511 the County may cancel any Contract without penalty or further obligation within three years after execution of the contract, if any person significantly involved in initiating, negotiating, securing, drafting or creating the contract on behalf of the County is at any time while the Contract or any extension of the Contract is in effect, an employee or agent of any other party to the Contract in any capacity or consultant to any other party of the Contract with respect to the subject matter of the Contract. Additionally, pursuant to A.R.S § 38-511 the County may recoup any fee or commission paid or due to any person significantly involved in initiating, negotiating, securing, drafting or creating the contract on behalf of the County from any other party to the contract arising as the result of the Contract.

6.11 CONTRACTOR LICENSE REQUIREMENT:

- 6.11.1 The Respondent shall procure all permits, insurance, licenses and pay the charges and fees necessary and incidental to the lawful conduct of his/her business, and as necessary

complete any required certification requirements, required by any and all governmental or non-governmental entities as mandated to maintain compliance with and in good standing for all permits and/or licenses. The Respondent shall keep fully informed of existing and future trade or industry requirements, Federal, State and Local laws, ordinances, and regulations which in any manner affect the fulfillment of a Contract and shall comply with the same. Contractor shall immediately notify both Office of Procurement Services and the using agency of any and all changes concerning permits, insurance or licenses.

6.12 SUBCONTRACTING:

6.12.1 The Contractor may not assign to another Contractor or Subcontract to another party for performance of the terms and conditions hereof without the written consent of the County. All correspondence authorizing subcontracting must reference the Bid Serial Number and identify the job project.

6.12.2 The Subcontractor's rate for the job shall not exceed that of the Prime Contractor's rate, as bid in the pricing section, unless the Prime Contractor is willing to absorb any higher rates or the County has approved the increase. The Subcontractor's invoice shall be invoiced directly to the Prime Contractor, who in turn shall pass-through the costs to the County, without mark-up. A copy of the Subcontractor's invoice must accompany the Prime Contractor's invoice.

6.13 AMENDMENTS:

All amendments to this Contract shall be in writing and approved/signed by both parties. Maricopa County Office of Procurement Services shall be responsible for approving all amendments for Maricopa County.

6.14 ADDITIONS/DELETIONS OF SERVICE:

6.14.1 The County reserves the right to add and/or delete materials and services to a Contract. If a service requirement is deleted, payment to the Contractor will be reduced proportionately, to the amount of service reduced in accordance with the bid price. If additional materials or services are required from a Contract, prices for such additions will be negotiated between the Contractor and the County.

6.14.2 The County reserves the right of final approval on proposed staff for all Task Orders. Also, upon request by the County, the Contractor will be required to remove any employees working on County projects and substitute personnel based on the discretion of the County within two business days, unless previously approved by the County.

6.15 VALIDITY:

The invalidity, in whole or in part, of any provision of this Contract shall not void or affect the validity of any other provision of the Contract.

6.16 SEVERABILITY:

The invalidity, in whole or in part, of any provision of this Contract shall not void or affect the validity of any other provision of this Contract.

6.17 RIGHTS IN DATA:

The County shall have the use of data and reports resulting from a Contract without additional cost or other restriction except as may be established by law or applicable regulation. Each party shall supply to the other party, upon request, any available information that is relevant to a Contract and to the performance thereunder.

6.18 NON-DISCRIMINATION:

CONTRACTOR agrees to comply with all provisions and requirements of Arizona Executive Order 2009-09 including flow down of all provisions and requirements to any subcontractors. Executive Order 2009-09 supersedes Executive order 99-4 and amends Executive order 75-5 and may be viewed and downloaded at the Governor of the State of Arizona's website http://www.azgovernor.gov/dms/upload/EO_2009_09.pdf which is hereby incorporated into this contract as if set forth in full herein. During the performance of this contract, CONTRACTOR shall not discriminate against any employee, client or any other individual in any way because of that person's age, race, creed, color, religion, sex, disability or national origin.

6.19 CERTIFICATION REGARDING DEBARMENT AND SUSPENSION

6.19.1 The undersigned (authorized official signing for the Contractor) certifies to the best of his or her knowledge and belief, that the Contractor

6.19.1.1 is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal Department or agency;

6.19.1.2 have not within 3-year period preceding this Contract been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

6.19.1.3 are not presently indicted or otherwise criminally or civilly charged by a government entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (2) of this certification; and

6.19.1.4 have not within a 3-year period preceding this Contract had one or more public transaction (Federal, State or local) terminated for cause of default.

6.19.2 The Contractor agrees to include, without modification, this clause in all lower tier covered transactions (i.e. transactions with subcontractors) and in all solicitations for lower tier covered transactions related to this Contract.

6.20 VERIFICATION REGARDING COMPLIANCE WITH ARIZONA REVISED STATUTES §41-4401 AND FEDERAL IMMIGRATION LAWS AND REGULATIONS:

6.20.1 By entering into the Contract, the Contractor warrants compliance with the Immigration and Nationality Act (INA using e-verify) and all other federal immigration laws and regulations related to the immigration status of its employees and A.R.S. §23-214(A). The contractor shall obtain statements from its subcontractors certifying compliance and shall furnish the statements to the Procurement Officer upon request. These warranties shall remain in effect through the term of the Contract. The Contractor and its subcontractors shall also maintain Employment Eligibility Verification forms (I-9) as required by the Immigration Reform and Control Act of 1986, as amended from time to time, for all employees performing work under the Contract and verify employee compliance using the E-verify system and shall keep a record of the verification for the duration of the employee's employment or at least three years, whichever is longer. I-9 forms are available for download at USCIS.GOV.

6.20.2 The County retains the legal right to inspect contractor and subcontractor employee documents performing work under this Contract to verify compliance with paragraph 6.20.1 of this Section. Contractor and subcontractor shall be given reasonable notice of the County's intent to inspect and shall make the documents available at the time and date

specified. Should the County suspect or find that the Contractor or any of its subcontractors are not in compliance, the County will consider this a material breach of the contract and may pursue any and all remedies allowed by law, including, but not limited to: suspension of work, termination of the Contract for default, and suspension and/or debarment of the Contractor. All costs necessary to verify compliance are the responsibility of the Contractor.

6.21 INFLUENCE

As prescribed in MC1-1202 of the Maricopa County Procurement Code, any effort to influence an employee or agent to breach the Maricopa County Ethical Code of Conduct or any ethical conduct may be grounds for Disbarment or Suspension under MC1-902.

An attempt to influence includes, but is not limited to:

- 6.21.1 A Person offering or providing a gratuity, gift, tip, present, donation, money, entertainment or educational passes or tickets, or any type valuable contribution or subsidy,
- 6.21.2 That is offered or given with the intent to influence a decision, obtain a contract, garner favorable treatment, or gain favorable consideration of any kind.

If a Person attempts to influence any employee or agent of Maricopa County, the Chief Procurement Officer, or his designee, reserves the right to seek any remedy provided by the Maricopa County Procurement Code, any remedy in equity or in the law, or any remedy provided by this contract.

6.22 ACCESS TO AND RETENTION OF RECORDS FOR THE PURPOSE OF AUDIT AND/OR OTHER REVIEW:

- 6.22.1 In accordance with section MCI 371 of the Maricopa County Procurement Code the Contractor agrees to retain all books, records, accounts, statements, reports, files, and other records and back-up documentation relevant to this Contract for six (6) years after final payment or until after the resolution of any audit questions which could be more than six (6) years, whichever is latest. The County, Federal or State auditors and any other persons duly authorized by the Department shall have full access to, and the right to examine, copy and make use of, any and all said materials.
- 6.22.2 If the Contractor's books, records, accounts, statements, reports, files, and other records and back-up documentation relevant to this Contract are not sufficient to support and document that requested services were provided, the Contractor shall reimburse Maricopa County for the services not so adequately supported and documented.
- 6.22.3 If at any time it is determined by the County that a cost for which payment has been made is a disallowed cost, the County shall notify the Contractor in writing of the disallowance. The course of action to address the disallowance shall be at sole discretion of the County, and may include either an adjustment to future invoices, request for credit, request for a check or deduction from current billings Submitted by the Contractor by the amount of the disallowance, or to require reimbursement forthwith of the disallowed amount by the Contractor by issuing a check payable to Maricopa County.

6.23 AUDIT DISALLOWANCES:

If at any time, County determines that a cost for which payment has been made is a disallowed cost, such as overpayment, County shall notify the Contractor in writing of the disallowance. County shall also state the means of correction, which may be but shall not be limited to adjustment of any future claim submitted by the Contractor by the amount of the disallowance, or to require repayment of the disallowed amount by the Contractor.

6.24 **OFFSET FOR DAMAGES;**

In addition to all other remedies at Law or Equity, the County may offset from any money due to the Contractor any amounts Contractor owes to the County for damages resulting from breach or deficiencies in performance of the contract.

6.25 **PUBLIC RECORDS:**

Under Arizona law, all Offers submitted and opened are public records and must be retained by the Records Manager at the Office of Procurement Services. Offers shall be open to public inspection and copying after Contract award and execution, except for such Offers or sections thereof determined to contain proprietary or confidential information by the Office of Procurement Services. If an Offeror believes that information in its Offer or any resulting Contract should not be released in response to a public record request under Arizona law, the Offeror shall indicate the specific information deemed confidential or proprietary and submit a statement with its offer detailing the reasons that the information should not be disclosed. Such reasons shall include the specific harm or prejudice which may arise from disclosure. The Records Manager of the Office of Procurement Services shall determine whether the identified information is confidential pursuant to the Maricopa County Procurement Code.

6.26 **PRICES:**

Contractor warrants that prices extended to County under this Contract are no higher than those paid by any other customer for these or similar services.

6.27 **INTEGRATION:**

This Contract represents the entire and integrated agreement between the parties and supersedes all prior negotiations, proposals, communications, understandings, representations, or agreements, whether oral or written, express or implied.

6.28 **RELATIONSHIPS:**

In the performance of the services described herein, the Contractor shall act solely as an independent contractor, and nothing herein or implied herein shall at any time be construed as to create the relationship of employer and employee, co-employee, partnership, principal and agent, or joint venture between the County and the Contractor.

6.29 **GOVERNING LAW:**

This Contract shall be governed by the laws of the state of Arizona. Venue for any actions or lawsuits involving this Contract will be in Maricopa County Superior Court or in the United States District Court for the District of Arizona, sitting in Phoenix, Arizona

6.30 **ORDER OF PRECEDENCE:**

In the event of a conflict in the provisions of this Contract and Contractor's license agreement, if applicable, the terms of this Contract shall prevail.

6.31 **INCORPORATION OF DOCUMENTS:**

The following are to be attached to and made part of this Contract:

6.31.1 Exhibit A, Pricing;

6.31.2 Exhibit B, Scope of Work;

NOTICES:

All notices given pursuant to the terms of this Contract shall be addressed to:

For County:

Maricopa County
Office of Procurement Services
ATTN: Contract Administration
320 West Lincoln Street
Phoenix, Arizona 85003-2494

For Contractor:

Connie S. Pyburn, Ph.D
Arizona Police Psychology, PLLC
6625 S. Rural Road, Suite 101
Tempe, AZ 85283

IN WITNESS WHEREOF, this Contract is executed on the date set forth above.

CONTRACTOR

AUTHORIZED SIGNATURE

PRINTED NAME AND TITLE

ADDRESS

DATE

MARICOPA COUNTY

CHIEF PROCUREMENT OFFICER,
OFFICE OF PROCUREMENT SERVICES

DATE

APPROVED AS TO FORM:

LEGAL COUNSEL

DATE

EXHIBIT A
PRICING

| | | | | | |
|----------------------------------|--|--|--|--|--|
| SERIAL 15031-ROQ | | | | | |
| NIGP CODE: 94876 | | | | | |
| RESPONDENT'S NAME: | | | Arizona Police Psychology, PLLC | | |
| COUNTY VENDOR NUMBER : | | | TBD | | |
| ADDRESS: | | | 6625 S. Rural RD. #101 | | |
| | | | Tempe, Arizona 85283 | | |
| P.O. ADDRESS: | | | N/A | | |
| TELEPHONE NUMBER: | | | 480-345-2292 | | |
| FACSIMILE NUMBER: | | | 480-345-2294 | | |
| WEB SITE: | | | N/A | | |
| CONTACT (REPRESENTATIVE): | | | Connie S. Pyburn, Ph.D. | | |
| REPRESENTATIVE'S E-MAIL ADDRESS: | | | azpolicepsych@gmail.com | | |

| | YES | NO | REBATE |
|--|-----|-----|--------|
| WILL ALLOW OTHER GOVERNMENTAL ENTITIES TO PURCHASE FROM THIS CONTRACT | X | [] | |
| WILL ACCEPT PROCUREMENT CARD FOR PAYMENT: | X | [] | |
| WILL OFFER REBATE (CASH OR CREDIT) FOR UTILIZING PROCUREMENT CARD: <small>(Payment shall be made within 48 hours of utilizing the Purchasing Card</small> | X | [] | 0% |

NET 30 DAYS

| | | | | | | | | | |
|---|--|--|--|--|--|---------------------------------|--|------------------|--|
| 1.0 PRICING: | | | | | | | | | |
| ITEM DESCRIPTION | | | | | | | | | |
| 1.1 Law Enforcement Psychological Evaluations Services in full compliance with the requirements as stated in this solicitation/proposal: | | | | | | <u>\$300.00</u> /per evaluation | | | |
| 1.2 Provide consultation and general advisement to Sheriff's Managers as needed (Section 2.4.2) | | | | | | <u>\$100.00</u> /per hour | | | |
| 1.3 Provide court testimony related to psychological evaluations provided by the individual Contractor as needed (Section 2.3.2) | | | | | | <u>\$100.00</u> /per hour | | | |
| Section 2.1.2, CONTRACTOR QUALIFICATIONS, states that applicant shall have a verifiable background in police and/or forensic psychology, and be familiar with IACP International Associates of Chiefs of Police) standards. Check YES or NO, regarding your full compliance with this Section. | | | | | | <u>X</u> YES | | <u> </u> NO | |
| MANDATORY: Attach a copy of your current Arizona license, as requested in section 2.1.1. | | | | | | | | | |
| Applicant by way of response to this formal solicitation/proposal certifies their full understanding and compliance with the requirements of this solicitation/proposal and understanding of the pre-determined fees/compensation as stated. | | | | | | | | | |
| Fees exceeding \$300.00 per evaluation will not be considered. Fees exceeding \$100.00 for Contractor other compensations (24 hour access, consultation and general advisement, court testimony related to psychological evaluations) will not be considered. Proposers/respondents are encouraged to submit competitive fees when submitting responses. Preparation, supplementary individual counseling, and documentation time shall be considered part of, and included in, the fee/rate offered. | | | | | | | | | |

EXHIBIT B

SCOPE OF WORK

1.0 INTENT:

The intent of this solicitation is to identify qualified psychologists and/or psychiatrists to provide law enforcement evaluation services to/for the Maricopa County Sheriff's Office (MCSO). Psychological testing and clinical interviews may be required for up to 1,700 individuals on an annual basis. Pre-employment evaluations, fitness for duty evaluations, call-outs for interventions regarding serious police incidents to include shootings, in line of duty deaths, among others may be required. MCSO duty descriptions including, but not limited to Deputy Sheriff, Call Taker, Emergency Dispatcher, Detention Officer, and certain Inmate Program positions; including, but not limited to: ALPHA (substance abuse rehabilitation) Supervisor, Clinical Director, Counselor, Principal, Program Coordinator, Programs Supervisor, Social Worker, Social Worker Supervisor, Teacher, Teacher Assistant/Aide, Transition Coordinator, and Volunteer Program Coordinator require psychological evaluations prior to a final hiring decision, at the determination of MCSO. Additional positions requiring psychological examinations may be added as the needs of the Office dictate. Fees/compensation has been predetermined, and *are not* negotiable. The contract resultant of this solicitation shall be a requirements contract, based solely upon the current needs of MCSO. No quantity of work or assignments is guaranteed to any awardee.

Other governmental entities under agreement with the County may have access to services provided hereunder.

The County reserves the right to add additional contractors, at the County's sole discretion, in cases where the currently listed contractors are of an insufficient number or skill-set to satisfy the County's needs.

2.0 SCOPE OF WORK:

2.1 CONTRACTOR QUALIFICATIONS:

2.1.1 Applicant/Contractor shall be currently licensed as a psychologist or psychiatrist in the State of Arizona *and* shall maintain the required licensing for the duration of which the contractor provides these services to the County.

2.1.2 Applicant shall have a verifiable background in public safety and/or forensic psychology, and be familiar with International Association of Chiefs of Police (IACP) standards.

2.1.2.1 Applicant/Contractor shall have one year of public safety psychological screening experience.

2.2 PRE EMPLOYMENT SCREEN:

2.2.1 REPORTS

2.2.1.1 Contractor shall provide a written report in non-technical terms for ALL evaluations requested by MCSO. Written report(s) will be provided to MCSO no later than seven (7) working days after the date of the applicant's evaluation appointment. Subject written reports shall include at a minimum, but not be limited to:

2.2.1.1.1 The psychological test(s) utilized and what each test indicated about the applicant in regards to the position applied for, and the fitness for the position in regarding those tests.

2.2.1.1.2 An assessment of the information obtained during the Psych oral interview and background interview.

2.2.1.1.3 A behavioral description of the applicant.

2.2.1.1.4 Contractor shall utilize a recognized ranking system of one through five (1 -5) or A through F including (+) or (-), and shall make the ranking system known to MCSO, prior to submission of any written report.

2.2.1.1.4.1 The reports shall be submitted to the Division Commander at MCSO Pre-Employment Services for review.

2.2.2 TESTS:

2.2.2.1 The evaluation(s) shall include written and/or video tests including an oral interview, and will be conducted on-site at MCSO location, or at the Contractor's office, dependent upon scheduling needs of the Sheriff's Office.

2.2.2.2 The psychological tests utilized shall be recognized by the International Association of Chiefs of Police (IACP) as instruments utilized in pre-employment law enforcement psychological evaluations. The IACP recognized tests currently used by MCSO include but are not limited to the following:

- 2.2.2.2.1 Wonderlic
- 2.2.2.2.2 Personality assessment inventory
- 2.2.2.2.3 Minnesota Multiphasic personality Inventory[®] (MMPI[®]-2)
- 2.2.2.2.4 California Psychological Inventory (CPI)
- 2.2.2.2.5 Personality Assessment Inventory (PAI)
- 2.2.2.2.6 Behavioral Personnel Assessment Device (B-Pad)

2.2.2.3 Other tests may be acceptable if pre-approved by the MCSO Pre-Employment Services Division Commander or his/her superior (Sheriff, Chief Deputy, Chief, or Deputy Chief).

2.2.2.3.1 Any and all cognitive assessment tools shall be administered and scored *ONLY* by the contracted professional(s).

2.2.2.3.2 Additional testing of the applicant may be deemed necessary. That determination will be decided by the Pre-Employment Services Division Commander and will take place either in-house at MCSO or at the contracted professional's office.

2.2.2.3.3 Additional test results shall be submitted to the MCSO Pre-Employment Services Division Commander in secure electronic format.

2.2.3 EVALUATION CONSULTING:

2.2.3.1 Consultation with MCSO command staff regarding individuals who were referred for pre-employment evaluation may be required on a case by case basis. Said consultation is included within the fee for pre-employment screening.

2.3 HOURLY SERVICES:

2.3.1 To provide consultation and general advisement to Sheriff's Managers as needed regarding the assessments the Contractor has completed.

2.3.2 To provide court testimony related to psychological evaluations provided by the individual contractor as needed if subpoenaed by the court. Compensation rate is \$100.00 per hour.

2.4 FEES/COMPENSATION:

- 2.4.1 Fees/compensation are pre-determined and are not negotiable.
- 2.4.2 Contractor shall be compensated \$300.00 per properly completed evaluation. No compensation shall be paid by MCSO until all evaluation requirements are complete and properly received and invoiced by MCSO. Contractor compensation for other MCSO requirements is pre-determined at an hourly rate of \$100.00 per hour.

NARRATIVE

Brief Summary of Business, Length of time in business, experience, lawsuits and complaints

Dr. Connie Pyburn and Dr. Nathan Thompson of Arizona Policy Psychology, LLC have conducted management and peer counseling training seminars for statewide law enforcement agencies and private enterprises. Furthermore, they have performed over two thousand pre-employment psychological evaluations for police, over one thousand pre-employment evaluations for Correctional Service Officers, and approximately 50 fitness for duty evaluations for both law enforcement and correctional agencies. We have over 15 years in direct consultation with law enforcement and criminal justice agencies throughout Arizona.

Dr. Carson has conducted management and peer counseling training seminars for statewide law enforcement agencies and private enterprises. Dr. Carson has performed over 60,000 pre-employment psychological evaluations for police officers, over 60,000 pre-employment evaluations for Correctional Service Officers, 600 Dispatcher/911 Operator applicants, 600 SWAT/Hostage Negotiator applicants, 400 Police Aide applicants and over 1,000 fitness for duty evaluations for both law enforcement and correctional agencies. Dr. Carson has over thirty-four years direct consultation with law enforcement and criminal justice agencies throughout Arizona.

Our specialized professional areas of interest include:

- Informative, law enforcement pre-employment psychological evaluations
- Critical incident stress debriefing, interventions, and counseling
- Psychological fitness for duty evaluations
- Certifying specialty, (SWAT, Narcotics, Hostage negotiations, etc.) assessments
- Concentrating on team consultations
- Individual psychotherapy
- Interpersonal skills training
- Professional burn-out, stress and conflict management

The following is a list of Arizonian agencies we have had the pleasure to share and work with:

| | |
|---|------------------------------------|
| Tempe Police Department | Arizona Supreme Court |
| Scottsdale Police Department | Eager Police Department |
| Phoenix Police Department | Department of Juvenile Corrections |
| Arizona Department of Corrections | Chandler Police Department |
| Arizona Department of Public Safety | Capitol Police Department |
| Arizona State University | Mesa Police Department |
| Arizona Supreme Court, Probation Department | Yuma County Sheriff's Office |
| Maricopa County Sheriff's Office | Navajo County Sheriff's Office |
| Drug Enforcement Administration | Payson Police Department |
| Pinal County Sheriff's Office | Yuma Police Department |
| Arizona Game and Fish Department | Goodyear Police Department |
| Arizona Department of Transportation | |

Hours of Operation:
Monday – Thursday, 7am – 5pm

Testing Methodology

System of Psychological Screening, Fitness for Duty Evaluations and Critical Stress Debriefings

Additionally, the psychological tests and evaluation process for pre-employment screening of Maricopa County Sheriff's Office Sworn Officer and Non-sworn Candidates will employ only methods and instruments that have been shown to be culturally, ethnically and gender fair. This process meets the guidelines for pre-employment psychological screening as ratified by the IACP. The psychological service providers named do not discriminate against individuals on the basis of their race, creed, ethnicity, religion, political affiliation, disability, sexual orientation or gender

The Psychological Tests

The Licensed Psychologist will provide psychological testing of applicants for police/deputy/detention officer positions. This assessment procedure will include the administration of the **Minnesota Multiphasic Personality Inventory (MMPI-2/MMPI-2-RF Police Candidate Interpretive Report)**, the **California Psychological Inventory (CPI) Police and Public Safety Selection Report Form 434**, the **PsyQ Psychological History Report**, the **Law Enforcement Type Sorter**, the **Wonderlic Personnel Test**.

The MMPI-2/ MMPI-2-RF Police Candidate Interpretive Report (PCIR) is a broad band, statistically based personality functioning test designed to assess a number of major patterns of personality and emotional disorders. The MMPI-2 provides objective scores and profiles determined from well documented national norms. Police Officer/Trooper norms and profiles will be used in interpreting the MMPI-2. The MMPI-2-RF Police Candidate Interpretive Report compares the individual's results to those of more than 2,000 police candidates. Further, it identifies potential problems in 10 job-relevant domains: Emotional Control and Stress Tolerance; Routine Task Performance; Decision-Making and Judgment; Feedback Acceptance; Assertiveness; Social Competence and Teamwork; Integrity; Conscientious and Dependability; Substance use and Impulse Control.

The **California Psychological Inventory (CPI)** using the Roberts and Johnson Public Safety Screening norms, is a self-report questionnaire designed to measure normal-range human behavior. It consists of 434 true-false items representing concepts – such as Tolerance, Responsibility, Integrity, Empathy, and self-control – that are commonly used to describe and understand human behavior.

The CPI Police and Public Safety Screening Report is a specialized report designed to be used by licensed psychologists in conducting psychological evaluations of applicants for police, probation and other public safety positions. The principal purpose of the report is to help the evaluator assess the psychological suitability of the applicant to perform the functions required by the job.

This special report, which is based on a normative sample of more than 50,000 public safety job applicants, supplements and the basic CPI instrument and its interpretive lore with a number of innovative features designed to improve the accuracy and fairness of employment screening decisions in the public safety field. These features include the following:

- Risk statements that estimate the likelihood that the applicant will demonstrate specific selection relevant problems, be rated by experienced psychologist as poorly suited, or be involuntarily separated from employment.
- CPI scale profiles based on norms for public safety job incumbents, which allow the applicant's test scores to be compared to those of applicants who were subsequently hired and successfully held the job that the applicant is applying for.
- CPI scale profiles based on norms for public safety job applicants with the same gender and ethnicity as the current applicant, which allow the psychologist evaluating the applicant to rule out pertinent ethnic and gender determinants of scale scores. (Ethnic group norms are based on samples of 32,212 Caucasians, 7341 African Americans, 5753 Hispanics and 3291 Asians.)
- A list of individual "selection-relevant" CPI items endorsed by the applicant, indicating responses identified by a panel of expert psychologists, and by a research study on officer performance, that may be indicators of possible job performance problems.

- A summary list of CPI scales for which the applicant's scores are favorable or unfavorable indicators of the applicant's likely performance on specific job functions or job problem areas, based on a research study involving confidential supervisory rating of post-probationary job performance and problems.

The **PsyQ Psychological History Questionnaire** is a computer scored personal history instrument specifically designed to assess law enforcement applicants. The Problem Profile summary will be included with each report. The questionnaire specifically assesses each candidate in the following areas: Education, Employment, Military Experience, Law Enforcement Experience, Driving Record, Financial History, Legal History, Developmental History, Adult Relationships, Parental Responsibilities, Psychological Treatment and Evaluation History, and Job Relevant Sexual History.

The **Law Enforcement Type Sorter** has been included as an aid to the department in screening for officers that may be more oriented toward working in special units or on special projects. With the progression of community policing, this test helps an agency select officers who would be more intuitive-oriented and who would have a potential to project a different image than the typical "facts" based officer. This instrument is not used to select in or select out officers by the psychologist. Further, this is a self-scoring instrument and feedback is given to each applicant at the time they complete this test so they can compare themselves to others in this field.

The **Wonderlic Personnel Test**, a measure of mental aptitude, is designed to measure general, overall mental ability. The Wonderlic is one of the most widely recognized tests of general cognitive ability (the level at which an individual learns, understands instructions and solves problems) worldwide. The Wonderlic provides quantitative insight into how easily individuals can be trained, how well they can adjust and solve problems on the job and how well-satisfied they are likely to be with the demands of the job. Higher scoring individuals will not only gain more from formalized training, but are also more likely to learn effectively from on-the-job experience. Modest scoring individuals will need more detailed instruction, hands on practice, more time and repetition as well as close supervision. Police Officer norms were constructed by Wonderlic and are utilized from this instrument, having shown in research to be one of the best predictors of success for Arizona law enforcement officers.

When the MMPI-2/MMPI-2-RF-PCIR, the CPI, the PsyQ, the Law Enforcement Type Sorter, and the Wonderlic are used as an overall test battery and compared to an individual's background and interview behavior, this psychological assessment process has been shown to be very effective and reliable in predicting success in law enforcement.

The Interview and Rating Process and Rating Matrix

Upon arriving each applicant will complete a **PsyQ Psychological History Questionnaire** if not completed prior to arrival. Each applicant will complete the battery of psychological tests. Following the scoring of the tests, each applicant will be interviewed by Drs. Carson, Pyburn, or Thompson. This interview will be structured so that major areas of the applicant's background (information derived from the background questionnaire) will be reviewed and contrasted with the psychological test battery results.

Psychological Rating Matrix

| | (1): Well Above Average | (2): Above Average | (3): Average | (4): Below Average | (5): Well Below Average |
|--|--------------------------------|---------------------------|---------------------|---------------------------|--------------------------------|
| Work/Background | | | | | |
| Education | | | | | |
| Stress Tolerance | | | | | |
| Anger/Self Control | | | | | |
| Problem-solving | | | | | |
| Interpersonal Skills | | | | | |
| Firearms Experience | | | | | |
| Bias | | | | | |
| Absence of Psychological Problems | | | | | |
| Substance/Alcohol Usage | | | | | |

Based upon information derived from all three sources: background questionnaire, psychological test battery, and a one-on-one interview between the applicant and Drs. Carson, Pyburn, or Thompson the applicant will then be compared to what research has shown to be a successful police recruit profile. This profile has been refined over a 34-year period and is specific to successful Arizona law enforcement officers. Each applicant will then be given a numerical rating on the basis of his/her predicted overall success as a law enforcement officer, specifically an Arizona law enforcement officer. A report will then be submitted which will identify each candidate's qualities that will benefit him/her in a career in law enforcement. Additionally, potential performance problems or areas of concern in functioning as a sworn officer will be outlined within the report. This method of reporting both strengths and weakness allows for a "screening in" of applicants as well as "screening out."

As a standard, reports (approximately 3-4 pages in length) will be available on all applicants. Case staffing appointments will be available on any applicant requested by the Maricopa County Sheriff's Office personnel hiring authority. The results of the pre-employment psychological evaluations will be made available on a verbal basis generally on the same day as the evaluation or within 24 hours after the examination. Written results will be submitted to the Department of Public Safety within five working days following the examination or earlier upon request. If a case staffing is requested, an appointment will be made at no additional charge.

It should be noted that the pre-employment psychological test results should be used as one component of the overall selection process undertaken by the Maricopa County Sheriff's Office. Psychological recommendations should not be used as the sole criterion for a hire/no hire decision.

The psychological appraisal is usually undertaken after the police agency has completed its assessment of the applicant. This evaluation is considered a "post-offer" process in compliance with the Americans with Disabilities Act.

Ratings

A rating system was developed by Drs. Carson and Pyburn to provide more than just a "yes" or "no" determination of psychological suitability for law enforcement officers. The following five point rating system was derived from three sources: psychological test profiles, background information and interview data and has been found to be easy to understand as well as objective.

(1) VERY HIGHLY RECOMMEND

The applicant demonstrates no signs of stress related difficulties or impulse control deficits; is conscientious, honest, and has superior intellectual and interpersonal skills to function successfully as a police officer.

(2) HIGHLY RECOMMEND

This rating is given to applicants who fit the successful officer profile, but may be low in one or two minor areas of functioning. For example, they may be rated lower if they performed slightly lower on one of the intellectual effectiveness measures or if they are moderately defensive.

(3) RECOMMEND

These applicants typically are acceptable, but may have problems in several minor areas. For example, they may be low in areas of conscientiousness, responsibility, or in other intrapersonal value traits; they may exhibit weak interpersonal skills; they may be low in several intellectual effectiveness measures or they may have some questionable occurrences in their backgrounds. Further, a rating of "3" may be given to an individual who is not low in any particular area, but does not excel in others. A rating of "3-" (recommended with minor reservations) is given to individuals who may be notably lower in an area and should be an indication for the police recruiter to carefully examine other findings before selecting the candidate.

(4) MARGINAL

This rating is given to those applicants whose evaluations indicate that they will likely have problems functioning as a police officer, but who do not represent a clear-cut liability to the public. For example, they may be low in areas of responsibility, verbal self-control, or intellectual effectiveness. They may have had problems with alcohol abuse and/or be susceptible to marked performance deficits due to stress. They have numerous weak areas and few strong areas.

(5) NOT RECOMMEND

Applicants who are given a rating of "5" show signs of psychological problems or marked impulse control deficiencies or a possibility of severe stress related problems on the job. They represent a potential risk to themselves, their fellow officers or the public if hired in law enforcement.

Pre-employment Selection Methodology Research and Discussion

The psychological tests and procedures used in the pre-employment screening process meet or exceed the industry standards. In a publication of the National Institute of Justice, Ellen Scrivner, Ph.D., reported the results of a survey of American police psychologists indicating that 91% used the Minnesota Multiphasic Personality Inventory-2 and over 54% use the California Psychological Inventory. However, only 15% of the psychologists surveyed measured cognitive functioning or intellectual efficiency.¹ This selection process has met the Commission On Accreditation Law Enforcement Accreditation, Inc. (CALEA) Standards for the police departments of Phoenix, Tempe, Scottsdale, Chandler, and Northern Arizona University.

Three separate and independent research projects have demonstrated the method undertaken by Dr. Carson as being valid in predicting the success of police officers in the field. Two of the research projects were supported with data on Phoenix Police Recruits and one with data on Tempe Police Recruits.

The first research project, undertaken by the Employee Services Bureau (1987) of the Phoenix Police Department indicated that 30% of all recruits given a rating of "4" did not satisfactorily complete their probationary period. This percentage compares to 19% of candidates rated "2" and 17% of candidates rated "3".²

In a longitudinal study of police recruits undertaken for the Arizona Department of Public Safety in 1992, Carson and Blaisdell found that the psychological rating would predict performance on the job of police officers in this police agency. Various parts of the psychological screening process were correlated with outcome measures: For example, Employee Aptitude Survey tests were significantly correlated with academy scores; the California Psychological Inventory (CPI) scales of Achievement via Independence and Flexibility were positively correlated with length of service time; and officers who promoted were prone to score high in a Sense of Well Being and Social Presence, sub-scales of the CPI that measure self-confidence, spontaneity and ability to deal on a personal and social basis. Of interest was the preponderance of intellectual and aptitude scores as being the most relevant to on the job success factors.³

A collaborative research study is presently being undertaken by Dr. Carson and Dr. Steven Funk, Assistant Professor, Northern Arizona University. This study is examining the efficacy of the psychological pre-employment screening methodology utilized by Dr. Carson in screening police applicants. Preliminary results have shown that the psychological rating is not significantly different between males and females and there are no statistical differences in rating between ethnic groups. From 1980 through the present, 584 officer candidates have been screened, with complete data being available on 406 subjects. The mean rating was a 3.02. Further data analysis is underway and should be available by the end of the present calendar year.

In a major undertaking that lead to a Master's thesis, Bloodworth (1992), found that "attrition and disciplined rates among officers hired (by the Phoenix Police Department) between July, 1983, and February, 1991, strongly indicated pre-employment psychological testing results is a predictor of job performance." This study consisted of 1,122 officers hired during the specified time and suggested that employee attrition is significantly higher in those officers given a psychological rating of "4" than the other groups. Further, a disproportionate number of the "4" category left during their first year of employment. Additionally, officers given a lower psychological rating were disproportionately referred to the Disciplinary Review Board for formal discipline.⁴

In summary, the psychological process undertaken by Dr. Carson utilizes accepted psychological procedures which predict success in law enforcement. This pre-employment psychological evaluation process supersedes the practice of most police psychologists throughout the country in that aptitude tests are included in the test battery. The research projects cited suggested that outcome research is desired in order to validate the pre-employment selection process as well as the psychological screening process itself. It is recommended that the Maricopa County Sheriff's Office in collaboration with the test results performed by Dr. Carson, undertake a research project to determine the efficacy of the present selection psychological pre-screening process. Such an undertaking would serve the purpose of deriving psychological pre-screening data specifically for the Maricopa County Sheriff's Office. This data would be useful in honing the selection process as well as for use in a legal defense, should the need ever arise.

Fitness for Duty Evaluations assessment process and testing methodology.

Fitness for Duty Evaluations

In the event that an individual employee comes to the attention of his supervisors or experiences psychological problems that interferes with his ability to carry out the duties and responsibilities of his/her position, a psychological evaluation will be available to assist in management decisions. Should the department wish to refer such an individual for a psychological fitness for duty evaluation, a supervisor can contact Drs. Carson, Pyburn or Morgan state specifically the purpose of the evaluation. At the evaluation session, it is preferred that the employee sign a release of information, thus eliciting cooperation in the evaluative process. The release of information allows the psychologist to confer with the referring source. When an individual is referred for a psychological evaluation, the Department is the primary client and the employee will be viewed as a secondary client. As such, any release of information, other than to the Arizona Department of Public Safety, will require a specific release signed by the appropriate source within the Department itself. A request for release of information will not be honored by the psychologist undertaking in evaluation until such time as that release has been enacted.

The fitness for duty evaluation battery of tests will generally include:

- Minnesota Multiphasic Personality Inventory (MMPI-2)
- Millon Clinical Multiaxial Inventory-III
- Wonderlic Personnel Test
- Quickview Social History Report
- Stress Symptom Checklist/Trauma Symptom Inventory -2
- Sleep Severity Index/Pittsburg Sleep Quality Index

The Minnesota Multiphasic Personality Inventory (MMPI-2) is a broad band, statistically based personality functioning test designed to assess a number of major patterns of personality and emotional disorders. The MMPI-2 provides objective scores and profiles determined from well documented national norms. Police Officer/Trooper norms and profiles will be used in interpreting the MMPI-2.

Millon Clinical Multiaxial Inventory-III (MCMI-III) is used to evaluate individuals for emotional, behavioral, or interpersonal difficulties. It helps to identify the deeper and pervasive personality characteristics underlying overt symptoms. It helps gain an integrated understanding of the relationship between personality characteristics and clinical syndromes.

The **Wonderlic Personnel Test**, a measure of mental aptitude, is designed to measure general, overall mental ability. The Wonderlic is one of the most widely recognized tests of general cognitive ability (the level at which an individual learns, understands instructions and solves problems) worldwide. The Wonderlic provides quantitative insight into how easily individuals can be trained, how well they can adjust and solve problems on the job and how well-satisfied they are likely to be with the demands of the job. Ability measures in Fitness for Duty can highlight any difficulties in concentration, problems solving and time management.

Quickview Social History Report provides a complete psychosocial history in nine major areas to help screen for social, psychological, and physical problems.

Trauma Symptom Inventory -2 (TSI-2) is a broadband measure designed to evaluate posttraumatic stress and other psychological sequelae of traumatic events, including the effects of sexual and physical assault, intimate partner violence, combat, torture, motor vehicle accidents, mass casualty events, medical trauma, traumatic losses, and childhood abuse or neglect.

Pittsburg Sleep Quality Index (PSQI) is a self-rated questionnaire which assesses sleep quality and disturbances over a 1-month time interval. Nineteen individual items generate seven “component” scores: subjective sleep quality, sleep latency, sleep duration, habitual sleep efficiency, sleep disturbances, use of sleeping medication, and daytime dysfunction. The instrument is used to assess one’s sleep quality and its impact on their current functioning.

Additionally, a short background questionnaire is administered prior to the psychological testing. Upon completion of this battery of tests, Drs. Carson, Pyburn, or Thompson will conduct an interview with the employee which includes a mental status evaluation. A combination of the psychological battery, a review of information provided by the Department, and the clinical interview will yield a Fitness for Duty Evaluation Report. This report is usually four to six pages in length, outlining the employee’s background information, interview and test results, violence potential, diagnostic impression and conclusions with recommendations. Violations of law as far as can be determined by Psychologists or potential danger to self or others by the employee being evaluated will be immediately reported to the designated HR representative for appropriate action.

Psychological fitness evaluations are designed to address the individual officer's present functioning level and to make recommendations, if appropriate, for further intervention in order to return the officer to his optimal level of functioning. At times, it may be recommended that a Maricopa County Sheriff’s Office employee be removed from duty. Such recommendations will be generalized and are viewed by the psychologist doing the evaluation as a recommendation only. The final determination of the officer's disposition will be made by the Maricopa County Sheriff’s Office. It is helpful to have the referring supervisor send a letter to the psychologist to explain the circumstances for the referral and to specify exactly what is being requested. Following the evaluation, the psychologist will typically have a verbal report ready the same day and may give verbal feedback regarding the evaluation outcome. A written report is generally available within five to seven working days. The evaluation report will be forwarded to the Personnel Division or Human Resources Department to share with the supervisor and to safeguard the confidentiality of the report. Historically, such reports are maintained in a separate file so that there will be no negative future impact on the employee.

Specialty Assignment Assessments

Specialty Assignment Assessments will be undertaken on those police officers who apply to be a member of the SWAT Team, a Hostage Negotiator, Narcotics Officer or other special team. This assessment process will involve the administration of the Minnesota Multiphasic Personality Inventory-2 (MMPI-2), the California Psychological Inventory (CPI) Roberts and Johnson Public Safety Form 434, and the Wonderlic Personnel Test. At times, other instruments may be utilized in these assessments but the three listed above are the main instruments in this battery of tests. Once the officer has completed the tests mentioned above, he/she will be interviewed and the test results will be interpreted for each individual applicant. If, for some reason, an officer is inappropriate for inclusion on a special team, he/she will be told at that time exactly the disqualifying issues as demonstrated on the psychological test profiles. Following the administration of tests and the psychological interview, a Specialty Assignment Letter will be drafted and sent to the appropriate supervisor.

Crisis Intervention evaluating, debriefing and counseling referral services methodology and approach for law enforcement agency personnel.

Post-Use-of-Force Counseling, Crisis Intervention and Posttraumatic Counseling for Employees

A critical incident is an event that an Arizona Department of Public Safety employee may experience that overwhelms his/her psychological and emotional ability to cope. Such events may include a shooting, the death or serious injury of fellow employees, being assaulted in the line of duty, dealing with the death of children, the suicide of a fellow employee or dealing with a multiple casualty situation.

Left untreated, normal reactions experienced in these types of incidents may develop into Posttraumatic Stress Disorder or other types of long term psychological distress. Posttraumatic counseling is referred to as Critical Incident Stress Debriefing and is best accomplished within a week after the event. Post-use-of-force counseling is highly recommended following a shooting or incident in which a weapon and/or injury occurred.

Sometimes debriefings are conducted on a one-on-one basis with an individual or at other times in a group setting. There are no records kept of critical incident stress debriefings or post-use-of-force counseling when group sessions are held. As licensed psychologists, privileged communication rights would be existent when a psychologist conducts a debriefing with a group or individuals. Drs. Carson and Pyburn have debriefed police agencies extensively over the last eighteen years. A debriefing psychologist will be available on a twenty-four hour basis. Usually a psychologist will be available for an immediate telephonic communication with an individual involved in a critical incident and be able to meet face to face within 24 hours. At times, it is necessary for follow-up sessions for an individual if he/she has had to deal with an especially traumatic event. Violations of law as far as can be determined by Psychologists or potential danger to self or others by the employee being evaluated will be immediately reported to the designated HR representative for appropriate action

A crisis intervention service will be available on a round-the-clock basis. Telephone contact will be available immediately while face-to-face contact will be generally made within a 24 hour period. Drs. Carson, Pyburn, and Thompson will be able to implement this service on a continuing basis though other psychologists may be called upon as needed.

Dr. Pyburn at 480-577-5044 or Dr. Thompson at 480-331-9607 can be reached twenty-four hours a day, 7 days a week.

Case Staffing/More Information

The psychologists will be available for case staffing on an as needed basis at no charge. These would normally be completed telephonically or, on special cases, be undertaken in person.

Confidentiality: Disclosure, Records and Personnel

All psychologists referenced are in independent, private practice and maintain their own clinical records. These records will be maintained as per the requirements of the State of Arizona Board of Psychologist Examiners. That is, clinical records will be maintained for a minimum of seven years.

Occasionally, another agency will send a request for release of information for psychological files for a Maricopa County Sheriff's Office employee. For pre-employment evaluations and fitness for duty evaluations, all requests for records will be forwarded to the Maricopa County Sheriff's Office. The Department requests and pays for these evaluations, thus has the only authorization to release this information. If the Maricopa County Sheriff's Office agrees to release the record, Arizona Police Psychology or Dr. Carson is informed in writing of this release and steps are taken accordingly. When a request for psychological records is made for a Maricopa County Sheriff's Office client from past counseling (hence, not including evaluation results), the client is contacted and the request is confirmed through a written release of information form (in office) by the client. Both methods insure that all parties have been contacted and that all are in agreement of the release of information. Evaluation reports are kept in the applicant file for seven years after which time all data is entered into a database and the hard file shredded. Please see the sections in this report pertaining to security and confidentiality for further information.

Customer Service, Philosophy, and Delivery

Pre-employment, Fitness for Duty Evaluations, and critical event interventions

Drs. Carson, Pyburn, Thompson and staff are dedicated to provide efficient, thorough and reliable service to the Maricopa County Sheriff's Office personnel. All efforts will be made to schedule pre-employment and fitness for duty evaluations during the same week they are requested. It is important to Drs. Carson, Pyburn, and Thompson that enough time is given to each individual applicant or employee and personnel requesting evaluation appointments will be given choices of time and day. However, because of the length of these evaluations, it is advantageous to have these type of

appointments begin in the morning, as they will usually take until early afternoon to finish the testing process. If there are extenuating circumstances, accommodations will be made.

Drs. Carson, Pyburn, and Thompson want to make this system as easy, friendly, and efficient as possible. All involved parties are willing and open to any suggestions offered or requested by Maricopa County Sheriff's Office to make the psychological services successful for all.

Time Required to Report Evaluation Results

Pre-Employment Reports

Drs. Carson, Pyburn, and Thompson can provide verbal evaluation results of pre-employment screening generally on the same day as the testing process. However, the verbal results are guaranteed within 24 hours following the psychological evaluation. The written report will be available within five working days following the evaluation. Pre-Employment Evaluations can usually be scheduled within one week or seven working days.

Fitness for Duty Evaluations

The fitness for duty evaluations are comprehensive assessments of an employee's ability to complete his/her job requirements. However, verbal results are generally available within 24 hours following the evaluation and no longer than two working days. The written report will be available no later than seven working days following the evaluation.

Security: Report Security and Purge Criteria

Pre-employment evaluation and fitness for duty evaluation reports will only be made available to the referring supervisor at the Maricopa County Sheriff's Office. That is, each report is sent directly to either the person completing the hiring process (pre-employment) or to the supervisor / manager of the employee (fitness for duty evaluations). This method ensures that the person viewing the report is the person responsible for processing the information in a meaningful and confidential manner.

We and our office staff are dedicated to upholding the confidentiality of all of our clients and historically, have taken many special precautions to safeguard their files. The files will be kept in the office in locked file cabinets or will be saved in a secure database on a computer with no internet access that will only be accessible through password protection. The files will be saved for at least 7 years. This office has a policy of shredding every disposed document and will continue in this fashion indefinitely.

Staff to be assigned to the Maricopa County Sheriff's Department

Names and Phone Numbers of Psychologist

Stephen L. Carson, Ph.D
480-345-2292 (Phone)
480-345-2294 (fax)
stevecarsonphd@qwestoffice.net

Connie S. Pyburn, Ph.D.
Arizona Police Psychology
480-345-2292 (Phone)
480-345-2294 (fax)
azpolicepsych@gmail.com

Nathan D. Thompson, Psy.D.
Arizona Police Psychology
480-345-2292 (Phone)
480-345-2294 (fax)
azpolicepsych@gmail.com

Qualifications of Psychologist

Dr. Stephen L. Carson is a licensed psychologist in the State of Arizona, possessing a Doctoral Degree in Counseling Psychology from Arizona State University. With approximately thirty-six years of psychological experience in clinical, educational, institutional, governmental and community mental health center settings he has been in private practice for over 30 years.

Dr. Pyburn has a Doctoral Degree in Educational Psychology from Arizona State University with an emphasis in testing/evaluations. She has more than 15 years of experience in assessment, counseling, and consultation in clinical, educational, hospital, and government agencies. Most recently, she worked with Maricopa County Juvenile Probation Department.

Dr. Thompson has a Doctorate in Clinical Psychology from the American School of Professional Psychology. He has experience working in the pre- and post-adjudication process for sex offenders completing psychological evaluations and counseling services. He has conducted other evaluations including disability exams for veterans, pre-employment evaluations for law enforcement, general psychological exams, and psychoeducational evaluations.

ARIZONA POLICE PSYCHOLOGY, 6625 S. RURAL ROAD, SUITE 101, TEMPE, AZ 85283

PRICING SHEET: NIGP CODE 94876

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| Terms: | NET 30 |
| Vendor Number: | 2011006186 0 |
| Certificates of Insurance | Required |
| Contract Period: | To cover the period ending June 30, 2018. |