



LEROY D. BACA, SHERIFF

July 17, 2007

County of Los Angeles  
Sheriff's Department Headquarters  
4700 Ramona Boulevard  
Monterey Park, California 91754-2169



The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
Los Angeles, California 90012

Dear Supervisors:

**APPROVE MASTER AGREEMENT FOR  
POLYGRAPH EXAMINATION SERVICES  
(ALL DISTRICTS) (3 VOTES)**

**IT IS RECOMMENDED THAT YOUR BOARD:**

1. Approve the enclosed master agreement for Polygraph Examination Services. The term of this agreement will be for five years and thereafter to provide an option to extend for an additional two (2) one-year periods, plus another six months in any increment.
2. Authorize the Sheriff, or his designee, to sign and execute the Polygraph Examination Services agreement with various contractors to meet the needs of the Los Angeles County Sheriff's Department (Department).
3. Authorize the Sheriff, or his designee, to execute applicable documents when the original contracting entity has merged, been purchased, or otherwise changed; and to modify the agreement within the conditions specified in the agreement, with prior approval of County Counsel, including authority for the Sheriff to exercise the above extension provisions, if it is in the best interest of the County.

**PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

The purpose of the recommended actions is to enable the Department to maintain a pool of qualified polygraph examiners to assist the Department's Scientific Services Bureau. The contractors will provide as-needed pre-employment polygraph examination services on a temporary basis.

*A Tradition of Service*

### Implementation of Strategic Plan Goals

The services provided under this agreement support the Los Angeles County's Strategic Plan; Goal 1, Service Excellence, being responsive to the needs of our service communities; Goal 2, Workforce Excellence, hiring the most qualified candidates; Goal 3, Organizational Effectiveness, enhancing the effectiveness of new recruit processing; and Goal 4, Fiscal Responsibility, obtaining services at a cost effective rate.

### **FISCAL IMPACT/FINANCING**

The Department has identified funding in the amount of \$455,000 in its Fiscal Year 2007-08 operating budget and will continue to allocate funding annually for each year of the total agreement term.

The total amount paid under this agreement will depend on the services needed by the Department. The charges are based on fixed hourly rates that will remain constant throughout the total agreement. The estimated maximum annual cost will not exceed the fiscal year operating budget.

### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

The existing contract was determined to be a Non-Proposition A contract because the service is highly specialized and technical in nature; the contracts will be used intermittently on an as-needed basis; and more than one contractor may be used to perform the specified duties.

The approval of these agreements will alleviate the Department's backlog of pre-employment polygraph examinations, especially during periods of increased deputy sheriff recruitment. The average training period for a deputy sheriff to become a certified polygraph examiner is two years, necessitating the need to obtain the services of various contractors.

Under this master agreement, the contractor will not be asked to perform services which exceed the scope of work or contract amount.

All contractors will be in compliance with all Board, Chief Executive Office, and County Counsel requirements, including the Jury Service Program, the Child Support Compliance Program, and the Safely Surrendered Baby Law.

The agreement has been reviewed and approved as to form by County Counsel.

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### **CONTRACTING PROCESS**

On April 11, 2007, the Department issued a Request for Statement of Qualifications (RFSQ) for Polygraph Examination Services. The RFSQ solicitation was posted on the County's and the Department's websites, with an initial due date of May 18, 2007, but will remain open until the needs of the Department are met. The Department received eight (8) Statement of Qualifications (SOQ) responses by the initial deadline.

Of the eight (8) SOQs received, six (6) were deemed qualified and two (2) disqualified. The six (6) respondents that met the minimum mandatory qualifications have been selected to perform polygraph examinations for the Department.

The solicitation will remain open to encourage other interested contractors to submit a response and potentially be qualified any time during the agreement term, maximizing the County's access to qualified polygraph examiners.

Approval of the master agreement does not guarantee a contractor any minimum amount of business. However, upon execution of individual agreements, the contractors will become active and, thereafter, their services will be solicited intermittently on an as-needed basis.

### **IMPACT ON CURRENT SERVICES**

Approval of these actions will ensure that the Department will not experience a backlog in pre-employment polygraph examinations, which would negatively impact the employment process.

### **CONCLUSION**

Upon approval by your Board, please return two (2) adopted copies of this action to the Department's Contracts Unit for further processing.

Sincerely,



LEROY D. BACA  
SHERIFF