

**Columbus Consolidated Government
Council Meeting Agenda Item**

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| TO: | Mayor and Councilors |
| AGENDA SUBJECT: | Psychological Assessment Services for Muscogee County Sheriff's Office (Annual Contract) – RFP No. 22-0018 |
| INITIATED BY: | Finance Department |

It is requested that Council authorize the execution of an annual contract with Stephen J. Sampson, Ph. D., P.C. (Loganville, GA) for psychological assessment services for the Muscogee County Sheriff's Office. The services will be procured on a as-needed basis. The recommended cost proposal is within budget.

The office of Stephen J. Sampson, Ph. D., P.C. will conduct professional psychological assessment program services for the following:

- 1) Assessment or evaluation of candidates or applicants for entry-level sworn positions.
- 2) Fitness-for-duty psychological examinations for current employees.
- 3) Psychological evaluations for employees who may have been involved in an incident such as, but not limited to, a shooting/post-shooting and/or a work-related catastrophe.
- 4) Completion of professional psychological assessments testing and evaluations within 72-hours.
- 5) Testing in line with the distinct nature of law enforcement officers, as opposed to general government.
- 6) Applicant testing that can completed in less than 4 hours.
- 7) Evaluations that include social and emotional judgement for applicants.

Annual Contract History:

The previous 5-year contract was awarded to Stone McElroy & Associates on April 27, 2021, per Resolution No. 126-21. However, the Sheriff chose to cancel his office's portion of the contract, revise the specifications to fit the needs of his office, and readvertise the services.

RFP Advertisement and Receipt of Proposals:

RFP specifications were posted on the web page of the Purchasing Division, the Georgia Procurement Registry and DemandStar on December 30, 2021. This RFP has been advertised, opened, and evaluated. No proposals were received on the due date of January 28, 2022. Therefore, the due date was extended; one proposal was received on February 11, 2022, from the following:

Stephen J. Sampson, Ph.D. P. C. (Loganville, GA)

The following events took place after receipt of the proposal.

| RFP MEETINGS/EVENTS | | |
|---|-------------|---|
| Description | Date | Agenda/Action |
| Proposal forwarded to Committee | 02/18/22 | The sole proposal was forwarded to the Evaluation Committee after the Purchasing Division received signed affidavits from all committee members. |
| Combined Pre/1 st Evaluation Meeting | 02/21/22 | The Purchasing Manager advised Evaluation Committee members of the RFP rules and process, and the using department representative provided an overview. The committee reviewed the sole proposal and determined clarifications were not required. |
| Evaluation Ballots | 02/28/22 | Evaluation ballots were forwarded to the voting committee members. The voting committee members unanimously recommended award to the sole vendor of Stephen J. Sampson, Ph.D. P. C. |

Evaluation Committee:

The proposals were reviewed by voting members of the Evaluation Committee, which consisted of two voting members from the Muscogee County Sheriff’s Office and one voting member from the Clerk of Superior Court.

A representative from the Columbus Fire and EMS Department and a representative from the Clerk of Municipal Court served as alternate voters.

An additional representative from the Muscogee County Sheriff’s Office served as a non-voting advisor.

Award Recommendation:

Based on the evaluation ballots results, the voting committee members unanimously recommended award to the sole vendor of Stephen J. Sampson, Ph.D. P. C.

Vendor Qualifications/Experience:

- Dr. Stephen J. Sampson is a Georgia-licensed clinical psychologist, with an M. A. and a Ph. D. in counseling psychology from Georgia State University. The company was established in 1986.

- Dr. Sampson has over forty years of executive, clinical, and educational experience in psychology and the behavioral sciences, including psychological assessment and profiling. His primary emphasis has been in the criminal justice field serving law enforcement and corrections at local, state and federal levels.

- Dr. Sampson is a published author of 6 books, including:

Quiet Cop – Social Tactics for Law Enforcement Professionals, 2017, Human Resources Development Press, Amherst, Massachusetts

Applied Social Intelligence: A Skills Based Primer, 2009, Human Resources Development Press, Amherst, Massachusetts

Social Intelligence for Law Enforcement Managers and Supervisors, 2006, Human Resources Development Press, Amherst, Massachusetts.

- A sampling of current clients includes:

- Georgia Department of Community Supervision
- Gwinnett County Sheriff’s Office
- Cobb County Police Department
- Athens-Clarke County Government
- Savannah Police Department

- Below are the last three clients for which the firm has provided same or similar services:

Gwinnett County Police Department 1985 - present
Pre-employment, fit-for-duty, post-shooting, post-incident, work-related catastrophe

Cherokee County Sheriff’s Office 2017 - present
Pre-employment, fit-for-duty, post-shooting, post-incident, work-related catastrophe

Rockdale County Sheriff’s Office 2014 - present
Pre-employment, fit-for-duty, post-shooting, post-incident, work-related catastrophe

The City’s Procurement Ordinance, Article 3-110 (Competitive Sealed Proposals (Negotiations), governs the RFP Process. During the RFP process, there is no formal opening due to the possibility of negotiated components of the proposal. In the event City Council does not approve the recommended offeror, no proposal responses or any negotiated components are made public until after the award of the contract. Therefore, the evaluation results and cost information has been submitted to the City Manager in a separate memo for informational purposes.

Funds are budgeted each fiscal year for this ongoing expense: General Fund – Sheriff – Administration – Contractual Services; 0101 – 550 – 1000 – SHRF – 6319.

A RESOLUTION

NO. _____

A RESOLUTION AUTHORIZING THE EXECUTION OF AN ANNUAL CONTRACT WITH STEPHEN J. SAMPSON, PH.D., P. C. (LOGANVILLE, GA) FOR PSYCHOLOGICAL ASSESSMENT SERVICES FOR THE MUSCOGEE COUNTY SHERIFF’S OFFICE. THE SERVICES WILL BE PROCURED ON AN AS-NEEDED BASIS. THE RECOMMENDED VENDOR’S COST PROPOSAL IS WITHIN BUDGET.

WHEREAS, an RFP was administered (RFP No. 22-0018) and one proposal was received; and,

WHEREAS, the proposal submitted by Stephen J. Sampson, Ph. D., P. C. met all proposal requirements and was deemed responsive to the RFP; and,

WHEREAS, the contract period shall be for two years, with the option to renew for three additional twelve-month periods. Contract renewal is contingent upon the mutual agreement of the City and the Contractor.

NOW, THEREFORE, THE COUNCIL OF COLUMBUS, GEORGIA, HEREBY RESOLVES AS FOLLOWS:

That the City Manager is hereby authorized to execute an annual contract with Stephen J. Sampson, Ph. D., P.C. (Loganville, GA) for psychological assessment services for the Muscogee County Sheriff’s Office on an as-needed basis. The recommended cost proposal is within budget. Funds are budgeted each fiscal year for this ongoing expense: General Fund – Sheriff – Administration – Contractual Services; 0101 – 550 – 1000 – SHRF – 6319.

Introduced at a regular meeting of the Council of Columbus, Georgia, held the _____ day of _____, 2022 and adopted at said meeting by the affirmative vote of _____ members of said Council.

- Councilor Allen voting _____.
- Councilor Barnes voting _____.
- Councilor Crabb voting _____.
- Councilor Davis voting _____.
- Councilor Garrett voting _____.
- Councilor House voting _____.
- Councilor Huff voting _____.
- Councilor Thomas voting _____.
- Councilor Tucker voting _____.
- Councilor Woodson voting _____.

Sandra T. Davis, Clerk of Council

B.H. “Skip” Henderson III, Mayor