



Interoffice Memorandum

July 1, 2022

To: Mayor Jerry L. Demings
-AND-
County Commissioners

From:  Carrie Mathes, CFCM, NIGP-CPP, CPPO, C.P.M., Manager II,
Procurement Division

Contact: Anthony Watts, Deputy Chief, Corrections Department
407-836-3002

Subject: Selection of Firm Y22-154-KB, Psychological Services for Corrections New Hires

RECOMMENDATION:

Selection of Shauna M. Laughna dba Laughna Consulting to provide Psychological Services for Corrections New Hires for the Corrections Department, Request for Proposals Y22-154-KB. Request authorization for the Procurement Division to negotiate and execute a one-year contract, within a budget of \$108,495. Further request authorization for the Procurement Division to renew the contract for four additional one-year terms.

The proposal was evaluated by the Procurement Committee on June 22, 2022. Commissioner Emily Bonilla was assigned to the Procurement Committee.

PURPOSE:

This contract will provide psychological screening and evaluations for Correction Officer applicants for employment within the Corrections Department.

DISCUSSION:

The Corrections Department examines approximately 325 correctional applicants annually on a continuous, uninterrupted basis. Corrections requires a psychologist to screen and evaluate applicants by interviewing and objective testing to provide an assessment of the applicant's suitability for employment in the public safety field. The proposal submitted by Shauna M. Laughna dba Laughna Consulting is 8% higher than the current County contract Y17-1049, which is determined to be fair and reasonable.

One proposal was received in response to the Request for Proposals (RFP). To ensure an open and competitive process, the RFP was posted on the County's e-procurement solution. A query from staff to potential sources that declined to compete on this project resulted in the following:

- Collaborative Efforts: Was unable to submit proposal timely due to family emergency.

- Wise Future Group Support Services, LLC: Did not respond to inquiry.
- JJ Madigan LLC: Did not respond to inquiry
- Source Management: Did not respond to inquiry.
- Remote Clinic RX: Did not respond to inquiry.
- 305 Brothers All in One: Did not respond to inquiry.

The procurement committee evaluated the proposal in accordance with the criteria established in the RFP. Consensus scores of the Procurement Committee are attached.

Procurement Committee Meeting - June 22, 2022 at 1:00PM
RFP #Y22-154-KB, Psychological Services for Corrections New Hires

CRITERIA	Qual. of Staff	Qual of Firm	Technical Approach	Location	Fee Proposal	Total Weighted Points
Weighted Value	20	20	20	10	30	100
						(B) Indicates Bonus Points (Maximums Bonus Points Above)
Shauna M. Laughna, dba Laughna Consulting	85.00	80.00	80.00	50.00	150.00	445.00



BUSINESS DEVELOPMENT DIVISION

April 11, 2022

TO: Kathy Saldutti, Contracting Agent
Procurement Division

From: Kesi Warren, Senior Contract Administrator
Business Development Division

Subject: Y22-154-KB, Psychological Services for Corrections New Hires

Business Development Division has reviewed the preliminary scopes of services for the Psychological Services for Corrections New Hires Request for Proposal.

After reviewing this information, Business Development has determined there is no M/WBE availability for the proposed scopes of services.

If the scope of services for this project changes, let us know.

A handwritten signature in black ink that reads "Samantha Rayson".