

<b>REQUEST FOR COUNCIL ACTION</b> CITY OF SAN DIEGO	CERTIFICATE NUMBER (FOR COMPTROLLER'S USE ONLY) N/A
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TO: CITY COUNCIL	FROM (ORIGINATING DEPARTMENT): Police Department	DATE: 4/24/2014
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SUBJECT: One-Year agreement with FOCUS Psychological Services with options to renew for four additional one-year periods

PRIMARY CONTACT (NAME, PHONE): Sarah Creighton, 619-531-2252, MS 700	SECONDARY CONTACT (NAME, PHONE):
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**COMPLETE FOR ACCOUNTING PURPOSES**

FUND	100000				
FUNCTIONAL AREA	1914				
COST CENTER	1914000001				
GENERAL LEDGER ACCT	512059				
WBS OR INTERNAL ORDER					
CAPITAL PROJECT No.					
AMOUNT	\$0.00	0.00	0.00	0.00	0.00

FUND					
FUNCTIONAL AREA					
COST CENTER					
GENERAL LEDGER ACCT					
WBS OR INTERNAL ORDER					
CAPITAL PROJECT No.					
AMOUNT	0.00	0.00	0.00	0.00	0.00

COST SUMMARY (IF APPLICABLE): Funding for this agreement in the amount of \$300,000 is included in the Police Department's FY 2015 Proposed Budget.

**ROUTING AND APPROVALS**

CONTRIBUTORS/REVIEWERS:	APPROVING AUTHORITY	APPROVAL SIGNATURE	DATE SIGNED
Environmental Analysis	ORIG DEPT.	Ramirez, David	04/24/2014
Financial Management	CFO		
Liaison Office	DEPUTY CHIEF		
Equal Opportunity Contracting	COO		
Comptroller	CITY ATTORNEY		
	COUNCIL PRESIDENTS OFFICE		

PREPARATION OF:     RESOLUTIONS     ORDINANCE(S)     AGREEMENT(S)     DEED(S)

- 1) Authorizing the Mayor, or his designee, to execute a one-year agreement with FOCUS Psychological Services in an amount not to exceed \$300,000, with options to renew for four additional one-year periods.
- 2) Authorizing the Chief Financial Officer to expend an amount not to exceed \$300,000 in FY 2015 from Fund 100000, General Fund for the purpose of executing an agreement with FOCUS Psychological Services.
- 3) Authorizing the Mayor, or his designee, to exercise each of the four options to renew, contingent upon approval

of a Sole Source request.

4) Authorizing the Chief Financial Officer to appropriate and expend an amount not to exceed \$300,000 from Fund 100000, General Fund for each of the remaining four years, contingent upon an option to renew, approval of a Sole Source request, and adoption of the Fiscal Year Annual Budget Appropriation Ordinance and the Chief Financial Officer certifying that the funds necessary for expenditure are, or will be, available.

**STAFF RECOMMENDATIONS:**

Approve the Resolution.

**SPECIAL CONDITIONS (REFER TO A.R. 3.20 FOR INFORMATION ON COMPLETING THIS SECTION)**

**COUNCIL DISTRICT(S):**

All

**COMMUNITY AREA(S):**

All

**ENVIRONMENTAL IMPACT:**

This activity is not subject to CEQA pursuant to CEQA Guidelines Section 15060(c)(3).

**CITY CLERK**

**INSTRUCTIONS:**

Please provide a copy of the final Resolution to Sarah Creighton at MS 700 and Karly Martin at MS 715.

**COUNCIL ACTION**  
**EXECUTIVE SUMMARY SHEET**  
CITY OF SAN DIEGO

DATE: 4/24/2014

ORIGINATING DEPARTMENT: Police Department

SUBJECT: One-Year agreement with FOCUS Psychological Services with options to renew for four additional one-year periods

COUNCIL DISTRICT(S): All

CONTACT/PHONE NUMBER: Sarah Creighton/619-531-2252, MS 700

**DESCRIPTIVE SUMMARY OF ITEM:**

Approval of a one-year agreement between the Police Department and FOCUS Psychological Services with options to renew for four additional one-year periods. FOCUS Psychological Services provides comprehensive psychological and counseling services to Police Department employees.

**STAFF RECOMMENDATION:**

Approve the Resolution.

**EXECUTIVE SUMMARY OF ITEM BACKGROUND:** Law enforcement officers and critical support staff experience more trauma and stress in an average year than most individuals experience in a lifetime. Following a traumatic incident, most people suffer mild to moderate short-term effects. Those who receive no psychological intervention are far more likely to experience negative long-term effects. The Police Department has recognized critical incident stress as a risk factor for employees.

The Police Department has been working with FOCUS Psychological Services for 23 years to identify and intervene when personnel are affected by a traumatic event. In addition to providing individual psychological counseling to Department members for many years, their assistance in forming the Police Department's Wellness Unit in 2011 has been significant. FOCUS staff actively works with the Police Department's Wellness Unit by providing the following services:

- New Officer Psychological Preparedness Training: Full day of training for the graduating academy recruits and their families on the impacts of the law enforcement profession, resource familiarization and resiliency building.
- New Sergeant Training: A four-hour training block is provided to newly promoted sergeants on recognizing red-flag behavior in employees.
- Civilian Resiliency Training: Full-day mandatory training for all civilian employees who work in the Crime Laboratory and Communications Division on self-care and resiliency building in very demanding and traumatic work environments.
- Critical Incident Debriefing and Defusing: Doctors conduct a full debriefing with all officers directly involved in shootings and in-custody deaths, as well as conducting defusing session for other traumatic incidents where intervention is appropriate.
- Training for Peer Support and Member Assistance Program (MAP): Initial training provided to all Peer Support Officers and MAP employees, as well as update training three times a year. These employees serve in a voluntary capacity assisting their peers who serve as support or as a sounding board during significant traumatic incidents and/or during times of personal crises.

MAP and Peer Support members have doubled since the creation of the Wellness Unit, creating a necessity for more frequent and ongoing training.

Since the creation of the Wellness Unit, the number of employees utilizing FOCUS has increased significantly. The doctors from FOCUS have become part of the culture of the Police Department because of their close working relationship and integration into the Wellness Unit. Many Department members have a long-standing relationship with the doctors from FOCUS that have spanned their careers. Four of the doctors have clients with whom they have had client-doctor relationships for more than 10 years.

A Sole Source request with FOCUS Psychological Services for one year has been approved by Purchasing and Contracting. The utilization of another counseling firm would require all employees utilizing services to develop relationships with new doctors. Experience has shown that police employees are reluctant to solicit or develop relationships with new doctors and may discontinue useful professional services if placed in the position to work with a doctor with whom they are not familiar. Additionally, the institutional knowledge that FOCUS possesses of the Department is critical in keeping our employees' mental and emotional health intact to allow them to continue to perform their duties professionally and safely protect the citizens of San Diego.

FISCAL CONSIDERATIONS: Funding for this agreement in the amount of \$300,000 is included in the Police Department's FY 2015 Proposed Budget.

EQUAL OPPORTUNITY CONTRACTING INFORMATION (IF APPLICABLE): This action is subject to the City's Equal Opportunity Contracting Ordinance (San Diego Ordinance No. 18173, Section 22.2701 through 22.2708) and the City's Non-discrimination in Contract Ordinance (San Diego Municipal Code Sections 22.3501 through 22.3517).

PREVIOUS COUNCIL and/or COMMITTEE ACTION (describe any changes made to the item from what was presented at committee): The Police Department's prior agreement with FOCUS Psychological Services was approved by City Council on May 4, 2009 (RR-304823).

COMMUNITY PARTICIPATION AND PUBLIC OUTREACH EFFORTS: N/A

KEY STAKEHOLDERS AND PROJECTED IMPACTS: FOCUS Psychological Services, Police Department employees and their families.

Ramirez, David  
Originating Department

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Deputy Chief/Chief Operating Officer



City of San Diego

**EQUAL OPPORTUNITY CONTRACTING (EOC)**

1200 Third Avenue • Suite 200 • San Diego, CA 92101

Phone: (619) 236-6000 • Fax: (619) 235-5209

**WORK FORCE REPORT**

The objective of the *Equal Employment Opportunity Outreach Program*, San Diego Municipal Code Sections 22.3501 through 22.3517, is to ensure that contractors doing business with the City, or receiving funds from the City, do not engage in unlawful discriminatory employment practices prohibited by State and Federal law. Such employment practices include, but are not limited to unlawful discrimination in the following: employment, promotion or upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rate of pay or other forms of compensation, and selection for training, including apprenticeship. Contractors are required to provide a completed *Work Force Report (WFR)*.

**NO OTHER FORMS WILL BE ACCEPTED  
CONTRACTOR IDENTIFICATION**

Type of Contractor:  Construction  Vendor/Supplier  Financial Institution  Lessee/Lessor  
 Consultant  Grant Recipient  Insurance Company  Other

Name of Company: Focus Psychological Services, Inc

ADA/DBA: \_\_\_\_\_

Address (Corporate Headquarters, where applicable): 444 Camino Del Rio S Suite 215

City: SAN DIEGO County: San Diego State: CA Zip: 92106

Telephone Number: ( 619 ) 565-0066 Fax Number: ( 619 ) 291-4662

Name of Company CEO: DR JOLEE J BRUNTON

Address(es), phone and fax number(s) of company facilities located in San Diego County (if different from above):

Address: \_\_\_\_\_

City: \_\_\_\_\_ County: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone Number: ( - ) \_\_\_\_\_ Fax Number: ( - ) \_\_\_\_\_

Type of Business: PSYCHOLOGICAL SERVICES Type of License: SD BUSINESS/CA PSYCHOLOGIST

The Company has appointed: JOLEE BRUNTON

As its Equal Employment Opportunity Officer (EEOO). The EEOO has been given authority to establish, disseminate and enforce equal employment and affirmative action policies of this company. The EEOO may be contacted at:

Address: SAME AS ABOVE

Telephone Number: ( ) \_\_\_\_\_ Fax Number: ( ) \_\_\_\_\_

- One San Diego County (or Most Local County) Work Force - Mandatory
- Branch Work Force \*
- Managing Office Work Force

*Check the box above that applies to this WFR.*

*\*Submit a separate Work Force Report for all participating branches. Combine WFRs if more than one branch per county.*

I, the undersigned representative of Focus Psychological Services, Inc  
(Firm Name)

SAN DIEGO, CA hereby certify that information provided  
(County) (State)

herein is true and correct. This document was executed on this 25 day of APRIL, 2014

[Signature]  
(Authorized Signature)

JOLEE J BRUNTON, Ph.D.  
(Print Authorized Signature Name)

**WORK FORCE REPORT – Page 2**

NAME OF FIRM: FOCUS PSYCHOLOGICAL SERVICES, INC DATE: 4/25/14  
 OFFICE(S) or BRANCH(ES): 444 CAMINO DEL RIO 5 SUITE 215 COUNTY: SAN DIEGO

INSTRUCTIONS: For each occupational category, indicate number of males and females in every ethnic group. Total columns in row provided. Sum of all totals should be equal to your total work force. Include all those employed by your company on either a full or part-time basis. The following groups are to be included in ethnic categories listed in columns below:

- (1) Black, African-American
- (2) Hispanic, Latino, Mexican-American, Puerto Rican
- (3) Asian, Pacific Islander
- (4) American Indian, Eskimo
- (5) Filipino
- (6) White, Caucasian
- (7) Other ethnicity; not falling into other groups

ADMINISTRATION OCCUPATIONAL CATEGORY	(1) Black		(2) Hispanic		(3) Asian		(4) American Indian		(5) Filipino		(6) White		(7) Other Ethnicity	
	(M)	(F)	(M)	(F)	(M)	(F)	(M)	(F)	(M)	(F)	(M)	(F)	(M)	(F)
Management & Financial														
Professional				1								2	2	
A&E, Science, Computer														
Technical														
Sales														
Administrative Support														
Services														
Crafts														
Operative Workers														
Transportation														
Laborers*														

\*Construction laborers and other field employees are not to be included on this page

Totals Each Column				1								2	2		
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Grand Total All Employees 5

Indicate by Gender and Ethnicity the Number of Above Employees Who Are Disabled:

Disabled														
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Non-Profit Organizations Only:

Board of Directors														
Volunteers														
Artists														

**WORK FORCE REPORT – Page 3**

NAME OF FIRM: FOCUS PSYCHOLOGICAL SERVICES, INC DATE: 4/25/14  
 OFFICE(S) or BRANCH(ES): 444 CAMINO DEL RIO S COUNTY: SAN DIEGO

INSTRUCTIONS: For each occupational category, indicate number of males and females in every ethnic group. Total columns in row provided. Sum of all totals should be equal to your total work force. Include all those employed by your company on either a full or part-time basis. The following groups are to be included in ethnic categories listed in columns below:

- (1) Black, African-American
- (2) Hispanic, Latino, Mexican-American, Puerto Rican
- (3) Asian, Pacific Islander
- (4) American Indian, Eskimo
- (5) Filipino
- (6) White, Caucasian
- (7) Other ethnicity; not falling into other groups

TRADE OCCUPATIONAL CATEGORY	(1) Black		(2) Hispanic		(3) Asian		(4) American Indian		(5) Filipino		(6) White		(7) Other Ethnicity	
	(M)	(F)	(M)	(F)	(M)	(F)	(M)	(F)	(M)	(F)	(M)	(F)	(M)	(F)
	Brick, Block or Stone Masons													
Carpenters														
Carpet, Floor & Tile Installers Finishers														
Cement Masons, Concrete Finishers														
Construction Laborers														
Drywall Installers, Ceiling Tile Inst														
Electricians														
Elevator Installers														
First-Line Supervisors/Managers														
Glaziers														
Helpers; Construction Trade														
Millwrights														
Misc. Const. Equipment Operators														
Painters, Const. & Maintenance														
Pipelayers, Plumbers, Pipe & Steam Fitters														
Plasterers & Stucco Masons														
Roofers														
Security Guards & Surveillance Officers														
Sheet Metal Workers														
Structural Metal Fabricators & Fitters														
Welding, Soldering & Brazing Workers														
Workers, Extractive Crafts, Miners														
Totals Each Column														
Grand Total All Employees	<div style="border: 1px solid black; width: 100px; height: 20px; display: inline-block;"></div>													
Indicate By Gender and Ethnicity the Number of Above Employees Who Are Disabled:														
Disabled														

APR 24 2014

**City of San Diego**  
**Human Resources Department**  
**Request for Human Resources Approval for Purchase Requisition**

Requesting Department:	Police Department
Vendor Name:	Focus Psychological Services
Purchase Requisition #:	TBD
Department Contact:	Sarah Creighton, Assistant Chief
Date of Request:	April 23, 2014
Contract Amount:	\$ 300,000.00

**Please submit request to [HumanResources@saniego.gov](mailto:HumanResources@saniego.gov) or MS 56L**

Question	Department Response
What is the contract for?	Comprehensive <u>psychological services</u> for sworn and civilian employees, including counseling, training, critical incident debriefing and defusing, and management consultation in the area of psychological services. Visits to all department members are unlimited.
Are City employees currently performing any of the work?	The City employs <u>two MFCC psychologists who provide services to all City employees through the Employee Assistance Program</u> . Visits with these psychologists are limited. Additionally, these psychologists do <u>not possess a police psychology specialization and are not trained in Critical Incident Stress Management</u> , a commonly used and necessary practice in law enforcement following traumatic incidents.
Will any City employees be displaced as a result of this bid?	No
If this is a renewal of an existing contract, how long have these services been contracted out?	Yes. <u>Focus Psychological Services</u> has been the department's provider since 1990. They have successfully bid for the contract through July 2014 (C008200071). A Sole Source request was granted on April 3, 2014 in lieu of initiating the bid process. (Sole Source case # 3235)
Is this a Public Works Contract? (construction, reconstruction or repair of City buildings, street or other facilities)	No
Is this a Tenant Improvement?	No
Was another department contacted to determine if they can or do perform this service (i.e. Streets, Facilities, etc.)? If so, please attach communication.	No

NOTE: If a public works construction contract and over \$100k, see City Charter Section 94.

**HUMAN RESOURCES DEPARTMENT USE ONLY**



APPROVED

Based on the Department's representation, this contract is  
from a labor relations perspective.

*[Handwritten Signature]*

Human Resources Department Liaison

*4/24/14*

Date



THE CITY OF SAN DIEGO

MEMORANDUM

DATE: April 7, 2014  
TO: David Ramirez, Executive Assistant Chief, San Diego Police Department  
FROM: Dennis Gakunga, Director, Purchasing & Contracting  
SUBJECT: Sole Source Request for Focus Psychological Services dba Jolle J Brunton

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Your Sole Source Request for the above subject with Focus Psychological Services dba Jolle J Brunton was approved and is valid through 4/4/2015. In order for a Purchase Order to be issued, your department has to submit a purchase requisition. In the internal header notes of the requisition, please reference Sole Source Case Number 3235. For questions, please contact Leslie Valdez, CPPB at x67090.

A handwritten signature in black ink, appearing to read "Dennis Gakunga".

Dennis Gakunga,  
Director, Purchasing & Contracting Department

DG/ks

cc: Sarah Creighton, Assistant Chief, SDPD  
Karly Martin, Associate Management Analyst, SDPD

CITY OF SAN DIEGO  
MEMORANDUM

DATE: 4/4/2014  
TO: Dennis Gakunga  
FROM: Leslie Valdez, CPPB  
SUBJECT: Sole Source Request — Focus Psychological Services dba Jolle J Brunton  
for Sole Source Request for Focus Psychological Services dba Jolle J  
Brunton

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Negotiated Total:  
Dept. Est. Total: \$300,000.00  
Vendor: Focus Psychological Services dba Jolle J Brunton  
Expiration Date: 4/4/2015  
Recommendation: **Approved**

Determination:

In accordance with SDMC §22.3016, this is to certify that a sole source award of this (Product/Service) is necessary and that a strict compliance with a competitive process would be unavailing or would not produce an advantage, and soliciting bids or proposals would be undesirable, impractical or impossible for the following reasons:

1. Requested from the Department of: SDPD

Date Received: April 3, 2014

2. Requesters/ Contact Name: David Ramirez, Executive Assistant Chief / Contact: Karly Martin 619-531-2734

3. Requested Supplier/Vendor: Focus Psychological Services dba Jolle J Brunton (Focus)

4. Describe or attach the supporting documentation submitted by the department:

Sole Source Memo request from SDPD dated April 1, 2014.  
Sole Source Request Form from SDPD dated April 1, 2014.

5. Cost Estimate: \$300,000

6. Describe number of future purchases contemplated: As Needed

CITY OF SAN DIEGO  
M E M O R A N D U M

7. The reason the Department is using a sole source\* purchasing method is because:

Focus Psychological Services has familiarity with department history, issues and training. Continuity of services to clients who have established doctor and patient relationships would be compromised if services were to be provided by another vendor. The Wellness Unit of the SDPD (created in July 2011) relies on Focus presence to facilitate the Seven-Point Plan to address police conduct and enhance employee resiliency involving all aspects of prevention, training, education, intervention and investigation. In addition to counseling Department members on an individual basis, Focus assistance in forming the Wellness Unit has been significant and they actively work with the Unit by providing a variety of services (new officers psychological preparedness training; new sergeant training; civilian resiliency training; critical incident debriefing and defusing; and training for peer support and Member Assistance Program).

8. What necessary feature(s) does this item/vendor provide which are not available from any other source?

Focus Psychological Services has familiarity with department history, issues and training. Continuity of services to clients who have established doctor and patient relationships would be compromised if services were to be provided by another vendor. The Wellness Unit of the SDPD (created in July 2011) relies on Focus presence to facilitate the Seven-Point Plan to address police conduct and enhance employee resiliency involving all aspects of prevention, training, education, intervention and investigation. In addition to counseling Department members on an individual basis, Focus assistance in forming the Wellness Unit has been significant and they actively work with the Unit by providing a variety of services (new officers psychological preparedness training; new sergeant training; civilian resiliency training; critical incident debriefing and defusing; and training for peer support and Member Assistance Program).

9. What steps were taken to verify that these features are not available elsewhere?

Focus Psychological Services has familiarity with department history, issues and training. Continuity of services to clients who have established doctor and patient relationships would be compromised if services were to be provided by another vendor. The Wellness Unit of the SDPD (created in July 2011) relies on Focus presence to facilitate the Seven-Point Plan to address police conduct and enhance employee resiliency involving all aspects of prevention, training, education, intervention and investigation. In addition to counseling Department members on an individual basis, Focus assistance in forming the Wellness Unit has been significant and they actively work with the Unit by providing a variety of services (new officers psychological preparedness training; new sergeant training; civilian resiliency training; critical incident debriefing and defusing; and training for peer support and Member Assistance

CITY OF SAN DIEGO  
MEMORANDUM

Program).

PS: SRV Date: 04/04/14

PPS: Map Date: 4/6/14

Deputy Director: epc Date: 4/6/14

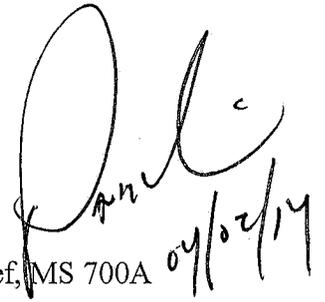
Purchasing Agent: D. [Signature] Date: 4/7/14

\*Sole Source: only one vendor/supplier/product possesses the unique and singularly available capability to meet the requirement of the solicitation or the project.

CITY OF SAN DIEGO

MEMORANDUM

DATE: April 1, 2014  
TO: Dennis Gakunga, Purchasing and Contracting Director  
FROM: David Ramirez, SDPD Chief's Office, Executive Assistant Chief, MS 700A  
SUBJECT: Sole Source Request for *Focus Psychological Services dba Jolle J Brunton*



Handwritten signature and date: 04/02/14

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Purchase Requisition Number: 10044122

Negotiated Total: \$300,000

Contract Not to Exceed: \$300,000

Term of Sole Source: One Year

Justification:

The San Diego Police Department is requesting authorization for Jolle J. Brunton dba Focus Psychological Services (Focus) to be certified as the sole source vendor for police psychological services. Focus provides support for employee psychological counseling and training. The subject vendor's contract (Bid no: 9451-09-G, Contract Number C00820071) is set to expire on May 4, 2014. As such, it is important to achieve this designation as a new Request for Proposal (RFP) may take up to 12 months to execute. Focus was the sole bidder during the previous RFP process in August 7, 2008. The annual value for these psychological services is currently \$274,387. Focus has partnered with the Department's Wellness unit to provide psychological expertise specifically to address police stress factors. Together they have developed a critical incident intervention program to help officers, employees and their families cope with traumatic events and crisis situations.

The Police Chief created the Wellness Unit in July 2011, as part of the Seven-Point Plan to address police conduct and enhance employee resiliency. The plan involves all aspects of prevention, training, education, intervention and investigation. Upon completion of a needs assessment with all Department employees, the Wellness Unit's mission was decided by an advisory committee of experts and cross representation of department members. Among the experts on the board were two members of Focus Psychological Services. In addition to counseling department members on an individual basis, their assistance in forming the Wellness Unit has been significant and they actively work with the unit by providing the following services:

- New Officer Psychological Preparedness Training: Full day of training for the newly graduating academy recruits and their families on the impacts of the profession, resource familiarization and resiliency building.

- New Sergeant Training: A 4 hour training block is provided to newly promoted sergeants on recognizing red-flag behavior in employees.
- Civilian Resiliency Training: Full day mandatory training for all civilian employees working the Crime Laboratory and Communications Division on self-care and resiliency building in very demanding and traumatic work environments.
- Critical Incident debriefing and defusing: Doctors conduct a full debriefing with all officers directly involved in shootings and in-custody deaths, as well as provide defusing sessions for other traumatic incidents where intervention is appropriate. The Focus doctors also follow approximately 200 post Critical Incident Stress Debriefing (CISD) individuals with a series of two week, one month, three month, and one year post incident calls and in-depth follow-up as needed.
- Training for Peer Support and MAP: Initial training provided to all Peer Support Officers (1 week) and Member Assistance Program (MAP) employees (1 day), plus update training three times a year. These employees serve in a voluntary capacity assisting their peers who serve as support or as a sounding board during significant traumatic incidents and/or during times of personal crises. MAP and Peer Support members have doubled since the creation of the Wellness Unit, creating a necessity for more frequent and ongoing training.

Since the creation of the Wellness Unit the number of employees utilizing Focus has increased significantly. The doctors from Focus are visible at Department events and have become part of the culture of SDPD because of their close working relationship and integration into the Wellness Unit. Many Department members have a long standing relationship with the doctors from Focus that have spanned their careers, as Focus has been providing services to the Department for over 23 years. Focus has seen approximately 350 individuals within the last year, with around 115 current/ongoing clients. The majority of these are sworn personnel at approximately 75%, with around 10% being sworn dependents, and the remaining 15% is made up of various civilian support staff in high stress assignments. Four of the Focus doctors have clients whom they have treated for more than 10 years. If a transition to a different counseling firm were necessary, experience has shown that police employees are reluctant to solicit or develop relationships with new doctors and may discontinue useful professional services as a result.

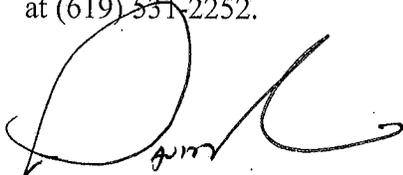
Additionally, Focus doctors are all trained or are in the process of being trained in Police Psychology. The specialized training takes approximately one year to complete and covers areas of particular interest in law enforcement, including Critical Incident Stress Training and Post Traumatic Stress treatment therapies such as Eye Movement Desensitization Reprocessing (EMDR) and mandated ride-alongs with officers. The institutional knowledge and training that Focus possesses is vital to the Police Departments obligation to keep employee's mental and emotional health intact for the safety and protection of the citizens of San Diego.

San Diego Municipal Code 22.3016 provides the authority to the Purchasing Agent to certify a sole source contract when, "compliance with a competitive process would be unavailing or would not produce an advantage". Because of the long-standing relationship that has interwoven connections throughout the Department, the continued documented need for these services, and the stability that this action will bring, it is the Police Department's request that Focus Psychological Services be approved as a Sole Source Vendor for police psychological services.

The vendor is located at:

444 Camino Del Rio South Ste. 215  
San Diego, CA 92111

Any questions concerning this recommendation may be directed to Assistant Chief Sarah Creighton at (619) 551-2252.

A handwritten signature in black ink, appearing to read 'DR', with a large, stylized flourish extending to the right.

David Ramirez

SC/sc

cc: Sarah Creighton, Assistant Chief  
Karly Martin, Associate Management Analyst

**SOLE SOURCE DOCUMENTATION**  
San Diego Municipal Code § 22.3016  
Sole Source, Single Seller Requirements

1. Requested from the Department of Police

Date Submitted to P&C: 4/1/14

2. Requesters Name: Telephone: Asst. Chief Sarah Creighton (619) 531-2252

3. Requested Supplier/Vendor: Focus Psychological Services DBA Jolee Brunton

4. Describe fully, or attach the documentation supporting the sole source request. The supporting documentation should speak to at least one of the following and must specifically address these requirements.

- Efficient utilization of existing equipment or supplies requires the acquisition of compatible equipment, supplies, or services; **OR**
- The product or service is required for exchange of software and data with other public or private agencies; **OR**
- The particular product or service is for use in a pilot or an experimental project; **OR**
- The product or service is the only one with the necessary quality, merit or functionality required by the City.

*All requests for a sole source exemption must specifically address these requirements and be submitted to Purchasing & Contracting for processing and approval.*

5. Cost Estimate: \$300,000

6. Describe the number of future purchases contemplated: Continuous monthly services

7. The reason Department requests to use a sole source\* purchasing method is because:

See attached justification memo

8. What necessary feature(s) does this item/vendor provide which are not available from any other source?

Focus Psychological Services has familiarity with department history, issues and training. Continuity of services for clients who have established doctor and client relationships would be compromised if services were to be provided by another vendor.

9. What steps were taken to verify that these features are not available elsewhere?

- Other brands/manufacturers were examined (provide phone numbers, names, and explain why these were not suitable)
- Searched Internet and found no other alternatives.
- Other vendors were contacted (provide telephone numbers, names, and explain why these were not suitable).
- Other: \_\_\_\_\_

10. Department Contact: Sarah Creighton, Assistant Chief      Date: March 27, 2014

11. Request Reviewed by Dept. Director or Authorized Approval Authority:

Name: SARAH CREIGHTON      Title: ASSIST. CHIEF      Date: 4/2/14

*\*Sole Source: only one vendor/supplier/product possesses the unique and singularly available capability to meet the requirement of the solicitation or the project.*

DOCKET SUPPORTING INFORMATION  
CITY OF SAN DIEGO  
**EQUAL OPPORTUNITY CONTRACTING PROGRAM EVALUATION**

DATE:  
May 5, 2014

SUBJECT: One-Year Agreement with FOCUS Psychological Services with Options to Renew for Four Additional One-Year Periods

**GENERAL CONTRACT INFORMATION**

Recommended Consultant: FOCUS Psychological Services, Inc.

**Amount of this Action:** \$ 300,000.00

Funding Source: City of San Diego

Goal: 20% Voluntary

**SUBCONSULTANT PARTICIPATION**

There is no subconsultant activity associated with this action.

**EQUAL EMPLOYMENT OPPORTUNITY COMPLIANCE**

Equal Opportunity: Required

Focus Psychological Services submitted a Work Force Report for their San Diego County employees dated April 25, 2014. The firm has fewer than 15 employees and therefore, is exempt from the employment category goals.

This agreement is subject to the City's Equal Opportunity Contracting (San Diego Ordinance No. 18173, Section 22.2701 through 22.2708) and Non-Discrimination in Contracting Ordinance (San Diego Municipal Code Sections 22.3501 through 22.3517)

**ADDITIONAL COMMENTS**

Sole Source Request Number 3235

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