

**SUBMITTAL TO THE BOARD OF SUPERVISORS  
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**



168

**FROM:** Community Health Agency/  
Department of Public Health

**SUBMITTAL DATE:** 10/16/03

**SUBJECT:** Approve the Third Amendment to the agreement between William Soltz Ph.D., and the Community Health Agency (CHA) for provision of administering and interpreting psychological tests for pre-placement physicals.

**RECOMMENDED MOTION:** That the Board of Supervisors:

1. Approve the Third Amendment to the Agreement between William Soltz Ph.D. and the Community Health Agency, in the amount of \$35,000 for the performance period of July 1, 2003 through June 30, 2004;
2. Authorize the Chairman of the Board to sign four (4) copies of the Amendment; and
3. Direct the Clerk of the Board to file one executed copy and return three (3) original signed copies to Community Health Agency, Contract's Administration for further processing and distribution.

**BACKGROUND:** The County of Riverside Community Health Agency (CHA), Department of Public Health, Occupational Health Branch provides pre-employment physicals for the County of Riverside Sheriff and Probation Departments, in which psychological exams are required. The volume has increased over the past years due to increased hiring which is expected to continue.

(Continued on page 2)

CR: lm

*Susan Harrington*  
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Susan Harrington, Director  
Department of Public Health

**FINANCIAL DATA:**

CURRENT YEAR COST: \$35,000  
NET COUNTY COST: \$ 0

ANNUAL COST: \$0  
IN CURRENT BUDGET: Yes FY 03/04  
BUDGET ADJUSTMENT: No

**SOURCE OF FUNDS:** 100% fees paid by County Departments and City/private employers.

**C.E.O. RECOMMENDATIONS:**

**APPROVE**

County Executive Officer Signature: *Dan Matting*  
\_\_\_\_\_

FORM APPROVED  
COUNTY COUNSEL  
*H. V. ...*  
OCT 21 2003

Consent  Policy   
Consent  Policy

Department Recommendation:  
Per Executive Office:

**SUBJECT:** Approve the Third Amendment to the agreement between William Soltz Ph.D., and the Community Health Agency (CHA) for provision of administering and interpreting psychological tests for pre-placement physicals.

**BACKGROUND con't. :** The Department of Mental Health has been approached regarding provision of this service; however, this service is a specialty that is not available in the Department of Mental Health.

William Soltz, Ronald Offenstein, and Gary Collins, were the three psychologist awarded as a result of RFP #97488. Amendments will be requested for each awarded contract. The requested increments of the three contractors combined exceed the amount the Purchasing Agent is authorized to sign under a RFP.

CHA has relied heavily upon all three contractors to ensure timely scheduling and processing of the psychological exams. CHA requires the three contractors primarily for the following reasons: (1) The demand fluctuates through out the year; during high-volume periods all three contractors are needed to handle the work-load and meet timelines for a short turn around; (2) One or more of the contractors may be unavailable or on vacation and unable to accommodate our request for an exam for several weeks. Having three contractors has allowed us to schedule exams within 1 week at all times through out the year; and (3) When an applicant fails a psychological exam, they are allowed to appeal. Provisions of a second psychological exam through an alternate psychologist meets the requirements for the appeal process.

**Form 11 Attachment**  
**Contract/Lease/Purchase Summary Data**

**X Contract**

- Approval/Renewal
- Sole Source
- Personal Services
- Independent Contractor
- Other than low Bid
- Change Order

**Lease**

- Approval/Renewal
- Mult-Year Lease
- Equipment
- Real Property
- Change Order

**Purchase**

- Sole Source
- Other Than Low Bid
- Change Order

<b>User Department:</b>	Community Health Agency
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<b>Vendor/Lessor Name:</b>	William Soltz, PhD
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<b>Vendor/Lessor Location:</b>	399 E. Highland, Room 310 San Bernardino, CA 92404
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Selection Committee Member Names (RFP=s Only)
Minority

**Applicable Board Policy #**

**Comments:**

**RFQ/RFP Process:**

- Date Mailed:
- Response Date:
- # of Responses:
- # of Qualified Responses:

**Bidding Process:**

- Bid Range: \$ To: \$
- Local Bid Range: \$ To: \$
- Responsive and Responsible Bid Range: \$ To: \$
- Local Performance Award Cost (5% maximum preference) \$ To: \$
- Local Preference FYTD: Cost \$ To: \$

**Contract/Lease Renewals Only**  
**Proposed Differences**

**Existing Agreement Items**

**Proposed Agreement Items**

1. Rates
2. Terms
3. Conditions
4. Legal Issues
5. Accountability