

Schedule A/B
POSITION #OCDMH0011
Mental Health Polygraph Examiner

The purpose of this Schedule A/B is to delineate the Scope of Services to be provided by CONSULTANT'S name _____ ("CONSULTANT") to the County of Orange, Department of Mental Health ("COUNTY") as well as the Fees and Expenses to be paid from the COUNTY to the CONSULTANT for services rendered in accordance with the terms and conditions specified in this Schedule A/B, the Orange County Department of Mental Health Contract Services RFQ #OCDMH-CS-18 and the Agreement for Consultant Services ("Agreement").

CONSULTANT RESPONSIBILITIES

1) CONSULTANT shall meet the following qualifications:

- Certification by American Association of Police Polygraph; **and/ or**
- American Polygraph Association as Polygraph Examiner; **and**
- Evidence of certification or completion of course work in Post-Conviction Sex Offender Testing (PCSOT)
- Possess at least five (5) years' experience conducting polygraph testing

2) CONSULTANT shall possess the following skills:

- Must have a working knowledge of Sex Offender Evaluation and treatment and produce a typed report
- Experience with various software applications
- Experience with electronic record keeping
- Ability to effectively communicate and interface well with the public
- Effective writing skills
- Sound professional judgment

3) CONSULTANT will perform polygraph testing of convicted sex offenders requested by the Department of Probation, as directed by the Department of Mental Health. CONSULTANT will complete a written report of results to the Department of Probation. The scope of service includes, but is not limited to, the following:

- conduct face to face testing and deliver results in the prescribed format; and
- work closely with the established team of supervision (O.C. Probation), assessment (O.C. Mental Health) and treatment providers (O.C. Mental Health/other community agencies) in the development and application of their missions; and
- maintain certification by the American Association of Police Polygraph; and/or American Polygraph Association as a Polygraph Examiner; and evidence of certification or completion of course work in Post Conviction Sex Offender Testing (PCSOT); and
- attend related meetings and trainings as scheduled by the COUNTY; and
- respond to inquiries via phone and email in a timely fashion; and

- effectively communicate and interface well with professionals and those served.

Service Hours/Units

CONSULTANT shall perform polygraph testing within time frame specified as assigned by COUNTY. The number of polygraph tests shall be agreed upon by the COUNTY and CONSULTANT for which compensation will not exceed the annual contract amount. No guarantee of the number of polygraph tests are made by the COUNTY.

No additional testing by CONSULTANT shall be compensated without prior written approval of the COUNTY and, if such time exceeds the not-to-exceed cost in Article 4 of the Agreement, such approval will also require a written amendment executed by the County Executive and CONSULTANT.

Cancellations by either party must be made within 24 hours prior to start of scheduled service. If service is cancelled with less than twenty-four (24) hours' notice by COUNTY, CONSULTANT shall be entitled to bill for and be paid \$ _____. In the event of less than twenty-four (24) hours' notice for cancellation by CONSULTANT due to illness or an emergency, CONSULTANT shall notify the Commissioner of Mental Health or the designee and COUNTY shall be responsible for providing coverage for the services. CONSULTANT shall not be entitled to compensation for services provided by others covering CONSULTANT'S hours in CONSULTANT'S absence.

Service Location(s)

Service may be provided primarily in Goshen, but there may be a need to travel to other locations to conduct activities as delineated above. The COUNTY reserves the right to change service locations during the term of the Agreement on an as needed basis. CONSULTANT agrees to work in any service location within Orange County.

Billing for Services

CONSULTANT shall invoice the COUNTY on a monthly basis, with adequate supporting documentation as applicable, in accordance with Article 3 of the Agreement.

COUNTY RESPONSIBILITIES

The COUNTY will:

- allow use of equipment such as the copy machine, fax, computers, etc. and provide access to supplies as needed and with prior approval; and
- compensate CONSULTANT at \$ _____ per written assessment reduced by any fees based on sliding-scale collected from probationer.
- compensate CONSULTANT for court appearances, meetings and additional services, such as administrative time as required by the COUNTY, at a rate of \$ _____ per hour.

Compensation shall only be made for services rendered and properly invoiced in accordance with the terms and conditions specified in this Schedule A/B, RFQ #OCDMH-CS-18 and the Agreement.