



NOVEMBER 5, 2001

**TO:** BOARD OF DIRECTORS

**THROUGH:** ROGER SNOBLE  
CHIEF EXECUTIVE OFFICER

**FROM:** PAUL J. LENNON  
MANAGING DIRECTOR,  
OFFICE OF SYSTEM SAFETY & SECURITY

**SUBJECT:** PAYMENT TO DR. SUSAN SAXE-CLIFFORD

Metropolitan  
Transportation  
Authority

One Gateway Plaza  
Los Angeles CA  
90012-2952

**ISSUE**

Dr. Susan Saxe-Clifford, who has served as the Security Department's police-security psychologist for more than ten years, was owed and has been paid \$7,675.00 for the provision of professional services rendered during the period July through December 2000. Payment of this amount was authorized under the authority of the attached Professional Services Request for Authorization and Execution.

Previous payment of these invoices was attempted by MTA Security through use of check requests but was disallowed by Accounts Payable as inconsistent with MTA policy after payments in the amount of \$49,384.90 had already been made. Payments for professional services are to be made under the authority of existing contracts. Analysis of this issue by Procurement revealed that a proper contract was not in place under which to pay the subject check requests.

**BACKGROUND**

Dr. Susan Saxe-Clifford provides initial psychological fitness screening for all new recruits and other related services as required. Prior to the merger of the MTA Transit Police into the LAPD and LASD, MTA Human Resources became responsible for coordinating the services of psychologists to perform mandatory psychological tests for new recruits through purchase orders or by contract. This responsibility was subsequently transferred to MTA Police and then to Security for more efficient coordination of the psychological evaluation of recruits.

**NEXT STEPS**

As indicated, while MTA Security has traditionally paid for these services by way of check requests, we have recently completed a procurement resulting in the execution of an eight-month contract with Dr. Saxe-Clifford. This short-term contract will permit the department to utilize the services of Dr. Saxe-Clifford while completing a multi-year competitive procurement for psychological evaluation services. These contracts are enabling and will continue to enable the department to utilize and pay for needed professional services in a manner consistent with all existing procurement policies of the Authority.

Attachment

# Professional Services Request for Authorization and Execution

TO:	Julian Burke, Chief Executive Officer	DATE: July 23, 2001
THROUGH:	Colonus Mitchell, Executive Officer, Procurement	
FROM:	Bruce Feerer, Deputy Executive Officer, Procurement	PREPARED BY: Daniel R. Cowden, Director, Security and Law Enforcement Timothy Godfrey, Contract Administrator
PROJECT:	Security Psychological Testing and Evaluation Services (Susan Saxe-Clifford, Ph.D. Police-Security Psychologist)	
CONTRACT:	No. _____ (description)	

**RECOMMENDATION**

Ratify expenditures to Susan Saxe-Clifford, Ph.D. for psychological fitness evaluations for MTA security recruits and for in-service psychological testing and evaluation (fitness for duty) services for the period March 1998 to January 2001 in the amount of \$57,059.90. This item will be reported by the using department at the next Board meeting.

**BACKGROUND**

Dr. Susan Saxe-Clifford has served as the Security Department's police-security psychologist for more than ten years. She provides initial psychological fitness screening for all new recruits and she provides in-service psychological services as necessary to determine continuing fitness for duty. Dr. Saxe-Clifford is one of the most highly regarded, and most experienced, police-security psychologist in the state. Her testing and evaluation services have been extremely important in assuring quality security officer recruits that meet the high standards of the MTA Security Department. MTA Security Officer recruits must meet the same fitness standards as police officers in California.

Originally, the Human Resources department was responsible for coordinating the services of Psychologists to perform the required psychological tests for new recruits, through purchase orders or by contract. This responsibility was transferred to the Security and Law Enforcement Policy Department.

The Security Department has always paid for these services through the "Check Request" process. We were recently informed that we must now go through the procurement process of issuing a contract for Dr. Saxe-Clifford's services. Accounting Department's policy requires check requests to be limited to \$1,000 and services are required to be paid under contract authority, which provides the MTA with a greater degree of control and oversight.

We are currently in the process of issuing a "bridge" contract for 6 months to a psychologist in order to handle a backlog of psychological evaluations. A new RFP will be issued for these services for a 5 year period. We still owe Dr. Saxe-Clifford \$7,675 for services rendered over the past several months. \$49,384.90 was previously paid by check requests signed by the Office of Security.

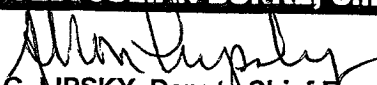
**COST/PRICE ANALYSIS**

Proposal Amount	Recommended Amount	Historical Amount
\$11,029.21	\$7,675	\$ None

Dr. Saxe-Clifford's case rate is currently \$325. We compared this rate to other Psychologists who provide the same testing and evaluation services for Police and Safety Officers. The rates range from \$350 to \$360. Based on our analysis, we believe the rate billed by Dr. Saxe-Clifford is fair and reasonable.

FINANCIAL IMPACT		FUND AVAILABILITY/STATUS	
THIS ACTION	\$7,675	Cost Center	2610, Account 50316
Obligated Contract Value	\$57,059.90	Project No.	100001, Task 01.01
		Line Item No.	
		Federal Funding:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

**LEGAL REVIEW AND APPROVAL**

By: Senior Deputy County Counsel	Date:
<b>APPROVED: JULIAN BURKE, Chief Executive Officer</b>	
By: 	Date: 9/28/01
JULIAN G. LIPSKY, Deputy Chief Executive Officer	

ATTACHMENT(S) | Attachment 1: - Procurement File Documentation Checklist