

**Allegheny County**  
**Department of Human Services**  
**Request for Qualifications Q&A**  
RFQ for Forensic Psychological and/or Psychiatric Evaluators

**February 14, 2017**

**22.) Where can I find the "cover page" document?**

With the January 31, 2017 amendment, the Response Form was amended to include the information requested on the cover page. A cover page is no longer a required document.

**21.) On the Bidder/Proposer Contact Info form, not sure what the "spec number" and "spec title" refers to?**

Please use "RFQ for Forensic Psychological and/or Psychiatric Evaluators" for the spec title. Leave the spec number blank.

**20.) Regarding the M/W/DBE forms, I assume I'll be completing the Participation Statement (not the waiver), but I only see the top section as being relevant because I have not solicited any M/W/DBE's given we have no contract at this time with DHS?**

Given that you have not solicited any MWDBEs and have no contract with DHS at this time, you should complete the MWDBE Waiver Request, Participation Statement and Contact Information forms. See pages 4 and 5 of the MWDBE Response Checklist for more information about how to complete the forms.

**August 29, 2016**

**19.) We are an LLP, consisting of 2 equal partners and 12 Independent Contractors who perform Forensic Evaluations. I am trying to determine which sections of the RFQ Response Form apply to us. Section A is for all applicants; B is for Dependency Cases; C is for Delinquency; D is for Custody; and E is for Single Providers. It seems as under your definition section, we would classify as a "Single Provider." Are we to complete all 5 sections? Would we list any of our individual Independent Evaluators under Sections A-D, or just a generalized description of their specialties?**

You should complete sections A, E and any other sections for the cases for which you would like to qualify. For example, if you would like to qualify for just Dependency Cases, then you should fill out sections A, B and E. Or if you would like to qualify for all cases types, then you should complete sections A, B, C, D and E. See question 11 for more guidance about distinguishing individual expertise among your group practice.

**18.) One of the requirements is "proof of Act 33/34 clearances." How recent do these clearances need to be? Many employers do not require new clearances once employed unless there is a change in position or break in employment.**

For Forensic Evaluations, DHS would like Qualified Applicants to maintain active Act 33/34 clearances obtained within the past year. If you do not have clearances obtained within the past year at the time of application, you must submit and date the active clearances you do have and agree to allow us to obtain new clearances if qualified.

**17.) One of the requirements is an "audited financial report." Is this something that must be submitted with the application materials or upon award of the contract? Is this something large group practices must submit or do individual providers also need to submit this? This is not something that small practices would routinely conduct as it is very expensive, likely several thousand dollars to have done. Which may make this an expense that may prohibit some qualified providers from applying. Why is this a requirement? It appears that you will be paying some sort of hourly rate either through DHS or CCBH. Other contracts are awarded by DHS without this type of financial report being required. If these are paid through CCBH and providers are credentialed through CCBH then why would this type of financial report be required?**

If you are applying as a Single Provider (an organizational group practice with multiple practitioners), then you are required to submit an audit or other financial documentation with your application. If you do not have an audit, you may submit other financial documents (e.g., tax forms, balance statements). If you are applying as an individual, then you are not required to submit financial documentation. DHS is seeking the financial documentation to evaluate a practice's financial health before contracting with the practice.

**16.) One of the requirements is "have an existing valid contract with CCBH or be eligible to participate in the CCBH network by the time of the first referral." Can you please explain how this relationship works with CCBH in relation to these forensic evaluations? Typically forensic evaluations, such as the ones listed in this RFQ, are not eligible for billing under any health plan, as they are not medical services. It seems that you are planning to bill for these services to CCBH. Is this something that has been discussed with other commercial/private health plans? Has any question of ethical issues been discussed and resolved with APA, PPA or other practitioner governing bodies?**

Allegheny County is not planning for standard billing of these services to Community Care. However, there may be occasion where a psychological or psychiatric evaluation is clinically indicated and eligible for insurance reimbursement. A contract with CCBH is required so that such eligible services will be appropriately billed. We work closely with CCBH to ensure that the services billed are eligible.

<b>August 25, 2016</b>
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**The following questions were discussed during the Pre-Proposal Phone Conference on August 18, 2016.**

**15.) I'm an individual practitioner and I am interested in applying for Dependency Cases. I have a fair amount of assessment training in terms of cognitive and academic attainments and psychological evaluations, but I don't have formal training in relational assessments, like Interactional Assessments. Will that be a deal breaker?**

If you feel qualified to provide any one or more of the specific kinds of evaluations that we listed, you can apply to those. Your application would be considered on the basis on those things for which you can demonstrate clinical skill, experience, training and competency. In this case, you would not be

qualified for Dependency Cases where Interactional Assessments would be required. Some Dependency Cases will not require Interactionals.

**14.) Will there be a contract?**

Either a contract or a letter agreement would be necessary in order for us to be able to pay any provider. The contract or letter agreement would likely be set up with an “up to” dollar amount; it would not be for a definite dollar amount. It would be based upon the services provided.

**13.) What is the difference between a contract and a letter agreement?**

We do letter agreements for agreements that are \$30,000 or less. Anything over \$30,000 requires a contract.

**12.) When will the new system begin? What is the start date?**

The expectation is that the program will start in January 2017. That is contingent upon qualifying enough Applicants who are able to provide the service.

**11.) We have approximately 9 to 12 evaluators in our group practice. For section A in the RFQ Response Form, does each individual evaluator have to answer the questions? Or do we answer that as a group practice in a general manner?**

If you are applying on behalf of all the practitioners associated with your application, you will need to distinguish particular areas of expertise, competence and qualifications for each practitioner in section A.

**10.) How many referrals will there be on an as-needed basis? Could you give us an idea of the quantity of referrals?**

Historically, the number of referrals have totaled 2,000 per year. We expect that the total amount of annual referrals will decrease with the changes to the internal process. At this time, we cannot predict how many referrals each individual provider will receive.

**9.) The RFQ mentioned that a completed report would be required within seven days. We often do group evaluations with a number of different types of evaluations with different individuals. The Court has preferred that they stay within a group as a group report. Are you saying that you want to have an individual report completed within seven days? How would that work?**

We believe a comprehensive report at the end of all would still be required within the seven day timeframe. We would like to check with the Courts for a definitive answer.

**8.) Would there be some type of process for Qualified Applicants to work with CYF and the Court to address issues, questions or concerns? Is there a way to have an ongoing dialogue?**

We feel strongly that in order to support this effort as we move ahead, we are looking to have at least quarterly conversations that would involve DHS, the Court and the Qualified Applicants so we can identify barriers and needs.

**7.) Would there be a specific point-person at CYF?**

Amy Sula would be the CYF representative for now, but there may be other representatives in the future.

**6.) As an individual clinician, I've been unsuccessful in getting a contract with CCBH and getting on their panel because of Allegheny County saturation points. However, when I've been with different agencies, I've been eligible with CCBH clients. How could the CCBH requirement work for someone like me?**

We need to confer with CCBH for a definitive answer.

**5.) The RFQ says there will be approximately 300 Delinquency Cases referrals per year. How many providers will you consider qualifying? The RFQ says one or more. Would you prefer that the evaluator do this as a full-time position or as a contracted position where he could accept as many cases as he would like?**

We expect to qualify one or more Applicant and that this would be a contracted provider. We cannot promise volume. The referral process would be that the request for evaluation would be funneled to the most qualified and appropriate evaluator. We don't see this as a full-time position.

**4.) Would a Qualified Applicant be allowed to decline a referral?**

Yes, a Qualified Applicant may decline a referral.

**3.) What is the compensation for an evaluation?**

The RFQ does not set compensation. In the Response Form, in each section for Dependency, Delinquency and Custody Cases, there is a question asking Applicants to propose the hourly rate and any other costs. We would not automatically accept every proposed rate, but it would be a starting point for negotiations with a Qualified Applicant.

**2.) I am representing a doctor interested in applying. Would my organization fill out section E of the Response Form and describe what support we can offer him?**

The doctor could apply as an individual provider or under the umbrella your of organization.

<b>August 10, 2016</b>
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**1.) I am the Director of Psychological Services at a provider agency. I have been with the agency for 30 years. I have been a Pennsylvania Licensed Clinical Psychologist since 1991. I'm an adjunct professor at Duquesne University and have trained PhD practicum students for the last 12 years. Many of my students have achieved doctoral status and went on to be leaders in the field. I would like to complete the response form and have my agency considered for the position. I have completed some coursework, years ago, but never received a doctorate. Can I still complete the response form and have my agency considered for the position?**

You may apply on behalf of your agency and be a part of the assessment team for any evaluation assigned to your agency. However, evaluations and reports must be completed by a doctoral-level licensed psychologist or a board-certified psychiatrist.

## Amendments

**January 31, 2017**

Section 6.1, Minority, Women or Disadvantaged Business Enterprise (MWDBE) Requirements, was updated. The following text replaced the original text:

- a. All Proposals must include either of the following:
  1. If your organization is able to meet the MWDBE contract goals, a completed MWDBE Participation Statement and MWDBE Contact Information form is required. You must also attach the MWDBE certifications of the firms you intend to use with the Participation Statement.
  2. If your organization will request a waiver from participating in the MWDBE contract goals, a completed MWDBE Participation Statement, MWDBE Contact Information form and MWDBE Waiver Request are required.
- b. Proposers may be registered and certified with the Allegheny County Department of Minority, Women and Disadvantaged Business Enterprises. If so, please indicate registration on the MWDBE Participation Statement. Registered Proposers are still required to submit the applicable MWDBE forms.
- c. MWDBE forms and resources can be found at [www.alleghenycounty.us/dhs/solicitations](http://www.alleghenycounty.us/dhs/solicitations):
  1. MWDBE Forms
    - o [MWDBE Participation Statement](#)
    - o [MWDBE Waiver Request](#)
    - o [MWDBE Contact Information form](#)
  2. MWDBE Resources
    - o [MWDBE Contract Specifications Manual](#)
    - o [MWDBE Response Checklist](#)
    - o [Guide for completing the MWDBE Participation Statement](#)
    - o [Sample Diversity Policy](#)
- d. For more information about MWDBEs, including a list of MWDBEs that have been certified by Allegheny County and the Pennsylvania Unified Certification Program, can be found at the [Allegheny County MWDBE website](#).

The following text was replaced:

- a. Proposers may be registered and certified with the Allegheny County Department of Minority, Women and Disadvantaged Business Enterprises. If so, please indicate registration on the Response Form.
- b. Regardless of registration status, Proposals must include either of the following:
  1. If your organization is able to meet the MWDBE contract goals, an MWDBE Participation Statement is REQUIRED.
  2. If your organization will request a waiver from participating in the MWDBE contract goals, an MWDBE Participation Statement and a Waiver Statement are REQUIRED. Please attach the required explanations with the Waiver Statement.

- c. MWDBE statements and resources can be found at:
- [MWDBE Participation Statement](#)
  - [MWDBE Waiver Request](#)
  - A list of MWDBEs that have been certified by Allegheny County and the Pennsylvania Unified Certification Program can be found at <http://www.county.allegheny.pa.us/mwdbe/index.aspx>
- d. For more information about MWDBEs, please review the following: [MWDBE Contract Specifications Manual](#)

Additionally, the Response Form was amended to include the information requested on the cover page. A cover page is no longer a required document.