

Request for Proposal

PSYCHOLOGICAL SERVICES

Venango County Children, Youth and Family Services

VENENGO COUNTY PENNSYLVANIA

For the Fiscal Year Beginning 7/1/11 Ending 6/30/12

DUE DATE: Noon June 13, 2011

Venango County Children, Youth and Family Services

Troy A. Wood Human Services Complex

1 Dale Ave.

Franklin, PA 16323

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Venango County Children, Youth and Family Services

REQUEST FOR PROPOSAL

VENANGO COUNTY, PENNSYLVANIA

I. INTRODUCTION

A. General Information

Notice of Invitation – Venango County Children, Youth and Family Services invites qualified agencies to submit a proposal to provide psychological services for the fiscal year July 1, 2011 – June 30, 2012. There is no expressed or implied obligation for VCCYFS to reimburse responding agencies for any expenses incurred in preparing proposals in response to this request.

1. Proposal Submission – Prospective providers should submit detailed proposals on or before June 13, 2011 by noon. Envelopes must be marked “Sealed Proposal – Do Not Open”. Proposals should be mailed or delivered to:

Director

Venango County Children, Youth and Family Services  
Troy A. Wood Human Services Complex  
1 Dale Ave.  
Franklin, PA 16323

Proposal cover letters should designate who can answer questions concerning the submitted proposals. An officer empowered to bind the agency submitting the proposal must sign the proposal.

2. Proposal Format – One original and two copies of proposals should be submitted in the format outlined in Section III, "Proposal Document Instructions."

3. Contract Terms – The contract term is from July 1, 2011 to June 30, 2012. All agencies submitting a proposal shall agree to not include a provision into a contract or agreement with VCCYFS requiring VCCYFS to hold harmless or indemnify any person, partnership, association, corporation or other form of entity. By responding to the RFP, the agency is agreeing to the terms, conditions and requirements set forth herein, unless expressly noted in writing in the firm's written submission.

4. Schedule of key dates.

a. 06/13/11 Submit sealed proposals by noon.

b. 06/17/11 After this date provider will be notified when services will initiate.

5. The RFP is not to be construed as creating a contractual relationship between VCCYFS and any agency submitting a response to this RFP.

6. VCCYFS shall have no obligation or liability to any agency responding to this RFP. All costs associated with responding to this RFP are borne solely by the respondent.

7. VCCYFS may require follow-up oral interviews with selected respondents and may require the respondents to participate in negotiations.

8. VCCYFS reserves the right to reject any or all responses, to modify the scope with one or more of the respondents, and to waive any/all requirements which VCCYFS deems to be in its or its employees best interest.

9. By submitting this information the agency represents that it has examined and understands this RFP and has become fully informed of all the requirements of the RFP. All terms and conditions set forth in this document are accepted and must be incorporated in the submission unless explicit exception is made to individual items and accepted by VCCYFS.

10. By submitting a response, the agency represents that it has the ability to meet the requirements outlined herein.

11. After evaluation of the responses, VCCYFS will make its selection based on the response which best meets the needs of VCCYFS, in the sole discretion of VCCYFS. The Request for Proposals is not intended to create a public bidding process, and the proposal with the lowest quoted fees will not necessarily be accepted, nor will any reason for the rejection of any proposal be indicated. VCCYFS reserves the right to privately negotiate with any firm with respect to the requirements outlined in this Request for Proposals.

#### B. Evaluation and Selection of Proposals

VCCYFS will perform the evaluation of proposals in accordance with the criteria set forth at Appendix A. The following criteria will also be considered in

the evaluation:

1. The agency has no conflicts of interest with regard to any other work performed for the County.
2. The agency adheres to the instructions in this request for proposal on preparing and submitting the proposal.
3. The agency's past experience and performance on comparable engagements.
4. The quality of the agency's professional personnel to be assigned to the engagement and the quality of the agency's management support personnel to be available for consultation.
5. Expertise with similar federal and/or state financial awards.
6. Other criteria as deemed prudent.
7. The County reserves the right to retain all proposals submitted and use any idea in a proposal regardless of whether that proposal is selected.

#### C. Subcontracting

Agencies are not permitted to subcontract or assign any part of the work covered under the scope of the agreement, without the express prior written consent of VCCYFS.

#### D. Minority and Women-Owned Businesses

Minority-owned firms and women's business enterprises are encouraged to apply.

## II. NATURE OF SERVICES REQUIRED

#### A. Scope of Work

Psychological testing is for non-MA eligible clients as well as agency foster parents. The contracted rate must be consistent with Medical Assistance/Northwest Behavioral Health Partnership, Inc. rate for psychological services for children and their parents. There may be a different rate for evaluations performed for foster parents.

Consultation Services regarding Child Abuse and general case consultation.

1. VCCYFS has established a Clinical Review Team (CRT) that meets daily to review intakes from the previous day as well as cases either from one of the intake or ongoing casework units that require additional direction.

Each Friday cases are reviewed that will be presented in court. While the daily CRT may last 15 minutes to two hours depending upon referrals, the Friday CRT usually lasts between 4-6 hours. Please submit a quote on covering the Friday case review at least twice per month.

2. Please provide your hourly rate for consultation over and above the other items in this request.

Provider staff must have Act 34, Act 151 and Act 114 of 2006 clearances.

#### B. Standards to be Followed

Licensed psychologist, licensed or accredited agency -- applicable state laws and regulations.

#### C. Reports to be Issued

The following reports are required to be timely issued:

1. Agency will be responsible to keep data on families/children served.
2. Agency will be responsible to provide 7 day access to referrals for services.
3. Agency will provide final report within 14 days of completion of evaluation.

### III. PROPOSAL DOCUMENT INSTRUCTIONS

#### A. General Requirements

Proposals should include the following:

1. Title page, including:
  - a. The name, address, and phone number of the bidder's contact person.
  - b. The name and address of the agency.
2. Table of contents
3. A cover letter, including:

a. A brief statement as to the proposers understanding of the work to be performed, the commitment to perform the work and a statement as to why the agency believes it to be the best qualified to perform the engagement.

b. A signature of the person authorized to commit the agency.

c. Program budget.

4. Body of proposal – see below

## B. Body of Proposal

The purpose of the proposal is to demonstrate the qualifications, competence, and capacity of the agencies seeking to undertake the psychological services for VCCYFS in conformity with the requirements of this request for proposals. As such, the substance of proposals will carry more weight than their form or manner of presentation.

The proposal should demonstrate the qualifications of the agency and of the particular staff to be assigned to this engagement. It should also specify an approach that will meet the requirements of the request for proposals.

The proposal should address all the points outlined in the request for proposal. The proposal should be prepared simply and economically, providing a straightforward, concise description of the proposer's capabilities to satisfy the requirements of the request for proposal.

### 1. Licensed in Pennsylvania

An affirmative statement should be included indicating that the agency is properly registered/licensed to operate in Pennsylvania.

### 2. Agency Qualifications and Experience

The proposal should state the size of the agency, how many staff it employs and location of the office from which the agency conducts business.

The proposal should also discuss how long the agency has been in business and its capabilities to provide services for psychological services.

The proposal should also include organizations for which the agency provides similar services and three references from those organizations. It should also describe any experiences as a subcontractor that would be pertinent to potentially working for VCCYFS.

### 3. Cost

The proposal should contain all pricing information relative to performing the duties as described in this request for proposals.

#### C. Other Expenses

VCCYFS will not be responsible for expenses incurred in preparing and submitting the proposal. Such costs should not be included in the proposal.

## IV. SPECIAL PROVISIONS

### A. Prerogatives

VCCYFS reserves the following prerogatives.

1. To reject any or all proposals.
2. To terminate the contract following 30 days written notification to the agency.

### B. Contract Period

The purchase of professional services contract shall apply to the fiscal year July 1, 2011 to the period ending June 30, 2012, subject to renewal by mutual agreement of the parties.

### C. Assignability

The contractor cannot transfer any interest or provide for the assignment of the purchase of professional services contract with Venango County either in whole or in part, without the expressed written permission and written consent of the VCCYFS Budget Analyst and County Commissioners.

### D. Payment

Payment for services rendered based upon receipt of an itemized statement from the agency for units of service for the prior month.

### E. Ownership

All proposals and reports become the property of Venango County upon

submission, for use as deemed appropriate. Work papers must be available for references and reproduction by the Commissioner's, and VCCYFS for a period of three years from submission of the reports.

#### F. Confidentiality

All proposals, for the purpose of bidding, will be kept in strict confidence by the Commissioner's Office and VCCYFS. The invitees and subsequently selected agency may not issue news releases or other public notification regarding this project without prior approval from the Commissioner's Office.

### Appendix A

After determining that a proposal satisfies the mandatory requirements stated in the request for proposal, the comparative assessment of the relative benefits and deficiencies of the proposal in relationship to published evaluation criteria shall be made by using subjective judgment. The award of a contract resulting from this request shall be based on the best proposal received in accordance with the evaluation criteria stated below:

After an initial screening process of the RFP, a technical question-and-answer conference or interview may be conducted, if deemed necessary by VCCYFS to clarify or verify the proposer's proposal and to develop a comprehensive assessment of the service.

Venango County reserves the right to consider historic information and fact, whether gained from the proposer's proposal, question-and-answer conferences, references or any other source, in the evaluation process.

The proposer is cautioned that it is the proposer's sole responsibility to submit information related to the evaluation categories and that Venango County is under no obligation to solicit such information if it is not included with the proposer's proposal. Failure of the proposer to submit such information may cause an adverse impact on the evaluation of the proposer's proposal.

### APPENDIX A

#### A. Proposal Evaluation Criteria and Rating

##### 1. Soundness of Approach – Point Value 0-30

###### a. Project Description (20 points)

###### b. Description of Target Population (10 points)

2. Overall Qualification of the Agency – Point Value 0-20

(5points max for each item)

- a. Experience with this Service
- b. Experience Working with Proposed Population
- c. Experience Coordinating Community Resources
- d. Current Valid License or Certification

3. Qualifications of Individuals Performing the Service –Point Value 0-15

4. Budget – Point Value 0-35

B. Evaluation Format

- 1. Demographic Information, including referral source
- 2. Reason for referral
- 3. Psychological Assessments Used
  - a. For foster parents (to include, but not limited to)
    - i. Assessment of parenting abilities
    - ii. Assessment of the ability to mentor birth parents and attitude towards reunification/working with birth parents
- 4. Mental Status Exam
- 5. Current Family Situation
- 6. Psychological Assessment
- 7. Summary of Findings
- 8. Conclusion
- 9. Diagnosis
- 10. Recommendations (be as specific as possible)