

COUNTY OF ROCKLAND
Department of General Services
Purchasing Division

Contract Award Notification

Title: **Forensic Psychologist Consulting Services, as Needed,
Qualified Suppliers**

Contract Period: June 20, 2024 through June 19, 2025 w/4-1 ear options

Original Date of Issue: June 21, 2024

Date of Revision:

RFP No: **RFP-RC-2023-033**

Catalog: **Health and Hospitals**

Authorized Users: County Agencies

Address Inquiries To:

Name: Sabrina Samuels
Title: Purchaser II
Phone: 845-364-3807
Fax: 845-364-3809
E-mail: samuelss@co.rockland.ny.us

Description

This contract is a qualified suppliers list for forensic psychologist consulting services.

Contract #	Vendor Number	Contractor & Address	Telephone No.
RFP 23-033	0000026377	Tracy Garey, LCSW 132 Stage Road Monroe, NY 10950 tracygaraylcsw@gmail.com	917-751-6968 FAX: 888-356-5011
RFP 23-033-A	0000018524	Michele Katz, Ph.D. 16874 Isle of Palms Dr Apt A Delray Beach, FL 33484 michelekatz1@yahoo.com	845-300-0972
RFP 23-033-B	0000028905	Syra Health 119 Keystone Way N #201 Carmel, IN 46032 Contact: Deepika Vuppalanchi deepikav@syrahealth.com	463/345-8983 Fax : 888/614-5409

Edwin J. Day, County Executive

TITLE: Forensic Psychologist Evaluation Services, Qualified Suppliers List

**RFP NUMBER:
RFP-RC-2023-033**

COST PROPOSAL TEMPLATE *Tracy Caray, LCSW*

Proposal shall include Fixed Pricing and Hourly Rates as indicated in the Scope of Objectives. The County will prefer rates on a per case basis, if a firm cannot provide this the county will review hourly case rates as an exception.

TASK	QTY. FOR EVALUATION	RATE	EXTENDED
COURT EVALUATIONS CUSTODY / VISITATION PER CASE:	10	RATE FOR EVALUATION SERVICES \$ <u>3,000</u>	
EVALUATION CPL 730 PER EVALUATION:	10	RATE FOR EVALUATION SERVICES \$ <u>275.00</u>	
EVALUATION CPL 930.3, PINS/JD PER EVALUATION:	10	RATE FOR EVALUATION SERVICES \$ <u>3,000</u>	
TRIAL RATES:	10	HOURLY RATE FOR TRIAL PREPARATION SERVICES \$ <u>275.00</u>	
COURT TESTIMONY:	20	HOURLY RATE FOR COURT TESTIMONY \$ <u>275.00</u> <i>This rate shall be used for court waiting time when scheduled to appear if delayed and / or if cancelled after arrival</i>	
CONSULTING SERVICES:	10	HOURLY RATE FOR CONSULTATIVE SERVICES \$ <u>275.00</u>	
CANCELLATION RATE: Cancellation with 24hr or less notice	10	FIXED RATE: \$ <u>275.00</u>	
NO SHOW RATE: minimum of 30 wait time	10	FIXED RATE: \$ <u>275.00 pro rated</u>	
CASE RATE:		HOURLY RATE \$ <u>275.00</u> <i>Not to exceed \$ 3,000</i>	NOT REFLECTED IN THE TOTAL
TOTAL FOR			



Edwin J. Day, County Executive

TITLE: Forensic Psychologist Evaluation Services, Qualified Suppliers List

**RFP NUMBER:
RFP-RC-2023-033**

EVALUATION PURPOSE			\$
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The rates offered shall include all costs incurred both direct and indirect in delivering the services intended under this solicitation, which includes, but not limited to travel, lodging and food, etc.

Include any itemized costs not included in the above rates below. Only those items included in proposal submission shall be considered for inclusion of final contract.

Record review from clients or collaterals @ \$275-proposed

Interviews with collaterals; scheduling collaterals @ \$275-proposed

FIRM NAME: Tracy Garay, LCSW

NAME OF AUTHORIZED (Print):
Tracy Garay

SIGNATORY:
Tracy Garay

FEDERAL ID NUMBER:

Cost Proposals are to be uploaded as a separate attachment to your RFP response. Please refer to the separate attachment titled: Proposal Submittal Procedures for instructions on submitting your proposal electronically. Inclusion of any cost or pricing data within the technical proposal may result in your proposal being judged as non-responsive.



Edwin J. Day, County Executive

TITLE: Forensic Psychologist Evaluation Services, Qualified Suppliers List	RFP NUMBER: RFP-RC-2023-033
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COST PROPOSAL TEMPLATE

Proposal shall include Fixed Pricing and Hourly Rates as indicated in the Scope of Objectives. The County will prefer rates on a per case basis, if a firm cannot provide this the county will review hourly case rates as an exception.

TASK	QTY. FOR EVALUATION	RATE	EXTENDED
COURT EVALUATIONS CUSTODY / VISITATION PER CASE:	10	RATE FOR EVALUATION SERVICES \$ 4,000 _____	
EVALUATION CPL 730 PER EVALUATION:	10	RATE FOR EVALUATION SERVICES \$400 _____	
EVALUATION CPL 930.3, PINS/JD PER EVALUATION:	10	RATE FOR EVALUATION SERVICES \$400 _____	
TRIAL RATES:	10	HOURLY RATE FOR TRIAL PREPARATION SERVICES \$400 _____	
COURT TESTIMONY:	20	HOURLY RATE FOR COURT TESTIMONY \$ 400 _____ _ This rate shall be used for court waiting time when scheduled to appear if delayed and / or if cancelled after arrival	
CONSULTING SERVICES:	10	HOURLY RATE FOR CONSULTATIVE SERVICES \$ 400 _____	
CANCELLATION RATE: Cancellation with 24hr or less notice	10	FIXED RATE: \$ 200 _____	
NO SHOW RATE: minimum of 30 wait time	10	FIXED RATE: \$ 200 _____	
CASE RATE:		HOURLY RATE \$ 400 _____ Not to exceed \$ 4000	NOT REFLECTED IN THE TOTAL
TOTAL FOR			



Edwin J. Day, County Executive

TITLE: Forensic Psychologist Evaluation Services, Qualified Suppliers List
RFP NUMBER:
RFP-RC-2023-033
COST PROPOSAL TEMPLATE

Proposal shall include Fixed Pricing and Hourly Rates as indicated in the Scope of Objectives. The County will prefer rates on a per case basis, if a firm cannot provide this the county will review hourly case rates as an exception.

TASK	QTY. FOR EVALUATION	RATE	EXTENDED
COURT EVALUATIONS CUSTODY / VISITATION PER CASE:	10	RATE FOR EVALUATION SERVICES \$ 1900	\$1900
EVALUATION CPL 730 PER EVALUATION:	10	RATE FOR EVALUATION SERVICES \$ 1900	\$1900
EVALUATION CPL 930.3, PINS/JD PER EVALUATION:	10	RATE FOR EVALUATION SERVICES \$ 1900	\$1900
TRIAL RATES:	10	HOURLY RATE FOR TRIAL PREPARATION SERVICES \$ 1900	\$1900
COURT TESTIMONY:	20	HOURLY RATE FOR COURT TESTIMONY \$ 3800 <i>This rate shall be used for court waiting time when scheduled to appear if delayed and / or if cancelled after arrival</i>	\$3800
CONSULTING SERVICES:	10	HOURLY RATE FOR CONSULTATIVE SERVICES \$ 1900	\$1900
CANCELLATION RATE: <i>Cancellation with 24hr or less notice</i>	10	FIXED RATE: \$ 950	\$950
NO SHOW RATE: <i>minimum of 30 wait time</i>	10	FIXED RATE: \$ 1250	\$1250
CASE RATE:		HOURLY RATE \$ 190 Not to exceed \$ 220	NOT REFLECTED IN THE TOTAL
TOTAL FOR			



Edwin J. Day, County Executive

TITLE: Forensic Psychologist Evaluation Services, Qualified Suppliers List

RFP NUMBER:
RFP-RC-2023-033

EVALUATION PURPOSE

\$ 13,300

The rates offered shall include all costs incurred both direct and indirect in delivering the services intended under this solicitation, which includes, but not limited to travel, lodging and food, etc.

Include any itemized costs not included in the above rates below. Only those items included in proposal submission shall be considered for inclusion of final contract.

FIRM NAME: Syra Health Corp.

NAME OF AUTHORIZED (Print): Deepika Vuppalanchi, CEO

SIGNATORY:

V. Deepika

FEDERAL ID NUMBER:

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Item Description	Tracy Garay			Michele Katz			Syr Health		
	Item #	UOM	Price	Item #	UOM	Price	Item #	UOM	Price
Custody Visitation Evaluation	91867000013	Each	\$ 3,000.00	91867000005	Each	\$ 4,000.00	91867000033	Each	\$ 1,900.00
CPL 730 Evlaution	91867000014	Each	\$ 275.00	91867000006	Each	\$ 400.00	91867000034	Each	\$ 1,900.00
Pins/JD Evaluation	91867000015	Each	\$ 3,000.00	91867000007	Each	\$ 400.00	91867000035	Each	\$ 1,900.00
Trial Rate	96150000016	Hour	\$ 275.00	96150000009	Hour	\$ 400.00	96150000023	Hour	\$ 1,900.00
Court Testimony	96150000013	Hour	\$ 275.00	96150000010	Hour	\$ 400.00	96150000024	Hour	\$ 3,800.00
Consulting	91867000016	Hour	\$ 275.00	91867000008	Hour	\$ 400.00	91867000036	Hour	\$ 1,900.00
Cancellation fee	96150000019	each	\$ 275.00	96150000021	each	\$ 200.00	96150000025	each	\$ 950.00
Case Rate	96150000020	Hour	\$ 275.00	96150000022	Hour	\$ 400.00	96150000026	Hour	\$ 190.00

DEPARTMENT OF GENERAL SERVICES, PURCHASING DIVISION

Dr. Robert L. Yeager Health Center
50 Sanatorium Rd, Building A
Pomona, New York 10970
Phone: (845) 364-3820 Fax: (845) 364-3809
Email: purchasing@co.rockland.ny.us

Paul Brennan, FNIGP, NIGP-CPP, CPPO
Director of Purchasing

ADDENDUM # 1

RFP-RC-2023-033
Forensic Psychologist, QSL

The information in this addendum supersedes any contradictory information set forth in the contract documents. Acknowledge receipt of this addendum in the space provided on the signature page of the bid proposal. Failure to do so, may subject the bidder to disqualification. This addendum forms a part of the contract documents.

A pre-proposal meeting was held on Wednesday October 4, 2023 at 11:00AM, the following were in attendance with below questions asked.

Sabrina Samuels- County of Rockland Purchasing
Janet Ridling- LocumTenens.com
Sequoia Elliot-Syra Health Corp.
Allison Herkey- LocumTenen.com

Question #1: Will the Vendor awarded for this Forensic psychologist evaluation services be required to provide the psychological exams required to reform the evaluation services stated in the RFP?

Response #1: Yes, if the evaluator, in their professional opinion, feels psychological testing is needed then they would need to perform the testing.

Question #2: It is outlined that pricing is per evaluation. Given that our pricing structure is based on hourly rates, could you please confirm whether an hourly pricing model would be considered acceptable for this RFP?"

Response #2: The County has historically received pricing per evaluation, however if the firm has a more efficient pricing method please include with the cost proposal for evaluation.

SIGNED:

Paul J. Brennan

PAUL J. BRENNAN, FNIGP, NIGP-CPP, CPPO
DIRECTOR OF PURCHASING

ADDENDUM

10/06/2310/6/23



Edwin J. Day, County Executive

TITLE: Forensic Psychologist Evaluation Services, Qualified Suppliers List

RFP NUMBER:
RFP-RC-2023-033

DETAILED SCOPE OF WORK

The Forensic Mental Health Service provides evaluations of cases before all Courts in Rockland County: Family Court, Supreme Court, County Court, and Justice Court. The predominant work consists of Family Court ordered child custody and visitation evaluations. Additionally, cases seen can include issues of, neglect and abuse, adoption, competency to stand trial, sanity and diminished responsibility defenses, as well as cases involving guardianship, and other issues before the Courts.

The provider will perform psychological evaluations for juveniles and parents referred by the Rockland County Department of Mental Health. The ages of the juveniles are normally between the ages of 10-18 year, occasionally services will be provided to juveniles up to 21 years of age.

Evaluations will typically take place Monday through Friday during regular business hours.

Evening or weekend interviews of subjects and collaterals for family court evaluations are acceptable as long as appropriate for developmental age of the subject and agreeable to the subject/collateral. When appropriate, at the clinical discretion of the provider and according to the preference of the subject/collateral, interviews can be conducted via a HIPAA compliant videoconferencing platform that will be purchased by and coordinated by the provider. The provider must follow all HIPAA and other applicable regulations regarding the use of videoconferencing for these purposes.

The provider will perform the evaluations and prepare reports resulting from the evaluations for juveniles and parents referred for such services. The services will include but are not limited to:

- Face to face interviewing of all parties involved in a case,
- Administering appropriate psychological testing and/or assessments, such as MMPI, Carlson, Rorschach test, etc.
- Reviewing relevant written material
- Consulting with any agencies or individuals involved either directly or collaterally with the case, e.g. Probation, Mental Health, Department of Social Services, etc, via telephone or email correspondence.
- Preparing formal written reports for transcription
 - Reviewing and editing reports
- Analyzing testing data
- Preparing for and testifying at trials.

The provider must be able to meet standard turnaround time for reports, as requested by courts, criminal justice entities and Rockland County Department of Mental Health. Related to these evaluations is expert testimony before the Courts.

Upon completion of an examination of the defendant, either in-person or via videoconferencing (videoconferencing for 730 exams is provided by the County and appointments are scheduled by the County) all Court ordered psychological evaluations shall receive preferential treatment with regard to scheduling and submitting written reports to the Court in a specific time frame. The provider must conduct interview(s) and testing and must be written evaluation within 90 days from the date of referral unless the juvenile is detained.

NYS Criminal Procedure Law 730 evaluations:

The evaluator will make a determination of the individual as per NYS Criminal Procedure Law 730.



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After a face to face to face examination of the defendant, a written report will be provided by the psychiatric examiner wherein he sets forth his opinion as to whether the defendant is or is not an incapacitated person, the nature and extent of his examination and, if he finds that the defendant is an incapacitated person, his diagnosis and prognosis and a detailed statement of the reasons for his opinion by making particular reference to those aspects of the proceedings wherein the defendant lacks capacity to understand or to assist in his own defense.

The state administrator and the commissioner of the Department of Mental Health must jointly adopt the form of the examination report; and the state administrator shall prescribe the number of copies thereof that must be submitted to the court by the director.

PROPOSAL REQUIREMENTS AND COMPANY QUALIFICATIONS

Qualified psychiatric examiners for both family court evaluations and CPL 730 evaluations shall be licensed by the State of New York and meet NYS regulatory requirements for required services. The professional shall be appropriately trained and have experience in performing evaluations as well as testifying as an expert witness in court. For the purposes of this request for proposal “psychiatric examiner” denotes a licensed qualified psychiatrist, or licensed qualified, doctorate-level psychologist.

Licensed Social Workers may be considered, with a minimum of three (3) years’ experience providing similar services. Two (2) work samples with identifying information must be provided, along with applicable performance experience references.

The provider must submit information:

- Qualifications of staff that will be assigned to the project.
- Expertise of staff
- Staff time availability
- Average response time for evaluations
- Maximum number of evaluations per year that the provider will be able to provide.

The provider will obtain and maintain all permits and all necessary licenses required to perform the services described herein. All licenses, certifications or permits are at the expense of the provider.

Proposal Requirements

The provider must meet the turnaround time for reports as so ordered by courts or county departments.

Proposals must include curriculum vitae of agency / staff credential, including professional licensing, education, and experience in working with the identified population in the role of a Forensic evaluator and otherwise relevant skills and abilities in performing as specified.

Proposals must include a minimum of three references of similar services provided including experience with government entities.



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The provider must provide a summary of similar projects or services performed within the past five (5) years.

Proposals shall include description of methodologies used to provide the assessments and psychological evaluations. Include the testing instruments that will be used on a regular basis in performing the assessments.

Records

Contractor will be required to maintain adequate records, both financial and case related, to enable the preparation of timely reports. All records and reports shall be made available to authorized County agents upon request, consistent with confidentiality, HIPPA and judicial requirements.

Examination of Records

The Provider agrees that Rockland County or any of its authorized representatives shall at any time during the term of this contract have access to and the right to audit and examine, any pertinent records of the provider relating to this contract. The providers must keep all records not less than seven (7) years from the date the records are made, unless the County of Rockland authorized representative authorizes earlier disposition.

Cost Proposal

The providers cost proposal shall include a Fixed Price per case for interview, review of records, consultation with significant people, analysis of testing, and production of a report. For those cases that go to trial, the proposal shall include a per hour rate which will be paid with a maximum of two hours allowed for trial preparation. This hourly rate will also be used for court waiting time when scheduled to testify. Proposals shall include hourly rates for consultation costs.

Cancellation/No Shows

The provider must include a rate for cancellations on the cost proposal pages. The provider is subject to charge a cancellation fee if the evaluation is cancelled with 24 hours or less notice. All cancellations that occur with greater than 24-hour notice will not be charged.

The provider must include a rate for no show appointments. This rate will be for an any appointment in which the provider has arrived at the appointment location or virtual platform and the interviewee did not show or call to cancel the appointment. The provider will be required to wait a minimum of 30 minutes. After 30 minutes the provider may conclude the appointment as a no show and charge the rate noted on the cost proposal.

Award

This contract will be awarded to multiple providers meeting the requirements. Experienced providers who are not a licensed psychologist or psychiatrist can submit a proposal for all evaluations, however they will not be considered for NYS Criminal Procedure Law 730 evaluations. Placement on the qualified suppliers list does not guarantee the County will require services.