

COUNTY OF ROCKLAND
Department of General Services
Purchasing Division

Contract Award Notification

Title: **Psychological Testing and Evaluation Services – Qualified Suppliers List**

Contract Period: **March 6, 2025, through March 5, 2026, w/ (4) 1-year options**

Original Date of Issue: March 6, 2025

Date of Revision:

BID No: **RFP-RC-2024-050**

Catalog: **Special Request**

Authorized Users: United States Agencies, Other States & Political Subdivisions Therein,
Local Governments, School Districts & Non-Profit Agencies

Address Inquiries To:

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Description

Contract with qualified clinician and/or practice to provide psychological evaluations for individuals (youth and adults) referred by the Rockland County Department of Mental Health.

Contract #	Vendor Number	Contractor & Address	Telephone No.
RFP 24-050	0000025205	Alexander S. Bardey, MD, PLLC d/b/a Fifth Avenue Forensics 303 Fifth Avenue, Ste 403 New York, NY 10016 Contact: Alexander S. Bardey, MD drbardey@fifthavenueforensics.com labrahams@fifthavenueforensics.com	212-532-2322 Fax: 212-532-2219
RFP 24-050-A	0000029432	Yes I Can Services Inc. 5309 18 th Avenue Brooklyn, NY 11204 Contact: Simcha Feller sfeller@yesicanservices.com	718-370-3033 Fax: 718-370-3041

Edwin J. Day, County Executive

**TITLE: Psychological Testing and Evaluation Services –
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RFP-RC-2024-050**RATE SCHEDULE - EVALUATION**

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.

Psychological Evaluation and Testing	Rate
The psychological evaluation and testing services will include but is not limited to: <ul style="list-style-type: none">• In-Person evaluation/testing• Administering of psychological testing and assessments• Reviewing relevant written material• Consulting with other agencies/individuals• Review of prior evaluation reports and/or testing data• Additional follow-up• Preparation of reports	\$5,000
Hourly Rates for additional time	\$400/hour

The rates offered shall include all costs incurred in delivering the services.
Include any additional costs not specified in the above rates below.

FIRM NAME: Fifth Avenue Forensics

NAME OF AUTHORIZED (Print): Alexander S. Bardey MA

SIGNATORY: 

FEDERAL ID NUMBER: 47-2811211

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.

<div>Rockland County</div> <div>Edwin J. Day, County Executive</div>	
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Hourly Rates for additional time	Depending on the deliverable(s) requested by the RCDMH: \$86.39 - \$189.89 per hour or more.

The rates offered shall include all costs incurred in delivering the services. Include any additional costs not specified in the above rates below.

FIRM NAME: YES I CAN SERVICES, INC.

NAME OF AUTHORIZED (Print): SIMCHA FELLER, CEO

SIGNATORY: *Simcha Feller*

FEDERAL ID NUMBER: 47-1673235

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RATE SCHEDULE – TRAINING

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.

Training fees (inclusive of all associated cost)	Rate
In-Person Training	\$38.89 per hr. X 1.5 hrs. (90 min.) each workshop = \$3,500.00 Includes preparatory time
Virtual Training	\$35.89 per hr. X 1.5 hrs. (90 min.) each workshop = \$3,230.10 Includes preparatory time
Development of Customized Training Curricula not listed in the RFP – Not Including In-Person or Virtual Delivery	Flat Rate Fee: \$3,000.00

The rates offered shall include all costs incurred in delivering the services. Include any additional costs not specified in the above rates below.

FIRM NAME: YES I CAN SERVICES, INC.

NAME OF AUTHORIZED (Print): SIMCHA FELLER, CEO

SIGNATORY: *Simcha Feller*

FEDERAL ID NUMBER: 47-1673235

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Edwin J. Day, County Executive**TITLE: Psychological Testing and Evaluation Services –
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RFP-RC-2024-050**PURPOSE OF REQUEST FOR PROPOSAL (RFP)**

The purpose of this Request for Proposals (RFP) is to contract with a qualified clinician and/or practice to provide psychological evaluations for individuals (youth and adults) referred by the Rockland County Department of Mental Health. The secondary purpose of this request is to contract with the same clinicians to provide trainings for behavioral health professionals and community members. Applicants are not required to respond to the secondary purpose if they are only interested in providing psychological testing and evaluation, but preference may be given to applicants that can provide both. It is anticipated that this RFP may result in a contract award to multiple clinicians and/or practices.

This RFP is designed to provide interested offerors with sufficient basic information to submit proposals meeting minimum requirements but is not intended to limit a proposal's content or exclude any relevant or essential data. Offerors are at liberty and are encouraged to expand upon the specifications to evidence service capability.

BACKGROUND

The Rockland County Department of Mental Health (RCDMH), in its role as the Local Governmental Unit (LGU), plans, develops, and oversees the behavioral health system of care (SOC) for individuals with mental health concerns, intellectual and developmental disabilities, and substance use disorders. RCDMH strives to develop and oversee high quality, comprehensive, integrated, person-centered, and recovery-oriented services for Rockland residents.

In the course of its work as the LGU, RCDMH, as it relates to this RFP:

1. Has identified that there are individuals who would benefit from psychological testing and evaluation for diagnostic clarification (or confirmation), to guide treatment, or to support applications for additional services. However, these individuals are not able to access the necessary testing due to a lack of providers or financial constraints.
2. Has observed the need for trainings to develop a well-trained behavioral health workforce and a community that is well-informed about behavioral health disorders and services. RCDMH believes that ongoing training and professional development is necessary to improve positive outcomes, reduce stigma, and promote awareness, as well as to develop the current and emerging behavioral health workforce.

This RFP is being issued in response to these identified needs. The two desired outcomes of the RFP are: contracting with qualified clinicians or clinical practices to provide psychological evaluations and testing, and to contract with the same qualified clinicians or clinical practices to deliver trainings to providers and the community on topics within the clinician's field of expertise.

As noted above, applicants are not required to respond to the training part of this RFP, but preference may be given to applicants who respond to both parts (evaluations/testing and training) of the RFP.

REFERENCES

Unless otherwise stated, proposal must include a minimum of three (3) current projects and two (2) past projects.

ISSUING OFFICE AND RFP REFERENCE NUMBER

The County of Rockland's Department of General Services – Purchasing Division is the issuing office for this document and all subsequent addenda relating to it, on behalf of Rockland County Department of Mental Health. The reference number for the transaction is **Solicitation # RFP-RC-2024-050**. This number must be referred to

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on all proposals, correspondence, and documentation relating to the RFP.

LENGTH OF CONTRACT

The Contract resulting from this RFP will be for a period of one (1) year with four (4) one (1) year renewal options.

The County of Rockland reserves the right to review contract(s) on a regular basis regarding performance and cost analysis and may negotiate price and service elements during the term of the contract.

OPEN ENROLLMENT

This Qualified Suppliers List RFP is an open enrollment contract. After the initial deadline date of this RFP, the Division of Purchasing reserves the right to solicit and add additional positions, services and/or contractors to meet any unmet needs, as deemed by the County Executive's Office and/or the Division of Purchasing, but not limited to:

- If/when all attempts to utilize awarded contractor(s) have been unsuccessful.
- If/when changing needs warrant a new specialization to be added.

Contractors will not be permitted to submit random proposals at their own discretion at any time to the Purchasing Division. The Division of Purchasing will only add qualified Contractors after a thorough proposal review to cover any unmet need(s), as identified by the Departments as indicated above.

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HOW TO USE THE QUALIFIED SUPPLIERS LIST

Formal contracts are signed with suppliers that detail the services offered providing guaranteed not-to-exceed hourly rates by specialty. When a County Department needs project specific services of a firm on a Qualified Supplier List, they follow the following procedures:

CONTRACTING PROCESS

- *Projects valued up to \$75,000.00 may be assigned directly by the user department with a firm on the Qualified Suppliers List by issuing a DCE100 contract request and meeting the requirements as follows:*
 - “Buy direct” from any supplier on the Qualified Supplier List.
 - Document the reasonableness of price and that the proposal satisfies the procurement requirements.
 - Provide the Purchasing Division with complete backup concerning the suppliers contacted, bids/quotes received, and vendor selection.
 - Enter a DCE100 Contract Request and attach the complete scope of work for this project.
 - Proceed to work with supplier only after the department has received an official contract for the work specified.
 - ***A contract request issued to a firm on the Qualified Suppliers list, with an original value of under \$75,000, will not be permitted to exceed the \$75,000 limit. If it is anticipated or should reasonably be known that the contract may need to be modified and exceed the \$75,000 competitive quotes as noted below shall be obtained.***
- *Projects valued at \$75,000.00 up to \$100,000*
 - The user department shall solicit written quotes referencing the original RFP # from a **Minimum of Three** suppliers under the applicable Qualified Supplier List.
 - Document the supplier selection process and detail the reasons for vendor selection.
 - Document the reasonableness of price compared to all quotes received.
 - Document that the proposed statement of work satisfies the procurement requirements.
 - Provide the Purchasing Division with complete backup concerning the suppliers contacted, quotes received, scoring of the offers and vendor selection.
 - Upon review and approval by the Purchasing Department, the Agency shall enter into a contract by submitting a DCE-100 contract request. A contract awarded based on quotes received from the user department with an original contract value of \$75,000-\$100,000, will not be permitted to exceed \$100,000. Upon contract finalization, the Department shall enter a purchase requisition to encumber the funds by the issuance of a formal Purchase Order.
 - Agency may proceed to work with supplier only after the department has received a final executed contract for the work specified and the issuance of a formal Purchase Order.

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- *Projects valued in excess of \$100,000.00*
 - The user department shall submit to the Purchasing Department a detailed scope of work for the services needed. The Purchasing Department shall invite all firms (qualified to perform the scope of services) that appear on the Qualified Suppliers List to submit a quotation and proposal.
 - The County will enter into a separate contract for each project by submitting a DCE-100 contract request. Change orders to the original contract amounts will be limited based on the original value of the contract. A contract awarded based on quotes received by the Purchasing Division, with an original contract value of \$100,000 to \$250,000 will not be permitted to exceed \$250,000 and will require Legislative approval. Upon Legislative approval and contract finalization, the Department shall enter a purchase requisition to encumber the funds by the issuance of a formal Purchase Order.
- Projects valued in excess of \$250,000
 - For projects in excess of \$250,000, a project specific RFP shall be issued.

The County reserves the right to issue RFP's or quotes for any work if it feels it is in the best interest of the County of Rockland to do so.

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- Eating disorders
- Strategies for reducing problem behaviors
- Disaster mental health
- Psychological testing and diagnostic assessment
- Access to care for all disability areas
- Specific disorders, such as Autism Spectrum Disorder.

Proposed trainings should be dynamic and responsive to the emerging needs of Rockland County, based on service sector needs and include best practices for the given topic. All proposed trainings will be reviewed for approval by RCDMH. Trainings will be set up, coordinated, and hosted by RCDMH's training institute.

Objectives

Chosen applicant will collaborate with RCDMH to create a standardized process to receive referrals, perform evaluations, and invoice for payment. This workflow must include keeping RCDMH informed at regular intervals. Optional supplementary objective will be to work with RCDMH to identify topics that will be beneficial to Rockland County behavioral health workforce and community and create trainings and workshops around these topics.

PROPOSAL REQUIREMENTS AND COMPANY QUALIFICATIONS

Applicants 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 psychological evaluations and creating the accompanying reports and written documents. Applicants must be licensed mental health professionals who maintain the required certifications to perform the proposed testing; they must be licensed by the New York State Office of the Professions and have a minimum of three years of experience in performing diagnostic testing and providing written reports. Applicant will be able to provide a suitable location for conducting evaluations that is accessible to Rockland County families or utilize their own HIPPA compliant telehealth platform.

Applicants must submit the following information:

- Qualifications of self and any other staff that will be assigned to the project (include CV's).
- A list of the types of psychological testing applicant is willing to provide plus certifications or qualifications to be able to perform those tests.
- Times of availability. Evaluations will typically take place Monday through Friday during regular business hours. A minimum availability to undertake six (6) evaluations per year is required, this is not a guaranteed amount.
- Average completion time for evaluations, from first appointment to completed report (may vary by type of testing).
- Maximum number of evaluations per year that applicant will be able to provide.

Applicants will ensure that they have and maintain all necessary permits, licenses, certifications, and insurance required to perform the services described herein. All permits, licenses, certifications, and insurance are at the expense of the provider.

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The provider(s) will conduct psychological testing and evaluations and create clinical reports for children, adolescents, and adults referred by RCDMH.

Evaluations will typically take place Monday through Friday during regular business hours. Should RCDMH require any evaluation to take place outside of normal business hours, the provider will be notified with ample scheduling time.

The psychological evaluation and testing services will include but are not limited to:

- In-person evaluations/testing when required by the testing instrument or clinical presentation. When clinically appropriate or allowed by a testing instrument, the evaluations or testing can be performed using the clinician's own, HIPAA compliant telehealth platform
- Administering appropriate psychological testing and/or assessments, such as ADOS (Autism Diagnostic Behavior Schedule), Wechsler Intelligence Scale for Children, BASC (Behavior Assessment System for Children), Vineland Adaptive Behavior Scales. RCDMH anticipates the ADOS being the most requested form of testing.
- 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, virtual meeting, or email correspondence.
- Reviewing prior evaluation reports and/or testing data
- Additional follow-up, as agreed upon with RCDMH

The provider must be able to schedule appointments for RCDMH referrals for psychological evaluations/testing in a timely manner. Fee structure includes all costs needed to conduct an evaluation and provide a quality report. RCDMH may also ask selected applicant to provide additional support and consultation before, during, or after the evaluation is completed (to be billed separately from evaluation).

Training

Although not required, applicants are asked to include whether they are able to provide behavioral health trainings in their proposal. Trainings should incorporate professional development and/or community education that will increase and improve behavioral health knowledge for those who live, work, and receive services in Rockland County.

Topics should focus on children, adults, and families and may include but are not limited to the following:

- Trauma,
- Co-occurring disorders (MH/CD; MH/DD; MH/CD/DD)
- Addiction
- Evidence-based practices/best practices
- Workforce development (including but not limited to professionals, paraprofessionals, direct support professionals, managers and peer specialists)
- Suicide prevention

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Applicants must submit a narrative that addresses the following components:

- Outline your experience and approach in providing psychological assessments and if applicable, training/professional development programs or activities. Include:
 - Curriculum vitae or resume.
 - Credentials, including professional licensing and education and experience.
 - Any otherwise relevant skills and abilities in performing as specified.
- Indicate age group(s) you are able to evaluate.
- Specify diagnoses that you are qualified to identify and assessment/evaluation tests and tools that you are qualified to administer.
 - Include any diagnoses/evaluations you specialize in, along with any types of referrals that you are not able to accept (language other than English, for example)
- Describe methodologies used to provide assessments and psychological evaluations.
 - Include the testing instruments that will be used on a regular basis in performing the assessments and other testing instruments that may be used in the process of the evaluation.
- Identify the location where the evaluations will be conducted and describe accessibility. For telehealth, indicate which HIPAA compliant platform will be utilized.
- Evaluation should begin within thirty (30) days of the referral and the report should be completed within a maximum of ninety (90) days from the first appointment.
- Outline the overall evaluation process that will be provided. This should include testing, meetings (explain virtual vs. in person, with whom and the purpose), etc.)
- Please include a fee schedule for each type of evaluation you are offering, inclusive of supplies, reports, etc.
 - Also include rates (hourly or flat fee) for additional time, if requested, for support/consultation.

TRAINING

If responding to the training section of the RFP: areas of expertise (of self, and staff if applicable) and a list of proposed trainings they would be willing to provide. Also:

- Describe experience facilitating training and workshops
 - Also include format of training, approximate audience size, length of training, etc.
- List workshops/training topics that you already have prepared, or in which you have special expertise.
- Describe what you would need to prepare a workshop on a new topic.

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- Explain whether you can provide training sessions in-person, virtually, or both.
- Outline fees for providing training, inclusive of average prep time and travel. If rates vary by format (in-person vs. virtual), topic, or length of time, please include that information as well.