

COUNTY OF ROCKLAND
Department of General Services
Purchasing Division

Contract Award Notification

Title: Forensic Psychologist Qualified Suppliers List

Contract Period: August 25, 2025 though August 24, 2026 w/ (4) 1-year options

Original Date of Issue: August 25, 2025

Date of Revision: 01/23/2026

RFP No: RFP-RC-2025-020

Catalog: Health and Hospitals

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

Address Inquiries To:

Name: Claudia Moodie
Title: Purchaser II
Phone: 845-364-3821
Fax: 845-364-3809
E-mail: MoodieC@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 25-020	0000029775	Ahmed Enaitalla, Ph.D. 418 Broadway, Ste 5556 Albany, NY 12207 doctorepsychology@gmail.com	347-674-8683 FAX: 347-212-2496
RFP 25-020-A	0000025205	Alexander S. Bardey, MD PLLC dba Fifth Avenue Forensics 303 Fifth Ave., Ste 403 New York, NY 10016 labrahams@fifthavenueforensics.com drbardey@fifthavenueforensics.com	212-532-2322 FAX: 212-532-2219
RFP 25-020-B	0000029723	Alexis Gendell, Psy.D 9 Jet Brook Road Newton, CT 06470 drgendell@charter.net	203-207-1880

RFP 25-020-C	0000030171	Allison Melnick 2-01 50th Avenue #2B Long Island City, NY 11101 drallymelnick@gmail.com	914-486-0538
RFP 25-020-D	0000030172	Comprehensive Consultation Psychological Services P.C. 114-20 Queens Blvd. Ste #SC2 Forest Hills, NY 11375 Contact: Dr. Sanam Hafeez, Psy.D. info@comprehenthemind.com	718-441-0166 646-210-1792 Fax: 718-805-2054
RFP 25-020-E	0000029641	Diversified Psychological Services PLLC 21-63 23rd St. Ste #2 Astoria, NY 11105 Contact: Dr. Jerome Norton, Psy. D. jnorton@diversifiedhealth.org	646-492-0344
RFP 25-020-F	0000030173	Miranda Rosenberg, Psy.D., PLLC 353 Lexington Ave. 4th Flr, PMB215 New York, NY 10016 m@rosenbergpsych.com	617-939-4863
RFP 25-020-G	0000026377	Tracy Garay LCSW 29 James Road Monroe, NY 10950 tracy@tracygaraylcsw.com	917-751-6968 Fax: 888-356-5011



Edwin J. Day, County Executive

TITLE: Forensic Psychologist Qualified Suppliers List

RFP NUMBER:
RFP-RC-2025-020

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 (QTY X RATE)
COURT EVALUATIONS CUSTODY / VISITATION PER CASE:	10	RATE FOR EVALUATION SERVICES \$ <u>N/A; Not Offered</u>	N/A; Not Offered
EVALUATION CPL 730 PER EVALUATION:	10	RATE FOR EVALUATION SERVICES \$ <u>750</u>	\$7500
TRAININGS	10	HOURLY RATE FOR TRAINING SERVICES \$ <u>500</u>	\$5000
TRIAL RATES:	10	HOURLY RATE FOR TRIAL PREPARATION SERVICES \$ <u>500</u>	\$5000
COURT TESTIMONY:	20	HOURLY RATE FOR COURT TESTIMONY \$ <u>500</u> <i>This rate shall be used for court waiting time when scheduled to appear if delayed and / or if cancelled after arrival</i>	\$10000
CONSULTING SERVICES:	10	HOURLY RATE FOR CONSULTATIVE SERVICES \$ <u>500</u>	\$5000
CANCELLATION RATE: Cancellation with 24hr or less notice	10	FIXED RATE: \$ <u>250</u>	\$2500
NO SHOW RATE: minimum of 30 wait time.	10	FIXED RATE: \$ <u>300</u>	\$3000



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TITLE: Forensic Psychologist Qualified Suppliers List

RFP NUMBER:
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CASE RATE:		HOURLY RATE \$ <u>500</u>	NOT REFLECTED IN THE TOTAL
		Not to exceed \$ \$3000 Total	
TOTAL FOR EVALUATION PURPOSE			\$ _____

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.

N/A

FIRM NAME: Ahmed Enaitalla, Ph.D.

NAME OF AUTHORIZED (Print):
Ahmed Enaitalla - Sole Proprietor; Licensed Clinical Psychologist

SIGNATORY:


FEDERAL ID NUMBER:
92-1476107

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.



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COST PROPOSAL TEMPLATE

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TASK	QTY. FOR EVALUATION	RATE	EXTENDED (QTY X RATE)
COURT EVALUATIONS CUSTODY / VISITATION PER CASE:	10	RATE FOR EVALUATION SERVICES \$ 350/hour with a maximum of 20 hours	Maximum of \$70,000
EVALUATION CPL 730 PER EVALUATION:	10	RATE FOR EVALUATION SERVICES For a CPL 730 evaluation with 2 evaluators: \$1,000 for a basic report; \$2,500 for a thorough report (*both types of reports provided in Appendix B)	Maximum of \$25,000
TRAININGS	10	HOURLY RATE FOR TRAINING SERVICES \$ 350/hour	\$3,500
TRIAL RATES:	10	HOURLY RATE FOR TRIAL PREPARATION SERVICES \$ 350/hour with an estimate of ~5 hours	~\$17,500
COURT TESTIMONY:	20	HOURLY RATE FOR COURT TESTIMONY \$ 500/hour in half day increments (\$2,000/\$4,000) <i>This rate shall be used for court waiting time when scheduled to appear if delayed and / or if cancelled after arrival</i>	Maximum of \$80,000
CONSULTING SERVICES:	10	HOURLY RATE FOR CONSULTATIVE SERVICES \$ 350/hour	\$3,500
CANCELLATION RATE: Cancellation with 24hr or less notice	10	FIXED RATE: \$ 150	\$1,500
NO SHOW RATE: minimum of 30 wait time.	10	FIXED RATE: \$ 175	\$1,750



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TITLE: Forensic Psychologist Qualified Suppliers List

RFP NUMBER:
RFP-RC-2025-020

CASE RATE:		HOURLY RATE \$ 200 _____ Not to exceed \$ 1,000 _____	NOT REFLECTED IN THE TOTAL
TOTAL FOR EVALUATION PURPOSE			\$ 202,750 _____

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: Fifth Avenue Forensics

NAME OF AUTHORIZED (Print):

Alexander S. Bardey, MD

SIGNATORY:

 _____

FEDERAL ID NUMBER:

47-2811211

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Edwin J. Day, County Executive

TITLE: Forensic Psychologist Qualified Suppliers List**RFP NUMBER:**
RFP-RC-2025-020A**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 (QTY X RATE)
COURT EVALUATIONS CUSTODY / VISITATION PER CASE:	10	RATE FOR EVALUATION SERVICES \$ _____ Not Offered	
EVALUATION CPL 730 PER EVALUATION:	10	RATE FOR EVALUATION SERVICES \$ _____ \$1000 per report	\$10,000
TRAININGS	10	HOURLY RATE FOR TRAINING SERVICES \$ _____ Not offered	
TRIAL RATES:	10	HOURLY RATE FOR TRIAL PREPARATION SERVICES \$ _____ \$200	\$2000
COURT TESTIMONY:	20	HOURLY RATE FOR COURT TESTIMONY \$ _____ \$500 per hour <i>This rate shall be used for court waiting time when scheduled to appear if delayed and / or if cancelled after arrival</i>	\$5000
CONSULTING SERVICES:	10	HOURLY RATE FOR CONSULTATIVE SERVICES \$ _____ Not offered	
CANCELLATION RATE: Cancellation with 24hr or less notice	10	FIXED RATE: \$ _____ \$150	\$1500
NO SHOW RATE: minimum of 30 wait time.	10	FIXED RATE: \$ _____ \$175	\$1750



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TITLE: Forensic Psychologist Qualified Suppliers List

**RFP NUMBER:
RFP-RC-2025-020A**

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 (QTY X RATE)
COURT EVALUATIONS CUSTODY / VISITATION PER CASE:	20	RATE FOR EVALUATION SERVICES \$ 7500	@ \$150,000.
EVALUATION CPL 730 PER EVALUATION:	30	RATE FOR EVALUATION SERVICES \$ 1500	@ \$45,000.
TRAININGS	/	HOURLY RATE FOR TRAINING SERVICES \$ N/A	
TRIAL RATES:	30	HOURLY RATE FOR TRIAL PREPARATION SERVICES \$ 750 / hr	
COURT TESTIMONY:	30	HOURLY RATE FOR COURT TESTIMONY \$ 1000 / hr <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:	20	HOURLY RATE FOR CONSULTATIVE SERVICES \$ 750 / hr	
CANCELLATION RATE: Cancellation with 24hr or less notice	20	FIXED RATE: \$ 500 / hr	
NO SHOW RATE: minimum of 30 wait time.	20	FIXED RATE: \$ 500 / hr	



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CASE RATE:	10	HOURLY RATE \$ 750 Not to exceed \$	NOT REFLECTED IN THE TOTAL \$ 7500.
TOTAL FOR EVALUATION PURPOSE			\$ 195,000.

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.

Total cost for evaluation purposes (\$195,000)
does not include cancellation no shows,
trial and prep.

FIRM NAME: Comprehensive Consultation Psychological Services P.C

NAME OF AUTHORIZED (Print):

Dr. Sanam Hafeez

SIGNATORY:

Sanam Hafeez, D.

FEDERAL ID NUMBER:

27-2526112

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Edwin J. Day, County Executive

TITLE: Forensic Psychologist Qualified Suppliers List

RFP NUMBER:
RFP-RC-2025-020A

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 (QTY X RATE)
COURT EVALUATIONS CUSTODY / VISITATION PER CASE:	10	RATE FOR EVALUATION SERVICES \$ _____ Not Offered	
EVALUATION CPL 730 PER EVALUATION:	10	RATE FOR EVALUATION SERVICES \$ _____ \$1000 per report	\$10,000
TRAININGS	10	HOURLY RATE FOR TRAINING SERVICES \$ _____ Not offered	
TRIAL RATES:	10	HOURLY RATE FOR TRIAL PREPARATION SERVICES \$ _____ \$200	\$2000
COURT TESTIMONY:	20	HOURLY RATE FOR COURT TESTIMONY \$ _____ \$500 per hour <i>This rate shall be used for court waiting time when scheduled to appear if delayed and / or if cancelled after arrival</i>	\$5000
CONSULTING SERVICES:	10	HOURLY RATE FOR CONSULTATIVE SERVICES \$ _____ Not offered	
CANCELLATION RATE: Cancellation with 24hr or less notice	10	FIXED RATE: \$ _____ \$150	\$1500
NO SHOW RATE: minimum of 30 wait time.	10	FIXED RATE: \$ _____ \$175	\$1750



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CASE RATE:		HOURLY RATE \$200.00 _____ Not to exceed \$2,000.00	NOT REFLECTED IN THE TOTAL
TOTAL FOR EVALUATION PURPOSE			\$20,250.00

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.

N/A _____

FIRM NAME:

Diversified Psychological Services, PLLC

NAME OF AUTHORIZED (Print):

Jerome Norton

SIGNATORY:

FEDERAL ID NUMBER:

45-4985807

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Edwin J. Day, County Executive

TITLE: Forensic Psychologist Qualified Suppliers List

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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 (QTY X RATE)
COURT EVALUATIONS CUSTODY / VISITATION PER CASE:	10	RATE FOR EVALUATION SERVICES \$ N/A; Not offered	
EVALUATION CPL 730 PER EVALUATION:	10	RATE FOR EVALUATION SERVICES \$ \$1000	45 x 1000 = 45,000
TRAININGS	10	HOURLY RATE FOR TRAINING SERVICES \$ N/A; Not offered	
TRIAL RATES:	10	HOURLY RATE FOR TRIAL PREPARATION SERVICES \$ \$300 per hour	
COURT TESTIMONY:	20	HOURLY RATE FOR COURT TESTIMONY \$ \$350 per hour; half day minimum <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 \$ \$250 per hour	
CANCELLATION RATE: Cancellation with 24hr or less notice	10	FIXED RATE: \$ 200	
NO SHOW RATE: minimum of 30 wait time.	10	FIXED RATE: \$ 200	



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CASE RATE:		HOURLY RATE \$ 250 _____ Not to exceed \$ _____	NOT REFLECTED IN THE TOTAL
TOTAL FOR EVALUATION PURPOSE			\$ 45,000 _____

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: Miranda Rosenberg, Psy.D., PLLC

NAME OF AUTHORIZED (Print):

Miranda Rosenberg

SIGNATORY:

 _____

FEDERAL ID NUMBER:

39-2594638

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Edwin J. Day, County Executive

TITLE: Forensic Psychologist Qualified Suppliers List

RFP NUMBER:
RFP-RC-2025-020A

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 (QTY X RATE)
COURT EVALUATIONS CUSTODY / VISITATION PER CASE:	10	RATE FOR EVALUATION SERVICES \$ 5,500. (*275 x 20hrs)	\$ 55,000
EVALUATION CPL 730 PER EVALUATION:	10	RATE FOR EVALUATION SERVICES \$ 1,000.	\$ 10,000
TRAININGS	10	HOURLY RATE FOR TRAINING SERVICES \$ 275.	\$ 2,750.
TRIAL RATES:	10	HOURLY RATE FOR TRIAL PREPARATION SERVICES \$ 350. (*275 x 2hrs)	\$ 5,500.
COURT TESTIMONY:	20	HOURLY RATE FOR COURT TESTIMONY \$ 275 hr per 4 hrs. ³ 1100-2200 Per day This rate shall be used for court waiting time when scheduled to appear if delayed and / or if cancelled after arrival	\$ 22,000. - \$ 44,000.
CONSULTING SERVICES:	10	HOURLY RATE FOR CONSULTATIVE SERVICES \$ 275.	\$ 2,750.-
CANCELLATION RATE: Cancellation with 24hr or less notice	10	FIXED RATE: \$ 275.	\$ 2,750
NO SHOW RATE: minimum of 30 wait time.	10	FIXED RATE: \$ 275.	\$ 2,750.

• Rockland County

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CASE RATE:		HOURLY RATE \$ <u>275</u> Not to exceed \$ <u>1375</u>	NOT REFLECTED IN THE TOTAL
TOTAL FOR EVALUATION PURPOSE			\$ <u>122,750.</u>


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.

N/A

FIRM NAME: Tracy Garay, LCSW

NAME OF AUTHORIZED (Print):
Tracy Garay

SIGNATORY:


FEDERAL ID NUMBER:
11-1662750

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PURPOSE OF REQUEST FOR PROPOSAL (RFP)

The purpose of this request for proposal is to enter into a contract with a qualified firm, licensed psychologist or licensed psychiatrist to provide forensic evaluations for the Rockland County Department of Mental Health in accordance with New York State regulations. It is anticipated that this RFP may result in a contract award to multiple providers.

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 under any agreement.

BACKGROUND

Rockland County seeks qualified mental health professionals to provide forensic evaluations. In its role as the Local Government Unit, the Rockland County Department of Mental Health (RCDMH) is mandated to provide CPL 730 examinations of defendants to determine capacity to understand the proceedings against them and to assist in their own defense. RCDMH also elects to provide custody, visitation and termination of parental rights evaluations to families with a demonstrated significant financial hardship, who are not able to afford these evaluations from private providers.

REFERENCES

Unless otherwise stated, proposal must include a minimum of 2 work samples, with identifying information redacted for similar evaluations within the last five (5) years..

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 the Rockland County Department of Mental Health. The reference number for the transaction is Solicitation # RFP-RC-2025-020. This number must be referred to 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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DETAILED SCOPE OF WORK

The Department of Mental Health seeks to contract with qualified practitioners to provide evaluations of cases before all Courts in Rockland County: Family Court, Supreme Court, County Court, and Justice Court. The work consists of predominantly two types of evaluations (although requests for other types of evaluations may arise which may include issues of neglect and abuse, adoption, sanity and diminished responsibility defenses, as well as cases involving guardianship, and other issues before the Courts):

- 1. NYS Criminal Procedure Law 730 evaluations:** The evaluator will make a determination of the individual as per NYS Criminal Procedure Law 730. After an examination of the defendant either in person or over a HIPAA-compliant telehealth platform (access to such a platform will be provided by the County for CPL 730 exams), a written report will be provided by the psychiatric examiner wherein they set forth their opinion as to whether the defendant is or is not an incapacitated person, the nature and extent of their examination and, if they find that the defendant is an incapacitated person, their diagnosis and prognosis and a detailed statement of the reasons for their opinion by making particular reference to those aspects of the proceedings wherein the defendant lacks capacity to understand or to assist in their 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.

The County will coordinate scheduling of these exams with the defendant, their attorney and the evaluators. The County will provide access to a HIPAA-compliant telehealth platform for CPL 730 exams and will provide the evaluators with the available court documents. The County will receive the completed reports from the evaluators and forward them to the court.

- 2. Family Court ordered child custody and visitation evaluations.**

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

- Face to face interviewing (in person or over HIPAA compliant telehealth) of all parties involved in a case,
- Administering appropriate psychological testing and/or assessments, for example: MMPI, or other instruments that the evaluator deems necessary and appropriate
- Reviewing relevant written material and records
- Consulting with any agencies or individuals involved either directly or collaterally with the case, e.g. Probation, Mental Health, Department of Social Services, healthcare providers and schools, etc, via telephone or email correspondence.
- Preparing formal written reports for submission to the court
 - Reviewing and editing reports



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- Analyzing testing data
- Preparing for and testifying at trials.

The provider must be able to meet standard turnaround time for Family Court reports; typically 90-120 days from the time the order is received. Related to these evaluations is expert testimony before the Courts. For Family Court evaluations, examiners are expected to utilize the HIPAA-compliant telehealth platform of their choice, which they will purchase, obtain and maintain the license. The provider must follow all HIPAA and other applicable regulations regarding the use of videoconferencing for these purposes. The Department of Mental Health will provide light clerical support such as helping to coordinate interviews, requesting records and providing court documents to the evaluators. However, this work is largely independent of the Department. If in-person interviews are the evaluator's preference, the County will provide access to an office to complete those interviews.

Evaluations should 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.

- 3. Other court evaluations:** The provider will perform risk evaluations for juveniles or adults referred by the Rockland County Department of Mental Health. These evaluations could include delinquency, risk of fire setting, reoffending, violence or mass violence, self-harm, etc. These individuals may be referred to the Department of Mental Health by the Rockland Threat Assessment Management Team. The provider will use standardized instruments, obtain collateral information, follow current best practices and provide a detailed report to the Rockland County Department of Mental Health.
- 4. Trainings or consultation:** The provider will provide trainings or consultation as requested by the Rockland County Department of Mental Health on Forensic Mental Health or related topics.

Respondents to this RFP should specify which types of work, described in #1, #2 and #3, they are proposing to provide. Respondents must be willing to provide the work described in #1, #2 or #3 to be eligible to provide the work described in #4 above. That is, responses are not being sought for only trainings or consultation.

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.



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For only the Family Court evaluations as described in #2: Licensed Clinical 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 ordered by courts or county departments which are typically a maximum of two weeks for CPL 730 exams and 90-120 days for Family Court evaluations.

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 or ongoing forensic experience in one setting; preferably including experience with government entities.

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.



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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

For the CPL 730 exams and the Family Court evaluations (described in #1 and #2 above) the providers should provide separate cost proposals which shall include either an hourly rate (with a maximum number of hours included) or a Fixed Price per case for interview, review of records, consultation with significant people (when appropriate), analysis of testing (as appropriate), and production of a report. A Fixed Price will be given preference. 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 the evaluations described in #3 and the training and consultation described in #4, if applicable.

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 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 or the evaluations described in #3. Placement on the qualified suppliers list does not guarantee the County will require services.

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 # 2

RFP-RC-2025-020

Forensic Psychologist Qualified Suppliers List

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 July 9, 2025 at 10:00am the following were in attendance and following questions asked.

Sabrina Samuels- Rockland County Purchasing
Dr. Susan Hoerter- Rockland County Department of Mental Health
Mariel Pina- Rockland County Department of Mental Health
Lindsay Abraham- Fifth Avenue Forensics

- Question #1: Can the Past and Present references include a reference to that work was performed, however there was no official contract?
Response #1: Yes, references can include similar work performed that may not have been an ongoing contract.
- Question #2: Can we respond to only certain items on the cost proposal?
Response #2: Yes, if your firm does not provide certain examinations or training it is not required you respond to all examinations. We prefer you only respond to those you are qualified to perform.
- Question #3: Where should we include work samples?
Response #3: Work samples can be included in the technical response.

SIGNED:

Paul J. Brennan
PAUL J. BRENNAN, FNIGP, NIGP-CPP, CPPO
DIRECTOR OF PURCHASING
ADDENDUM
7/10/25