

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, 2020 through June 19, 2021 with 3 one-year option  
Extended through 6/19/22 w/2-1 year options  
Extended through 6/19/23 w/1 year option  
Extended through 6/19/24 Dr Haas only through 9/19/23

Original Date of Issue: June 20, 2020

Date of Revision: 12/07/23

RFP No: **RFP-RC-2020-008**

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 20-008 <b>Not Renewed yet</b>	0000026377	Tracy Garey, LCSW 106 Stage Road Monroe, NY 10950 <a href="mailto:tracygaraylcsw@gmail.com">tracygaraylcsw@gmail.com</a>	888-751-6968  <b>FAX:</b> 888-356-5011
RFP 20-008-A	0000024591	Dr. William A. Haas 22 North Road-Suite 207 Bloomingburg, NY 12721 <a href="mailto:whaas18@gmail.com">whaas18@gmail.com</a>	845-541-2419  <b>FAX:</b> 845-733-5990
RFP 20-008-B <b>NOT RENEWING</b>	0000014750	Industrial Medicine Associates 660 White Plains Road Suite 630 Tarrytown, NY 10591 Contact: Mark Arland <a href="mailto:mark.arland@ima-us.com">mark.arland@ima-us.com</a>	518-389-1313  <b>FAX:</b> 619-489-0452
RFP 20-008-C	0000018524	Michele Katz, Ph.D. 16874 Isle of Palms Dr Apt A Delray Beach, FL 33484 <a href="mailto:michelekatz1@yahoo.com">michelekatz1@yahoo.com</a>	845-300-0972
RFP 20-008-D <b>NOT RENEWING</b>	0000026495	Rachel Levenson, Ph.D. 345 Seventh Avenue New York, NY 10001 <a href="mailto:levensonphd@gmail.com">levensonphd@gmail.com</a>	201-755-1393
RFP 20-008-F	0000027387	Ashley Spada, Ph.D. 229 Chrystie Street Apt 335 New York, NY 10002 <a href="mailto:drashleyspada@gmail.com">drashleyspada@gmail.com</a>	609-458-6554
RFP 20-008-G <b>Not Renewed yet</b>	0000027386	Jaime Shults 144 Blue Barns Road Rexford, NY 12148 <a href="mailto:drshults@jaimehaas.com">drshults@jaimehaas.com</a>	518-213-4757

# County of Rockland CONTRACT

## Dept. of General Services

Purchasing Division  
50 Sanatorium Rd  
Bldg A, 6th Fl, Room 609  
POMONA NY 10970  
www.rcpurchasing.com

**Supplier** 0000026377  
Tracy Garay LCSW  
29 James Road  
Monroe NY 10950

## Dispatch via Print

<b>Contract ID</b> RFP 20-008	<b>Page</b> 1 of 1
<b>Contract Dates</b> 06/20/2020 to 06/19/2023	<b>Currency</b> USD
<b>Forensic Psychologist Consulti</b>	<b>Contract Maximum</b> 75,000.00
<b>Freight Terms</b>	<b>Buyer Email</b> samuelss@co.rockland.ny.us
<b>Buyer</b> SAMUELS, SABRINA	<b>Phone</b> <b>Fax</b>

Tax Exempt? Tax Exempt ID:

Line #	Supplier Item	Item Desc	Item ID	Price	UOM
1		Custody Visitation Evaluations (10eval) - Tracy Garay	91867000013	2,500.00000	Each
2		CPL 730 Evaluation (10eval) - Tracy Garay	91867000014	2,500.00000	Each
3		Pins/JD Evaluation (10 Eval) - Tracy Garay	91867000015	2,500.00000	Each
4		Trial Rate (10 Hours) - Tracy Garay	96150000016	125.00000	Hour
5		Court Testimony (20 Hours) - Tracy Garay	96150000013	125.00000	Hour
6		Consulting (10 Hours) - Tracy Garay	91867000016	125.00000	Hour

TERMS AND CONDITIONS OF RFP-RC-2020-008 INCORPORATED HEREIN BY REFERENCE.

Authorized Signature



# County of Rockland CONTRACT

## Dept. of General Services

Purchasing Division  
50 Sanatorium Rd  
Bldg A, 6th Fl  
POMONA NY 10970  
www.rcpurchasing.com

**Supplier** 0000024591  
William A. Haas, Psy.D  
22 NORTH ROAD  
SUITE 207  
BLOOMINGBURG NY 12721

**Dispatch via Print**

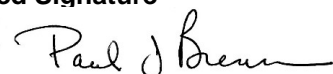
<b>Contract ID</b> RFP 20-008-A	<b>Page</b> 1 of 1
<b>Contract Dates</b> 06/20/2020 to 09/19/2023	<b>Currency</b> USD
<b>Forensic Psychologist Consulti</b>	<b>Contract Maximum</b> 75,000.00
<b>Freight Terms</b>	<b>Buyer Email</b> samuelss@co.rockland.ny.us
<b>Buyer</b> SAMUELS, SABRINA	<b>Phone</b> <b>Fax</b>

Tax Exempt? Tax Exempt ID:

Line #	Supplier Item	Item Desc	Item ID	Price	UOM
1		Custody Visitation Evaluations (10 eval) - William Haas	91867000001	3,000.00000	Each
2		CPL Evaluations (10 eval) - William Haas	91867000002	275.00000	Each
3		Pins/JD Evluation (10 Eval) - William Haas	91867000003	3,000.00000	Each
4		Trial Rate (10 Hours) - William Haas	96150000007	275.00000	Hour
5		Court Testimony (20 Hours) - William Haas	96150000008	275.00000	Hour
6		Consulting (10 Hours) - William Haas	91867000004	275.00000	Hour

TERMS AND CONDITIONS OF RFP-RC-2020-008 INCORPORATED HEREIN BY REFERENCE.

**Authorized Signature**



# County of Rockland CONTRACT

## Dept. of General Services

Purchasing Division  
50 Sanatorium Rd  
Bldg A, 6th Fl, Room 609  
POMONA NY 10970  
www.rcpurchasing.com

Dispatch via Print

<b>Contract ID</b> RFP 20-008-C		Page 1 of 1
<b>Contract Dates</b> 06/20/2020 to 06/19/2024		<b>Currency</b> USD
Forensic Psychologist Consutli		<b>Contract Maximum</b> 86,000.00
<b>Freight Terms</b>	<b>Buyer Email</b> samuelss@co.rockland.ny.us	
<b>Buyer</b> SAMUELS, SABRINA	<b>Phone</b>	<b>Fax</b>

**Supplier** 0000018524  
Michele Katz  
Dr Michele Katz  
16874 ISLE OF PALMS DRIVE APT A  
DELRAY BEACH FL 33484

Phone 845/300-9272

michelekatz1@yahoo.com

Tax Exempt? Tax Exempt ID:

Line #	Supplier Item	Item Desc	Item ID	Price	UOM
1		Custody Visitation Evaluations (10eval) - Michele Katz	91867000005	3,147.00000	Each
2		CPL 730 Evaluations (10 Eval) - Michele Katz	91867000006	288.48000	Each
3		Pins/JD Evaluations (10 eval) - Michele Katz	91867000007	3,147.00000	Each
4		Trial Rate (10 Hours) - Michele Katz	96150000009	288.48000	Hour
5		Court Testimony (20 Hours) - Michele Katz	96150000010	288.48000	Hour
6		Consulting (10 Hours) - Michele Katz	91867000008	288.48000	Hour

TERMS AND CONDITIONS OF RFP-RC-2020-008 INCORPORATED HEREIN BY REFERENCE.

Authorized Signature



# County of Rockland CONTRACT

## Dept. of General Services

Purchasing Division  
50 Sanatorium Rd  
Bldg A, 6th Fl, Room 609  
POMONA NY 10970  
www.rcpurchasing.com

Dispatch via Print

<b>Contract ID</b> RFP 20-008-F		Page 1 of 1
<b>Contract Dates</b> 05/01/2022 to 06/19/2024		<b>Currency</b> USD
Forensic Psychologist		<b>Contract Maximum</b> 75,000.00
<b>Freight Terms</b>	<b>Buyer Email</b> samuelss@co.rockland.ny.us	
<b>Buyer</b> SAMUELS, SABRINA	<b>Phone</b>	<b>Fax</b>

**Supplier** 0000027387  
Ashley Spada, Ph.D.  
Ashley Spada  
229 Chrystie Street  
Apt. 335  
New York NY 10002

Phone 609/458-6554

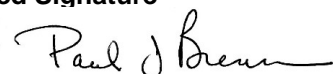
drashleyspada@gmail.com

Tax Exempt? Tax Exempt ID:

Line #	Supplier Item	Item Desc	Item ID	Price	UOM
1		Custody Visitation Evaluation - Ashley Spada	91867000021	2,500.00000	Each
2		CPL 730 Evaluations - Ashley Spada	91867000022	2,500.00000	Each
3		Pins/JD Evaluation - Ashley Spada	91867000023	2,500.00000	Each
4		Trial Rate - Ashley Spada	91867000024	250.00000	Hour
5		Court Testimony - Ashley Simpson	91867000025	250.00000	Hour
6		Consulting Services - Ashley Spada	91867000026	250.00000	Hour

TERMS AND CONDITIONS OF RFP-RC-2020-008 INCORPORATED HEREIN BY REFERENCE.

Authorized Signature



# County of Rockland CONTRACT

## Dept. of General Services

Purchasing Division  
50 Sanatorium Rd  
Bldg A, 6th Fl, Room 609  
POMONA NY 10970  
www.rcpurchasing.com

**Supplier** 0000027386  
Jaime Shults  
Jaime Shults  
144 Blue Barns Road  
Rexford NY 12148

Phone 518/213-4757

drshults@jaimehaas.com

Tax Exempt? Tax Exempt ID:

Line #	Supplier Item	Item Desc	Item ID	Price	UOM
1		Custody Visitation Evaluation - Jaime Shults	91867000027	3,000.00000	Each
2		CPL 730 Evaluation - Jaime Shults	91867000028	275.00000	Each
3		Pins/JD Evaluation - Jaime Shults	91867000029	3,000.00000	Each
4		Trial Rate - Jaime Shults	91867000030	275.00000	Hour
5		Court Testimony - Jaime Shults	91867000031	275.00000	Hour
6		Consulting Services - Jaime Shults	91867000032	275.00000	Hour

TERMS AND CONDITIONS OF RFP-RC-2020-008 INCORPORATED HEREIN BY REFERENCE.

Dispatch via Print

<b>Contract ID</b> RFP 20-008-G	<b>Page</b> 1 of 1
<b>Contract Dates</b> 05/01/2022 to 06/19/2023	<b>Currency</b> USD
<b>FORENSIC PSYCHOLOGIST</b>	<b>Contract Maximum</b> 75,000.00
<b>Freight Terms</b>	<b>Buyer Email</b> samuelss@co.rockland.ny.us
<b>Buyer</b> SAMUELS, SABRINA	<b>Phone</b> <b>Fax</b>

Authorized Signature



**Edwin J. Day, County Executive**

**TITLE: FORENSIC PSYCHOLOGIST CONSULTING SERVICES, AS  
NEEDED, QUALIFIED SUPPLIERS**

**RFP NUMBER:**

**COST PROPOSAL TEMPLATE**

*Tracy Garay LCSW*

**DETAILED COSTS**

Proposal shall include Fixed Pricing and Hourly Rates as indicated in the Scope of Objectives Section for services including any after hour, weekend / holiday or emergency rates, surcharge for waiting / cancellation, travel, etc. Only those deviations as offered in original proposal will be considered for payment during the term and any additional options taken of this contract.

<b>TASK</b>	<b>QTY FOR EVALUATION</b>	<b>RATE</b>	<b>EXTENDED</b>
<b>COURT EVALUATIONS CUSTODY / VISITATION PER CASE:</b>	<b>10</b>	<b>RATE FOR EVALUATION SERVICES</b>  \$ 125.00	\$1,250.00
<b>EVALUATION CPL 730 PER EVALUATION:</b>	<b>10</b>	<b>RATE FOR EVALUATION SERVICES</b>  \$ 125.00	\$1,250.00
<b>EVALUATION CPL 930.3, PINS/JD PER EVALUATION:</b>	<b>10</b>	<b>RATE FOR EVALUATION SERVICES</b>  \$ 125.00	\$1,250.00
<b>TRIAL RATES:</b>	<b>10</b>	<b>HOURLY RATE FOR TRIAL PREPARATION SERVICES</b>  \$ 125.00	\$1,250.00
	<b>20</b>	<b>HOURLY RATE FOR COURT TESTIMONY</b>  \$ 125.00 <i>This rate shall be used for court waiting time when scheduled to appear if delayed and / or if cancelled after arrival</i>	\$2,500.00
<b>CONSULTING SERVICES:</b>	<b>10</b>	<b>HOURLY RATE FOR CONSULTATIVE SERVICES</b>  \$ 125.00	\$1,250.00
<b>CASE RATE:</b>	<b>10</b>	<b>HOURLY RATE</b> \$ 125.00 <i>Not to</i> <i>exceed \$150.00</i>	\$1,250.00/ \$1,500.00



**Edwin J. Day, County Executive**

**TITLE: FORENSIC PSYCHOLOGIST CONSULTING SERVICES, AS  
NEEDED, QUALIFIED SUPPLIERS**

**RFP NUMBER:**

**TOTAL FOR EVALUATION  
PURPOSES**

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.

Mileage @ \$.60 per mile x 34 miles = \$20.40 one way per office visit and appearance.

Photocopies @ \$.25 per page, per copy for each evaluation.

Postage @ \$.55 per first class letter; \$7.50 priority mail per document.

**FIRM NAME:** Tracy Garay, LCSW

**NAME OF AUTHORIZED (Print):**

Tracy Garay, LCSW

**SIGNATORY:**

Tracy Garay, LCSW

**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 CONSULTING SERVICES, AS  
NEEDED, QUALIFIED SUPPLIERS**

**RFP NUMBER:  
RFP-RC-2020-008**

**COST PROPOSAL TEMPLATE**

*William HAAS*

**DETAILED COSTS**

Proposal shall include Fixed Pricing and Hourly Rates as indicated in the Scope of Objectives Section for services including any after hour, weekend / holiday or emergency rates, surcharge for waiting / cancellation, travel, etc. Only those deviations as offered in original proposal will be considered for payment during the term and any additional options taken of this contract. The County will prefer rates on a per case basis, if a firm can not provide this the county will review hourly case rates as an exception.

<b>TASK</b>	<b>QTY. FOR EVALUATION</b>	<b>RATE</b>	<b>EXTENDED</b>
<b>COURT EVALUATIONS CUSTODY / VISITATION PER CASE:</b>	<b>10</b>	<b>RATE FOR EVALUATION SERVICES</b> \$ <u>3,000</u>	<b>30,000</b>
<b>EVALUATION CPL 730 PER EVALUATION:</b>	<b>10</b>	<b>RATE FOR EVALUATION SERVICES</b> \$ <u>275</u>	<b>2,750</b>
<b>EVALUATION CPL 930.3, PINS/JD PER EVALUATION:</b>	<b>10</b>	<b>RATE FOR EVALUATION SERVICES</b> \$ <u>3,000</u>	<b>30,000</b>
<b>TRIAL RATES:</b>	<b>10</b>	<b>HOURLY RATE FOR TRIAL PREPARATION SERVICES</b> \$ <u>275.00</u>	<b>2,750</b>
<b>COURT TESTIMONY:</b>	<b>20</b>	<b>HOURLY RATE FOR COURT TESTIMONY</b> \$ <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>	<b>5,500</b>
<b>CONSULTING SERVICES:</b>	<b>10</b>	<b>HOURLY RATE FOR CONSULTATIVE SERVICES</b> \$ <u>275.00</u>	<b>2,750.00</b>
<b>CASE RATE:</b>		<b>HOURLY RATE</b> \$ _____ <i>Not to exceed</i>	<b>—</b>
<b>TOTAL FOR EVALUATION PURPOSES</b>			<b>73,750</b>

**Edwin J. Day, County Executive**

**TITLE: FORENSIC PSYCHOLOGIST CONSULTING SERVICES, AS  
NEEDED, QUALIFIED SUPPLIERS**

**RFP NUMBER:  
RFP-RC-2020-008**

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:

*William A. HAAS, PsyD.*

NAME OF AUTHORIZED (Print):

*William A. HAAS*

SIGNATORY:

*William A. HAAS*

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.

Michele Katz, Ph.D.

Edwin J. Day, County Executive

**TITLE: FORENSIC PSYCHOLOGIST CONSULTING SERVICES, AS  
NEEDED, QUALIFIED SUPPLIERS**

**RFP NUMBER:  
RFP-RC-2020-008**

**COST PROPOSAL TEMPLATE**

**DETAILED COSTS**

Proposal shall include Fixed Pricing and Hourly Rates as indicated in the Scope of Objectives Section for services including any after hour, weekend / holiday or emergency rates, surcharge for waiting / cancellation, travel, etc. Only those deviations as offered in original proposal will be considered for payment during the term and any additional options taken of this contract. The County will prefer rates on a per case basis, if a firm can not 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>3,000.00</u> New Rate \$3,147	
EVALUATION CPL 730 PER EVALUATION:	10	RATE FOR EVALUATION SERVICES \$ <u>275.00</u> New Rate \$288.48	
EVALUATION CPL 930.3, PINS/JD PER EVALUATION:	10	RATE FOR EVALUATION SERVICES \$ <u>3,000.00</u> New Rate \$3,147.00	
TRIAL RATES:	10	HOURLY RATE FOR TRIAL PREPARATION SERVICES \$ <u>275.00</u> New Rate \$288.48	
COURT TESTIMONY:	20	HOURLY RATE FOR COURT TESTIMONY \$ <u>275.00</u> New Rate \$288.48 <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> New Rate \$288.48	
CASE RATE:		HOURLY RATE \$ <u>275.00</u> Not to exceed <u>5500.00</u>	
TOTAL FOR EVALUATION PURPOSES			73,750

**Edwin J. Day, County Executive**

**TITLE: FORENSIC PSYCHOLOGIST CONSULTING SERVICES, AS  
NEEDED, QUALIFIED SUPPLIERS**

**RFP NUMBER:  
RFP-RC-2020-008**

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.

Any extraordinary time spent - e.g. EXTENDED  
time to review extensive records, interviews with  
extended family or collateral sources - Hourly rate to  
be added

FIRM NAME:

MICHELE KATZ Ph.D

NAME OF AUTHORIZED (Print):

MICHELE KATZ Ph.D

SIGNATORY:

Michele Katz Ph.D

FEDERAL ID NUMBER:

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Edwin J. Day, County Executive

**TITLE: FORENSIC PSYCHOLOGIST CONSULTING SERVICES, AS  
 NEEDED, QUALIFIED SUPPLIERS**
**RFP NUMBER:  
 RFP-RC-2020-008-A**
**COST PROPOSAL TEMPLATE**
*Ashley H. Spada, Ph.D.*
**DETAILED COSTS**

Proposal shall include Fixed Pricing and Hourly Rates as indicated in the Scope of Objectives Section for services including any after hour, weekend / holiday or emergency rates, surcharge for waiting / cancellation, travel, etc. Only those deviations as offered in original proposal will be considered for payment during the term and any additional options taken of this contract. The County will prefer rates on a per case basis, if a firm can not provide this the county will review hourly case rates as an exception.

<b>TASK</b>	<b>QTY. FOR EVALUATION</b>	<b>RATE</b>	<b>EXTENDED</b>
<b>COURT EVALUATIONS CUSTODY / VISITATION PER CASE:</b>	<b>10</b>	<b>RATE FOR EVALUATION SERVICES</b> \$ <u>\$2,500.00</u>	\$25,000.00
<b>EVALUATION CPL 730 PER EVALUATION:</b>	<b>10</b>	<b>RATE FOR EVALUATION SERVICES</b> \$ <u>\$2,500.00</u>	\$25,000.00
<b>EVALUATION CPL 930.3, PINS/JD PER EVALUATION:</b>	<b>10</b>	<b>RATE FOR EVALUATION SERVICES</b> \$ <u>\$2,500.00</u>	\$25,000.00
<b>TRIAL RATES:</b>	<b>10</b>	<b>HOURLY RATE FOR TRIAL PREPARATION SERVICES</b> \$ <u>\$250.00</u>	\$2,500.00
<b>COURT TESTIMONY:</b>	<b>20</b>	<b>HOURLY RATE FOR COURT TESTIMONY</b> \$ <u>\$250.00</u> <i>This rate shall be used for court waiting time when scheduled to appear if delayed and / or if cancelled after arrival</i>	\$5,000.00
<b>CONSULTING SERVICES:</b>	<b>10</b>	<b>HOURLY RATE FOR CONSULTATIVE SERVICES</b> \$ <u>\$250.00</u>	\$2,500.00
<b>CASE RATE:</b>		<b>HOURLY RATE</b> \$ <u>\$250.00</u> <b>Not to exceed</b> _____	
<b>TOTAL FOR EVALUATION PURPOSES</b>			

**Edwin J. Day, County Executive****TITLE: FORENSIC PSYCHOLOGIST CONSULTING SERVICES, AS  
NEEDED, QUALIFIED SUPPLIERS****RFP NUMBER:  
RFP-RC-2020-008-A**

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

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FIRM NAME:

Ashley Spada, Ph.D.

---

NAME OF AUTHORIZED (Print):

Ashley Spada, Ph.D.

---

SIGNATORY:

*Ashley Spada, Ph.D.*

---

FEDERAL ID NUMBER:

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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 CONSULTING SERVICES, AS  
NEEDED, QUALIFIED SUPPLIERS**
**RFP NUMBER:  
RFP-RC-2020-008-A**
**COST PROPOSAL TEMPLATE**

JAIME SHULTS

**DETAILED COSTS**

Proposal shall include Fixed Pricing and Hourly Rates as indicated in the Scope of Objectives Section for services including any after hour, weekend / holiday or emergency rates, surcharge for waiting / cancellation, travel, etc. Only those deviations as offered in original proposal will be considered for payment during the term and any additional options taken of this contract. The County will prefer rates on a per case basis, if a firm can not provide this the county will review hourly case rates as an exception.

<b>TASK</b>	<b>QTY. FOR EVALUATION</b>	<b>RATE</b>	<b>EXTENDED</b>
<b>COURT EVALUATIONS CUSTODY / VISITATION PER CASE:</b>	<b>10</b>	<b>RATE FOR EVALUATION SERVICES</b> \$ <u>3000</u>	<u>30,000</u>
<b>EVALUATION CPL 730 PER EVALUATION:</b>	<b>10</b>	<b>RATE FOR EVALUATION SERVICES</b> \$ <u>275</u>	<u>2,750</u>
<b>EVALUATION CPL 930.3, PINS/JD PER EVALUATION:</b>	<b>10</b>	<b>RATE FOR EVALUATION SERVICES</b> \$ <u>3000</u>	<u>30,000</u>
<b>TRIAL RATES:</b>	<b>10</b>	<b>HOURLY RATE FOR TRIAL PREPARATION SERVICES</b> \$ <u>275</u>	<u>2,750</u>
<b>COURT TESTIMONY:</b>	<b>20</b>	<b>HOURLY RATE FOR COURT TESTIMONY</b> \$ <u>275</u> <i>This rate shall be used for court waiting time when scheduled to appear if delayed and / or if cancelled after arrival</i>	<u>5,500</u>
<b>CONSULTING SERVICES:</b>	<b>10</b>	<b>HOURLY RATE FOR CONSULTATIVE SERVICES</b> \$ <u>275</u>	<u>2,750</u>
<b>CASE RATE:</b>		<b>HOURLY RATE</b> \$ _____ <b>Not to exceed</b> _____	
<b>TOTAL FOR EVALUATION PURPOSES</b>			<u>73,750</u>





Edwin J. Day, County Executive

**TITLE: FORENSIC PSYCHOLOGIST CONSULTING SERVICES, AS  
NEEDED, QUALIFIED SUPPLIERS****RFP NUMBER:  
RFP-RC-2020-008-A**

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:

Jaime Shults, Psy.D.

NAME OF AUTHORIZED (Print):

Jaime Shults, Psy.D.

SIGNATORY:

JAS

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 CONSULTING SERVICES, AS  
NEEDED, QUALIFIED SUPPLIERS****RFP NUMBER:  
RFP-RC-2020-008****PURPOSE OF REQUEST FOR PROPOSAL (RFP)**

The County of Rockland is currently seeking proposals for Forensic Psychologist Consulting services from individuals and/or providers to form a Qualified Suppliers List to provide forensic evaluations under the auspices of the Rockland County Department of Mental Health Forensic MH unit or other County authorized agencies on an as needed basis.

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**

The requirements as specified in this solicitation were previously released in 2018 under RFP-RC-2018-011, with an expiration date of March 31, 2020. Due to the increase in the volume of court ordered evaluations a new solicitation has been released. All current vendors will need to respond to this new solicitation so that they can be considered for the next contracting period.

**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-2020-008. This number must be referred to on all proposals, correspondence, and documentation relating to the RFP.

**SUBMITTING YOUR PROPOSAL**

NOTICE: By submitting a proposal in response to this RFP, offeror is acknowledging that the requirements, scope of work, and the evaluation process, outlined in the RFP are fair, equitable, not unduly restrictive, understood and agreed to. Any exceptions to the content of the RFP must be protested to the Director of Purchasing prior to the closing date and time for submission of the proposal.

Proposals must be received by the posted due date and time. Proposals received after the deadline will be late and ineligible for consideration.

Proposals shall be submitted electronically through the County's Bonfire Request for Proposal Portal. Please refer to the instructions titled: Proposal Submittal Procedures for instructions on submitting your proposal electronically.

When submitting (uploading) a proposal electronically through the County's Bonfire Portal, please allow sufficient time to complete the online forms and upload documents. The solicitation will end at the closing time listed in the RFP. If you are in the middle of uploading your proposal at the closing time, the system will stop the process and your proposal will not be received by the system.

**LENGTH OF CONTRACT**

The Contract resulting from this RFP will be for a period of: Two years with three – one year 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.

**Edwin J. Day, County Executive****TITLE: FORENSIC PSYCHOLOGIST CONSULTING SERVICES, AS  
NEEDED, QUALIFIED SUPPLIERS****RFP NUMBER:  
RFP-RC-2020-008****PRICE GUARANTEE PERIOD**

The proposed price and/or hourly rates shall remain firm through the first contract period with no adjustments allowed. If the County exercises any of the option years of the contract, the Offeror may submit a request for adjustment on the yearly anniversary date of the contract. Any request for price adjustment(s) shall be submitted thirty (30) days in advance of the anniversary date; in writing to the Director of Purchasing. Any and all price adjustments will be limited to the percentage increase in applicable CPI Index for the preceding 12 months. The County reserves the right to reject any request for price increase deemed excessive.

**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 Division of Purchasing, but not limited to:

If / when all attempts to utilize awarded contractor(s) has been unsuccessful.

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 Purchasing Division and authorized users.

**STAFFING & PERSONNEL BIOGRAPHIES**

Personnel qualifications and experience should be detailed as part of the Technical Proposal. Include curriculum vitae and resumes for all personnel and subcontractors to be assigned to this project.

**STANDARD CONTRACT TERMS AND CONDITIONS**

Any contract resulting from this RFP will include the County's Standard Terms and Conditions for Professional Service Contracts included in the RFP. Exceptions and or additions to the County's Standard Terms and Conditions are strongly discouraged.

Exceptions to the RFP Terms and Conditions, and/or the Standard Terms and Conditions for Professional Service Contracts must be submitted with the proposal response. Exceptions, additions, service level agreements, etc. submitted after the date and time for receipt of proposals will not be considered.

The County retains the right to refuse to negotiate on exceptions should the exceptions be excessive and not in the best interest of the County.

If negotiations are required, contractor must provide all documents in Microsoft WORD format for redline editing. Offeror must provide the name, contact information, and access of the person(s) that will be directly involved in legal negotiations.

**Edwin J. Day, County Executive****TITLE: FORENSIC PSYCHOLOGIST CONSULTING SERVICES, AS  
NEEDED, QUALIFIED SUPPLIERS****RFP NUMBER:  
RFP-RC-2020-008****PROTEST PROCEDURES**

Protests Prior to RFP Opening: Protests regarding any aspect of the RFP document, attached materials and COUNTY award procedures must be submitted in writing prior to the RFP opening date and time (via e-mail, mail, or FAX) to:

Hon. Edwin J. Day  
County Executive  
11 New Hempstead Road  
New City, NY 10956

The County Executive or his designee will respond to these protests within ten (10) business days.

Protests After Bid Opening/Notice of Intent to Award: Protests regarding the COUNTY's proposed selection of a Offeror after RFP opening and notice of intent to award announcement must be submitted in writing (via mail, FAX) to the Hon. Edwin J. Day, County Executive, 11 New Hempstead Road, New City, NY, 10956 (FAX: 845-638-5856). The protest shall be submitted within three calendar days after such aggrieved person knows or should have known of the facts giving rise thereto. The County Executive or his designee will respond to these protests within ten (10) business days.

**DISCUSSIONS WITH OFFERORS (ORAL PRESENTATION)**

An oral presentation by an offeror to clarify a proposal may be required at the sole discretion of the County. However, the County may award a contract based on the initial proposals received without discussion with the Offeror. If oral presentations are required, they will be scheduled after the submission of proposals. Oral presentations will be made at the offerors expense. The County is not required to provide the opportunity for oral presentations to all offerors that submitted a proposal.

**CONFIDENTIAL / TRADE SECRET INFORMATION**

Offerors should be aware that pertinent facts relating to their proposals, excluding trade secrets or proprietary information, could potentially be released as soon as sixty (60) days after the selection of the successful supplier.

The County of Rockland is subject to New York State's Freedom of Information law (FOIL). Should your submission, to this RFP, contain "trade secrets", or other information that the disclosure of which could reasonably be expected to be harmful to business interests, you must insure that such information is clearly identified and marked as such. Identification must be specific by item or paragraph.

Marked information will be treated as Confidential Third Party Information. Should marked information be the subject of a request under FOIL, you may be requested either to consent to the request, or make representation explaining why the information should not be disclosed.

Unpublished information pertaining to the County or its customers obtained by the proposer as a result of participation in this project is confidential and must not be disclosed without written authorization from the County.

**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.

**Edwin J. Day, County Executive****TITLE: FORENSIC PSYCHOLOGIST CONSULTING SERVICES, AS  
NEEDED, QUALIFIED SUPPLIERS****RFP NUMBER:  
RFP-RC-2020-008**

**Duties shall include but not be limited to:** face to face interviewing all parties involved in a case, administering appropriate psychological 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., writing reports for transcription, reviewing and editing reports, analyzing testing data, preparing for and testifying at trials. Contractors 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.

NYS Criminal Procedure Law 730 evaluations:

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

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 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.

**Proposal Requirements:** Contractors 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, proposal shall include a per hour rate which will be paid with a maximum of two hours allowed for preparation for trial. This hourly rate will also be used for court waiting time when scheduled to testify. Proposal shall include hourly rates for consultation costs. As terms of this agreement - Contractors shall meet turnaround time for reports as so ordered by courts or county departments.

Proposal 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.

Contractor shall 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.

Proposal shall 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. Proposal shall include a minimum of three references of similar services provided including experience with government entities.

**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, CPPO**  
*Director of Purchasing*

## **ADDENDUM # 1**

### **RFP-RC-2020-008**

- 1) Question #1: What are the psychological tests that are currently used in the course of these evaluations?
  - a) Response #1: We use an MMPI currently but are open to vendors proposing other instruments.
- 2) Question #2: Would you be able to provide additional information concerning Criminal Procedure Law 930.3 Pins/JD ?
  - a) Response #2: These laws are the Criminal Procedure Laws for New York state that are required to be followed and understood for the examinations.
- 3) Question #3: Page 5, "Duties shall include but not limited to: ... consulting with any agencies or individuals involved either directly or collaterally with the case" What is the preferred method of this communication: telephone, fax, face to face meetings or other methods?
  - a) Response #3: We typically gather collateral information via telephone and fax/mail.
- 4) Question #4: Page 8, Reference is made to any after hour, weekend / holiday or emergency rates. Is it correct that the expectation is for all testing and face to face interviews to take place in the provider office during regular business hours Monday thru Friday? If not, what situations would exist to require services outside that time frame?
  - a) Response #4: Yes, the work should typically take place during regular business hours Mon-Friday.
- 5) Question #5: Who are the vendors currently providing these services?
- 6) Question #6: What are the current rates for the services outlined in the RFP?
  - a) Response # 5&6: Current contract award attached

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.

**SIGNED:**



**PAUL J. BRENNAN, FNIGP, CPPO**  
**DIRECTOR OF PURCHASING**