

REQUEST FOR QUALIFICATIONS

RFQ # 0634-250

Project Title: **Psychiatric Consultative Examinations**

Estimated Contract Period: October 1, 2010 or Date of Execution, through September 30, 2016 or End Date of Contract.

Submit Application To: **Application Delivered by Mail:**

Ladd L. Wikstrom, Contracts Specialist
Department of Social and Health Services
Division of Disability Determination
Services/Professional Relations
PO BOX 9303
Olympia, WA 98507-9303

**Application delivered by Express /
Hand Delivery, or Courier:**

Ladd L. Wikstrom, Contracts Specialist
Department of Social and Health Services
Division of Disability Determination
Services/Professional Relations
6737 Capitol Blvd. S., Bldg 2, 2nd Floor
Tumwater, WA 98501-5581

**Faxed bids WILL NOT be accepted.
E-mailed bids WILL NOT be accepted.**

Procurement Website: <http://www.dshs.wa.gov/ccs/>
WEBS: <https://www.ga.wa.gov/webs/index.html>

RFQ TABLE OF CONTENTS

SECTION A. SUMMARY OF PROJECT	3
SECTION B. PROCUREMENT PROCESS.....	6
SECTION C. APPLICATION CONTENTS.....	10
SECTION D. CONTRACT AWARD.....	12
Application Checklist-Psychiatric.....	Exhibit A
Acknowledgement of Professional Qualifications and Confidentiality (MD/DO).....	Exhibit B
Statement of Agreement for Medical Providers.....	Exhibit C
Contractor Intake	Exhibit D
Sample Contract.....	Exhibit E
Adult Psychiatric Evaluation Guidelines.....	Exhibit F
Child Mental Evaluation Guidelines.....	Exhibit G
Medical Source Statement of Ability to do Work-Related Activities (Mental).....	Exhibit H
Voucher.....	Exhibit I

SECTION A. SUMMARY OF PROJECT

1. Purpose of Request for Application

The Department of Social and Health Services (DSHS), Division of Disability Determination Services (DDDS) adjudicates medical eligibility for the Social Security Disability Insurance (SSDI), Supplemental Security Income Disability (SSI) benefits and the DSHS Non-Grant Medical Assistance program (NGMA).

The purpose of this RFQ is to expand the list of qualified, contracted psychiatrists to perform diagnostic examinations for clients who apply for these benefits.

2. Background

DDDS adjudicates claims for SSDI, SSI and the NGMA Program.

As part of the adjudicative process for making a determination of a claim, DDDS obtains medical evidence from the client's treating sources. When this information is not available or is not sufficient to make a determination, DDDS schedules clients for consultative examinations, which include a review of other evidence obtained from medical sources. The information resulting from this consultative examination is used to assist DDDS adjudication and medical staff in making a determination of the disability claim under federal guidelines.

3. Project Scope

Each year, the DDDS purchases approximately 38,000 consultative examinations for the Social Security disability programs and NGMA claims.

This Request for Qualifications seeks responses from qualified persons and organizations to provide consultative examination services for the DDDS regarding clients for benefits.

DSHS will award contracts to all qualified individuals, provider groups, or other business entities (Applicants) that provide services through qualified, licensed clinical psychiatrists who agree to accept the published fees found at <http://www.dshs.wa.gov/dds/providers.shtml>. Under any contract DSHS awards, psychiatrists will provide consultative examinations and reports.

A sample contract and scope of work are attached to the RFQ as Exhibit E.

4. Minimum Qualifications

The Applicant must meet each of the following minimum qualifications in order for the Applicant's response to this Request for Qualifications to be considered:

- a. Applicants who conduct psychiatric consultative examinations under any contract awarded must be licensed to practice medicine in the State of Washington or, if providing services in the border areas of Idaho or Oregon, must be licensed to practice in those states.
- b. Each Applicant or Subcontractor who conducts psychiatric examinations under any contract awarded must have received at least two years of post-medical school graduate training or experience in psychiatry.
- c. Each Applicant providing the services of more than one psychiatrist must demonstrate that each psychiatrist is qualified and licensed to conduct consultative mental examination for the State of Washington or the respective border states of Idaho or Oregon as part of the application in response to this RFQ.
- d. All Applicants submitting an application for this contract must be licensed to do business in the State of Washington or obtain a Washington State business license from the Secretary of State.
- e. Applicants currently suspended, under investigation, or restricted from providing health care or diagnostic services by any government regulatory agency will not qualify.

5. ADA

The Agency complies with the Americans with Disabilities Act (ADA). Applicants may contact the RFQ Coordinator to receive this Request for Proposal in Braille or on tape.

6. Definitions. The following terms, which appear in this RFQ, have the meaning that is defined below for the purposes of this RFQ:

- a. Applicant - An individual, provider group, or other business entity submitting an application in response to this RFQ.
- b. Application - All material prepared and assembled by an Applicant, and which the Applicant submits in response to this RFQ.
- c. Consultative Examination – A face-to-face interview conducted by a psychiatrist to determine a client’s main complaint(s), elicited in sufficient detail to permit a comprehensive understanding of the diagnosis. A review of client’s medical records must be included in the examination report.
- d. Contractor – Individual, provider group, or other business entity whose application has been approved by DDDS and who DSHS awards a fully executed written contract.
- e. DDDS – Division of Disability Determination Services, which is a division of the Economic Services Administration (ESA) of DSHS.

- f. DSHS – The Department of Social and Health Services (DSHS) is the agency of the State of Washington issuing this RFQ and subsequent contracts.
- g. Issue - To mail, post or otherwise release this RFQ as a public document to interested parties.
- h. Key Personnel - Staff being proposed to do the work under this Proposal.
- i. Proposal - All material prepared and assembled by an Applicant, and which the Applicant submits in response to this RFQ.
- j. RFQ- Request for Qualifications; i.e., this RFQ document.
- k. RFQ Coordinator - The person named in this RFQ as the RFQ Coordinator, or the RFQ Coordinator's designee. The sole point of contact within DSHS regarding this RFQ for potential Applicants and other interested parties.
- l. Statement of Work - A statement of the work or services, which the Contractor is to perform under any contract awarded, and which is generally in the form of an exhibit attached to the contract or included in the contract Special Terms and Conditions section.
- m. Subcontractor - Any qualified psychiatrist who signs a separate agreement with a DSHS Contractor and who the Contractor pays for providing consultative examinations and reports.
- n. Submit - To deliver to the DSHS RFQ Coordinator any of several documents described in this RFQ and in the manner specified in this RFQ.
- o. Successful Applicant - An Applicant selected as having submitted a successful Proposal, based on the final determination of DSHS management taking into consideration the Applicant's proposal and the needs of DSHS. The Applicant is considered an "Apparently" Successful Applicant until a contract is finalized and executed.

SECTION B. PROCUREMENT PROCESS

1. Procurement Contact Information

Upon release of this RFQ, all communications concerning this RFQ must be directed only to the RFQ Coordinator listed below. Any communication directed to DSHS staff or consultants, other than the RFQ Coordinator, may result in disqualification.

Contact: Ladd Wikstrom, Contracts Specialist
Department of Social & Health Services
Division of Disability Determination Services/Professional Relations

Mailing Address: P.O. Box 9303
Olympia, WA 98507-9303

Physical Address: 6737 Capitol Blvd. S, Bldg. 2, 2nd Floor
Tumwater, WA 98501-5581

Telephone: 360.664.7523

FAX 360.664.7561

E-mail Address: ladd.wikstrom@ssa.gov

2. Contracts

DSHS intends to award multiple contracts to provide the services described in this RFQ.

The term of the Contract will be from the date of execution through September 30, 2015.

3. Ethics

Specific restrictions apply to contracting with current or former state employees pursuant to chapter 42.52 of the Revised Code of Washington. Applicants should familiarize themselves with the requirements prior to submitting a Proposal.

4. Insurance

The Apparently Successful Applicant must comply with the insurance requirements identified in the sample contract attached hereto as an exhibit.

5. Proprietary Information/Public Disclosure

Materials submitted in response to this RFQ shall become the property of DSHS. All Proposals, quotes, lists, evaluation documents and other documents that make up this Procurement shall remain confidential until:

- a. DSHS makes it available to the public pursuant to RCW 42.56; or,
- b. The contract, if any, resulting from this RFQ is signed by DSHS and the Apparently Successful Applicant. Thereafter, the proposals shall be deemed public records as defined in RCW 42.17. The Applicant's Proposal must include a statement on the Letter of Submittal identifying any page of its Proposal, which contains any information the Applicant considers proprietary. Each page claimed to be proprietary must be clearly marked by printing the word "Proprietary" on the lower right hand corner of each page, which contains any proprietary information.

If DSHS receives a request to view or copy of an Applicant's Proposal, DSHS will respond according to applicable law and DSHS policy governing public disclosure. DSHS will not disclose any information marked "Proprietary" in a Proposal without giving the owner ten (10) days notice to seek a court injunction against the disclosure. Applicants may not mark their entire Proposal proprietary.

6. Communications

All communications concerning this RFQ should be directed only to the RFQ Coordinator. Proposals should be based on the material contained in this RFQ, any related amendment(s), and any questions and answers directed through the RFQ Coordinator.

7. Retraction of this RFQ

DSHS reserves the right to retract this RFQ in whole, or in part, at any time without penalty.

8. Submission of Application.

Applications must be sent to the RFQ Coordinator, either by mail or hand delivery, at the address specified in Section B.1, Procurement Contact Information. DSHS will not accept any Application submitted by fax. DSHS will not accept any Application submitted by email. All Applications and any accompanying documentation become the property of DSHS and will not be returned.

9. Non-responsive Applications

All Applications will be reviewed by the RFQ Coordinator to determine compliance with administrative requirements and instructions specified in this RFQ. DSHS may reject or withdraw an Application at any time as non-responsive for any of the following reasons:

- a. Incomplete Application
- b. Submission of a application that proposes services that deviate from the requirements set forth in this document
- c. Failure to comply with any part of this RFQ or any exhibit to this RFQ
- d. Submission of incorrect, misleading, or false information

10. Minor Irregularities

DSHS may waive minor administrative irregularities related to any Application.

11. Cost to Prepare Application

DSHS will not be liable for any costs incurred by the Applicant in preparing, submitting, or presenting an Application for this RFQ.

12. Exhibits. Exhibits to this RFQ are:

Exhibit A – Application Checklist-Psychiatric

Exhibit B – Acknowledgement of Professional Qualifications and Confidentiality (MD/DO)

Exhibit C – Statement of Agreement for Medical Providers

Exhibit D – Contractor Intake

Exhibit E – Sample Contract

Exhibit F – Adult Psychiatric Evaluation Guidelines

Exhibit G – Child Mental Evaluation Guidelines

Exhibit H – Medical Source Statement of Ability to do Work-Related Activities (Mental)

Exhibit I – Examination Authorization - L9CEVCHR

Applicants should download a complete copy of this RFQ and all attached exhibits, as listed above. The procurement documents can be accessed at <http://www.dshs.wa.gov/ccs> or WEBS at <http://www.ga.wa.gov/WeBS/index.html>. Applicants who experience difficulty downloading the documents should contact the RFQ Coordinator.

13. Execution of the Contract

Apparently Successful Applicants are expected to sign a contract with DSHS and any subsequent amendments that may be required to address specific work or services as needed. A sample contract is attached as Exhibit E.

Any subcontracts necessary to perform the contract shall be subject to the prior written approval of DSHS.

If at contract award or anytime thereafter any specifically named individual(s) in the Application to work on this engagement are not available, DSHS has the right to approve or reject any change in Contractor personnel.

SECTION C. APPLICATION CONTENTS

The Applicant must answer all questions and must include all items requested in the order requested for the Application to be considered responsive. The Applicant must address every section of the RFQ.

1. **Application Requirements**

Applicants wishing to provide services as a provider under the terms and conditions of this RFQ must:

- a. Review all of the enclosed material
- b. Submit completed required documents and copies of additional required documentation to the DDDS Contracts Specialist identified on page 1 of this RFQ.

2. **Administrative Requirements.** Please respond to each item in the same order in which they appear.

- a. Complete and submit the following:
 - (1) The Application Checklist-Psychiatric, Exhibit A.
 - (2) An Acknowledgement of Professional Qualifications and Confidentiality (MD/DO), Exhibit B, for all psychiatrists who will be working under the contract issued as a result of this RFQ.
 - (3) A Statement of Agreement for Medical Providers, Exhibit C, for all psychiatrists who will be working under the contract issued as a result of this RFQ.
 - (4) A Contractor Intake Form, Exhibit D.
- b. Based on Applicant's experience with consultative examinations, provide a detailed listing of the Key Personnel or team (if applicable) proposed for this engagement, including the titles of staff, team roles (if applicable).
- c. Provide a Current copy of the professional license for each psychiatrist who will be working under the contract issued as a result of this RFQ in the State of Washington or (if applicable) the appropriate border states of Idaho or Oregon..
- d. Provide a Current copy of the State of Washington Master Business License for each psychiatrist who will be working under the contract issued as a result of this RFQ.
- e. Provide a Professional Liability Certificate of Insurance and a General Business Liability Certificate of Insurance, as described in the contract Statement of Work, naming DSHS as the Certificate Holder, for each

psychiatrist who will be working under the Contract issued, unless the company/corporation covers both general and professional liability.

- f. A Curriculum Vitae (CV)/Resume for each psychiatrist who will be working under the contract issued as a result of this RFQ. The CV/Resume must detail experience with the required skills listed in Section A.4, Minimum Qualifications, of this RFQ.

SECTION D. CONTRACT AWARD

1. **Notification of Apparently Successful Applicants**

DSHS shall notify Apparently Successful Applicants on or about 30 days after receipt of the properly completed application. Notification will be by U.S. Mail and will include a letter and contract for the applicant's signature.

DSHS shall notify Apparently Unsuccessful Applicants by letter on or about 30 days after receipt of the properly completed application.

2. **Contract Award**

DSHS shall designate an evaluation team to evaluate applications. DSHS shall award a contract to all who qualify and accept the DDDS rates as published on the DSHS Internet Website.