

# REQUEST FOR QUALIFICATIONS

## RFQ # 0836-330

***Project Title:*** **One-Day Vocational Workshop Evaluation**

***Estimated Contract Period:*** On or about September 5, 2008 or Date of Execution, through September 30, 2012.

***Submit Application to:*** **Application Delivered by Mail:**  
Ladd Wikstrom, Professional Relations/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 Wikstrom, Professional Relations/Contracts Specialist  
Department of Social and Health Services  
Division of Disability Determination Services/Professional Relations  
6737 Capitol Blvd. S., Bldg 2, 2<sup>nd</sup> Floor  
Tumwater, WA 98501

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

***Procurement Website:*** <http://www1.dshs.wa.gov/msa/ccs>  
**WEBS:** <https://fortress.wa.gov/ga/webscust>

# 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        |
| <br>  |           |
| Application Checklist for Vocational Workshop Evaluations...Exhibit A                                     |           |
| Acknowledgement of Professional Qualifications and<br>Confidentiality (Vocational Evaluators/Others)..... | Exhibit B |
| Statement of Agreement for Vocational Workshop Evaluation<br>Providers.....                               | Exhibit C |
| Contractor Intake .....   | Exhibit D |
| DSHS Background Authorization.....  | Exhibit E |
| DSHS Character, Competence, and Suitability<br>Assessment Form (CCSA).....                                | Exhibit F |
| Sample Contract.....  | Exhibit G |
| Voucher.....  | Exhibit H |

# 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 Request for Qualifications (RFQ) is to expand the list of qualified, contracted vocational counselors to perform vocational workshop evaluations 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, work, education, and other 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 other 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 35,000 consultative examinations for the Social Security disability programs and NGMA claims.

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

DSHS will award contracts to all qualified individuals, provider groups, or other business entities (Applicants) that provide services through qualified, licensed organizations who agree to accept the published fees found at <http://fortress.wa.gov/dshs/maa/DDDS/Provider.htm> . Under any contract DSHS awards, vocational evaluators will provide consultative examinations and reports.

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

#### 4. Minimum Qualifications

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

- a. The Contractor, individual, subcontractors, or staff employed who will be in contact with DDDS clients, while performing work under this Contract, and who are not academically trained, with a vocational rehabilitation degree or related major of study, must be supervised by a Certified Rehabilitation Counselor (CRC) or a counselor with closely related skills and education as determined by DSHS.

The Contracted group, or individual, must be accredited by the Commission on Accreditation of Rehabilitation Facilities (CARF).

- b. All Applicants must have an employee with a degree from a school accredited by a regional or national accrediting agency recognized by the U.S. Secretary of Education to be a reliable authority as to the quality of education or training provided by the institution of higher education.

- (1) The degree should have emphasis on vocational rehabilitation, counseling, occupational therapy or related studies.

- (2) The Contractor or individual must be certified as a CRC by the Commission of Rehabilitation Counselor Certification (CRCC).

- c. All Applicants must:

- (1) Require the employee(s) or the subcontractor directly providing the service to be accredited by CARF, certifying that the Contractor and staff meet the quality of education, training, and conformance standards as defined by CARF to deliver the appropriate services as a Vocational Evaluator (VE) or CRC, or

- (2) Require employee(s) or subcontractor directly providing the service to have skills/experience in:

- (a) Selecting the right tests for a client;

- (b) Making objective observations;

- (c) Understanding and using the right norms;

- (d) Interpreting the test results

- d. Each Applicant or Subcontractor who conducts examinations under any contract awarded must have at least two years of training or experience in vocational assessment and testing.

- e. Each Applicant providing the services having more than one Vocational Evaluator must provide with the application documentation that each

Vocational Evaluator is qualified to conduct consultative examinations for the State of Washington as part of the application in response to this RFQ.

- f. 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.
- g. Applicants currently suspended, under investigation, or restricted from providing vocational evaluation services by any government regulatory agency will not qualify.

## **5. Auxiliary Aids and Services**

DSHS will provide access to this RFQ document to individuals with disabilities. Please contact the Contracts Specialist to request auxiliary aids and services for this RFQ.

If an individual believes that the department has discriminated on the basis of a disability, please contact the DSHS Investigations Unit (IU) for the Nondiscrimination Policy Brochure and complaint process. The brochure can be found at <http://hrd.dshs.wa.gov/Equal-Opportunity/Nondiscrimination.htm>

## **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 qualified or certified vocational evaluator to determine a client’s ability to perform in the workplace.
- 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 Health and Recovery Services Administration (HRSA) 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.
- m. Subcontractor - Any qualified vocational counselor 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 Contracts Specialist 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., Bldg. 2, 2<sup>nd</sup> Floor  
Tumwater, WA 98507-9303

Telephone: 360-664-7523

FAX 360-664-7561

E-mail Address: [ladd.wikstrom@ssa.gov](mailto: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, 2012.

## 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 request a 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) working-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 Contracts Specialist. 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 Contracts Specialist, 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 Contracts Specialist to determine compliance with administrative requirements and instructions specified in this RFQ. DSHS may reject or withdraw an Application at any time as nonresponsive 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 for Vocational Workshop Evaluations
- Exhibit B - Acknowledgement of Professional Qualifications and Confidentiality (Vocational Evaluators/Others)
- Exhibit C - Statement of Agreement for Vocational Workshop Evaluation Providers
- Exhibit D - Contractor Intake
- Exhibit E - DSHS Background Authorization
- Exhibit F - DSHS Character, Competence, and Suitability Assessment Form (CCSA)
- Exhibit G - Sample Contract
- Exhibit H - Voucher

Applicants should download a complete copy of this RFQ and all attached exhibits, as listed above. The procurement documents can be accessed at <http://www1.dshs.wa.gov/msa/ccs/> or WEBS at <https://fortress.wa.gov/ga/webscust>. 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 G.

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) Exhibit A - Application Checklist for Vocational Workshop Evaluations

(2) Exhibit B - Acknowledgement of Professional Qualifications and Confidentiality (Vocational Evaluators/Others)

*(For all vocational evaluators who will be working under the contract issued as a result of this RFQ.)*

(3) Exhibit C - Statement of Agreement for Vocational Workshop Evaluation Providers

*(For all vocational counselors who will be working under the contract issued as a result of this RFQ.)*

(4) Exhibit D - Contractor Intake

(5) Exhibit E - DSHS Background Authorization

*(For all vocational evaluators working under this contract as a result of this RFQ.)*

(6) Exhibit F - DSHS Character, Competence, and Suitability Assessment Form (CCSA)

*(If the Background Authorization is returned with negative findings, the Applicant may complete Exhibit F)*

- 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 certificate for each vocational counselor, as appropriate, who will be working under the contract issued as a result of this RFQ.
- d. Provide a current copy of the business license for each vocational counselor or entity who will be working under the contract issued as a result of this RFQ.
- e. Provide a Certificate of Insurance, showing professional liability AND general liability, naming DSHS as the certificate holder, for the entity and/or each professional who will be working under the contract issued as a result of this RFQ (refer to Section 18 of the Sample Contract for Insurance Requirements).
- f. A Curriculum Vitae (CV)/Resume for each vocational counselor 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. **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 <http://fortress.wa.gov/dshs/maa/DDDS/Provider.htm>.

### 2. **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.