



REQUEST FOR QUALIFICATION (RFQ)

RFQ # 1236-429

Project Title: **Consultative Examination –
One-Day Vocational Workshop Evaluation**

Estimated Contract Period: Date of Execution Through End Date of Contract. Amendments extending the period of performance, if any, shall be at the sole discretion of DSHS.

Submit Application to: **Application Delivered by Mail:**
Uyen Kashani, Professional Relations Specialist
Department of Social and Health Services
Division of Disability Determination Services
Professional Relations
P.O. Box 9303
Olympia, WA 98507-9303

Application delivered by Express/Hand Delivery, or Courier:
Uyen Kashani, Professional Relations Specialist
Department of Social and Health Services
Division of Disability Determination Services
Professional Relations
6737 Capitol Blvd. S., Bldg. 2, 1st Floor
Tumwater, WA 98501-5581

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

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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 (SSI) benefits and the DSHS Non-Grant Medical Assistance program (NGMA). The purpose of this RFQ is to expand the list of qualified, contracted vocational evaluators to perform one-day vocational workshop evaluations for DDDS clients who apply for these benefits.
2. **Background.** The DDDS adjudicates claims for the SSDI, SSI, and NGMA programs. As part of the adjudicative process for determining medical eligibility, the DDDS obtains medical evidence from the client's treating source(s). When information is not available or is not sufficient to make a medical determination, the DDDS schedules clients for consultative examinations (CE), which includes a review of other evidence obtained from medical sources. Information resulting from consultative examinations are used to assist DDDS adjudicators and medical staff in determining medical eligibility under federal guidelines.
3. **Project Scope.**
 - a. Each year, the DDDS purchases approximately 37,000 consultative examinations for the Social Security disability programs and NGMA claims.
 - b. This Request for Qualification (RFQ) seeks responses from qualified individuals and organizations to provide consultative examination services for DDDS clients applying for benefits.
 - c. DSHS will award contracts to all qualified Applicants (individuals, provider groups, or other business entities that provide services through qualified or certified, licensed vocational evaluators) who agree to accept the DDDS Schedule of Maximum Allowances for Medical Services as published on the DSHS website, <http://www.dshs.wa.gov/dds/providers.shtml>. Under any contract DSHS awards, vocational evaluators will provide consultative examinations and examination reports.
 - d. A sample contract is attached to this RFQ as Exhibit E.
4. **Qualification Requirements.** In order for the Applicant's response to this Request for Qualification to be considered, the Applicant must meet each of the following qualifications:
 - a. Each Applicant or Subcontractor who provide consultative examinations under any contract awarded must have received the appropriate post-graduate school training and experience in the appropriate vocational assessment and testing as described in the Qualification Requirements section of the Contract.
 - b. Applicants who provide consultative examinations under any contract awarded must be licensed and/or certified to perform vocational workshop evaluations in the State of Washington or, if providing services in the border areas of Idaho or Oregon, must be licensed and/or certified to practice in those states.
 - c. Each Applicant providing the services of more than one vocational evaluator must demonstrate that each individual is qualified and/or certified and licensed to perform consultative examinations 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. Applicants submitting an application for this RFQ 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 vocational evaluation services by any government regulatory agency will not qualify.

5. Auxiliary Aids and Services.

- a. DSHS will provide access to this RFQ document to individuals with disabilities. Please contact the RFQ Coordinator or Professional Relations Specialist to request auxiliary aids and services for this RFQ.
- b. 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://www.dshs.wa.gov/pdf/Publications/22-171.pdf>.

6. Minority & Women's Business Enterprises (MWBE) and Veteran-Owned Business Enterprises.

- a. In accordance with the legislative findings and policies set forth in RCW 39.19, 43.60A.200 and 39.29.052, the State of Washington encourages participation by veteran-owned business enterprises and Minority & Women-Owned Business Enterprises (MWBE), either self-identified or certified by, respectively, the Department of Veterans Affairs or the Office of Minority & Women's Business Enterprises Office of Minority & Women's Business Enterprises (OMWBE). While the State does not give preferential treatment, it does seek equitable representation from the veterans, minority and women's business communities.
- b. Participation by veteran-owned and MWBE contractors may be either on a direct basis in response to this RFQ or as a subcontractor to a contractor. However, no preference will be given in the evaluation of Applications, no minimum level of MWBE or veteran-owned business participation shall be required, and Applications will not be evaluated, rejected or considered non-responsive on that basis.
- c. Applicants may contact the Office of Minority & Women's Business Enterprises (OMWBE) at <http://www.omwbe.wa.gov/index.shtml> and/or the Department of Veterans Affairs at <http://www.dva.wa.gov/BusinessRegistry/default.aspx> to obtain information on certified firms for potential sub-contracting arrangements or for information on how to become certified.
- d. Nothing in this section is intended to prevent or discourage participation from non-MWBE firms or non-veteran-owned businesses.

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

- a. "Apparently Successful Applicant" means an Applicant selected as having submitted a successful Application, based on the final determination of DSHS management taking into consideration the Applicant's qualifications and the needs of DSHS. The Applicant is considered an "Apparently Successful Applicant" until a contract is finalized and executed.

- b. "Applicant" means an individual, provider group, or other business entity submitting an application in response to this RFQ.
- c. "Application" means all material prepared and assembled by an Applicant, and which the Applicant submits in response to this RFQ.
- d. "Consultative Examination" or "CE" means a face-to-face interview conducted by a qualified or certified vocational evaluator to determine a client's ability to perform in the workplace.
- e. "Contractor" means an individual, provider group, or other business entity whose application has been accepted by DDDS and who DSHS awarded a fully executed, written contract.
- f. "DDDS" means the Division of Disability Determination Services, which is a division of the Economic Services Administration (ESA) of the Department of Social and Health Services (DSHS).
- g. "DSHS" means the state of Washington Department of Social and Health Services, which is the agency issuing this RFQ.
- h. "Issue" means to mail, post or otherwise release this RFQ as a public document to interested parties.
- i. "Key Personnel" means the staff being proposed to do the work under this Application.
- j. "RCW" means the Revised Code of Washington. All references in this RFQ to RCW chapters or sections shall include any successor, amended, or replacement statute. Pertinent RCW chapters can be assessed at <http://apps.leg.wa.gov/rcw/>.
- k. "RFQ" means the Request for Qualification (e.g. this RFQ document).
- l. "RFQ Coordinator" means 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.
- m. "Statement of Work" means the services the Contractor is to provide under any contract awarded, which is included in the Special Terms and Conditions section of the Contract.
- n. "Subcontractor" means any qualified vocational evaluator who signs a separate agreement with a DSHS Contractor and who the Contractor pays for providing consultative examinations and CE reports.
- o. "Submit" means to deliver to the DSHS RFQ Coordinator any of several documents described in this RFQ and in the manner specified in this RFQ.

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 or Professional Relations Specialist listed below. Any communication directed to DSHS staff or consultants, other than the RFQ Coordinator may result in disqualification.

Contact: Uyen Kashani, Professional Relations Specialist
Department of Social and 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, 1st Floor
Tumwater, WA 98501-5581

Telephone: (360) 664-7437

Fax: (360) 586-3578

E-mail: Uyen.Kashani@ssa.gov

2. **Contract.** 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 the end date of the Contract.
3. **Ethics.** Specific restrictions apply to contracting with current or former state employees pursuant to chapter 42.52 of the Revised Code of Washington (RCW). Applicants should familiarize themselves with the requirements prior to submitting an Application.
4. **Proprietary Information/Public Disclosure.** Materials submitted in response to this RFQ shall become the property of DSHS. All applications, 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 application shall be deemed public record as defined in RCW 42.56. The Applicant's application must include a statement on the Letter of Submittal identifying any page of its application, if any, which contain 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. Applicants must be reasonable in designating information as proprietary or confidential. **Applicants may not mark their entire application proprietary. In doing so, applications may not be honored and/or may disqualify from further consideration.**

If DSHS receives a request to view or copy an Applicant's application, DSHS will respond according to applicable law and DSHS's policy governing public disclosure. DSHS will not disclose any information marked "Proprietary" in an application without giving the Applicant ten (10) days notice to seek relief in superior court per RCW 42.56.540.

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

6. **RFQ Amendments.** DSHS reserves the right, at any time before execution of a contract, to amend all, or a portion, of this RFQ. Amendments will be posted on the DSHS Procurements Web site and/or WEBS. If there is any conflict between amendments or between an amendment and this document, whichever document was issued last in time shall be controlling.
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, hand delivery, or fax at the address specified in Section B.1, Procurement Contact Information. DSHS will not accept any Application submitted by email. All Applications and any accompanying documentation becomes 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 an 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 to this RFQ are:**
 - Exhibit A – Application Checklist
 - Exhibit B – Acknowledgement of Professional Qualifications & Confidentiality
 - Exhibit C – Statement of Agreement for Vocational Evaluators
 - Exhibit D – Contractor Intake Form
 - Exhibit E – Sample Contract – One-Day Vocational Workshop Evaluation
 - Exhibit F – DSHS Background Authorization Form
 - Exhibit G – Character, Competence, and Suitability Assessment Form

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.

- a. 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.
- b. Any subcontracts necessary to perform the contract shall be subject to the prior written approval of DSHS.
- c. 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 this 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 RFQ Coordinator or Professional Relations 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:
 - i. Exhibit A – Application Checklist (One-Day Vocational Workshop)
 - ii. Exhibit B – Acknowledgement of Professional Qualifications & Confidentiality
** Submit for all vocational evaluators who will be working under the Contract issued as a result of this RFQ.*
 - iii. Exhibit C – Statement of Agreement for Vocational Evaluators
** Submit for all vocational evaluators who will be working under the Contract issued as a result of this RFQ.*
 - iv. Exhibit D – Contractor Intake Form
 - v. Exhibit F – DSHS Background Authorization Form
 - vi. Exhibit G – Character, Competence, and Suitability Assessment Form
** If the Background Authorization Form is returned with negative findings, the Applicant may complete this form.*
 - b. Based on the Applicant's experience with consultative examinations, provide a detailed listing of the Key Personnel (if applicable) proposed for this engagement, including the titles of staff (if applicable).
 - c. Provide a current copy of the professional license and/or certification for each vocational evaluator 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 vocational evaluator who will be working under the Contract issued as a result of this RFQ.
 - e. Provide a current copy of Certificates of Insurance for Professional *and* General Liability.
 - f. A Curriculum Vitae (CV)/Resume for each vocational evaluator 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, Qualification Requirements, of this RFQ.

SECTION D. CONTRACT AWARD

1. **Notification of Apparently Successful Applicants.**
 - a. DSHS shall notify Apparently Successful Applicants on or about thirty (30) days after receipt of the properly completed application. Notifications will be in writing and will include the Contract for the Applicant's signature.
 - b. DSHS shall notify Apparently Unsuccessful Applicants by letter on or about thirty (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 Schedule of Maximum Allowances for Medical Services as published on the DSHS website, <http://www.dshs.wa.gov/dds/providers.shtml>.