



## REQUEST FOR QUALIFICATION (RFQ)

RFQ # 1436-522

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***Project Title:***

**ESA Medical and Psychological Services**

***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:***

Daisha Gomillion (Programs 1 – 3)  
Uyen Kashani (Programs 4 – 8)  
Jennifer Elsen (Programs 9 – 11)

Daisha Gomillion, Program Manager  
Department of Social and Health Services  
Economic Services Administration  
Community Services Division  
P.O. Box 45470  
Olympia, WA 98504-5470

Uyen Kashani, Professional Relations Specialist  
Department of Social and Health Services  
Economic Services Administration  
Division of Disability Determination Services  
P.O. Box 9303  
Olympia, WA 98507-9303

Jennifer Elsen, Medical Relations Manager  
Department of Social and Health Services  
Economic Services Administration  
Division of Disability Determination Services  
P.O. Box 9303  
Olympia, WA 98507-9303

1. CSD Aged, Blind or Disabled (ABD) Program Medical Evidence Reviews
2. CSD Disability Eligibility Review
3. CSD Mental Incapacity Evaluations
4. DDDS Consultative Medical Examinations – Developmental Therapy/Speech-Language Pathology
5. DDDS Consultative Medical Examinations
6. DDDS Consultative Medical Examinations – Otolaryngology/Audiology/Pediatric/Vision
7. DDDS Consultative Psychiatric Examinations
8. DDDS Consultative Psychological Examinations
9. DDDS General Medical and Psychological Consultative Services
10. DDDS Specialized Medical Consultative Services
11. DDDS Specialized Psychological Consultative Services

***Procurement Website:***

<http://www.dshs.wa.gov/ccs/>

***WEBS:***

<https://fortress.wa.gov/ga/webs/>

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# SECTION A. SUMMARY OF PROJECT

## 1. Purpose of Request for Qualifications.

### CSD Mental Incapacity Evaluations

The Department of Social and Health Services (DSHS), Community Services Division (CSD), provides multiple programs to support the mission of DSHS. The purpose of this Request for Qualification (RFQ) is to expand the list of qualified psychologists and psychiatrists to use their diagnostic and clinical expertise to evaluate a client's claimed mental impairment.

### CSD Aged, Blind or Disabled (ABD) Program Medical Evidence Reviews

The Department of Social and Health Services (DSHS), Community Services Division (CSD), provides multiple programs to support the mission of DSHS. The purpose of this Request for Qualification (RFQ) is to expand the list of qualified physicians and psychologists to use their diagnostic and clinical expertise to evaluate a client's claimed mental or physical impairment by reviewing medical evidence provided by CSD.

### CSD Disability Eligibility Review

The Department of Social and Health Services (DSHS), Community Services Division (CSD), provides multiple programs to support the mission of DSHS. The purpose of this Request for Qualification (RFQ) is to expand the list of qualified physicians and psychologists to use their diagnostic and clinical expertise to evaluate a client's claimed mental or physical impairment by reviewing medical evidence provided by CSD and validate an assessment of whether the client is likely to meet federal SSI disability criteria.

## 2. **Background.** The Community Services Division (CSD) administers cash assistance programs for low-income individuals and families. Medical evidence is required to determine eligibility or participation requirements for the following:

- a. The Aged, Blind, or Disabled (ABD) program, which provides cash assistance to those who are 65 or older, blind, or determined likely to meet Supplemental Security income (SSI) disability criteria based on a physical or mental impairment that is expected to last at least 12 consecutive months.
- b. The Housing and Essential Needs (HEN) Referral program, which provides access to essential needs items and potential housing assistance through the Department of Commerce for adults who are unable to work for at least 90 days due to physical or mental incapacity and are ineligible for ABD cash assistance.
- c. The Temporary Assistance for Needy Families (TANF) program, which provides temporary cash assistance and a path to self-sufficiency through the WorkFirst program. Medical evidence is used to determine if a TANF recipient is able to fully participate in WorkFirst activities or if they are likely to meet federal SSI disability criteria.

- d. The Disability Eligibility Review (DER) contractor shall use their diagnostic and clinical expertise to review a client's medical evidence to determine if a client is likely to meet federal SSI disability criteria, and to assist DSHS in determining whether to refer clients for federal SSI disability
- e. The Mental Incapacity Evaluations (MIE) is to enable DSHS to obtain medical evidence about mental impairments claimed by Community Services Division (CSD) clients. The evaluation shall establish the current level of mental capability to perform work-related activities, if applicable, how long the mental disorder has impaired work-related activities and the length of time impairment is likely to continue (prognosis) with available treatment.

**3. Project Scope.**

- a. For State fiscal year 2014 (July 2013 through June 2014), CSD requested:
  - (1) Approximately 18,740 evaluations for ABD and HEN referral applicants and 9,163 evaluations to review recipients for continued benefits.
  - (2) 21,593 reviews of medical evidence for ABD applicants and recipients.
  - (3) 470 reviews of evidence to determine disability for TANF recipients.
- b. This CSD Request for Qualification (RFQ) seeks responses from qualified physicians and psychologists to use their diagnostic and clinical expertise to evaluate a client's claimed mental impairment or review medical evidence provided by CSD to validate an assessment of whether a client is likely to meet Federal SSI disability criteria.
- c. DSHS will award contracts to all qualified Applicants (individuals or provider groups) who agree to accept and respond to CSD referrals for mental incapacity evaluations or reviews of medical evidence and accept reimbursement of fees and expenses in the appropriate fee schedule exhibit as listed in the attached sample contract.
- d. A sample contract is attached to this RFQ as Exhibit D.

**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 examinations under any contract awarded must have received the appropriate post-graduate school training and experience in the appropriate psychological specialty for the examination as described in the Qualification Requirements section of the Contract.
- b. Applicants who provide consultative examinations under any contract awarded must be licensed to practice clinical psychology 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.
- c. Each Applicant providing the services of more than one psychologist must demonstrate that each doctor is qualified and licensed as a clinical psychologist 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 health care or diagnostic 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 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/sites/default/files/SESA/publications/documents/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. "Agency" means the Department of Social and Health Services is the agency of the State of Washington that is issuing this RFQ.

- b. "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.
- c. "Applicant" means an individual, organization, provider group, public or private agency, or other business entity submitting an application in response to this RFQ.
- d. "Application" means all material prepared and assembled by an Applicant, and which the Applicant submits in response to this RFQ.
- e. "Business Day" means Monday through Friday excluding state holidays. A Business Day starts at 12:00 a.m. (midnight) and ends at 11:59 p.m. (See Figure-1. for list of State Holidays)
- f. "Contractor" means an individual, provider group, or other business entity whose application has been accepted by DSHS and is awarded a fully executed, written contract.
- g. "CSD" means the Community Services Division, which is a division of the Economic Services Administration (ESA) of the Department of Social and Health Services (DSHS).
- h. "DSHS" means the state of Washington Department of Social and Health Services, which is the agency issuing this RFQ.
- i. "ESA" means the Economic Services Administration, which is an administration of the Department of Social and Health Services (DSHS).
- j. "Issue" means to mail, post or otherwise release this RFQ as a public document to interested parties.
- k. "Key Personnel" means the staff being proposed to do the work under this Application.
- l. "Protest" means an objection by the Applicant, in writing, protesting the results of this RFQ, and which complies with all requirements of this RFQ.
- m. "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 accessed at <http://apps.leg.wa.gov/rcw/>.
- n. "RFQ" means the Request for Qualification (e.g. this RFQ document).
- o. "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.
- p. "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 or in the form of an exhibit attached to the Contract.

- q. “Subcontractor” means any qualified provider who signs a separate agreement with a DSHS Contractor and who the Contractor pays for providing medical and psychological service examinations.
- r. “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.
- s. “WAC” means the Washington Administrative Code. All references to WAC chapters or sections shall include any successor, amended, or replacement regulation.
- t. “WEBS” means the Washington Electronic Business Solution (Registration System). DSHS encourages all Applicants (or Applicants) to register with WEBS at <https://fortress.wa.gov/ga/webs/>.

**Table A-1. STATE HOLIDAYS**

<b>Item</b>	<b>Action</b>
New Year’s Day	January 1
Martin Luther King Jr.’s Birthday	3 <sup>rd</sup> Monday in January
President’s Day	3 <sup>rd</sup> Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	1 <sup>st</sup> Monday in September
Veteran’s Day	November 11
Thanksgiving Day	4 <sup>th</sup> Thursday in November
Friday immediately following Thanksgiving Day	
Christmas Day	December 25

*\* If a holiday falls on a Saturday, state offices are closed on the preceding Friday. If it falls on a Sunday, state offices are closed on the following Monday.*

## SECTION B. PROCUREMENT PROCESS

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

RFQ Coordinator: Daisha Gomillion, Program Manager  
Department of Social and Health Services  
Economic Services Administration  
Community Services Division

Mailing Address: P.O. Box 45470  
Olympia, WA 98504-5470

Physical Address: 712 Pear Street SE  
Olympia, WA 98501

Telephone: (360) 725-4781

Fax: (360) 725-4904

E-mail: [Daisha.Gomillion@dshs.wa.gov](mailto:Daisha.Gomillion@dshs.wa.gov)

- 2. Acceptance of RFQ Terms.** In submitting an Application that includes a signed Applicant Certification and Assurances Form, attached as Exhibit E, the Applicant acknowledges that it accepts all terms of this RFQ, including all of its attachments, and that the Applicant's Application constitutes a binding offer which may be accepted by DSHS through naming the Applicant as the Apparently Successful Applicant and awarding the Applicant a fully executed, written Contract.
- 3. 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. Amendments extending the period of performance, if any, shall be at the sole discretion of DSHS.
- 4. 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 an Application.
  - In addition, as described in Section C.1, *Administrative Requirements*, below, Applicants must include, a list identifying any current or former state employees who are employed by, or subcontracted with Applicant. The list must include the name of the employee or subcontractor, the individual's employment history with the State of Washington, and a statement of the individual's involvement with the response to, or their proposed role in providing the services under a contract resulting from this RFQ.

5. **Insurance.** The Apparently Successful Applicant must comply with the insurance requirements identified in the sample contract attached hereto as Exhibit D.
6. **Procurement Schedule.** The Procurement Schedule outlines the tentative schedule for important action deadlines and times. All deadlines after the application submission are approximate and may be adjusted as conditions indicate, without amending this document. It is the Applicant's sole responsibility to periodically check with the RFQ Coordinator for amendments to this document.

**Table B-1. PROCUREMENT SCHEDULE**

Item	Action
1.	DSHS Issues RFQ.
2.	Applicant may submit written questions and comments until 11:59 p.m. Pacific Time. (NOTE: This date must be <b>five (5) business days prior</b> to application submission)
3.	DSHS will Issue responses.
4.	Applicants may submit written complaints by 11:59 p.m. Pacific Time. (NOTE: This date must be <b>five (5) business days prior</b> to application submission)
5.	DSHS notifies Apparently Successful Applicants within <b>forty-five (45) business days after</b> receipt of the properly completed Application.
6.	DSHS notifies Apparently Unsuccessful Applicants within <b>forty-five (45) business days after</b> receipt of the properly completed Application.
7.	Applicants may request Debriefing within <b>three (3) business days</b> from the date of the letter and/or by the date and time specified in the letter.
8.	DSHS holds debriefing conferences within <b>five (5) business days after</b> receipt of the debriefing request, if requested
9.	Apparently Unsuccessful Applicants may submit Protest(s) by 11:59 p.m. Pacific Time. (NOTE: This date must be within <b>five (5) business days after</b> the debriefing conference)
10.	DSHS considers and responds to any Protest(s) within <b>five (5) business days after</b> receipt of the protest request, if requested, unless more time is required to review the Protest and make a determination.
11.	Contract Execution.

- 7. 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 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.**
  - c. 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) business days notice to seek relief in superior court per RCW 42.56.540.
  - d. Do not include any DSHS client information in your Application. Doing so will disqualify your Application from further consideration. If you wish to include examples of any forms or processes, use a blank form or ensure client information is redacted.
- 8. Communications.** All communications concerning this RFQ should be directed only to the RFQ Coordinator. Any communication directed to DSHS staff or consultants, other than the RFQ Coordinator, may result in disqualification. 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.
- 9. Questions and Answers.** Applicants may email or mail written questions to the RFQ Coordinator up to five (5) business days prior to Application submission. Applicants may only rely on written statements issued by the RFQ Coordinator. Any oral communications are unofficial and are not binding on DSHS.
- 10. Applicant Comments Invited.** Applicants are encouraged to review the mandatory requirements of this RFQ carefully, and submit any comments and recommendations to the RFQ Coordinator. Where mandatory requirements appear to prohibit or restrict participation by your organization or firm, an explanation of the issue with suggested alternative language should be submitted in writing to the RFQ Coordinator. Should an Applicant comment identify a change that would be in the best interest of the DSHS to make, DSHS may modify this RFQ accordingly.
- 11. Applicant Complaints Regarding Requirements.**
- a. Applicants may submit any complaints they have concerning the RFQ requirements up to five (5) business days prior to Application submission. The complaint must be made in writing to the RFQ Coordinator and the Applicant must clearly articulate the basis for

the complaint as well as include a proposed remedy. The application process and contract award may continue.

- b. These complaints will **not** be handled through the protest procedures outlined in Section B.23, *Protest*; however, the RFQ Coordinator will forward a copy of the complaint to the DSHS ESA Key Contracts Coordinators. Should an Applicant complaint identify a change that would be in the best interest of the DSHS to make, DSHS may modify this RFQ accordingly. The DSHS decision is final; no further administrative appeal is available.
12. **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.
  13. **Retraction of this RFQ.** DSHS reserves the right to retract this RFQ in whole, or in part, at any time without penalty.
  14. **Submission of Application.** Applications must be sent to the RFQ Coordinator, either by mail, hand delivery, email, or fax at the address specified in Section B.1, *Procurement Contact Information*. All Applications and any accompanying documentation becomes the property of DSHS and will not be returned. DSHS assumes no responsibility for delays caused by Applicant's email, network problems or any other party.
  15. **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
  16. **Minor Irregularities.** DSHS may waive minor administrative irregularities related to any Application.
  17. **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.
  18. **Joint Applications.** If Applicants submitted a joint Application, with one or more other Applicants, the Applicants must designate the prime Applicant. The prime Applicant will be DSHS sole point of contact, will sign the contract and any amendments, and will bear sole responsibility for performance under the contract.

**19. Exhibits to this RFQ are:**

Exhibit A – Application Checklist

Exhibit B – Statement of Agreement Form

Exhibit C – Contractor Intake Form

Exhibit D – Sample Contract

Exhibit E – Applicant Certification and Assurances 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/fsa/central-contract-services/procurements-and-contracting> or WEBS at <https://fortress.wa.gov/ga/webs/>. Applicants who experience difficulty downloading the documents should contact the RFQ Coordinator.

**20. Withdrawal of Applications.** After an Application has been submitted, an Applicant may withdraw its Application at any time. A written request to withdraw the Application, signed by an authorized representative of the Applicant, must be submitted to the RFQ Coordinator. After withdrawing an Application, an Applicant may submit another Application at any time.

**21. Notification of Apparently Successful Applicants.**

- a. DSHS shall notify Apparently Successful Applicants with forty-five (45) business 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 within forty-five (45) business days after receipt of the properly completed Application.

**22. Apparently Unsuccessful Applicant Debriefing Conference.**

- a. All Applicants may request a debriefing conference by submitting a request in writing to the RFQ Coordinator by mail or email within three (3) business days from the date of the letter.
- b. A debriefing conference will be held within five (5) business days after receipt of the debriefing request, if requested.
- c. A debriefing conference will be conducted by telephone and is limited to a maximum of one hour in length.
- d. Discussion at the debriefing conference will be limited to the review of the Applicant's Application based on qualification requirements and prior contract performance (if applicable).

*DSHS will not identify the other Applicants or allow review of their Applications or application review during debriefing.*

**23. Protest.** In order to Submit a Protest under this RFQ, an Applicant must have submitted an Application for this RFQ, and must have requested and participated in a debriefing conference. This protest process is the sole administrative remedy available within DSHS. The following is the process for filing a Protest:

- a. Grounds for Protest. A Protest may be made based on these grounds only:
  - (1) DSHS failed to follow the procedures established in this RFQ document, or to follow applicable State or federal laws or regulations; or
  - (2) Bias, discrimination, or conflict of interest on the part of an evaluator.
- b. Protest Form and Content. A Protest must state all of the facts and arguments upon which the Protest is based, and the grounds for the Protest. It must be in writing and signed by a person authorized to bind the Applicant to a contractual relationship. At a minimum, the Protest must include:
  - (1) The name of the protesting Applicant, mailing address and phone number, and the name of the individual responsible for submission of the Protest;
  - (2) The RFQ number and title;
  - (3) A detailed and complete statement of the specific action(s) by DSHS under protest;
  - (4) The grounds for the Protest; and
  - (5) Description of the relief or corrective action requested.

Applicants may attach to their Protest any documentation they have to offer in support.

- c. Submitting a Protest. Protests must be in writing and must be signed. Applicants must mail or hand-deliver their Protest to the RFQ Coordinator. Protests may not be submitted by fax or email. DSHS must receive the written Protest within five (5) business days after the debriefing conference.
- d. Protest Process. The RFQ Coordinator will forward the Protest to the DSHS designated Protest Coordinator with copies of the following:
  - (1) This RFQ and any amendments;
  - (2) The protesting Applicant's Application; and
  - (3) Any other documents of the Application in question.

DSHS will follow these procedures in reviewing a Protest:

- (1) DSHS will conduct an objective review of the Protest, based on the contents of the written Protest and the above materials provided by the RFQ Coordinator.
- (2) DSHS will send the Protestor a written decision within five (5) business days after DSHS receives the Protest, unless more time is required to review the Protest and

make a determination. The protesting Applicant will be notified by the RFQ Coordinator if additional time is necessary.

DSHS will make a final determination of the Protest and will either:

- (1) Find that the Protest lacks merit and uphold DSHS's actions;
- (2) Find that any errors in the RFQ process or in DSHS's conduct did not influence the outcome of the RFQ, and uphold DSHS's actions; or
- (3) Find merit in the Protest and provide options for corrective action by DSHS which may include:
  - (a) That DSHS correct any errors and re-evaluate all Applications affected by its determination of the Protest;
  - (b) That DSHS reissue the RFQ document; or
  - (c) That DSHS make other findings and take such other action as may be appropriate.

**24. 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 D.
- b. If the Apparently Successful Applicant fails or refuses to sign the Contract or any subsequent amendment within ten (10) business days of delivery, DSHS may elect to cancel the award
- c. Any subcontracts necessary to perform the contract shall be subject to the prior written approval of DSHS.
- d. 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. Administrative 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 appropriate RFQ Coordinator identified on page 1 of this RFQ.
- c. Submit the following regarding Prior Contract Performance:

- (1) Full details of all Terminations for Default that have been experienced by the Applicant in the past five (5) years, including the other party's name, address, and telephone number.

*“Termination for Default” is defined as notice to Applicant to stop performance due to the Applicant's non-performance or poor performance and the issue was either: (a) not litigated; or (b) litigated and such litigation determined the Applicant to be in default.*

- (2) Description of the deficiencies in performance, and describe whether and how the deficiencies were remedied. Applicants must present any other information pertinent to its position on the matter.

DSHS will evaluate the information and may, at its sole discretion, reject the Applicant's Application if the information indicates that completion of a Contract or Statement of Work resulting from this RFQ may be jeopardized by selection of the Applicant.

**2. Application 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
- (2) Exhibit B – Statement of Agreement Form \* *Submit for all providers who will be working under the Contract issued as a result of this RFQ*
- (3) Exhibit C – Contractor Intake Form
- (4) Exhibit E – Applicant Certification and Assurances 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 or medical license for each provider 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 provider who will be working under the Contract issued as a result of this RFQ.
- e. A Curriculum Vitae (CV)/Resume for each provider 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. Contract Award.**

- a. At the sole discretion of DSHS, DSHS shall designate an individual or team to evaluate Applications.
- b. DSHS may consider past or current performance of any DSHS contracts by an Applicant, and any experience of the program or DSHS in working with an Applicant under any past or current contract with DSHS.
- c. DSHS shall make the final determination and award a Contract to all who qualify.
- d. Applicants awarded a Contract shall be officially notified as Apparently Successful Applicants.

### **2. Notification of Apparently Successful Applicants.**

- a. DSHS shall notify Apparently Successful Applicants within forty-five (45) business 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 within forty-five (45) business days after receipt of the properly completed Application.