



*Transforming lives*

**REQUEST FOR QUALIFICATIONS (RFQ)  
RFQ #1436-522**

**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:**  
**WEBS:**

<http://www.dshs.wa.gov/ccs/>  
<https://fortress.wa.gov/ga/webs/>

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## SECTION A. SUMMARY OF PROJECT AND REQUIREMENTS

### 1. Purpose

The Department of Social and Health Services (DSHS), Division of Disability Determination Services (DDDS) is issuing this Request for Qualification (RFQ). The purpose of this RFQ is to expand the list of qualified physicians to provide Specialized Psychological consultative services to DSHS/DDDS adjudicative staff and others who make disability determinations on behalf of the Social Security Administration.

### 2. Background

The DDDS adjudicates claims for the Social Security Disability Insurance (SSDI), Supplemental Security Income (SSI), and the DSHS Non-Grant Medical Assistance (NGMA) programs. As part of the adjudicative process for determining medical eligibility, the DDDS reviews medical records. Medical or psychological consultation and expertise may be needed to document the specific impairments and to determine severity as required by Social Security Disability regulations.

### 3. Project Scope

Each year, the DDDS purchases approximately 90,000 consultative examinations for the Social Security disability programs and NGMA claims.

This RFQ seeks responses from psychiatric specialties to perform contract services in our Tumwater, Seattle, and Spokane offices. Contract services include the evaluation of mental impairment severity from medical records and other reports, utilizing Social Security regulations and rules of law. Medical consultants function as members of the adjudicative team and assist staff in determining eligibility for disability benefits.

A sample contract is attached to this RFQ as Exhibit F.

### 4. Period of Contract Performance

DSHS intends to award one to two 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.

### 5. 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. Applicants providing Specialized Psychological consultative services under any contract awarded must have received the appropriate post-graduate school training and experience in the appropriate psychiatric specialty for the consultation as described in the Qualification Requirements section of the Contract;
- b. Applicants providing Specialized Psychological Consultative Services under any contract awarded must be a licensed psychologist in the State of Washington;

- c. 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;
- d. Applicants currently suspended, under investigation, or restricted from providing health care or diagnostic services by any government regulatory agency may not qualify;
- e. Applicants must not have a current or pending Federal SSA Contract;
- f. Applicants must be available to work within the DDDS system availability hours (Monday – Friday, 6:00 AM – 8:00 PM) and provide consultation and questions during core business hours (Monday – Friday, 6:00 AM – 6:30 PM);
- g. Applicants must participate in mandatory quarterly Medical Consultant (MC) meetings, held on an established meeting dates the months of February, May, August and November;
- h. Applicants must have experience and demonstrate a capacity working with medical records and be proficient in the use of computers;
- i. Applicants must have a minimum of five (5) years of current experience with psychological consultation with the DDDS; and
- j. Applicants must be able to demonstrate that they have had one (1) year of experience adjudicating material difference involving second opinions.

## SECTION B. DEFINITIONS

Additional definitions for Contract-specific terms are found in the sample contract set forth as Exhibit F to this RFQ and shall apply to those terms as they are used in this Solicitation. The following terms have the meanings set forth below:

**Agency** – the Department of Social and Health Services is the agency of the State of Washington that is issuing this RFQ.

**Amendment** – a unilateral change to the RFQ that is issued by DSHS at its sole discretion and posted on WEBS.

**Apparently Successful Applicant** – 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. Upon execution of a Contract, the Apparently Successful Applicant is referred to as the Successful Applicant or the Contractor.

**Apparently Unsuccessful Applicant** – an Applicant not 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.

**Applicant** – an individual, provider group, or other business entity submitting an application in response to this RFQ.

**Application** – all material prepared and assembled by an Applicant, and which the Applicant submits in response to this RFQ.

**Business Day** – Monday through Friday excluding state holidays. A Business Day starts at 12:00 a.m. (midnight) and ends at 11:59 p.m. (See Table A-1. for list of State Holidays)

**Complaint** – a process that may be followed by an Applicant prior to the deadline for application submission to alert DSHS of certain types of asserted deficiencies in the RFQ.

**Contract** – a written agreement entered into between a Successful Applicant and DSHS as a result of this RFQ.

**Contractor** – an individual, provider group, or other business entity whose application has been accepted by DSHS and is awarded a fully executed, written contract.

**Coordinator or RFQ Coordinator** – an individual or designee who is employed by DSHS and who is responsible for conducting this RFQ.

**Debriefing** – a short meeting an Apparently Unsuccessful Applicant may request with the Coordinator for the purpose of receiving information regarding the review of the Applicant's Application based on qualification requirements and prior contract performance (if applicable).

**Department of Social and Health Services or DSHS** – the state of Washington agency issuing this RFQ.

**Division of Disability Determination Services or DDDS** – a division of the Economic Services Administration (ESA) of the Department of Social and Health Services (DSHS).

**Economic Services Administration or ESA** – an administration of the Department of Social and Health Services (DSHS).

**Impairment** – a claimant’s physical or mental impairments as defined in Program Operations Manual System (POMS) DI 24501.020, as now written or hereafter amended.

**Issue** – to mail, post or otherwise release this RFQ as a public document to interested parties.

**Program Operations Manual System (POMS)** – the primary source of information or manual used by Social Security employees to process claims for Social Security benefits.

**Protest** – an objection by the Applicant, in writing, protesting the results of this RFQ, and which complies with all requirements of this RFQ.

**RCW** – 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/>.

**RFQ** – the Request for Qualification (e.g. this RFQ document). The term RFQ and Procurement are interchangeable.

**SSA** – the Social Security Administration, a Federal Agency.

**Statement of Work** – 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.

**Submit** – to deliver to the DSHS RFQ Coordinator any of several documents described in this RFQ and in the manner specified in this RFQ.

**WAC** – the Washington Administrative Code. All references to WAC chapters or sections shall include any successor, amended, or replacement regulation.

**WEBS** – the Washington Electronic Business Solution, the Applicant notification system found at <https://fortress.wa.gov/ga/webs/> and maintained by the Washington State Department of Enterprise Services.

**Table A-1. STATE HOLIDAYS**

Item	Action
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 C. PROCUREMENT PROCESS

### 1. Procurement Schedule

The Procurement Schedule set forth below 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. <b>(NOTE: This date must be five (5) business days prior to application submission)</b>
3.	DSHS will Issue responses.
4.	Applicants may submit written complaints by 11:59 p.m. Pacific Time. <b>(NOTE: This date must be five (5) business days prior to application submission)</b>
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. <b>(NOTE: This date must be within five (5) business days after the debriefing conference)</b>
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.



## 2. 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:	Jennifer Elsen, Medical Relations Manager Department of Social and Health Services Economic Services Administration Division of Disability Determination Services Professional Relations
Mailing Address:	P.O. Box 9303 Olympia, WA 98507-9303
Physical Address:	6737 Capitol Boulevard S Building 2, 1 <sup>st</sup> Floor Tumwater, WA 98501-5581
Telephone:	(360) 664-7356
Fax:	(833) 656-1248
E-mail:	Jennifer.Elsen@ssa.gov

## 3. Posting of Procurement Documents

DSHS shall post this RFQ, and all amendments and announcements relating to this RFQ, on WEBS. WEBS can be accessed at: <https://fortress.wa.gov/ga/webs/>. In order to inform the largest number of potential Applicants about this opportunity, DSHS shall also post documents relating to this Procurement on the DSHS Procurements page at:

<https://www.dshs.wa.gov/fsa/central-contract-services/procurements-and-contracting>

All Applicants should register as a vendor on WEBS in order to receive notifications automatically generated on WEBS.

## 4. Amendment, Cancellation/Rejection of Applications, Reissuance of Procurement

DSHS may amend or add to, retract from or cancel this Procurement at any time, in whole or in part, and without penalty. DSHS may reject all Applications and cancel or reissue this RFQ. All amendments and notifications of cancellation shall be posted on the DSHS Procurement website and/or on WEBS. In the event of a conflict between amendments or between an amendment and this Procurement Document, the document issued latest shall control.

## 5. Communications Regarding Procurement

Upon the posting of this RFQ, all communications concerning this RFQ must be directed to the appropriate RFQ Coordinator listed on the cover page of this RFQ document. Any communication directed to DSHS staff or consultants, other than the RFQ Coordinator, may result in disqualification.

DSHS considers all oral communications unofficial and non-binding on DSHS. Applicants should rely only on written statements issued by the RFQ Coordinator. Email shall be considered an official method of communication unless otherwise specified in this document.

## **6. 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.

## **7. Request for Change in Mandatory Requirements**

Applicants are encouraged to review the mandatory requirements of this RFQ carefully, and submit any comments and recommendations to the RFQ Coordinator. If Applicant believes that this Procurement contains requirements which would unreasonably prohibit or restrict Applicant's participation, or believes that different requirements would provide better value to the State, Applicant shall submit a written explanation of the issue together with proposed alternative requirements to the RFQ Coordinator five (5) business days prior to application submission. The RFQ Coordinator shall not be required to consider requests for changes after this date. 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.

## **8. Complaints**

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.

These complaints will **not** be handled through the protest procedures outlined in Section D, *Debrief and 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.

## **9. Cost to Prepare Response**

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

## **11. Acceptance of Solicitation 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.

## **12. Submission and Ownership of Applications**

Applications must be sent to the RFQ Coordinator, either by mail, hand delivery, email, or fax at the address specified in Section C.2, *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.

DSHS shall have the right to use any of the ideas presented as part of the process in any manner as it deems appropriate or beneficial, regardless of whether it is contained in a Response that results in selection for a Contract.

### **13. Errors in Applicant Application**

Applicants are responsible for all errors or omissions contained in their Applications. Applicants will not be allowed to alter Application documents after Application Response submissions.

DSHS reserves the right to contact any Applicant for clarification of Application contents. In those cases where it is unclear, the Applicant will be contacted to clarify specific matters in the submitted Application.

DSHS reserves the right to waive minor administrative irregularities contained in any Applicant Application.

### **14. 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.

### **15. Non-Responsive Application**

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 meet the qualification requirements or to comply with any part of this RFQ or any exhibits to this RFQ;
- d. Submission of incorrect, misleading, or false information; or
- e. History of prior unsatisfactory contractual performance

The Coordinator may contact any Applicant for clarification of the Application. If an Application is deemed non-responsive, it shall be removed from further consideration. DSHS shall notify non-responsive Applicant of this determination and the supporting reasons. Applicants whose Applications are found to be non-responsive shall be disqualified from further evaluation and shall be notified in writing.

## **16. Auxiliary Aids and Services**

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.

If an individual believes that the Department has discriminated on the basis of a disability, please contact the DSHS Investigations Unit for the Nondiscrimination Policy Brochure and complaint process. The brochure can be found at:

<https://www.dshs.wa.gov/sites/default/files/SESA/publications/documents/Non-discrim%2022-171.pdf>.

## **17. Ethics, Policies and Law**

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.

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.

## **18. Minority & Women's Business Enterprises (MWBE) and Veteran-Owned Business Enterprises**

In accordance with the legislative findings and policies set forth in RCW 39.19, 43.60A.200, 39.26.240 and 39.26.245, the State of Washington encourages participation by veteran-owned business enterprises and Minority-Owned and Women-Owned Business Enterprises (MWBE), either self-identified or certified by, respectively, the Department of Veterans Affairs or the Office of Minority and 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.

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 Bids will not be evaluated, rejected, or considered non-responsive on that basis.

Applicants may contact the Office of Minority and Women's Business Enterprises (OMWBE) at <http://omwbe.wa.gov/> and/or the Department of Veterans Affairs at <http://www.dva.wa.gov/program/veteran-owned-business-certification> to obtain information on certified firms for potential subcontracting arrangements or for information on how to become certified. Nothing in this section is intended to prevent or discourage participation from non-MWBE firms or non-veteran-owned businesses.

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

Exhibit A – Application Checklist

Exhibit B – Acknowledgement of Professional Qualification and Confidentiality Form

Exhibit C – Statement of Agreement

Exhibit D – Contractor Intake Form

Exhibit E – Applicant Certification and Assurances Form

Exhibit F – Sample Contract – DDDS Specialized Psychological Consultative Services

Applicants should download a complete copy of this RFQ and all attached exhibits, as listed above. Applicants who experience difficulty downloading the documents should contact the RFQ Coordinator.

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/>.

## **16. Notification to Applicants**

DSHS shall notify Apparently Successful Applicant 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.

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

## SECTION D. DEBRIEF AND PROTEST

### 1. Debriefing Conferences

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.

A debriefing conference will be held within five (5) business days after receipt of the debriefing request, if requested.

A debriefing conference will be conducted by telephone and is limited to a maximum of one hour in length.

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.*

### 2. Grounds and Filing of Protests

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:

Grounds for Protest. A Protest may be made based on these grounds only:

- a. DSHS failed to follow the procedures established in this RFQ document, or to follow applicable State or federal laws or regulations; or
- b. Bias, discrimination, or conflict of interest on the part of an evaluator.

### 3. 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:

- a. The name of the protesting Applicant, mailing address and phone number, and the name of the individual responsible for submission of the Protest;
- b. The RFQ number and title;
- c. A detailed and complete statement of the specific action(s) by DSHS under protest;
- d. The grounds for the Protest; and
- e. Description of the relief or corrective action requested.

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

#### **4. 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.

#### **5. DSHS Protest Process**

The RFQ Coordinator will forward the Protest to the DSHS designated Protest Coordinator with copies of the following:

- a. This RFQ and any amendments;
- b. The protesting Applicant's Application; and
- c. Any other documents of the Application in question.

DSHS will follow these procedures in reviewing a Protest:

- a. 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.
- b. 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.

#### **6. Determination of Protests**

The Protest Coordinator shall issue a written determination regarding the Protest. This written determination shall include one or more of the following determinations:

- a. Find that the Protest lacks merit and uphold DSHS's actions;
- b. 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
- c. Find merit in the Protest and provide options for corrective action by DSHS which may include:
  - (1) That DSHS correct any errors and re-evaluate all Applications affected by its determination of the Protest;
  - (2) That DSHS reissue the RFQ document; or
  - (3) That DSHS make other findings and take such other action as may be appropriate.

There is no further administrative process or remedy available within DSHS to appeal the determination that resulted in a Protest. If the protesting party does not accept DSHS' determination, the protesting party can seek relief from Superior Court in Thurston County, WA.

## SECTION E. 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 – Acknowledgment of Professional Qualification and Confidentiality Form
  - (3) Exhibit C – Statement of Agreement
  - (4) Exhibit D – Contractor Intake Form
  - (5) Exhibit E – Applicant Certification and Assurances Form



- b. Provide a current copy of professional or psychologist license.
- c. Provide a current copy of the State of Washington Business License.
- d. Provide a curriculum vitae (CV)/resume. The CV/resume must detail experience with the required skills listed in Section A.5. *Qualification Requirements*, of this RFQ.

## SECTION F. CONTRACT PROCEDURES

### 1. Contract Award

At the sole discretion of DSHS, DSHS shall designate an individual or team to evaluate Applications.

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.

All Applicants may be subject to an interview, with the exception of Medical Consultants who have held or hold a Contract in good standing.

Applicant awarded a Contract shall be officially notified as Apparently Successful Applicant.

### 2. Notification of Apparently Successful Applicants

DSHS shall notify Apparently Successful Applicant 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.

DSHS shall notify Apparently Unsuccessful Applicant by letter within forty-five (45) business days after receipt of the properly completed Application.

### 3. Contract Execution

Apparently Successful Applicant is 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.

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

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.