

**DIVISION OF VOCATIONAL REHABILITATION
DISABILITY DETERMINATION SERVICES
FY 2011 & FY 2012 REQUEST FOR PROPOSALS**

The State of Delaware, Division of Vocational Rehabilitation (DVR), Disability Determination Services (DDS) seeks professional psychological and psychiatric consultative services to the Disability Determination Services. This request for proposals (“RFP”) is issued pursuant to 29 *Del. C.* §§ 6981 and 6982. The following is a description of specific services covered under the Request for Proposals:

I. SCOPE OF SERVICES

A. Psychological/Psychiatric Consultant Services:

1. The Psychiatric Consultant Contractor must be licensed in good standing with the State Board of Medical Practice and must supply proper evidence of this fact
2. The Psychological Consultant (PC) Contractor must be a qualified psychologist and must be licensed in good standing with the State Board of Psychology Examiners and must supply proper evidence of this fact. The PC Contractor can only evaluate mental impairments.
3. The Contractor will provide services at the Disability Determinations Service (DDS) office.
4. The Psychological/Psychiatric Consultant Contractor will evaluate medical evidence on mental impairments and lay evidence provided electronically or by hard copy to determine its adequacy for making disability decisions and contact appropriate resources to obtain necessary information.
5. The Contractor will assess the severity of mental impairments and the impact of process unification Social Security Rulings regarding claimant credibility, symptoms, and medical source opinion on the functional capacities or limitations imposed by the totality of the case evidence
6. The Contractor will review requests for consultative examinations (CE) provided electronically or by hard copy in specific claims to assure the CE’s are necessary and that the requested examination (s) will resolve the case issues as intended.
7. The Contractor will review CE reports provided electronically or by hard copy for appropriateness, completeness, and quality and record the findings of this review on a CE checklist form which is given to the Medical Relations Officer (MRO)
8. The Contractor will describe alternatives when concurrence is not given on any case issue or question.
9. The Contractor will evaluate medical questions on mental impairment claims and make recommendations for improvement on letters, forms and in other forms of communication provided electronically or had copy designed to obtain proper evidence.
10. The Contractor will e-mail the Adjudicator and the Adjudicator’s Supervisor, the QA Supervisor if he/she can not complete the case on the day it was accepted from the queue.
11. The Contractor will e-mail the Adjudicator, the Adjudicator’s Supervisor, the QA Supervisor and the Case Control Administrator if a case can not be signed, certified, and completed.
12. The Contractor personally discuss cases with DDS adjudicators, supervisors, administrative staff, and other Medical/Psychiatric/Psychological Consultant staff to resolve ways of gathering medical evidence or to determine the sufficiency of case documentation and the final decision to allow or deny benefits.
13. The Contractor will provide training for DDS staff in areas of medical expertise and other adjudicative areas as needed.
14. The Contractor will review determinations and quality reviews of determinations to assure the integrity of the decision based on the medical/lay evidence.
15. The Contractor will complete and sign forms and determinations regarding the medical aspects of case determinations electronically or in writing.
16. As required, Contractor will attend meetings or training sessions conducted by the Social Security Administration, the Division of Vocational Rehabilitation, or the Disability

Determination Services.

17. The Contractor will disqualify him/herself from acting on any official matter which involves a relative, personal acquaintance, patient, or her/himself. The Contractor will not work for/under contract with the Social Security Administration.
18. The Contractor will function as an independent contractor and not an officer, agent, or employee of the State of Delaware. As a contractor, no sovereign immunity or indemnification by the State of Delaware or the Agency will accrue. Contractor is not entitled to any rights and privileges of State employment.
19. The Contractor agrees to a fee of \$75.00 per hour for services provided to the DDS.
20. Contractor agrees to be placed on a certified list of potential psychological/psychiatric consultants, and will provide services when and as requested by DDS.
21. The number of hours provided to Contractor will be based upon Contractor's availability and DDS need.
22. The contractor must be computer literate and be able to adapt to the electronic casework environment.

II. REQUIRED INFORMATION AND RFP SUBMISSIONS

A. INFORMATION FOR OFFERORS

This packet is designed to assist interested individuals who wish to submit proposals for medical/psychological consultants to the Division of Vocational Rehabilitation (DVR), Disability Determination Services (DDS). The packet provides necessary information to prepare and submit proposals for consideration.

B. INSTRUCTIONS FOR PROPOSALS

1. Offerors who submit are encouraged to follow the guidelines provided in this packet. Proposals shall be typewritten. Proposals, to be approved, must conform to the specifications, evaluation criteria, and acceptance requirements set forth in the RFP Package.
2. Four copies of each proposal shall be submitted to DVR in writing, in conformity with and signed by the responsible party for offeror.
3. Proposals shall include:
 - ◆ four copies of an up to date resume or curriculum vitae;
 - ◆ proof of current licensure/accreditation, including business license;
 - ◆ hours/days of service offered at the identified rate per hour;
 - ◆ completed proposal info summary included in the RFP package;
 - ◆ completed W-9.
4. The proposal must be delivered in a sealed package or envelope.
5. Each resume/curriculum vitae shall:
 - ◆ describe offerors experience in SSA Disability Programs and training that is relevant to the services identified in the Request for Proposal;
 - ◆ address the elements of the description of services;
 - ◆ describe your performance history as related to the services in the proposal.

Price Information.

Each proposal must state offeror's agreement to accept the fee identified in the Description of Services, and identify the number of hours, days, weeks you will be available to provide the services in the proposal.

Deadline for Submitting Proposals.

The deadline for receipt of four (4) of each **sealed** proposal is **August 16, 2011 at 4:30 p.m.** at the Central Office, Division of Vocational Rehabilitation, third floor of the Department of Labor, 4425 N. Market Street, P.O. Box 9969, Wilmington, DE 19809-0969 to the attention of Daniel Madrid, Vendor Specialist.

Opening of Proposals. Sealed proposals will be opened on **August 17, 2011 at 2:00 p.m.**, 3rd floor conference room, at the DVR Central Office located in Fox Valley, 4425 North Market Street, Wilmington, Delaware. The time and place for opening sealed proposals may be extended upon two days notice to all offerors who have submitted a proposal.

Evaluation and Selection of Proposals.

The Disability Determination Service has determined that it is in the best interest of the State to enter into Purchase of Service Agreements with more than one offeror for each DDS service identified in this Request for Proposal. Proposal Selection Criteria is as follows:

- A. The Proposal Evaluation Team shall assign up to the maximum number of points for each Evaluation Item to each of the proposing vendor's proposals. All assignments of points shall be at the sole discretion of the Proposal Evaluation Team.

- B. The proposals shall contain the essential information on which the award decision shall be made. The information required to be submitted in response to this RFP has been determined by the State of Delaware to be essential for use by the Team in the bid evaluation and award process. Therefore, all instructions contained in this RFP shall be met in order to qualify as a responsive and responsible contractor and participate in the Proposal Evaluation Team's consideration for award. Proposals which do not meet or comply with the instructions of this RFP may be considered non-conforming and deemed non-responsive and subject to disqualification at the sole discretion of the Team.

- C. The Team reserves the right to:
 - 1. Select for contract or for negotiations a proposal other than that with lowest costs.
 - 2. Reject any and all proposals or portions of proposals received in response to this RFP or to make no award or issue a new RFP.
 - 3. Waive or modify any information, irregularity, or inconsistency in proposals received.
 - 4. Request modification to proposals from any or all vendors during the contract review and negotiation.
 - 5. Negotiate any aspect of the proposal with any vendor and negotiate with more than one vendor at the same time.
 - 6. Select more than one vendor pursuant to 29 *Del. C.* §6986.

D. Criteria Weight

All proposals shall be evaluated using the same criteria and scoring process. The following criteria shall be used by the Evaluation Team to evaluate proposals:

Criteria	Weight
Responsibility of Offeror	50%
Professional Credentials	25%
Hours of Services Offered	25%
Total	100%

Awarding Agreements.

DDS will enter into agreements with all offerors whose proposals are approved no later than September August, 17th, 2011. The term of the agreements will be from **August 19th, 2011 until September 30, 2012.**

PROPOSAL INFORMATION SUMMARY

Name and Address of Offeror

Name

Street Address

City, State

Telephone: H: _____ W: _____ FAX: _____

Proposal services offered:

Psychological Consultative Services

Psychiatric Consultative Services

Fee Proposal:

Price per hour of service offered: **\$75.00**

Days/Hours of services offered:

Total weekly hours offered: _____

Days/Hours offered: _____

Certificate of information and authorized signature.

I hereby certify that to the best of my knowledge all information contained in the application is accurate and complete, that this is a valid proposal and that I am legally authorized to provide the services proposed in Delaware.

(Signature)

(Date)

(Name)

(Title)