



Request for Proposal – Independent Contractor for Community-Based Psychology Services

Gulf Bend Mental Health Mental Retardation Center (GBC) is requesting a proposal from a licensed psychologist or acceptable substitute for the purpose of providing community-based services such as Psychological Assessments, Adaptive Testing, Determination of Intellectual Disability Testing, and/or Behavioral Support Services.

I. BACKGROUND INFORMATION

GBC is a community center in the State of Texas that was established under the provisions of the Texas Mental Health Mental Retardation Act of 1965. GBC is a 501(c)(3) non-profit agency governed by a nine-member Board of Trustees. GBC provides community-based mental health, IDD, and addiction services in Victoria, DeWitt, Jackson, Calhoun, Goliad, Lavaca, and Refugio counties.

II. SCOPE OF WORK

A. Community-Based Services Requested

Determination of Intellectual Disability (DID)

- DIDs are used to determine eligibility for services through an assessment process utilizing clinical judgement. Three basic criteria include:
 - Impaired general intellectual functioning, defined as measured intelligence falling two or more standard deviations below the mean for an individual's age group;
 - Impaired adaptive functioning, defined as the degree to which an individual displays deficiency to meet the standards of personal independence and social responsibility expected of the individual's age and cultural group and;
 - Age of onset occurring during the developmental period, meaning before the 18th birthday.

Psychological Assessments

- Using Gulf Bend Center's Diagnostic Form and Psychological Assessment documentation

IQ Testing

- Using Wechsler Intelligence Scale for Children; Wechsler Adult Intelligence Scale; Stanford-Binet Intelligence Scale; Woodcock-Johnson Tests of Cognitive Ability

Adaptive Testing

- Using Vineland Adaptive Behavior Scales (VABS), Adaptive Behavior Assessment System (ABAS); Inventory for Client and Agency Planning (ICAP); Scales of Independent Behavior (SIB)

B. GBC Responsibilities

Training on GBC forms and electronic health records system, Texas Administrative Codes, Texas Health and Human Services (HHSC) requirements and expectations.

C. Provider Responsibilities

- Completes documentation of services provided within 30 days of face-to-face meeting
- Bill GBC for services rendered by submitting documentation to the Director of IDD Services
- Responds in a timely manner to requests, questions, and concerns regarding testing and reporting

D. Terms of the Contract

The contract community-based services, based upon the Board of Trustees' approval, will be for the following term:

- A two-year period beginning September 1, 2022 through August 31, 2024.
- A one-time two-year extension to the current contract will be granted if contractor is meeting all of the services requirements.
- The agreement can be terminated for cause.
- This agreement can be terminated or amended if GBC's contract with HHSC, which provides direction for the previously mentioned services, is terminated or amended.

E. Dispute Resolution

Disputes concerning the terms of contracted services that cannot be resolved will be brought before an independent mediation center, whose decision will be binding upon both parties.

III. PROPOSAL CONTENT

A. Cover Letter

A cover letter clearly stating the name of the clinic and the name, address and telephone number of the proposer's representative.

B. Technical Component

To clearly describe the clinic's understanding of the work to be done, the proposer will:

- Provide evidence that the proposer has experience performing some or all of services listed in Scope of Work;
- Specify a timeline and the sequence of work segments, as well as hours, for each level of staff;
- List names of staff member(s) who will work throughout the duration of the contract, as well as those staff members who will be responsible for planning, directing, and conducting work throughout the contract.
- Include the educational background of all staff members named and, if applicable, professional licenses held;
- Describe any continuing education, if required, for the last two years;
- Provide the names and qualifications of any needed outside specialists and consultants that will assist the proposer's staff members;
- Describe the level of assistance that will be expected from GBC personnel; and
- Make a statement concerning the independence of the proposer, including direct and indirect financial interest, and the relationship, if any, of any employee of GBC and/or any members

of the Board.

- If applicable, provide the name of the external quality control review organization of which the proposer is a member and the proposer's length of membership. Also, state the review organizations planned frequency of reviews;
- If applicable, state whether the clinic has received a review and whether in the most recent review an unqualified report was issued (a copy of the review report must be provided to GBC);
- State whether the proposer is currently under the terms of a public or private reprimand by any Texas licensing boards or agencies of other states;

C. Evaluation

Criteria used to evaluate the proposer's methodologies, products and services are included as Attachment A.

D. Qualifications for an Authorized Provider

- A psychologist licensed to practice in Texas who is employed by or contracting with the LIDDA and who has completed:
 - Graduate course work in assessing intellectual and adaptive behavior for individuals with an ID or developmental disability; or
 - One year of supervised experience in assessing intellectual and adaptive behavior for individuals with an ID or developmental disability
- A physician licensed to practice in Texas who is employed by or contracting with the LIDDA and who has completed:
 - One year of employment experience in the field of ID; and
 - An internship or residency that includes specialized training in assessing intellectual and adaptive behavior for individuals with an ID or developmental disability or 12 hours of specialized continuing education in assessing individual intellectual and adaptive behavior
- A certified authorized provider
 - Level I certified authorized provider must:
 - Be a current employee of the LIDDA
 - Be a provisionally licensed psychologist; or a licensed psychological associate (LPA)-*other than an LPA authorized to practice independently (LPA-IP)*; or a licensed specialist in school psychology (LSSP)
 - Have supervised experience or successful completion of graduate course work in assessing intellectual and adaptive behavior for individuals with an ID or developmental disability; and
 - Have one year of employment, internship, or practicum in the field of ID.
 - Level II certified authorized provider must:
 - Be employed by or contracting with the LIDDA
 - Be a psychological associate licensed to practice in Texas who is authorized to practice independently in accordance with 22 TAC 463.8 (relating to Licensed Psychological Associate)
 - Have supervised experience or successful completion of graduate course work in assessing intellectual and adaptive behavior for individuals with an ID or developmental disability; and
 - Have one year of employment, internship, or practicum in the field of ID.
 - A certified authorized provider is permitted to conduct a DID only while functioning as

- an employee or contractor of the requesting LIDDA, as applicable.
- HHSC may, at any time, revoke a person's designation as a certified authorized provider.

E. Requirements for Authorized Provider

- Maintain policies of general and professional liability insurance coverage.
- Agrees to keep all protected health information (PHI) confidential in accordance with all applicable state and federal laws, statutes, and regulations protecting the confidentiality of such information, including the following: Code of Federal Regulations, Title 45, Parts 160 and 164, Federal Standards for Privacy of Individually Identifiable Health Information (e.g. Federal Privacy Rule); 42 C.F.R. Part 2; Code of Federal Regulations, Title 42, Part 2, Confidentiality of Alcohol and Drug Abuse Patient Records; and the Texas Health and Safety Code, Chapter 81, Chapter F (confidentiality of information related to HIV/AIDS test results).

IV. PROPOSAL PRICING

The bid should contain all pricing information relative to performing each service as described in this request for proposal. GBC will not be responsible for any expenses incurred in preparing and submitting the technical proposal or the sealed dollar cost bid. Such costs should not be included in the proposal. Complete Attachment D which includes:

- Hourly service rate by service and/or by provider;
- Weekly number of hours available to provide services.

V. CONDITIONS FOR SUBMISSIONS OF PROPOSAL

A. Acceptance/Rejection of Submittal

GBC may reject any and/or all proposals, and negotiate portions thereof, including the following:

- Proposals that address only part of the requirements contained in this Request for Proposal will not be considered.
- Proposals that have been modified.
- Request any additional information from the proposer that GBC may reasonably require.

B. Oral Interviews and Other Communications Prior to Submission

- GBC may ask proposers to send a representative for an oral interview prior to approval of a proposal.
- GBC is aware of the time and effort you expend in preparing and submitting bids therefore please let us know of any bid requirements which are causing you difficulty in responding to the Request for Proposal.
- GBC will not be liable for the costs incurred by the proposer for such interview.

C. Late Submissions

Proposals not received prior to the date and time specified will not be considered and will be returned to the proposer unopened.

D. Confidentiality – Open Records Act

- The content of all proposals will be kept confidential throughout the selection process.
- Once the selection process has ended and a selection has been made, copies of any proposal will be available for other respondents to review.

E. Disposition of Proposals

All materials submitted in response to the RFP shall become the property of the Center.

F. Non-Participation

- If you do not wish to provide a bid for this proposal, please complete Attachment C – “No Bid”.
- If you wish to participate in the future, please note that all procurement Request for Proposals will be provided on the public website for Gulf Bend Center at <https://www.gulfbend.org/>. The link will be found on the home page by clicking on the green tab that says ‘RFP/Contracts’.

G. Awarded Proposal Withdrawal

An awarded proposal that has been accepted by GBC, may not be withdrawn or canceled by the proposer without permission of GBC.

H. GBC Provisions

- Funding. Funds for payment have been approved by the Board of Trustees for each fiscal year. State of Texas statutes prohibit the obligation and expenditure of public funds beyond the fiscal year for which a budget has been approved. Therefore, anticipated orders or obligations that may arise past the end of the current GBC fiscal year shall be subject to budget approval.
- Sales Tax. GBC is exempt by law from payment of Texas Sales Tax and Federal Excise Tax.
- Exceptions or Substitutions. All bids meeting the intent of this request for proposal will be considered for award. Bidders taking exception to the specifications, or offering substitutions, shall state these exceptions in the ‘Exceptions/Comments’ section provided below, ‘Attachment E’, or by attachment as part of the proposal. The absence of such a list shall indicate that the bidder has not taken exceptions and that GBC shall hold the bidder responsible to perform in strict accordance with the specifications of the proposal. See Attachment A. GBC reserves the right to accept all or none of the exception(s)/substitutions(s) deemed to be in the best interest of GBC.
- Compliance. RFP must comply with all federal, state, county and local laws concerning these types of service.
- Remedies. The successful bidder and GBC agree that both parties have all rights, duties and remedies available as stated in the Uniform Commercial Code.
- Venue. This agreement will be governed and construed according to the laws of the State of Texas. This agreement is performable in Victoria, Texas.
- Assignment. The successful proposer will not sell, assign, transfer or convey this contract, in whole or part, without the prior written consent of GBC.
- Silence of Separation. The apparent silence of these specifications as to any detail or to the apparent omission from it of a detailed description concerning any point will be regarded as meaning that only the best commercial practices are to prevail. All interpretations of these specifications will be made based on this statement.

VI. PROCEDURES FOR SUBMITTING PROPOSALS

A. Proposal Guidelines

- Respond to questions as directly as possible along with any supporting information you feel will be pertinent to these questions.
- Submission of a proposal will be construed to imply agreement in advance to the services outlined in the enclosed materials.
- Brochures, photos, annual reports or any other appropriate printed material may be included in your proposal.
- The proposal package should be kept as brief as possible, however, with the subject areas clearly defined.

B. Submission

- Written proposals must be received at our offices no later than **08/10/2022** – Electronic proposal must be emailed to cfo@gulfbend.org no later than **5:00 pm**
- Delivery of responses to the Request for Proposal, whether email, mail or hand-delivery, should be addressed to:
Gulf Bend Center
Attn: CFO
6502 Nursery Drive, Ste 100
Victoria, TX 77904
cfo@gulfbend.org

C. Assistance to Proposers

Any person wishing to obtain additional information about the Request for Proposal or about the operations of GBC:

- May contact Anna Arage, CFO, by phone at 361-582-2339. If there is no answer, please leave a message.
- You may also contact Anna by emailing cfo@gulfbend.org. Please put 'Request for Proposal' in the subject line of email.

VII. SELECTION

Our final contractor selection will be made based on our evaluation of the criteria outlined in Attachment A of this Request for Proposal.

Key Dates Required for the Proposal:

| | |
|-----------------------|---|
| 07/21/2022 | RFP is available at https://www.gulfbend.org |
| 07/25/2022-08/05/2022 | Questions, interviews, etc. |
| 08/10/2022 | Deadline for submission |
| 08/15/2022-08/19/2022 | Selection Committee reviews proposals |
| 08/22/2022 | Notification of awarded proposal |
| 08/23/2022 | Board approved, if needed |

ATTACHMENT A EVALUATION WORKSHEET

This worksheet is to be used to document GBC's evaluation of the proposers' submission. Points within the ranges specified are to be assigned to the below-listed criteria as a means for quantifying the relative strengths and weaknesses of the various proposals. If oral interviews are necessary to break a tie or for making final clarification in the evaluation process, additional points may be awarded. While the total score is a significant factor, the requester of the services reserves the right to consider other factors in making a final selection.

I. MANDATORY CRITERIA

Proposals will not be considered for further evaluation unless there is compliance with the following criteria. The proposer:

- A. Must have proper credentials to perform required services.
- B. Must adhere to Gulf Bend Center's policies and procedures.
- C. Must not have a record of substandard work.
- D. Must submit a proposal meeting all the requirements of the Request for Proposal.

II. TECHNICAL CRITERIA

Proposals which have met each of the criteria in Section I above will be evaluated on the following criteria:

- A. Technical experience of the clinic.
- B. Characteristics of the staff, including consultants to be assigned to the services:
- C. Clear understanding of the work to be performed.

III. BIDS

After consideration is given to the proposer and their qualifications, the bids and available time will be reviewed as to whether or not it meets GBC's needs and budget.

**ATTACHMENT B
REQUEST FOR PROPOSAL
ACKNOWLEDGEMENT
TO BE COMPLETED BY BIDDER**

GULF BEND CENTER IN ITS SOLE AND ABSOLUTE DISCRETION SHALL HAVE THE RIGHT TO AWARD CONTRACTS FOR ANY OR ALL MATERIALS LISTED IN EACH PROPOSAL, SHALL HAVE THE RIGHT TO REJECT ANY AND ALL PROPOSALS, AND SHALL NOT BE BOUND TO ACCEPT THE LOWEST PROPOSAL AND SHALL BE ALLOWED TO ACCEPT THE TOTAL PROPOSAL OF ANY ONE VENDOR, OR AS OTHERWISE STATED IN THIS PROPOSAL.

BY RETURNING THIS BID PROPOSAL COMPLETED, THE BIDDER CERTIFIES THAT THE PROPOSAL SPECIFICATIONS ARE UNDERSTOOD AND COMPLIED WITH. PROPOSAL MAY BE CONSIDERED INVALID IF NOT RETURNED.

Company name: _____

Address: _____

Telephone number: _____

Email address: _____

Name of Authorized Signer: _____

Title: _____

Authorized Signature: _____

Date: _____

**ATTACHMENT C
NOTICE 'NO BID' FORM**

Dear Vendor,

Please check the appropriate box below, complete the remainder of this form and return it **BY THE SCHEDULE DUE DATE OF THE BID**:

- Our Company cannot provide the services requested.
- We have chosen **NOT** to submit a Proposal at this time. We did not submit a Proposal because:

Reason(s) _____

Please return this form only to:

Gulf Bend Center
Attn: CFO
6502 Nursery Drive, Ste 100
Victoria, TX 77904
cfo@gulfbend.org

Authorized Signature: _____

Title: _____

Date: _____

**ATTACHMENT D
BID DETAILS FOR RFP**

Bid amount for services to be rendered within all aspects of this RFP:

_____ (Number of Hours Available to Work per Week)

Service to be provided: _____

Hourly rate: _____

Service to be provided: _____

Hourly rate: _____

Service to be provided: _____

Hourly rate: _____

Service to be provided: _____

Hourly rate: _____

Service to be provided: _____

Hourly rate: _____

Service to be provided: _____

Hourly rate: _____

Service to be provided: _____

Hourly rate: _____

ATTACHMENT E
EXCEPTIONS/COMMENTS

Bidder's exceptions and or comments provided:

1) _____

2) _____

3) _____

4) _____

5) _____

6) _____

7) _____

8) _____

9) _____

10) _____