

**Allegheny County
Department of Human Services
Request for Qualifications Q&A**
RFQ for Forensic Psychological and/or Psychiatric Evaluators

February 16, 2023

1. I am an experienced Forensic Evaluator and have moved to PA from NH and I am starting up my Forensic Practice....one of the sections in the RFQ notes that I should understand how the evaluations are compensated by the DHS....how does this work?....In NH I billed DHS/children and family services and they paid me a set amount for Competency Evaluations – of which I did hundreds...how does billing and compensation work in PA?

Evaluations are compensated by a per evaluation rate and per assessment rate. All billing for service of Forensic Evaluation is completed through our Key Information and Demographics System (KIDS) on a monthly basis. The Evaluator, if selected, will be provided training on how to complete billing within the system. We also offer an Office of Children, Youth and Families (CYF) onboarding training to assist contracted Evaluators in understanding CYF and our systems.

2. What is the rate and amount of hours allowed for a Juvenile competency evaluation for the Courts.....or a Transfer certification evals to adult court?

Compensation is distributed at a per Evaluation rate to be negotiated with Allegheny County (within a pre-set range) regardless of the time it takes to complete the evaluation. This rate may include, but is not limited to collateral work, evaluation, assessments, report and documentation within our KIDS system of various steps within this process.

3. I know insurance companies do not pay for any court ordered evals...so do I still need to get on Local MAP - Medicaid if I want to do only Delinquency evaluations?

No. Like Dependency Evaluations, Court Delinquency Evaluations are paid for by the county.

Amendments

March 23, 2023

This RFQ has been updated to include new information and directions regarding the process for submitting an Application. Applications must be submitted electronically by logging into or creating an account on [Bonfire](#) (See Section 4: How to Submit a Proposal).

In addition, the RFQ and the Response Form have been updated to adjust the documentation required with your submission. Applicants who do not have a current relationship with DHS will no longer be required to submit the New Provider Application upon submission of their

application. However, Applicants must be prepared to submit this documentation upon Notice of Intent to Qualify, if selected as a Successful Applicant. Please see the following:

4.2 Submit a Proposal

d. Applicants must submit a complete Application that includes the following attachments that are available on our Active Solicitations website:

- Response Form
- Résumé/CV
- Proof of Medical Malpractice Insurance
- Proof of practicing license in good standing
- Proof of Act 33/34 clearances
- Group Practice Applicants must submit documents for all practitioners who seek qualification
- ~~Applicants who do not have current Allegheny County DHS contracts must submit the DHS New Provider Application and its supporting documents (see section 4.3 for details)~~

~~4.3 New Provider Requirements~~

~~Proposers who do not have current Allegheny County DHS contracts must submit the DHS New Provider Application and its supporting documents with their Application to the RFQ.~~

ATTACHMENTS

Please submit the following attachments with your Response Form. These can be found at <http://www.alleghenycounty.us/dhs/solicitations>.

- Résumé/CV
- Proof of Medical Malpractice Insurance
- Proof of practicing license in good standing
- Proof of Act 33/34 clearances
- Group Practice Applicants must submit documents for all practitioners who seek qualification
- ~~Applicants who do not have current Allegheny County DHS contracts must submit the DHS New Provider Application and its supporting documents~~

4.3 New Provider Requirements

Applicants who do not have current Allegheny County DHS contract must submit the DHS New Provider Application and its supporting documents upon Notice of Intent to Qualify. Applicants are not required to submit this documentation with their Application.

Amendments

July 13, 2023

This RFQ has been updated to include new evaluation criteria reflected in Section 3: Applications Requirements and Evaluation Criteria, Section 4: How to Submit an Application, Section 5: How We Will Evaluate Your Application, and on the Response Form. Applicants must now submit three (3) de-identified Forensic Evaluation Reports for the case type(s) they are seeking qualification for, with their Application. Previously, de-identified Forensic Evaluation Reports were requested at the discretion of the Evaluation Committee. The samples will be worth 15 points in total with each individual sample worth 5 points. In addition, a formal interview conducted by DHS with the Applicant(s) selected for qualification and the Evaluation Committee, has been made a standard part of the evaluation process before a final recommendation can be passed along to DHS leadership for approval. Please see the following:

Section 3: Application Requirements and Evaluation Criteria

Each case area will be evaluated and scored separately. To achieve a total score for each case area, an Applicant's score from the Applicant Experience section will be added to their score from a case section. The maximum score a Dependency Cases application can receive is ~~65~~**80** points; the maximum score a Delinquency Cases application can receive is ~~55~~**70** points; and the maximum score a Custody Cases application can receive is ~~60~~**75** points. The Group Practice section is scored on its own and the maximum score that it can receive is 15 points. Applications from Group Practices should expressly indicate the expertise of the practice as a whole, but may highlight the particular expertise held by one or more of the practitioners. Please refer to the Response Form for further detail on scoring.

Dependency Cases (~~30~~**45** points possible)

- Educational degrees, licenses, certifications, specialized training and/or forensic experience related to Dependency Cases (5 points)
- Understanding of current relevant laws, statutes, national guidelines and standards as they pertain to Dependency Cases (e.g., American Psychological Association, Association of Family and Conciliation Courts) (5 points)
- Understanding of and experience in the types of psychological evaluations that may be employed to: 1) evaluate adults and children, as appropriate, in connection with issues related to Dependency Cases and 2) perform various other evaluative assessments, as required, related to Court-directed questions and issues (5 points)
- Appropriate approach and process for Dependency Case Forensic Evaluations (5 points)
- Understanding of the amount of time, hourly rate and any other costs, if applicable, required to perform the services for Dependency Cases and have the ability to schedule appointments and complete Reports within required time frames (5 points)

- Knowledge of and experience with the continuum of treatment options and community resources available to families (e.g., mental health and behavioral health services) (5 points)
- Three (3) de-identified Dependency Case Forensic Evaluation Reports (15 points)
 - Sample 1 (5 points)
 - Sample 2 (5 points)
 - Sample 3 (5 points)

Delinquency Cases (2035 points possible)

- Educational degrees, licenses, certifications, specialized training and/or forensic experience related to Delinquency Cases (5 points)
- Understanding of current relevant laws, statutes, national guidelines and standards as they pertain to Delinquency Cases (e.g., American Psychological Association, Association of Family and Conciliation Courts) (5 points)
- Understanding of and experience in the types of psychological evaluations that may be employed to: 1) evaluate adults and children, as appropriate, in connection with issues related to Delinquency Cases and 2) perform various other evaluative assessments, as required, related to Court-directed questions and issues (5 points)
- Understanding of the amount of time, hourly rate and any other costs, if applicable, required to perform the services for Delinquency Cases and have the ability to schedule appointments and complete Reports within required time frames (5 points)
- Three (3) de-identified Delinquency Case Forensic Evaluation Reports (15 points)
 - Sample 1 (5 points)
 - Sample 2 (5 points)
 - Sample 3 (5 points)

Custody Cases (2540 points possible)

- Educational degrees, licenses, certifications, specialized training and/or forensic experience related to Custody Cases (5 points)
- Understanding of current relevant laws, statutes, national guidelines and standards as they pertain to Custody Cases (e.g., American Psychological Association, Association of Family and Conciliation Courts) (5 points)
- Understanding of and experience in the types of psychological evaluations that may be employed to: 1) evaluate adults and children, as appropriate, in connection with issues related to Custody Cases and 2) perform various other evaluative assessments, as required, related to Court-directed questions and issues (5 points)
- Understanding of the amount of time, hourly rate and any other costs, if applicable, required to perform the services for Custody Cases and the ability to schedule appointments and complete Reports within required time frames (5 points)
- An accommodating policy that allows for a specified number of *pro bono* or sliding scale evaluations in custody matters where the parties are indigent (5 points)
- Three (3) de-identified Custody Case Forensic Evaluation Reports (15 points)
 - Sample 1 (5 points)
 - Sample 2 (5 points)

- Sample 3 (5 points)

4.1 Submission Process

- e. Applicants should take time to review and understand the RFQ in its entirety including:
 - The background (see Section 1: Why We Are Issuing this RFQ)
 - The narrative (see Section 2: What We Are Looking For)
 - The requirements (see Section 3: Application Requirements and Evaluation Criteria)
 - The evaluation process (see Section 5: How We Will Evaluate Your Application)
- f. Applicants must use the Response Form to develop your Application. Type your responses to each requested item directly into the Response Form. It is available on the RFQ Opportunity Page and on our Active Solicitations website with the RFQ announcement at www.alleghenycounty.us/dhs/solicitations.
- g. Applicants must submit a complete Application, which includes the following attachments that are available on our Active Solicitations website:
 - Response Form
 - Résumé/CV
 - Proof of Medical Malpractice Insurance
 - Proof of practicing license in good standing
 - Proof of Act 33/34 clearances
 - Three (3) de-identified Forensic Evaluation Reports for the case type(s) applied for
 - Group Practice Applicants must submit documents for all practitioners who seek qualification

5.1 Evaluation Model

- d. DHS will tally the average scores of the members of the Evaluation Committee and report a list of average scores to the entire Committee. The Committee will meet, consider the average scores, and arrive at a consensus on which Applicant(s) can best provide the Contract Services in response to the RFQ. ~~The Committee will have the discretion to recommend to the Director of DHS and/or the Administrative Judge of the Court that a reduced number of Applications be shortlisted for more extensive review through examination of sample Forensic Evaluation Reports and a formal interview to the Committee.~~
- e. **DHS, on behalf of the County, will conduct a formal interview with the Applicant(s) recommended for qualification with the Evaluation Committee before a recommendation is finalized.** ~~As described in e above, DHS, on behalf of the County, shall have the exclusive discretion to shortlist a reduced number of Applications for more extensive review. In this case, DHS may request that shortlisted Applicants make a formal interview to the Evaluation Committee and provide sample Forensic Evaluation Reports~~

~~that have been de-identified.~~ Each Committee member will individually score the interview of the shortlisted Applicants using the following criteria and the scale outlined in 5.1b. The maximum score that a shortlisted Applicant's interview can receive is ~~20~~**15** points:

- Interview demonstrates Applicant's ability to effectively conduct Forensic Evaluations as described in the RFQ (5 points)
- Applicant's answers to Evaluation Committee's questions are appropriate (5 points)
- Applicant's interview is thoughtful and professional (5 points)
- ~~Sample Forensic Evaluation Reports meet professional standards (5 points)~~

Response Form

ATTACHMENTS

Please submit the following attachments with your Response Form. These can be found at <http://www.alleghenycounty.us/dhs/solicitations>.

- Résumé/CV
- Proof of Medical Malpractice Insurance
- Proof of practicing license in good standing
- Proof of Act 33/34 clearances
- **Three (3) de-identified Forensic Evaluation Reports for the case type(s) applied for**
- Group Practice Applicants must submit documents for all practitioners who seek qualification

Amendments

September 5, 2023

This RFQ has been amended to include two additional submissions dates in June and December to increase the opportunities available for potential Applicants to submit an Application. Applications will now be accepted quarterly, with a deadline for submission for review at 3 p.m. Eastern Time on the second Thursday of March, June, September and December of each year. In addition, the estimated decision/notification will be adjusted to January, April, July and October. The RFQ has been updated to reflect this change. Please see the following:

Submission Deadline:

Applications will be reviewed ~~biannually~~ **quarterly**, with the deadline for submission for review at 3 p.m. Eastern Time on the ~~first business day~~ **second Thursday** of March, **June**, September and **December** of each year.

Estimated Decision/Notification:

~~Biannually in May, and December~~

Quarterly in January, April, July and October

Timeline

Applications will be reviewed ~~biannually~~ **quarterly**. Deadline for Applicants to submit questions about this RFQ is 3 p.m. Eastern Time ten business days prior to the next submission deadline to ensure answer by the deadline. Applications must be submitted by 3 p.m. Eastern Time on the ~~first business day~~ **second Thursday** of March, **June**, and September **and December**. We expect to notify Applicants of the County's decision to qualify in ~~May~~ **January, April, July and October** ~~December~~ following the submission deadline.

4.1 Submission Process

Applications must be submitted electronically to DHSProposals@alleghenycounty.us no later than 3:00 p.m. Eastern Time on the ~~first business day~~ **second Thursday** of March, **June**, and September **and December** to be considered for review for that round.

June 27, 2024

4. Would the county consider alternative solutions to obtain Forensic Psychological and/or Psychiatric Evaluators, via a temporary staffing agency?

No, not at this time.

Amendments

May 8, 2025

This RFQ was amended to change the total possible points for the evaluation criteria reflected in Section 3: Applications Requirements and Evaluation Criteria and on the Response Form. An evaluation criterion is now pass/fail, as a result, changing the total points possible in the evaluation criteria. Additionally, we've updated the language in the Response Form to gain further understanding of how potential Applicants value the Forensic Evaluator role.

Furthermore, we updated the hyperlinks in the RFQ, reflected in Section 4: How to Submit an Application, for potential Applicants can access the materials for the RFQ on our new solicitation website and the correct Bonfire Opportunity Page.

Section 3: Application Requirements and Evaluation Criteria

Applications will be evaluated based upon the evaluation criteria described in detail below. Applicants must address their qualifications in their Application by responding to the specifically-requested items or questions in the Response Form. Applicants should download and

type their responses directly into the Response Form available on the Active Solicitations webpage at ~~www.alleghenycounty.us/dhs/solicitations~~ <https://solicitations.alleghenycounty.us/>.

Each case area will be evaluated and scored separately. To achieve a total score for each case area, an Applicant's score from the Applicant Experience section will be added to their score from a case section. The maximum score a Dependency Cases application can receive is ~~80~~ **75** points; the maximum score a Delinquency Cases application can receive is ~~70~~ **65** points; and the maximum score a Custody Cases application can receive is ~~75~~ **70** points. The Group Practice section is scored on its own and the maximum score that it can receive is 15 points. Applications from Group Practices should expressly indicate the expertise of the practice as a whole, but may highlight the particular expertise held by one or more of the practitioners. Please refer to the Response Form for further detail on scoring.

Applicant Experience (~~35~~ **30 points possible)**

- Provided documents demonstrate: appropriate education and background for a Forensic Evaluator; licensed and enrolled/credentialed in good standing with the Pennsylvania Department of Human Services Medical Assistance Program; maintained Act 33/34 clearances; and appropriate levels of malpractice and liability insurance (a Group Practice's documents must cover all affiliated personnel) (~~5 points~~ **Pass/Fail**)

Section 4: How to Submit an Application

4.1 Submission Process

- b. Applicants must use the Response Form to develop your Application. Type your responses to each requested item directly into the Response Form. It is available on the ~~RFQ Opportunity Page~~ **RFQ Opportunity Page** and on our Active Solicitations website with the RFQ announcement at ~~www.alleghenycounty.us/dhs/solicitations~~ <https://solicitations.alleghenycounty.us/>.
- g. All Applications must be submitted before the deadline! Once the deadline has passed, the ~~RFQ Opportunity Page~~ **RFQ Opportunity Page** will no longer accept Applications. If an Application is late, it will be rejected and will not be presented to the Evaluation Committee (as described in Section 5 below) for review and scoring.

4.2 How to Contact DHS about this RFQ and RFQ Communications

- a. If you have any questions about this RFQ, please use the Vendor Discussion feature through the DHS Bonfire Portal at <https://alleghenycountydhs.bonfirehub.com> on the ~~RFQ Opportunity Page~~ **RFQ Opportunity Page**, or email us at DHSProposals@alleghenycounty.us.
 - All content-related questions must be emailed by the Questions Deadline at 3 p.m. Eastern Time on ten days before the submission deadline.
 - You may submit technical or logistical questions at any time, even after the Questions Deadline.

- b. All information about the RFQ, including answers to all content-related questions and any changes or amendments, will be posted on the ~~RFQ Opportunity Page~~ **RFQ Opportunity Page** and on our Active Solicitations webpage at ~~www.alleghenycounty.us/dhs/solicitations~~ **<https://solicitations.alleghenycounty.us/>**. Through the DHS Bonfire Portal, once you have created an account and indicated you are interested in this RFQ, you will receive automatic email updates when any questions, changes or amendments are made available.
- Please check our website and the DHS Bonfire Portal regularly for answers to questions, additional information and changes to the RFQ or the RFQ process.
 - The website will be updated only on Thursdays, with any new information visible after 6 p.m.

Response Form

REQUIREMENTS

Each case area will be evaluated and scored separately. To achieve a total score for each case area, an Applicant's score from the Applicant Experience section will be added to their score from a case section. The maximum score a Dependency Cases application can receive is ~~80~~ **75** points; the maximum score a Delinquency Cases application can receive is ~~70~~ **65** points; and the maximum score a Custody Cases application can receive is ~~75~~ **70** points. The Group Practice section is scored on its own and the maximum score it can receive is 15 points.

Applicant Experience (~~35~~ **30** points possible)

1. ~~Briefly list your licenses, Act 33/34 clearances and malpractice insurance in the space below.~~ Provide your résumé/CV, proof of Act 33/34 clearances, medical malpractice insurance and proof of a practicing license in good standing as attachments (attachments are not included in the page count). For Applicants applying as a Group Practice, please include the requested attachments for all practitioners with whom you seek to qualify. (~~5 pts~~ **Pass/Fail**)
2. Explain **your understanding of the why you want to be a Forensic Evaluator role for DHS and the Court why you are committed to this type of work.** (5 pts)
3. Describe how you adhere to relevant ethical standards, principles and codes of conduct for the professional discipline, **including three examples of steps taken to ensure your compliance.** If any, describe ethical violations, civil and/or criminal actions taken against your license and the result of the litigation and/or licensing board decisions. (5 pts)

August 7, 2025

5. **I am currently a provider for DHS cases. I am contracted through another practice in this role. Recently, I opened a new practices and I am trying to determine what my next course of action is in regards to these kinds of evaluations. If I were to pursue the RFQ for myself through my new practice, would I need to go through the whole process as**

outlined – or is there a faster pathway since I have been doing these evaluations for many years?

Yes, you must go through the entire RFQ process if you would like to receive a contract award, under your new practice, to work with the County.