

## **RFP 22-xx Psychological Assessment Services**

This Request for Sealed Proposal (RFP) is for the purpose of, contracting with a qualified firm to provide the Circuit Court of the 22nd Judicial Circuit of McHenry County Psychological Assessment Services. Subject to continuing need and availability of funds. All requirements are according to specifications enclosed herein.

### **CRITERIA for SELECTION**

The following criteria and point system shall be used by the selection team to determine the firm or individual(s) most qualified and best suited to perform the work:

1. Qualifications and experience for the specific scope of services as set forth herein (50pts).
2. Cost Proposal based on the contract description (5 pts)
3. Compliance with requirements of this RFP (40 pts).
4. References provided (5 points)

Total 100 points

## SPECIFICATIONS

The Circuit Court of the 22nd Judicial Circuit of McHenry County is seeking sealed proposals from companies or individuals to provide approximately 230 court ordered assessments.

This is a one-year contract, with an option for an additional year, effective from 12/1/22-11/30/23, Year 2, optional based upon the agreement of the parties, effective from 12/1/23-11/30/24.

The 22nd Judicial Circuit will not provide office space for the assessments. Many of the individuals requiring assessments services will be in the custody of the McHenry County Jail. We will aid in coordinating access to the jail.

Assessment services will be made available to individuals ordered by a judge of the Circuit Court of the 22<sup>nd</sup> Judicial Circuit of McHenry County.

This proposal is not seeking information regarding treatment services or possible testimony-related costs, and is limited in scope, to evaluations ordered by the Court.

Qualified treatment providers may bid on any or all assessment services by assessment type listed below.

- alcohol/drug abuse assessment,
- psychiatric assessment,
- psychological assessment,
- DUI assessment,
- sexual offender assessment,
- domestic violence evaluation,
- fitness and competency assessment

## SCOPE OF SERVICES

The firm (individual or company) shall be a licensed professional in good standing with Department of Human Services and/or the Illinois Department of Financial and Professional Regulation. The firm must have significant experience in evaluating those individuals who may suffer from a psychological disorder or substance use disorder.

Under the contract, the firm will only be responsible for conducting evaluations which are ordered and only when McHenry County is responsible for payment of said evaluation.

The firm must be familiar with and comply with all applicable Illinois law in conducting and reporting on evaluations and focus on the relevant legal issues pertaining to the particular type of evaluation ordered by the court.

Common services the selected firm shall be required to perform include:

1. Evaluation of individuals in either an incarcerated or office setting;
2. Provide written reports to the 22nd Judicial Circuit within 21 days of the ordering of said evaluation;
3. All reports/evaluations shall be electronically filed with the Circuit Clerk of the Court.

#### Evaluation Reports:

Upon completion of the evaluation, the firm shall prepare a written report for the Court which shall conform to the following:

- A. Typed written in legible font
- B. Signature of licensed provider completing the assessment
- C. Assessment shall include treatment options and recommendations
- D. Completed assessment shall be electronically filed with the 22<sup>nd</sup> Judicial Circuit Clerk of the Court

The written report shall include a qualified opinion concerning the defendant's evaluation and be prepared and submitted within the above time frame. In the event additional time is required to complete an evaluation and report, the firm may request additional time from court.

#### Informational Reports:

- Monthly, it is required that the firm provide to Court Administration a summary of the following (at a minimum):
  - Total number of evaluations
  - Total number of clients seen
  - Total number of hours spent with clients court ordered to undergo an evaluation

## SUBMISSION REQUIREMENTS

### SUMMARY OF FIRM:

Describe the overall experience and qualifications of the individual or company. Describe the offeror's resources, capabilities, and the number of years in business. Include information that documents successful and reliable experience in past performances, especially those performances related and similar in nature to the requirements of this RFP. Explain you or your agency's communications process with clients (appointment process, intake process, client satisfaction policies, etc.)

### QUALIFICATIONS OF STAFF.

Describe the qualifications of each staff member to be assigned to this contract. Include their name, degree(s) earned, years of experience, professional associations, areas of specialty and State of Illinois IDFPR license number, if appropriate.

### COURT INVOLVEMENT EXPERIENCE.

Describe you or your agency's qualifications with court related experience either by virtue of prior experience or by providing services to courts or probation departments. Include information regarding specialized training or attendance at professional conferences of treatment services for the court community within the last five years.

### EMERGENCY PROTOCOL.

On rare occasions, it may be necessary for staff to be available for last minute or after-hours emergencies. Describe your agency's emergency protocol, including any contingencies when your staff may be unavailable.

After an initial review of the proposals, individuals or agencies may be invited to prepare a short presentation and be available for an interview with the Evaluation Committee.

**PROPOSAL FORM**

**Price per evaluation:**

<b>Evaluations</b>	<b>Year 1</b>	<b>Year 2, optional</b>
Alcohol/drug abuse assessment		
Psychiatric assessment		
Psychological assessment		
DUI assessment		
Sexual offender assessment		
Domestic violence evaluation		
Fitness and competency assessment		
<b>Yearly Total</b>		