



Vendor Name:

TARRANT COUNTY
PURCHASING DEPARTMENT

JACK BEACHAM, C.P.M.
PURCHASING AGENT

ROB COX, C.P.M., A.P.P.
ASSISTANT PURCHASING AGENT

RFP NO. 2012-093

**REQUEST FOR PROPOSALS
FOR
JUVENILE FORENSIC
ASSESSMENT SERVICES**

**PROPOSALS DUE MAY 21, 2012
2:00 P.M.**

RFP NO. 2012-093

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ATTACHMENT A – JUVENILE FORENSIC PROPOSAL REPORT FORM

ATTACHMENT B – STATEMENT OF QUALIFICATIONS FORM

This Table of Contents is intended as an aid to vendors and not as a comprehensive listing of the proposal package. Vendors are responsible for reading the entire proposal package and complying with all specifications.

RFP FOR JUVENILE FORENSIC ASSESSMENT SERVICES

Tarrant County is soliciting proposals for **JUVENILE FORENSIC ASSESSMENT SERVICES**.

THE ORIGINAL AND FIVE (5) COPIES
OF
COMPLETED PROPOSALS
MUST BE RECEIVED IN THE
PURCHASING DEPARTMENT
AT 100 E. WEATHERFORD, SUITE 303
FORT WORTH, TEXAS 76102
ON OR BEFORE MAY 21, 2012 AT 2:00 P.M.

All proposals, including a "NO BID", are due in the Purchasing Department by the due date, in sealed envelopes or boxes. **All proposals must be clearly marked with the RFP Number, the name of the company submitting the proposal, and date and time of opening on the outside of the envelope/box and/or Air Bill/Delivery Receipt.** Original proposal must be clearly marked "ORIGINAL" and contain all original signatures.

Any proposal received after the date and/or hour set for RFP opening will not be accepted. Respondent will be notified and will advise Tarrant County Purchasing as to the disposition by either pick up, return at respondent's expense, or destroyed with written authorization of the Respondent. If proposals are sent by mail to the Purchasing Department, the respondent shall be responsible for actual delivery of the proposal to the Purchasing Department before the advertised date and hour for opening of RFPs. If mail is delayed either in the postal service or in the internal mail system of Tarrant County beyond the date and hour set for the RFP opening, proposals thus delayed will not be considered and will be disposed of as authorized.

Proposals may be withdrawn at any time prior to the official opening. Alterations made before opening time must be initialed by proposer/respondent guaranteeing authenticity. After the official opening, proposals become the property of Tarrant County and may not be amended, altered or withdrawn without the recommendations of the Purchasing Agent and the approval of Commissioners Court.

Tarrant County is exempt from Federal Excise and State Sales Tax. The County is not exempt from Surplus Lines Tax or Texas Stamping Tax. Therefore, only applicable taxes must be included in this proposal.

No oral explanation in regard to the meaning of the proposal specifications will be made and no oral instructions will be given before the award of the contract. Request from interested proposers for additional information or interpretation of the information included in the specifications and all questions should be directed in writing, via facsimile, to:

DIANNA LEE, C.P.M., SENIOR BUYER
FAX: (817) 884-2629

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All documents associated with this RFP including but not limited to, the proposal document, questions, and their responses, addenda and special notices will be posted under the RFP number on the Tarrant County website and available for download by bidders/respondents and other interested parties. No documents will be faxed or e-mailed after the initial Notice of Intent prior to RFP award. It is the bidders'/respondents' sole responsibility to review this site and retrieve all related documents prior to the Proposal due date.

The deadline for receipt of all written questions shall be 12:00 (Noon), Fort Worth time, Wednesday, May 9, 2012. All questions and their responses will be posted on the website and available for download by respondents after the deadline for questions.

Proposal Response Forms must be fully completed and included in your response. Forms that have been retyped or altered may result in rejection of proposal.

This RFP is issued in compliance with the County Purchasing Act, Section 262.030. Negotiations shall be conducted with responsible vendor(s) who submit proposals determined to be reasonably susceptible of being selected for award.

CONFIDENTIALITY: Any material that is to be considered confidential in nature must be clearly marked as such and shall be treated as confidential to the extent allowable in the Open Records Act. Pricing information is not considered confidential. Trade secrets or confidential information **MUST** be placed in a separate envelope marked "**CONFIDENTIAL INFORMATION**" and **EACH PAGE** must be marked "**CONFIDENTIAL INFORMATION.**" Tarrant County will make every effort to protect these papers from public disclosure as outlined in LGC, Section 262.030(c) of the State of Texas County Purchasing Act.

"The Texas Public Information Act gives the public the right to request access to government information, subject to certain narrow exceptions. Tarrant County is an entity subject to this Act. Therefore, please be advised that your company's declaration that certain information submitted in response to an RFP is "confidential" will not be treated as such if the County receives a request for a copy of the RFP. The County will of course make every effort to inform your company of such a request and to provide you with an opportunity to object to the release of any proprietary information, but Tarrant County cannot and will not make an agreement to withhold information from the public contrary to the County's responsibilities under the Act."

Additionally, to the extent your response is incorporated into the contract, that contract will become an official record available for public inspection.

Proposals shall be opened so as to avoid disclosure of contents to competing offerors and kept secret during the process of negotiation. All proposals that have been submitted shall be open for public inspection after the contract is awarded, except for trade secrets and confidential information contained in the proposals and identified as such.

The successful Contractor shall defend, indemnify, and hold harmless Tarrant County from any and all liability or loss of any nature whatsoever arising out of or relating to the Contractor performing work on County premises, including, without limiting the generality of the foregoing coverage, any act or omission of the contractor, its agents, servants, employees, or invitees in the execution or performance of the contract.

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Continuing non-performance of the vendor in terms of Specifications shall be a basis for the termination of the contract by the County. The County shall not pay for work, equipment, or supplies which are unsatisfactory. Vendors will be given a reasonable opportunity before termination to correct the deficiencies. This, however, shall in no way be construed as negating the basis for termination for non-performance.

The **contract may be terminated** by either party upon written thirty (30) days notice prior to cancellation.

Proposals will be considered irregular if they show any omissions, alteration of form, additions or conditions not called for, or irregularities of any kind. However, Tarrant County reserves the right to waive any irregularities and to make award in the best interest of the County.

Tarrant County reserves the right to accept or reject in part or in whole any proposals submitted, and to waive any technicalities for the best interest of the County. Proposals may be rejected, among other reasons, for any of the following specific reasons:

1. Proposals received after the time limit for receiving proposals.
2. Proposals containing any irregularities.
3. Unbalanced value of any items.

Vendors may be disqualified and their proposals not considered, among other reasons, for any of the following specific reasons:

1. Reason for believing collusion exists among the Vendors.
2. Reasonable grounds for believing that any Vendor is interested in more than one Bid for the work contemplated.
3. The Vendor being interested in any litigation against the County.
4. The Vendor being in arrears on any existing contract or having defaulted on a previous contract
5. Lack of competency as revealed by a financial statement, experience and equipment, questionnaires, etc.
6. Uncompleted work which in the judgement of the County will prevent or hinder the prompt completion of additional work, if awarded.
7. Respondents shall not owe delinquent property tax in Tarrant County.

It is the Respondent's sole responsibility to print and review all pages of the RFP document, attachments, questions and their responses, addenda and special notices. The Proposal Signature Form must be signed and returned. Failure to provide signature on this form renders proposal non-responsive. Failure to complete and the submission of all required forms, including but not limited to the RFP Signature Page, Reference Page, Certification of Eligibility, Questionnaires (when applicable), Addenda (including revised forms), and any other specified forms or documents will be grounds for rejection of entire response.

Due care and diligence has been used in preparation of this information, and it is believed to be substantially correct. However, the responsibility for determining the full extent of the exposure and the verification of all information presented herein, shall rest solely with the proposer. Tarrant County and its representatives will not be responsible for any errors or omissions in these specifications, nor for the failure on the part of the proposer to determine the full extent of the exposures.

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The successful proposer/respondent may not assign their rights and duties under an award without the written consent of the Purchasing Agent. Such consent shall not relieve the assignor of liability in the event of default by the assignee.

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SPECIAL TERMS AND CONDITIONS

1. **Contract Terms:** Successful vendor(s) will be awarded a contract, effective from date of award or notice to proceed as determined by Tarrant County Purchasing through September 30, 2013. At Tarrant County's option and approval by the vendor, the contract may be renewed for three (3) additional one (1) year periods, as further explained in Renewal Options. **Prices must remain firm for the entire contract.**
2. **Renewal Options:** Tarrant County reserves the right to exercise an option to renew the contract of the vendor for three (3) additional one (1) year periods, provided such option is stipulated in the Special Conditions and agreed upon by both parties. If the County exercises the right in writing, the Bidder shall update and submit any legal documents required during the initial solicitation by no later than thirty (30) calendar days prior to the commencement of the option period. These documents, if applicable, will be specified in the Special Conditions and include, but are not limited to, Insurance Certificates and Performance Bonds and must be in force for the full period of the option. If the updated documents are not submitted by the Bidder in complete form within the time specified, the County will rescind its option and seek a new bid solicitation.

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**SPECIFICATIONS
JUVENILE FORENSIC ASSESSMENT SERVICES
OF TARRANT COUNTY JUVENILE SERVICES**

Tarrant County Juvenile Services seeks proposals from State licensed doctoral-level Mental Health Professionals interested in providing forensic assessment services for clients of the department.

I. CONTRACT PERIOD:

- A. The period of performance for the program will be from date of award, through September 30, 2013 with options to renew for three (3) additional one (1) year periods (See Special Conditions).

II. EVALUATION CRITERIA AND AWARD PROCESS:

- A. A review will be conducted by a Tarrant County evaluation committee to ensure all proposals contain the required documentation and are in conformance with the requirements set forth herein.
- B. Only those proposals submitted by Mental Health Professionals who have current experience providing services to the targeted or similar population as described in this RFP will receive award consideration. Preference will be given to Proposers who incorporate strengths-based principles and principles of trauma-informed care into their evaluations.

C. The following criteria will be utilized in evaluating the proposals:

- 1. Vendor Profile..... 15%
 - a. Experience and Qualifications
 - b. License and Certifications
 - c. Location of Services Offered
- 2. Responsiveness 10%
 - a. Overall quality and clarity of proposal
 - b. Requested information is included and thoroughness of response
- 3. Vendor Proposed Program, Curriculum, Services and Management ... 35%
 - a. Proposal meets or exceeds the requirements of the RFP
- 4. References 10%
- 5. Proposed Cost 30%

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- D. Proposals will be reviewed and evaluated by a panel composed of representatives of Tarrant County Juvenile Services. The review panel may schedule interviews with selected Respondents. The results of the review panel evaluation shall be presented to the Tarrant County Juvenile Board, which will formally recommend award of a contract.
- E.
 - 1. Unit costs as stated in the proposal will be an important factor in selecting a proposal for award of a contract. However, the quality of the proposed service is the primary consideration.
 - 2. Proposed cost equal to budget or below will receive a maximum score of 30%. Proposed cost over budgeted amount will be scored based on the following formula:
$$(\text{Budgeted Cost} / \text{Vendor's Proposed Cost}) \times 30\% = \text{Cost Score.}$$
- F. Award of contracts will be made to the responsible vendor(s) whose proposal(s) is(are) determined to meet all requirements, evaluation criteria and the identified service elements for the targeted population. (Providers considered for award may be contacted for a presentation and negotiation process).
- G. No award or acquisition of services can be made until the Tarrant County Juvenile Board and Commissioners Court approves such action. It is anticipated that contract award will be on or after October 1, 2012.

III. PROCEDURES FOR SELECTION FROM QUALIFIED PROVIDER LIST:

- A. All Mental Health Professionals determined to meet qualifications and approved by the Tarrant County Juvenile Board and Commissioners Court will be placed on a Providers List.
- B. Providers will be assigned to a client based on the needs of the individual case, provider's background and strengths, and provider's availability. Every effort will be made to evenly distribute cases among the approved providers.

IV. DESCRIPTION OF SERVICES:

- A. These services will generally be requested for youth under the department's supervision or youth who have legal charges pending.
 - 1. **STANDARD PSYCHOLOGICAL EVALUATION (Budget \$400)**
The concerns that prompt a request for psychological evaluation are usually related to questions about a youth's diagnosis, treatment needs and/or level of intellectual functioning. The results of the evaluation are needed for disposition by the court or in case planning in order to provide the most appropriate interventions available while the youth is being served by the probation department. In order to assist with this, the psychological evaluation will typically need to include the following:

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- a. Diagnostic interview with youth.
- b. Collateral contacts where possible (e.g. parent interview, contact with therapists or probation officers, etc.).
- c. Estimate of intellectual abilities (e.g., KBIT-2, WASI or WISC-IV).
- d. Estimate of academic achievement (e.g., WRAT-4 or WIAT-2).
- e. Personality assessment.
- f. Diagnostic formulation, including any substance abuse diagnoses.
- g. Treatment recommendations and prognosis, including the identification of any individual or systemic issues that may impact treatment planning, as well as recommendations to address potential barriers to treatment.

If the youth has a history of arson, the evaluation should also include an opinion on the youth's propensity for future fire-setting as well as an explanation of the basis for the opinion.

2. **SPECIALIZED PSYCHOLOGICAL EVALUATIONS (Budget \$500)**

Specialized evaluations require specialized skills or credentials of the evaluator as well as often requiring variations in the assessment procedures or use of specialized assessment tools. The guidelines for Standard Psychological Evaluations do not necessarily apply to these specialized assessments. Instead, it is expected that clinicians will address the specific referral questions according to current professional standards of practice. The most common types of specialized evaluations are explained below.

- **Fitness to Proceed Evaluations:**
The purpose of this evaluation is to determine if the child has a mental illness or mental retardation that interferes with his/her "capacity to understand the proceedings in juvenile court or to assist in the child's own defense" (Texas Family Code, Section 55.31). Traditional assessment measures may be needed to establish diagnoses but will not be sufficient to answer the specific forensic question. Specific interview questions or specialized assessment measures focused on components of fitness to proceed are necessary.
- **Lack of Responsibility for Conduct Evaluations:**
The purpose of this evaluation is to determine if, at the time the alleged offense was committed, the youth lacked the substantial capacity to appreciate the wrongfulness of the conduct or to conform his/her conduct to the requirements of the law (Texas Family Code, Section 55.51). Traditional assessment measures may be needed to establish diagnoses but will not be sufficient to answer the specific forensic question. Specific interview questions or specialized assessment measures focused on issues related to responsibility for conduct are necessary.

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- **Psychosexual Evaluations:**

Juveniles who have been adjudicated for committing a sexual offense are routinely ordered to have a psychosexual evaluation. The purpose of this evaluation is to determine the youth's risk for sexual recidivism and to provide a recommendation to the court about the most appropriate type and intensity of intervention. This typically requires all components of the standard psychological evaluation described above as well as specific assessment of risk factors associated with sexual recidivism. It is also important to identify protective factors in the youth or family.

3. **DISCRETIONARY TRANSFER (CERTIFICATION) EVALUATIONS (Budget \$600):**

These evaluations are requested in order to assist the court in cases where a petition for Discretionary Transfer to Criminal Court (Texas Family Code 54.02) has been filed. The primary questions to be answered in these evaluations are related to the level of sophistication and maturity of the child, the level of risk the child poses to the community and the child's amenability to treatment within the juvenile system.

This typically requires all components of the standard psychological evaluation above, as well as more extensive collateral contacts and specific forensic measures related to risk of reoffending and treatment amenability.

4. **BILINGUAL EVALUATIONS (Budget \$200):**

This refers to any assessment of a youth whose primary language is not English. The specific referral question could fall into any of the other categories. It is preferable that these evaluations be conducted fully in the youth's primary language, including the use of assessment measures validated for use with non-English speaking populations. This budget of \$200 will be added to the standard rate for the relevant type of evaluation.

V. **PROFESSIONAL QUALIFICATIONS:**

A. As noted above, there are different levels of expertise required of the different types of evaluations. These required qualifications are guided by statutory requirements noted below.

1. General qualifications required to conduct forensic evaluations for the juvenile court are set forth in Section 51.20 of the Texas Family Code and include the following:

- a. Disinterested expert.
- b. Physician, psychiatrist or psychologist.
- c. Qualified by education and clinical training in mental health or mental retardation.
- d. Experienced in forensic evaluation.

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2. Additional qualifications required to conduct Fitness to Proceed Evaluations are set forth in Chapter 46B.022 of the Code of Criminal Procedure and include the following:
- a. Physician or psychologist (with doctoral degree in psychology) licensed in this state;
- AND**
- b. As appropriate, certification by:
 - i. American Board of Psychiatry and Neurology with added or special qualifications in forensic psychiatry; or
 - ii. American Board of Professional Psychology in forensic psychology;
- OR**
- c. Experience in training consisting of:
 - i. At least twenty-four (24) hours of specialized forensic training relating to incompetency or insanity evaluations; or
 - ii. Five (5) years experience before January 1, 2004 and 8+ hours of continuing education related to forensic evaluation within the past twelve (12) months preceding the appointment and documented with the court;
- AND**
- d. i. Six (6) hours of required continuing education in courses in forensic psychiatry or psychology in either of the reporting periods in the twenty-four (24) months preceding the appointment.
3. Additional qualifications required to conduct Responsibility for Conduct evaluations for the court are set forth in Chapter 46C.102 of the Code of Criminal Procedure and include the following:
- a. Physician or psychologist (with doctoral degree in psychology) licensed in this state;
- AND**
- b. As appropriate, certification by:
 - i. American Board of Psychiatry and Neurology with added or special qualifications in forensic psychiatry; or
 - ii. American Board of Professional Psychology in forensic psychology;

OR

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- c. Experience in training consisting of:
 - i. At least twenty-four (24) hours of specialized forensic training relating to incompetency or insanity evaluations; or
 - ii. Five (5) years experience before January 1, 2004 and 8+ hours of continuing education related to forensic evaluation within the past twelve (12) months preceding the appointment and documented with the court;
- AND**
- d. Six (6) hours of required continuing education in courses in forensic psychiatry or psychology in either of the reporting periods in the twenty-four (24) months preceding the appointment.
4. While there are currently no specialized qualifications required by Texas statute related to conducting Discretionary Transfer evaluations, this department has opted to require forensic experience consistent with the requirements for conducting Fitness to Proceed or Responsibility for Conduct Evaluations.
 5. Clinicians interested in conducting Psychosexual evaluations should be able to demonstrate advanced training in sex offending issues and assessment of risk for sexual recidivism.

VI. PROVISIONS REQUIRED:

- A. Assessment activities will be conducted at the Juvenile Center at 2701 Kimbo Road, unless otherwise specified. All available client background information as well as the specific reason for referral will be provided by the department for the examiner's review prior to the scheduled evaluation. This information can be sent via email or fax, depending on the proposer's preference. If additional records are needed, Juvenile Services can provide by contacting the assigned probation officer to request these. The final report is generally expected one week following the date of the evaluation, unless otherwise specified. The final report should be sent to the department contact person via email, fax or mail on or before the agreed due date.
- B. The provider may invoice the department for services provided on a per service or monthly basis. The invoice should include the name of the person evaluated, date of service, and amount owed. If services are provided beyond the evaluation services outlined above, such as court testimony, consultation, administration of usual test measure, or offering opinions based on records reviews, these services should be invoiced according to standard units of service or hourly rates. The department may also be invoiced for expenses related to travel and actual time spent in the case of youth who do not appear for their appointments.

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VII. RECOMMENDATIONS:

- A. Each psychological evaluation should include recommendations regarding appropriate interventions. It is most helpful for these recommendations to describe the type of intervention and the appropriate level of intensity, rather than naming specific programs. Specific programs may be listed only as examples accompanying the general description of the type of service. If it is unlikely that the type of intervention being recommended is available, that should be noted and alternatives identified.

VIII. CHILD ABUSE REPORTING:

- A. If, during the course of an evaluation, the juvenile discloses child abuse or neglect, the provider will need to make a CPS report in accordance with applicable child abuse reporting laws (Texas Family Code 261.101). Please do not assume that the juvenile has told the same details to juvenile services or that the abuse has already been reported. This should then be documented in the final evaluation report and the provider must notify the assigned probation officer. If the youth making the disclosure is being held in the detention center at the time of the evaluation, the Facility Administrator or his designee should be notified of the disclosure and intent to make a CPS report immediately following the evaluation.

IX. USE OF SUPERVISED CLINICIANS:

- A. The use of supervised clinicians is allowed to conduct a portion of the testing, provided that the psychologist with the direct appointment does meet directly with the juvenile and is ultimately responsible for the evaluation and final report, including any required courtroom testimony. The final report should specify any portions of the evaluation conducted by a supervised clinician as well as providing the name, title and credentials of that person.

X. COURT TESTIMONY:

- A. While this does not happen often, the provider should be prepared to testify in court regarding his/her evaluation. Should this issue arise, the department will provide as much advance notice as possible. The provider may submit an invoice for this service billed at a standard hourly rate.

XI. RELEASE OF RECORDS:

- A. The final report becomes the property of the juvenile court and may not be released to or discussed with any third party (including the juvenile's guardian), other than juvenile justice professionals without the court's authorization. The provider will not be expected to provide additional consultation to the youth's attorney or family following the assessment. Once the report has been submitted to the department, any further consultation services must be facilitated through the court and the probation staff.

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XII. GOALS AND OUTCOMES:

- A. The department will collect information on evaluation outcomes, as required by department policy and as listed on the page following under “Goals and Outcomes.”

XIII. APPLICATION PROCEDURE:

- A. Preference will be given to vendors who:
 - 1. Are available during both traditional and non-traditional hours, including evenings and weekends.
 - 2. Are available to conduct assessments on-site at the juvenile department.
 - 3. Can provide rapid turnaround of the final report, to include meeting established deadlines.
 - 4. Use up-to-date, empirically-validated, test materials.
 - 5. Include an interview with the family/guardian in the evaluation process (either in person or by phone).
 - 6. Have experience with juvenile populations and forensic evaluation.
 - 7. If conducting evaluations in another language, use materials that are written in the youth’s primary language.
 - 8. If conducting psychosexual evaluations, have specialized credentials (i.e. LSOTP or ASOTP) or advanced training in working with this population.
 - 9. Are able to conduct evaluations in a language other than English, such as Spanish, Vietnamese, or American Sign Language.
- B. Please include as your application and proposal:
 - 1. Completed Juvenile Forensic Assessment Proposal Report Form (Attachment A);
 - 2. Copy of Curriculum Vita;
 - 3. A sample evaluation report with all identifying information redacted;
 - 4. References (page 20);
 - 5. Copy of Texas professional license;
 - 6. Copy of Professional Liability Insurance;
 - 7. If interested in conducting Fitness to Proceed, Responsibility for Conduct or Discretionary Transfer evaluations please include the following:
 - a. completed Statement of Qualifications form (Attachment B);
 - b. copies of CE certificates documenting the required continuing education courses in forensic psychology referenced in the Statement of Qualifications.

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XIV. GOALS & OUTCOMES:

A. OUTCOMES

1. 95% of evaluations scheduled were able to obtain substantial engagement of the youth in the evaluation process resulting in valid findings.
2. 90% of evaluations performed were completed within agreed time frames.
3. 90% of evaluations completed comprehensively addressed the reason for “referral” without need for addenda..
4. 90% of evaluation materials used relied on empirically-validated, up-to-date, test materials.
5. 98% of evaluations scheduled were completed at agreed location.

B. OUTPUT

1. # of evaluations performed



TARRANT COUNTY

HISTORICALLY UNDERUTILIZED BUSINESSES (HUB) POLICY

I. POLICY STATEMENT

The Tarrant County Commissioners Court, being the policy development and budgetary control unit of county government, will strive to ensure that all businesses, regardless of size, economic, social or ethnic status have an equal opportunity to participate in the County's procurement processes. The County is committed to promote full and equal business opportunity for all businesses to supply the goods and services needed to support the mission and operations of county government, and seeks to encourage the use of certified historically underutilized businesses (HUBs) through the use of race, ethnic and gender neutral means. It is the policy of Tarrant County to involve certified HUBs to the greatest extent feasible in the County's procurement of goods, equipment, services and construction projects while maintaining competition and quality of work standards. The County affirms the good faith efforts of firms who recognize and practice similar business standards.

II. DEFINITIONS

Historically underutilized businesses (HUBs), also know as a disadvantaged business enterprise (DBE), are generally business enterprises at least 51% of which is owned and the management and daily business operations are controlled by one or more persons who is/are socially and economically disadvantaged because of his or her identification as a member of certain groups, including women, Black Americans, Mexican Americans and other Americans of Hispanic origin, Asian Americans and American Indians.

Certified HUBs includes business enterprises that meet the definition of a HUB and who meet the certification requirements of certification agencies recognized by Tarrant County.

Businesses include firms, corporations, sole proprietorships, vendors, suppliers, contractors, subcontractors, professionals and other similar references when referring to a business that provides goods and/or services regardless of the commodity category.

Statutory bid limit refers to the Texas Local Government Code provision that requires competitive bidding for many items valued at greater than \$50,000.

III. POLICY GUIDELINES

- A. Tarrant County, its contractors, their subcontractors and suppliers, as well as all vendors of goods, equipment and services, shall not discriminate on the basis of race, color, creed, gender, age, religion, national origin, citizenship, mental or physical disability, veteran's status or political affiliation in the award and/or performance of contracts. All entities doing business or anticipating doing business with the County shall support, encourage and implement affirmative steps toward a common goal of establishing equal opportunity for all citizens and businesses of the county.
- B. Tarrant County will use and recognize the State of Texas certification process in conjunction with the implementation of this policy. The County may recognize other agencies' certification processes recognized by the State of Texas. Tarrant County reserves the right to review the certification status of any vendor applying to do business with the County. This review will be accomplished to determine the validity and authenticity of the vendor's certification as a HUB.
- C. The Commissioners Court may establish HUB target goals. Through a systematic approach of soliciting quotes, bids and proposals from certified HUBs and in compliance with applicable state and federal law this policy will strive to meet those goals.
 1. Target goals should consider:
 - the availability of HUB firms within the specific category of goods or services to be procured; and
 - the diversity of the county's population.
 2. The goals should be reviewed and amended periodically.
 3. The program may apply to all County procurements including construction and professional services.
 4. Particular attention will be given to HUB participation on purchases in excess of the statutory bid limit.
 5. The Commissioners Court herein establishes a 20% good faith target goal for Tarrant County.

- D. Tarrant County will actively seek and encourage HUBs to participate in all facets of the procurement process by:
1. Continuing to increase and monitor a database of certified HUB vendors, professionals and contractors. The database will be expanded to include products, areas of expertise and capabilities of each HUB firm.
 2. Continuing to seek new communication links with HUB vendors, professionals and contactors to involve them in the procurement process.
 3. Continuing to advertise bids on the County's website and in newspapers including newspapers that target socially and economically disadvantaged communities.
 4. Continuing to provide copies of bid specifications to minority Chambers of Commerce.
- E. As prescribed by law, the purchase of one or more items costing in excess of the statutory bid limit must comply with the competitive bid process. Where possible, those bids will be structured to include and encourage the participation of HUB firms in the procurement process by:
1. Division of proposed requisitions into reasonable lots in keeping with industry standards and competitive bid requirements.
 2. Where feasible, assessment of bond and insurance requirements and the designing of such requirements to reasonably permit more than one business to perform the work.
 3. Specification of reasonable, realistic delivery schedules consistent with the County's actual requirements.
 4. Specifications, terms and conditions reflecting the County's actual requirements are clearly stated, and do not impose unreasonable or unnecessary contract requirements.
- F. A HUB Policy statement shall be included in all specifications. The County will consider the bidder's responsiveness to the HUB Policy in the evaluation of bids and proposals. Failure to demonstrate a good faith effort to comply with the County's HUB policy may result in a bid or proposal being considered non-responsive to specifications.
- G. The Purchasing Department will actively seek the participation of HUB firms in the quotation process for purchases under the statutory bid limit. HUB firms will be identified on the computerized database and linked to the commodities they represent. Buyers will be encouraged to use available internal and external databases of certified HUB firms.

- H. Nothing in this policy shall be construed to require the County to award a contract other than to the lowest responsive bidder as required by law. This policy is narrowly tailored in accordance with applicable law.

IV. ADMINISTRATIVE GUIDELINES

- A. The Purchasing Department shall serve as the County's HUB Office with responsibility for the implementation, monitoring and general operations of the HUB policy. The Purchasing Agent shall serve as the County HUB Officer.
 - 1. The HUB Officer will establish procedures to implement this policy across the full spectrum of the procurement process. The County HUB Office will periodically review with department head and elected officials regarding procurement opportunities.
 - 2. Managing the policy and training buyers and other County personnel in order to meet County goals will be the responsibility of the HUB Office.
 - 3. The HUB Office will cooperate with other local government entities to increase HUB participation throughout the county and region. The HUB Office is encouraged to participate in educational and other outreach programs to assist HUB firms.
 - 4. The HUB Officer will receive and review complaints and recommendations regarding the implementation of the HUB Policy and the good faith efforts of bidders. Further, the HUB Office will audit for compliance to the HUB Policy on eligible projects after award, during the performance of the contract and after completion, while also making any recommendations to Commissioners Court regarding any irregularities or misrepresentation of facts as they relate to compliance with the policy. The HUB Office will review documentation submitted by HUB firms in compliance with this policy.
 - 5. An annual report along with recommendations shall be provided to the Commissioners Court and Purchasing Board. The annual report will provide statistical data and efforts reflected in the number of purchase orders, value of goods and services purchased, percentages to HUB firms, and outreach and marketing efforts. Other statistics may be required or requested by the Commissioners Court or Purchasing Board.

510 Historically Underutilized Businesses Policy

Adopted: Court Order 64788 (December 17, 1990)

Amended: Court Order 69958 (December 7, 1993)

Amended: Court Order 99651 (December 28, 2006)

RFP FOR JUVENILE FORENSIC ASSESSMENT SERVICES

FOR DISADVANTAGED BUSINESS ENTERPRISES ONLY

Disadvantaged Business Enterprises (DBE) are encouraged to participate in Tarrant County's bid process. The Purchasing Department will provide additional clarification of specifications, assistance with Bid Proposal Forms, and further explanation of bidding procedures to those DBEs who request it.

Representatives from DBE companies should identify themselves as such and submit a copy of the Certification.

The County recognizes the certifications of both the State of Texas General Services Commission HUB Program and the North Central Texas Regional Certification Agency. All companies seeking information concerning DBE certification are urged to contact.

Texas Procurement and Support Services
Statewide HUB Program
1711 Jacinto Blvd.
PO Box 13047
Austin, TX 78711-3047
(512) 463-5872

OR

North Central Texas
Regional Certification Agency
624 Six Flags Drive, Suite 100
Arlington, TX 76011
(817) 640-0606

If your company is already certified, attach a copy of your certification to this form and return with proposal.

COMPANY NAME: _____

REPRESENTATIVE: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

TELEPHONE NO. _____ FAX NO. _____

Indicate all that apply:

- _____ Minority-Owned Business Enterprise
- _____ Women-Owned Business Enterprise
- _____ Disadvantaged Business Enterprise

RFP FOR JUVENILE FORENSIC ASSESSMENT SERVICES

VENDOR REFERENCES

Please list three (3) references, **other than Tarrant County**, who can verify your performance as a vendor. Performance includes but shall not be limited to, sales and/or service, delivery, invoicing, and other items as may be required for Tarrant County to determine your firm's ability to provide the intended goods or service of this RFP. The County prefers references to be from customers for whom your firm has provided the same items (sales and/or services) as those specified in this RFP. Inaccurate, obsolete or negative responses from the listed references could result in rejection of your proposal.

REFERENCE ONE

GOVERNMENT/COMPANY NAME: _____
LOCATION: _____
CONTACT PERSON AND TITLE: _____
TELEPHONE NUMBER: _____
EMAIL: _____
SCOPE OF WORK: _____
CONTRACT PERIOD: _____

REFERENCE TWO

GOVERNMENT/COMPANY NAME: _____
LOCATION: _____
CONTACT PERSON AND TITLE: _____
TELEPHONE NUMBER: _____
EMAIL: _____
SCOPE OF WORK: _____
CONTRACT PERIOD: _____

REFERENCE THREE

GOVERNMENT/COMPANY NAME: _____
LOCATION: _____
CONTACT PERSON AND TITLE: _____
TELEPHONE NUMBER: _____
EMAIL: _____
SCOPE OF WORK: _____
CONTRACT PERIOD: _____

THE ORIGINAL AND FIVE (5) COPIES OF THIS FORM MUST BE RETURNED WITH PROPOSAL!

RFP FOR JUVENILE FORENSIC ASSESSMENT SERVICES

CERTIFICATION OF ELIGIBILITY

(This provision applies if the anticipated contract exceeds \$25,000)

By submitting a bid or proposal in response to this solicitation, the bidder/proposer certifies that at the time of submission, he/she is not on the Federal Government's list of suspended, ineligible, or debarred contractors.

In the event of placement on the list between the time of bid/proposal submission and time of award, the bidder/proposer will notify the Tarrant County Purchasing Agent. Failure to do so may result in terminating this contract for default.

Authorized Signature

THIS FORM MUST BE SIGNED AND THE ORIGINAL AND FIVE (5) COPIES RETURNED WITH PROPOSAL!

RFP FOR JUVENILE FORENSICS ASSESSMENT SERVICES

PROPOSAL PRICING FORM

DESCRIPTION	ESTIMATED QUANTITY	COST PER EVALUATION	TOTAL EXTENSION
<u>Section 1: Standard</u>			
Standard Evaluation (Budget \$400)	0 – 215	\$ _____	\$ _____
<u>Section 2: Specialized</u>			
Fitness to Proceed (Budget \$500)	0 – 18	\$ _____	\$ _____
Responsibility for Conduct (Budget \$500)	0 – 3	\$ _____	\$ _____
Psychosexual (Budget \$500)	0 – 50	\$ _____	\$ _____
<u>Section 3: Discretionary Transfer</u>			
Discretionary Transfer (Adult Certification) Evaluation (Budget \$600)	0 – 12	\$ _____	\$ _____

RFP FOR JUVENILE FORENSICS ASSESSMENT SERVICES

PROPOSAL PRICING FORM

DESCRIPTION	ESTIMATED QUANTITY	COST PER EVALUATION	TOTAL EXTENSION
<u>Section 4: Bilingual</u>			
Bilingual Evaluation (Budget: \$200) This is to add-on charge to the above evaluations. List languages that you are competent to conduct assessments. Please note the type of testing materials you would use in these evaluations.			
	0 – 5	\$ _____	\$ _____

<u>Section 5: Other Services</u>			
List other services available to TCJS. Bill rates may be listed as a unit of service or hourly rate.			
Court Testimony		\$ _____	
Consultation		\$ _____	
Administration of usual test measure		\$ _____	
Opinion based on records review		\$ _____	
Youth fails to appear for appointment at your office		\$ _____	
Youth fails to appear for appointment at the detention facility		\$ _____	
_____		\$ _____	
_____		\$ _____	