

**CONTRA COSTA COUNTY
EMPLOYMENT AND HUMAN SERVICES DEPARTMENT
PSYCHOLOGICAL EVALUATOR OF CALWORKS FAMILIES**

Request for Interest (RFI) 724:

The Contra Costa County Employment and Human Services Department (EHSD), Workforce Services Bureau, announces a Request for Interest (RFI) 724 to seek applicants for a contract position in Contra Costa County to provide evaluations of California Work Opportunity and Responsibilities to Kids (CalWORKs) families to determine their ability to participate in the Welfare-to-Work (WTW) Program and recommend psychological treatment options and referrals to social services that will improve the participants' chances of becoming financially self-sufficient.

CalWORKs participants may have different ethnic and cultural backgrounds, literacy levels, education or work experience, and multiple barriers to employment such as emotional/mental health issues, substance abuse problems, domestic violence and other family issues.

The intent of the CalWORKs WTW Program is to provide employment and training to virtually all adult recipients. Unless exempt, all adult recipients are required to participate in at least a minimum average of 20 hours per week in core WTW Program activities. A WTW Plan is developed by EHSD staff and the participant, that specifies the program activities in which a participant shall engage and the services that will be provided to the participant.

EHSD CalWORKs staff will provide case management services for eligible participants, including payments for supportive services needed to participate in program activities. Examples of supportive services are child care and transportation. EHSD CalWORKs WTW staff will be solely responsible for participant referrals for services under this RFI.

Funding

This contract is based on a fee per service payment and will have a maximum annual expense of \$70,050 funded with 100% federal funds. The duration of the contract is twelve months, from July 1, 2021 to June 30, 2022, and the possibility of funding renewable for up to two years.

EHSD will award a standard contract to the selected individual. Contractor shall receive payment for services at the following rates:

- \$600 for each initial evaluation completed, which may include, but is not limited to, a Learning Disability Evaluation and Psychological Evaluation;
- \$100 for a participant who does not attend a scheduled appointment when EHSD staff or the participant failed to cancel the appointment at least 24 hours in advance;
- \$150 for a second appointment with a participant to review the diagnosis;
- \$200 for one-hour appointment with a participant to review and update the medical report

Form CW 61 (Authorization to Release Medical Information) when a previous CW 61 form has expired;

- \$800 for every day and session of the bi-annual training/presentation to the EHSD staff. Training sessions will consist of a minimum of 4 hours in duration per day;
- \$300 for each training and consultation sessions with the Advocacy Unit; and
- \$300 for each training and consultation sessions with the Family Stabilization Social Workers.

Description of Services

The services requested in this RFI are provided in the Antioch, Pleasant Hill, Hercules and Richmond offices of EHSD. The contractor will be required to be available for agreed-upon weekly dedicated office hours.

Participants are referred for a Learning Disabilities Evaluation and/or Psychological Evaluation based upon results from a face-to-face assessment completed by EHSD staff. Referrals are sent by EHSD staff who is assigned to the said district office listed above.

Essential contractor functions will include:

1. Receiving referrals for Learning Disability Evaluations and/or Psychological Evaluations from EHSD staff on a flow basis.
2. Directly contacting referred participants to schedule appointments for Learning Disability and/or Psychological Evaluations. Appointments are to be scheduled within 14 days of the referral from EHSD staff.
3. When necessary, directly following-up with participants to reschedule appointments.
4. Working closely with a variety of EHSD staff to discuss participant referrals for Learning Disability Evaluations and/or Psychological Evaluations, including any recommendations and accommodations related to the participant's ability to engage in WTW activities.
5. Performing Learning Disability Evaluations of CalWORKs adult clients using comprehensive standard tests known to the profession.
 - a. The Evaluator must present a list of tests and other assessment tools used to perform the LD evaluations.
 - b. Provide written reports of the Learning Disability diagnosis, type, severity, accommodations and recommendations in a narrative format and submit to EHSD no later than two (2) weeks from the date of the evaluation. The narrative report form will be provided to by EHSD.

6. Performing Psychological Evaluations of CalWORKs adult clients using standard tests known to the profession.
 - a. The Evaluator must present a list of tests and other assessment tools used to perform the evaluations.
 - c. Provide written reports of the Psychological Evaluation in a narrative format and submit to EHSD no later than three (3) weeks from the date of the evaluation. The narrative report form will be provided by EHSD.
 - d. The Psychological Evaluations must contain the following elements:
 - Mental Health history
 - Clinical findings
 - Diagnosis
 - Estimated IQ based on subtest scores
 - Developmental Disability report (if appropriate)
 - Treatment prescribed with expected response and prognosis
 - A statement providing an opinion about what the client can still do despite his or her impairment describing the individual's ability to understand, to carry out and remember instructions, and to respond appropriately to supervision, coworkers, and work pressures in a work setting.
 - e. Provide an updated Psychological Evaluation and report that includes meeting with the client, completing a brief history, and referring back to the client's original Psychological Evaluation for a more detailed and current report, as described above.
7. Family Stabilization is a component of the CalWORKs WTW program that provides intensive case management and services to families who in a crisis situation:
 - a. Under the Family Stabilization program, contractor must evaluate the referred member of the family and explore the potential and perhaps already occurring impact of various risk factors on the children of WTW clients. Contractor must indicate likely areas of impact on children, as well as recommendations for improvement, such as evaluation by a children's specialist, referral to counseling/therapy, school psychologist, physical exam, mentoring, support group, etc.
 - b. Identify personal and family circumstances and identify situation, events, behavioral issues or behavioral patterns that may cause instability in the lives of WTW clients and their families, hindering the progression from welfare to financial self-sufficiency.
 - c. Contractor may determine that other adult members of the CalWORKs family that are receiving cash benefits need to be tested and assessed in order to present a comprehensive evaluation of the family situation. In these instances, Contractor may provide testing and assessment services to other adult CalWORKs recipients not originally referred to the Contractor for services.

8. Provide short-term training sessions to the EHSD CalWORKs/WTW Workers and Supervisors when requested by the EHSD Managers. The training should be no longer than one week of duration and will take place in any of the four EHSD offices located in Antioch, Pleasant Hill, Hercules and Richmond. The training(s) will be related to the particular functions of the units being trained, including interviewing clients, understanding a diagnosis, recognizing symptoms of mental illness, planning with clients, or similar subjects.
9. Complete the CW 61 Medical Report and other EHSD forms as necessary to determine medical exemptions, good cause and other statuses which require follow-up with the WTW worker.

Qualifications

Applicants must demonstrate:

- Education. Licensed State of California Psychologist, Board Certified. Proof of licensing is required.
- Experience. Five (5) years full time experience or its equivalent providing Learning Disabilities and Psychological Evaluations to patients or clients, as well as writing mental health reports.

Experience in evaluating families to determine current or past issues affecting their functioning and well-being, as well as their ability to engage in productive activities such as school, work or parenting. In particular, experience is required in identifying problematic issues such as mental health, learning disabilities, substance abuse and domestic violence.

- Technical Knowledge. Knowledge of the following:
 - Psychological aspects of physical and emotional disturbances and mental deficiencies;
 - Principles of human behavior and development pertinent to mental health services;
 - Principles and techniques for making psychosocial assessments;
 - Types of Learning Disabilities and their effects on memory, social skills, focus, executive functions, etc;
 - Personal and social inabilities and limitations of persons with Learning Disabilities;
 - Accommodations necessary for people with Learning Disabilities to function in educational and labor settings;

- Principles of clinical interviewing and methods of recording patient information;
 - Individual licensing laws and the scope of professional practice governed by the law;
 - Laws, rules, and regulations of publicly operated health and welfare programs;
 - Local community support systems and resources;
 - Ability to analyze patient behavior and apply treatment or counseling techniques;
 - Ability to prepare clear and concise reports and interpret data; and
 - Ability to speak and write effectively.
- Verbal Communication and Writing Skills. Demonstrate ability to:
 - Communicate effectively with individuals of limited or impaired comprehension, as well as make informative presentations to EHSD staff; and
 - In order to evaluate the candidates' writing skills, they must present two (2) samples of Psychological Evaluations reports completed during the last two years. The names and any other personal information identifying the persons that were evaluated must be deleted in the submitted documents.

Fiscal Requirements

Interested parties must submit a written narrative that demonstrates they possess the following:

- Adequate financial resources or the ability to obtain such resources during the performance of the contract to timely deliver services specified in the Scope of Services above.
- An adequate accounting system in place to properly account for the funds.
- An adequate accounting system to segregate expenses by funding source.
- Have a computer system with Internet access to create invoices in EHSD's billing software and upload documents to the department's secure server (when requested).
- Submissions must include a 12-month budget with a budget narrative. (Time period in this statement needs to match the period of performance in the RFI/RFP)

Additional Requirements

- Automobile Driver License. Valid Class “C” California Driver License.
- Automobile liability insurance.
- Professional liability insurance.

Application Review and Selection

EHSD will evaluate all proposals using criteria that includes but is not limited to:

- 30 points: Education;
- 30 points: Experience;
- 30 points: Technical Knowledge; and
- 5 points: Verbal Communication and Writing Skills;
- 5 points: Fiscal requirements.

Document Submission Requirements

Interested parties must submit a resume, a cover letter with three (3) references and two (2) samples of Psychological Evaluations completed by the interested party (without the client’s name or any other identifying information), a proposed budget using the EHSD budget template, and a written paragraph as described in FISCAL REQUIREMENTS to:

Contra Costa County Employment and Human Services Department
Contracts Unit, Attention: **RFI 724**
40 Douglas Drive
Martinez, CA 94553

Telephone: (925) 608-4969
Fax: (925) 313-1517
E-mail: contractbid@ehsd.cccounty.us
Website: www.ehsd.org/rfi

**Responses must be received no later than 5:00 p.m. on Tuesday, January 19, 2021.
Postmarks will NOT be accepted.**