



**MONTGOMERY
COUNTY**
PENNSYLVANIA

Request for Professional Services (RPS): 01-26
Office of Procurement
Psychiatric, Psychological and Specialized Evaluation Services

1. INTRODUCTION

Montgomery County ("County"), Pennsylvania invites qualified individuals and organizations to submit proposals for the provision of ongoing Psychiatric, Psychological, and Specialized Evaluation Services. The intent of this RPS is to establish a pool of pre-qualified providers for contract awards to support County departments, including but not limited to District Attorney, Health and Human Services, Adult Probation, Children and Youth, and Behavioral Health programs.

This will be an **ongoing, open enrollment contract**, allowing for periodic acceptance and evaluation of proposals throughout the contract term.

AS-NEEDED CONTRACT NOTICE: This solicitation establishes a pool of qualified providers for services on an as-needed basis only. Award of a contract does not guarantee any minimum quantity of work, assignments, or compensation. Services will be authorized and assigned at the sole discretion of the County.

2. BACKGROUND

Montgomery County serves a diverse population requiring a wide range of clinical, forensic, and behavioral health evaluation services. The County requires access to qualified professionals capable of providing timely, expert assessments to support treatment planning, court proceedings, eligibility determinations, and other administrative needs.

Services may be requested across multiple departments and settings, including community locations, detention facilities, residential programs, and County offices.

3. OBJECTIVES

The objectives of this RPS are to:



- Establish a roster of qualified providers for ongoing service needs across multiple County departments
 - Ensure timely and high-quality evaluation services
 - Support County departments with expert clinical and forensic opinions
 - Maintain compliance with applicable federal, state, and local regulations
 - Promote consistency, professionalism, and evidence-based practices
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4. SCOPE OF SERVICES

Selected vendors may be requested to perform one or more of the following services:

ADDITIONAL SERVICE FLEXIBILITY: The services outlined below represent the County's current anticipated needs; however, the scope of services is not intended to be exhaustive or limiting. Additional, expanded, or modified evaluation and related professional services may be required by various County departments throughout the term of the contract. Departments may include, but are not limited to, District Attorney, Health and Human Services, Adult Probation, Children and Youth, Courts, Correctional Facilities, and other County agencies. Vendors may be requested to provide any related services within their scope of qualifications and licensure, as determined by the County, to meet evolving programmatic, legal, operational, or regulatory requirements.

DEPARTMENT-SPECIFIC QUALIFICATION REQUIREMENTS: Certain County departments may require additional, specialized qualifications, certifications, clearances, training, or experience beyond those identified in this RPS scope. Vendors must meet any such supplemental requirements, as determined by the requesting department, as a condition of receiving and performing specific assignments. The County reserves the right to verify qualifications and limit assignments based on department-specific needs, regulatory requirements, court standards, or programmatic criteria.

DEPARTMENT-SPECIFIC CONTRACTING REQUIREMENTS: In order to comply with applicable federal, state, and/or program-specific requirements, certain County departments may require vendors to enter into additional or separate contracting arrangements, agreements, or documentation as a condition of performing services. Such requirements may include, but are not limited to, grant-funded program conditions, court-related agreements, regulatory compliance provisions, or department-specific contract templates. Vendors agree to execute any such additional agreements as required to meet applicable guidelines and remain eligible for assignment under this contract.



4.1 Psychiatric Services

- Psychiatric evaluations and diagnostic assessments
- Medication evaluations and recommendations (as applicable)
- Fitness for duty evaluations
- Competency to stand trial assessments
- Risk assessments (e.g., harm to self or others)

4.2 Psychological Services

- Psychological evaluations (children, adolescents, adults)
- Cognitive, behavioral, and personality assessments
- Trauma-informed evaluations
- Substance use assessments
- Risk and needs assessments

4.3 Specialized Evaluations

- Court-ordered evaluations
- Forensic assessments (e.g., criminal responsibility, competency)
- Child custody/parenting capacity evaluations
- Sex offender risk assessments
- Intellectual/developmental disability assessments
- Neuropsychological testing (as applicable)

4.4 Reporting Requirements

- Written reports consistent with professional standards
- Court testimony (as required)
- Participation in multidisciplinary meetings
- Timely submission of findings and recommendations

4.5 Task Order / Work Assignment Process

All services under this contract will be issued on an as-needed basis through a task order, work assignment, or similar authorization mechanism by the requesting County department.

- The County will issue assignments specifying the scope, type of evaluation, population (e.g., adult, juvenile), location, and required timeframe.
- Assignments may be distributed among awarded vendors based on factors including, but not limited to, vendor qualifications, area of specialization, availability, responsiveness, past performance, geographic proximity, and price.



- Vendors are not guaranteed an equal distribution of work or any minimum number of assignments.
- Vendors shall only perform services that have been formally authorized by the County. No compensation will be provided for services performed without a valid task order or authorization.
- The County reserves the right to reassign, cancel, or modify task orders at its sole discretion.
- Departments may independently issue work assignments under this contract, in accordance with County procedures and within the vendor's approved scope of services.

This task order structure is intended to ensure flexibility in meeting varied departmental needs while maintaining accountability and performance standards across all awarded vendors.

5. MINIMUM QUALIFICATIONS

Vendors must demonstrate the following. **Additional qualifications, certifications, clearances, or experience may be required by specific County departments at the time of assignment, and vendors must meet such requirements as a condition of performing assigned work.**

5.1 Organizational / Individual Requirements

- Licensed and in good standing within the Commonwealth of Pennsylvania
- Appropriate credentials (e.g., MD, DO, PhD, PsyD, LCSW, LPC with evaluation authority)
- Minimum of three (3) years relevant experience
- Experience with public sector or judicial systems preferred

5.2 Insurance Requirements

- Professional Liability Insurance (minimum coverage to be specified)
- General Liability Insurance
- Workers compensation (if applicable)

5.3 Compliance Requirements

- Vendors must immediately notify the County in writing of any change in organizational or individual qualifications, licensure status, certifications,



clearances, insurance coverage, or other material conditions that could affect their eligibility or ability to perform services under this contract. Failure to provide timely notification may result in suspension or termination of assignments or contract status.

- Clearances as required (e.g., FBI, Child Abuse, PA State Police)
 - HIPAA compliance
 - Adherence to County policies and procedures
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6. CONTRACT TERM

The County intends to establish an ongoing, open-ended contract with multiple qualified vendors for the continuous provision of services described herein. This contract shall remain in effect unless terminated by the County in accordance with applicable terms and conditions.

The County reserves the right to periodically review vendor qualifications, performance, and pricing, and may reopen the solicitation or accept additional vendors during the contract lifecycle to ensure continued competitiveness and service quality.

Vendors may be required to reaffirm pricing, update qualifications, or execute contract amendments at the request of the County.

The County does not guarantee any minimum amount of work, duration of service engagement, or compensation under this agreement. The County may terminate the contract, in whole or in part, at its sole discretion in accordance with contract terms.

Vendor Pool Reauthorization

Vendors approved and awarded under this solicitation shall remain eligible to receive assignments, work orders, or purchase orders on an as-needed basis until such time as the County terminates the program or removes a vendor from consideration in accordance with applicable contract provisions. To ensure continued compliance with County procurement requirements, the County shall present the list of previously awarded and active vendors to the Board of Commissioners for reauthorization at least once every five (5) years. Such reauthorization shall apply collectively to the County's roster of awarded vendors and shall not require separate Board action for individual vendors unless otherwise required by law, policy, or action of the Board.



7. COMPENSATION STRUCTURE

Vendors shall provide a fee schedule including:

- Hourly rates
- Flat-rate evaluation fees
- Court testimony rates
- Travel or administrative fees (if applicable)

The County reserves the right to negotiate pricing.

COMPENSATION LIMITATION: Compensation shall be made only for services that are specifically requested, authorized, and satisfactorily performed. No payment will be made for unrequested or unauthorized services.

8. PROPOSAL SUBMISSION REQUIREMENTS

Proposals shall include:

8.1 Cover Letter

- Summary of qualifications
- Contact information

8.2 Technical Proposal

- Description of services offered
- Areas of specialization
- Methodology and approach
- Sample report (redacted)

8.3 Staffing Information

- Resumes/CVs
- Licensure documentation

8.4 Experience and References

- At least three (3) professional references
- Description of similar work performed

8.5 Cost Proposal

- Detailed fee schedule



8.6 Required Forms

- Completed Appendix “A” Document
 - Current W-9
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9. EVALUATION CRITERIA

Proposals will be evaluated based on the following:

- Qualifications and credentials
- Relevant experience
- Quality and completeness of proposal
- Cost competitiveness
- Ability to meet County needs and timelines

The County may conduct interviews or request additional information.

10. SELECTION PROCESS

The County reserves the right to:

- Award contracts to multiple vendors
- Reject any or all proposals
- Waive minor irregularities
- Request best and final offers (BAFO)

Selection does not guarantee a minimum volume of work.

NO GUARANTEE OF WORK: Awarded vendors will be placed on a qualified provider list. Work assignments will be issued at the County’s sole discretion, based on need, vendor qualifications, availability, past performance, and cost.

11. GENERAL TERMS AND CONDITIONS

- Vendors must comply with all applicable laws and regulations



- Vendors must accept and comply with all County terms and conditions as posted for this solicitation, including any updates, addenda, or requirements issued through the County's e-procurement system.
 - The County will not negotiate its standard Terms and Conditions. As a condition of award, the Vendor must agree to and comply with all County Terms and Conditions. Any exceptions, modifications, or alternative terms proposed by the Vendor may result in the proposal being deemed non-responsive.
 - Contracts are subject to County Commissioners' approval
 - **SERVICE ENGAGEMENT NOTICE (AS-NEEDED BASIS):** This contract is for services to be provided on an as-requested basis only. Selection as an awarded vendor does **not** guarantee any minimum volume of work, number of assignments, or compensation. Work will be assigned at the sole discretion of the County.
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Questions

All questions or clarifications related to this Request for Professional Services are to be submitted through the Bonfire Portal. To maintain full transparency for all proposers, only questions that have been submitted through the portal will be answered. Final proposals must incorporate pertinent answers to be considered responsive.