Westside Regional Center
Announcement of
Request for Proposals (RFP)

Forensic Psychologist for Competency Training

Fiscal Year
2015 - 2016


Contact Person: Mary Lou Weise-Stusser – Director of Community Services
Phone Number: 310-258-4042
E-mail Address: Marylou@westsiderc.org
Physical Address: 5901 Green Valley Circle, Suite 320, Culver City, CA 90230
GENERAL INFORMATION
Westside Regional Center (RC) is a private, non-profit, corporation contracting with the State of California Department of Developmental Services (DDS) to provide serve individuals with developmental disabilities as outlined in the Lanterman Developmental Disabilities Services Act (Welfare and Institutions code, Chapter 5, Articles 1 and 2, Sections 4620 through 4656). RC’S service area includes Santa Monica and Inglewood Health Districts.

SCOPE OF SERVICES - PROJECT NUMBER 015-785-001
This RFP is a general plan for FY2015/2016. This project is for a Forensic Psychologist to work with the Regional Center and an authorized competency trainer. The field of Forensic Psychology focuses on psychology as it relates to the law and the legal system. In forensic settings you will likely assist individuals with diverse backgrounds in a variety of co-morbidities. Forensic Psychologist must be knowledgeable about competency training tools such as Slater Method and/or state approved training methods as well as be able to provide outcomes based on validate trainings to the court. The Forensic Psychologist will be the evaluator of the results of the competency trainer. However, the applicant must be familiar with competency-specific assessment tools such as Competency Assessment for Standing Trial-Mental Retardation (CAST-MR) and the Competency Assessment Instrument-Revised (CAI-R). Applicant must have applicable experience working with person with Intellectual Disabilities and have an understanding of the services and supports provided under the Regional Center System and the Lanterman Act for consumers in the community. Applicants will be required to travel to various sites such as correctional and residential facilities.

To respond to this RFP:
• The RC will require a Vitae, License valid to practice in the state of California and other documents required to apply for this RFP. A presentation of a hypothetical situation to a multidisciplinary panel will be expected. During this panel the applicant will present a process to validate competency based on the assessment tools noted, including any collected material that could be submitted in a court proceeding. In addition, a discussion of applicant’s Vitae regarding the applicant’s history and experience.
  o Letter of Intent
  o The Process as described below. The submission must include results, processes and data. Contents and pages must be numbered with instructional design on how they would be presented in a court proceeding.
PROPOSAL
Part 1 - The Process must include the following:

- A detailed description of the approach to services for the identified clientele through that particular instructional design.
  - Be specific how the assessment and outcomes measured.
  - Address how clients will benefit from the assessment and treatment approach.
  - Applicant’s philosophy regarding services to the identified population.
  - A description of the applicant’s relevant qualifications and expertise in serving people with developmental disabilities.
  - A description of the applicant’s relevant qualifications and expertise in reviewing competency training.

- Proposed processes and there implementation will need to reflect realistic costs of operating as required by this RFP; e.g., salaries, training costs, consultant fees, facility lease/rent, utilities, insurance and transportation costs, operating expense per in adjacent requirements, etc. Contact Regional Center via e-mail for financial worksheets.

- Provide a proposed line item budget to show how funds would be used.

- Realistic timeline for completion of implementation of training modality including step-by-step activities during development of service.

- A disclosure of all other businesses or projects that the applicant is involved with including those with other regional centers (identify the regional center). There is an expectation that this will be an adjunct service attached to an existing vendor.

- Applicants of that Organizations – Provide a current Balance Sheet or Pro-forma cash flow.

- Individual applicants – provide last two years tax returns.

- Include a minimum of 2 letters of recommendation with contact information. If a current regional center vendor, applicant must be in good standing with the appropriate licensing agency and regional center.
• Education and Experience – Applicants must have a minimum of three year previous experience working with individuals with developmental disabilities and experience working with the specific populations this project is intended to serve. Applicant must have experience working within a clinical perspective of the vending Regional Center. Experience working in a protective setting (i.e. jail, locked MHRC) is desirable, but not required. Must be able to work independently. Demonstrate familiarity with one or more standardized competency assessment tools. (i.e. CAST-MR, CAI-R). Experience in a mental health setting is not required but preferred. Must be familiar with mental health symptoms. Must have establish essential contacts within the forensic community, including the Police Department, Sheriff’s Department, Coroner’s Office, and City Attorney’s office.

• A description of staff education, experience, staff training, staff salaries and staff growth opportunities. Describe your plan for maintaining staff longevity and development. A statement outlining your plan to serve diverse populations, including cultural and linguistic diversity. To develop or provide client services and supports shall include a section on issues of equity and diversity. The section on equity and diversity shall request, but not be limited to, all of the following information: A statement outlining the applicant’s plan to serve diverse populations, including, but not limited to, culturally and linguistically diverse populations; Examples of the applicant’s commitment to addressing the needs of those diverse populations; and any additional information that the applicant deems relevant to issues of equity and diversity. Provide examples of your commitment to address the needs of culturally diverse clients and any additional information your feel is relevant to your ability to provide services in an equal and diverse manner. W&I code 4648.11 (SB 208 Lara)

• RC has a zero tolerance policy for child and dependent adult/elder abuse pursuant to California Penal Code Section 11166.5 (children) and W&I Code Section 15630 (elder/dependent adult). Provide your agencies policy and procedures to ensure the health and safety of the clients served by your program.

• Applicant must complete and submit a Vendor Questionnaire/Conflict of Interest/Vendor Duplication form with this proposal.

• Applicant must complete a DS1891 Form to submit with the proposal.

• Applicant must have the ability to conduct electronic billing.
A credit check may be required for all applicants who advance to the interview.

PROGRAM DESIGN
Part 2 – Provide a PROGRAM DESIGN that meets all the requirements of Title 17 section 56712. Use enclosed PROGRAM DESIGN CHECKLIST to ensure that all elements required by T17 are included in the program design.

Include a cover page for the Proposal Package which includes:
- The applicant’s name
- Name of agency if applicable
- Address, email address, phone number
- The name of the person preparing proposal if other than applicant.
- The signature and date, signed by the person(s) authorized to sign on behalf of the agency.

SELECTION CRITERIA
Selection of applicant shall be determined by:
- Compliance with all elements of this RFP.
- Quality of the proposal and likelihood that it will be successful in meeting the needs of the consumers identified. Established, written criteria will be used to evaluate background, experience, skills, and presentation of material and information.
- Quality of performance in previous or existing services, if applicable.
- Ability to meet timelines.
- Operating costs are based on reasonable assumptions.
- Review of financial documentation and service history of the applicant. This includes the likelihood that the applicant has sufficient resources to complete the project and provide on-going services.
- Results of an interview by a panel including RC management staff, Resource Development staff, and program staff. Results of the interview are scored using established, written criteria to evaluate background, experience, skills, and presentation of information.

Candidate may be contacted to gather additional information. RC shall make selection decisions through a screening process which includes RC directors or their designees. RC reserves the right to reject any or all of the proposals submitted.
**TIMELINES:** Proposals received after the January 31, 2016 DEADLINE will not be considered. Reliance on the postal service will not be an acceptable reason for late proposals.

**PROPOSAL PACKAGE SUBMISSION**
- Submit one hard copy of the proposal and program design, hand delivered or mailed, and
- Submit one electronic copy in Microsoft Word format.
- **Faxed copies of the proposal package will not be accepted.**
- Proposals may be rejected if it is not complete or deviates from the specifications in this RFP.
- The proposal and program design must be submitted together along with all other required documents by the due date.
- **The Proposal Package must be submitted to:** Mary Lou Weise-Stusser, WRC, 5901 Green Valley Circle, Culver City, CA  90230

**DEADLINE FOR SUBMISSION OF PROPOSAL to RC**
5:00 p.m. January 31, 2016

NO FACSIMLES WILL BE ACCEPTED

Revised 12/10/15
PROGRAM DESIGN CHECK LIST

The following Title 17 regulations §56013 are to be followed when preparing a Program Design for this request:

☐ An organizational chart that includes Directors, Managers, Administrators and Direct Care Staff and any other personnel

☐ A statement of purpose, a description of consumer services to be provided and expected service outcomes for consumers to be served

☐ Facility entrance and exit criteria which identify the characteristics of the consumer population the facility intends to serve, including age range, gender, ambulatory status, medical conditions, level of functioning, self-help skills and behavioral characteristics

☐☐ A description of staff qualifications and a duty statement for each staff position in the facility

☐☐ A specific description of the instructional methods based on authorized licensed services (Slater Method & Florida State Hospitals) and techniques to be utilized to achieve the desired service outcomes