

4.0 EVALUATION CRITERIA AND FACTORS

- 4.1 The award of the contract shall be made to the responsible offeror, whose proposal is determined to be the best evaluated offer resulting from negotiation, taking into consideration the relative importance of price and other factors set forth in the Request for Proposals in accordance with Vernon's Texas Code Annotated, ~~Local Government 262.030~~ **Government Code 2254**.

The Evaluation Committee will review all proposals received by the Opening date and time as part of a documented evaluation process. For each decision point in the process, the County will evaluate contractors according to specific criteria and will elevate a certain number of contractors to compete against each other. The proposals will be evaluated on the following criteria.

The County will use a competitive process based upon "selection levels." The County recognizes that if a contractor fails to meet expectations during any part of the process, it reserves the right to proceed with the remaining contractors or to elevate a contractor that was not elevated before. The selection levels are described in the following sections.

The first part of the elevation process is to validate the completeness of the proposal and ensure that all the RFP guidelines and submittal requirements are met. Offerors may, at the discretion of the County, be contacted to submit clarifications or additional information within two business days. Incomplete or noncompliant RFPs may be disqualified.

LEVEL 1 - CONFORMANCE WITH MANDATORY REQUIREMENTS

4.1.1 The first part of the elevation process is to validate the completeness of the proposal and ensure that all the RFP guidelines and submittal requirements are met. Those offerors who do not meet all the requirements for the RFP may, at the discretion of the County, be contacted to submit the missing information within two business days. Incomplete or noncompliant RFPs may be disqualified.

4.1.1.1 The person performing the services shall be a licensed Psychologist (PhD), licensed by the State of Texas and provide documentation of such licenses and/or certifications with their RFP response.

4.1.1.2 Response to Section 6.0

LEVEL 2 – DETAILED PROPOSAL ASSESSMENT

4.1.2 The Evaluation Committee will conduct a detailed assessment of all proposals elevated to this Level. Criteria evaluated in Level 2:

4.1.1 The evaluation criteria will be grouped into factors as follows:

- ~~10% — Thoroughness of the proposal.~~
- ~~40% — Vendor’s qualifications and response to Required Information.~~
- ~~20% — Vendor’s past performance in providing similar services.~~
- ~~30% — Cost for Services.~~

Points	Evaluation Criteria
10	Thoroughness of the proposal.
40	Vendor’s qualifications and response to Required Information.
20	Vendor’s past performance in providing similar services

It is anticipated that Collin County will elevate proposals scoring at least 52.5 points (75%) to Level 3.

LEVEL 3 – COST (MAXIMUM 30 POINTS)

Offerors who are elevated to level 3 will have their points combined from level 2 for a maximum of 100 points total.

Points	Evaluation Criteria
30	Cost for Services

LEVEL 4 – BEST AND FINAL OFFER

Offerors who are susceptible of receiving award will be elevated to Level 4 Best and Final Offer. Offeror will be asked to respond in writing to issues and questions raised by the County as well as any other cost and implementation planning considerations in the proposal, and may be invited to present their responses on-site. Proposals will be re-evaluated based upon Criteria in level 2 and 3.

Based on the result of the Best and Final Offer evaluation, a single offeror will be identified as the finalist for contract negotiations. If a contract cannot be reached after a period of time deemed reasonable by the County, it reserves the right to contact any of the other contractors who have passed the criteria in Level 2 and enter into negotiations with them.

5.0 SPECIAL CONDITIONS AND SPECIFICATIONS

5.1 Authorization: By order of the Collin County Juvenile Board sealed proposals will be received for, Services: Psychological Evaluations, Juvenile.

5.2 Intent of Request for Proposal: The intended purpose for this Request for Proposal is to describe requirements for psychological evaluation services for juveniles and as pre-employment evaluations for the Juvenile Detention/Probation Department, and the Juvenile Justice Alternative Education Program (JJAEP). It

shall include two types of tests “short battery” and “long battery”, court testimony, and necessary reports. These reports will include all numerical data, as well as, an interpretation of the data, summary and any recommendations for use by the probation officer and/or detention officer.

5.3 Term: Provide for a term contract commencing on October 1, 2017 and continuing through and including September 30, 2018 with the option of three (3) one (1) year renewals.

5.4 Funding: Funds for payment have been provided through the Collin County budget approved by the Collin County Juvenile Board for this fiscal year only. State of Texas statutes prohibit the County from any obligation of public funds beyond the fiscal year for which a budget has been approved. Therefore, anticipated orders or other obligations that may arise past the end of the current Collin County fiscal year shall be subject to budget approval.

5.5 Price Reduction: If during the life of the contract, the vendor's net prices to its customers for the same product(s) and/or services shall be reduced below the contracted price, it is understood and agreed that the County shall receive such price reduction.

5.6 Price Redetermination: A price redetermination may be considered by Collin County only at the anniversary date of the contract (October 1st of each year). All requests for price redetermination shall be in written form, shall be submitted a minimum of sixty (60) days prior to anniversary date and shall include documents supporting price redetermination such as Manufacturer's direct cost, postage rates, Railroad Commission rates, Federal/State minimum wage law, Federal/State unemployment taxes, F.I.C.A, Insurance Coverage Rates, etc. The Vendor's past experience of honoring contracts at the quotation price will be an important consideration in the evaluation of the lowest and best quote. Collin County reserves the right to accept or reject any/all of the price redetermination as it deems to be in the best interest of the County.

5.7 Approximate Usage: In fiscal year 2016 approximately 123 short batteries, 12 pre-employment short batteries, and 25 long batteries were completed. Approximate usage does not constitute an order, but only implies the probable quantity the County will require. Collin County reserves the right to add or delete the number of juveniles to be tested as it deems to be in the best interest of the County. Service(s) will be ordered on an as-needed basis. Approximate contract value is \$65,000 annually.

5.8 Response Time: The vendor shall administer testing services within forty-eight (48) hours of request from Collin County Juvenile Probation Staff.

5.9 Reports: Vendor shall submit a report to the Juvenile Probation Officer of the findings within ten (10) working days of testing. The report shall include all numerical data as well as an interpretation of the data. The report shall also include a summary and any recommendations for use by the Collin County Juvenile Probation Officer and/or Detention Staff.

5.10 Court Testimony: Vendor shall be prepared to give court testimony, as necessary, should the need arise during the term of this quote.

5.11 Meeting or Conferences: Vendor shall be prepared to participate in any and/or all meetings or conferences that may be necessary as part of dealing with the needs of the juvenile.

5.12 History: Vendor's firm shall demonstrate a history of sound professional services with an understanding of Collin County's needs, and the capability to deliver quality service within the contractual time frames.

5.13 Testing: Vendor shall administer psychological evaluations of two types:

5.13.1 Short Battery: The "short battery" shall consist of a recognized, nationally normed intelligence test such as the Slosson Intelligence Test Revised or similar type test. Other projective tests might include a sentence completion test to be pictorial projective such as the Thematic Apperception Test, Rorschach, or other projective designed specifically for adolescents.

5.13.2 Long Battery: The "long battery" shall consist of the above-mentioned plus tests such as the Wechsler Intelligence Scale for Children-III. In cases where learning disabilities are suspected but not previously diagnosed, or Attention Deficit/Hyperactivity Disorder is suspected, but not previously diagnosed, the WIS-III shall be administered. An achievement test that renders scores in at least the three basic academic areas of reading, spelling, and math shall be administered. At least two other personality tests shall be administered. These should include the MMPI when possible. If the MMPI is administered, then adolescent norms shall be employed in analyzing the data. It should additionally include the Bender-Gestalt and other projective or objective personality test.

5.14 All tests shall be administered in accordance with the guidelines provided by the developer and/or publisher of the test.

5.15 A separate treatment plan shall be provided for juveniles in the long-term detention plan.

5.16 Fees/Pricing: Fees/Pricing shall be based on a per test basis only. Please indicate pricing in space provided. All fees incorporated with administering tests and follow up reports shall be included in Collin County's cost.

5.17 Services Not Herein Listed: Should any unforeseen circumstances arise during the contract period, the County may require additional services. Bidders are requested to state a per hour rate for these types of services not herein listed.

5.18 Evaluation services shall be performed at the following locations:

5.17.1 Juvenile Detention Center, 4700 Community Ave., McKinney, TX 75071

5.17.2 Juvenile Probation, 900 E. Park Blvd., Suite 165, Plano, TX 75074

5.17.3 Juvenile Probation, 4690 Community Ave. Suite #200, McKinney, TX 75069

5.17.4 Vendor's Private offices, or any other designated location

5.19 Qualifications: The person performing the services shall be a licensed Psychologist (PhD), licensed by the State of Texas.

6.0 PROPOSAL FORMAT

In accordance with the directions below, offeror shall provide a response for each item in Sections 5.8 - 5.19 and Sections 6.2-6.6 in order and include item numbers in response. Answer all questions fully, clearly, and concisely, giving complete information. Do not skip items. Do not refer to other parts of your proposal for the answers. You may not modify either the order or language of the question. **Responses shall include a statement of “agree”, “confirmed”, “will provide”, “not applicable”, or “exception taken” along with any additional information.** If an item is “not applicable” or “exception taken”, offeror shall state that and refer to Section 7.0 Exceptions, with explanation.

Offeror shall adhere to the instructions in this request for proposals on preparing and submitting the proposal. If offeror does not follow instructions regarding proposal format, points will be deducted during the evaluation process.

6.1 PROPOSAL DOCUMENTS: To achieve a uniform review process and to obtain a maximum degree of comparability, the proposal shall, at a minimum include a Table of Contents detailing sections and corresponding page numbers.

6.1.1 Proposals may be submitted online via <http://collincountytexas.ionwave.net> or submitted via CD-ROM or Flash Drive. Electronic submissions are preferred.

6.1.2 If submitting manually, proposal shall be submitted in a sealed envelope or box with RFP name, number, and name of firm printed on the outside of the envelope or box. Manual submittals shall be sent/delivered to the following address and shall be received prior to the date/time for opening:

Collin County Purchasing
2300 Bloomdale, Suite 3160
McKinney, TX 75071

Paper copies shall be printed on letter size (8 ½ x 11) paper and assembled using spiral type bindings, staples, or binder clips. Do not use metal-ring hard cover binders. Manual submittals shall include an electronic copy in a searchable format.

It shall be the responsibility of the offeror to insure that their proposal reaches Collin County Purchasing prior to the date/time for the opening no matter which submission method is used.

6.2 REQUIRED INFORMATION

6.2.1 Cover Page

- 6.1.1.1 Include Request for Proposal number and name, Name of Vender
 - 6.2.1 Executive Summary
 - 6.1.2.1 Give a brief description of services and include: Name, Title, Contact Number, and Email for all inquiries. The contact person shall be responsible for fielding all inquiries from the County.
 - 6.2.3 Provide a descriptive background of your company's history.
 - 6.2.4 Business form of Vendor (e.g., corporation, partnership, sole proprietor)
 - 6.2.4.1 If a corporation, include the date and state of incorporation.
 - 6.2.5 State your principal business location and any other service locations.
 - 6.2.6 What is your primary line of business?
 - 6.2.7 How long have you been providing these types of services?
 - 6.2.8 State qualification/experience of service staff. Attach resumes if necessary
 - 6.2.9 What type of psychological services have you performed? List names and addresses of Vendor's principal officers, directors, or partners.
 - 6.2.10 State age ranges in which services have been performed.
 - 6.2.11 State support services offered.
 - 6.2.12 State your method to providing the required services stated herein.
 - 6.2.13 Collin County Target population; juvenile's age 10-17 years. Describe eligibility criteria; include any special client characteristics (i.e. level of intellectual functioning, homeless, indigent, etc.)
 - 6.2.14 Should any unforeseen circumstances arise during the contract period, the County may require additional services. Please state your per hour rate for the types of services not listed herein.
 - 6.2.15 Provide a sample of the short battery evaluation and long battery evaluation that you will provide under this contract.
- 6.3 Attachments shall include all information required of each Vendor in the following order:
- 6.3.1 REQUIRED INFORMATION (See section 6.2)
 - 6.3.3 COST
 - 6.3.3.1 Short Battery Evaluation – Juvenile
 - 6.3.3.2 Short Battery Evaluation – Pre-employment
 - 6.3.3.3 Long Battery Evaluation
 - 6.3.3.4 Mileage fees, if any
 - 6.3.3.5 Cost per hour to attend meetings, conferences, court testimony
 - 6.3.3.6 Services not listed herein
- 6.4 REFERENCES
- 6.4.1 Complete reference information for a minimum of three (3) public and private institutions or agencies to which the Vendor provides or has provided similar services.
 - 6.4.2 Provide the following for each reference:
 - Contact Name
 - Phone Number

Email
Description of Services provided
Length of Contract

7.0 **EXCEPTIONS**

Instructions for completing section:

The exception table shall be completed for any exception from requirements identified in this RFP. Please complete the following worksheet listing any and all exceptions from the information requested in the Request for Proposal. Attach additional pages as needed. If no exceptions are listed in Section 7.0 it is understood that the offeror has agreed to all RFP requirements, the response will be considered as confirmed even if it is listed elsewhere as an exception.

Section Number/ Question Number	Required Service You are Unable to Perform	Steps Taken to Meet Requirement