

## Questions & Answers Summary

### Psychologist Services 2024 RFQ 23-007

**PLEASE NOTE:** The deadline to submit bids for this RFQ is being extended to **October 16, 2023**. Bids are due by 3:00 p.m. at [CAU@nysed.gov](mailto:CAU@nysed.gov).

	Question		Answer
		<b>General Contract Questions</b>	
1.	On page 2 of this RFQ, subcontracting limit states there is no subcontracting allowed for this contract. It further states that there are no MWBE requirements but bidders are encouraged to utilize MWBE firms to the extent possible. Please clarify if MWBE subcontractors would be permissible under this contract.	1.	Subcontracting is not allowed, including with MWBE subcontractors. However, MWBE vendors could still participate as suppliers.
2.	Could you share any information regarding the expected volume of orders per district?	2.	The number of referrals varies and referencing volume over the past 2 years would misrepresent need due to changes in utilization during COVID. It is not possible to predict expected volume.
3.	What was the volume of evaluations last year?	3.	The number of evaluations performed last year is a statewide number based on multiple vendors providing these services. It shouldn't be used as a metric for a bidder to determine their capacity. Bidders should identify the number of evaluations they can perform given their staff and resources.
4.	Who is currently providing these services?	4.	Current providers are NYS licensed psychologists in private practice or working for an agency. A list of previously awarded contractors is posted to the New York State Contract Reporter advertisement for the new RFP.
5.	How long have they been providing these services?	5.	A minimum of 2 years (1750 clock hours per year). Please refer to the Minimum Qualifications in the RFQ.

6.	Could Psychiatric Nurse Practitioners be considered in performing these evaluations?	6.	Please refer to the minimum qualifications section of the RFQ to determine if you are eligible to apply and qualified to provide psychological evaluations in New York State. NYSED's Office of Professions has confirmed that performing psychiatric evaluations is within the scope of practice for Psychiatric Nurse Practitioners; however, for this contract vendors are not providing psychiatric evaluation services.
7.	Can any of these evaluations be performed remotely via telehealth?	7.	Some evaluations may be conducted remotely unless our customer requests face-to-face. Psychologists must follow the APA Guidelines for the Practice of Telepsychology and use their professional judgement to determine if conducting a particular evaluation remotely is appropriate. It is recommended that the first meeting be face-to-face.
8.	Can we submit reports via a secure electronic portal?	8.	Yes, you may be able to use a Vendor Portal beginning in January 2024 which is part of our new electronic case management system called Aware. Reports may also be scanned and attached to an email and sent encrypted.
9.	I have met with my staff Psychologist, and he gave me all of his paperwork. He has been in the field for 37 years. He does not have any documentation of the supervision he needed to become licensed since it was so long ago. He has a letter from City College indicating that he met all of the requirements to be a supervisor of other people, and it notes that this includes the completion of the Child Abuse requirements. He worked as a Psychologist and a School Psychologist, a professor and a licensing supervisor. Clearly, he had to have had the supervision and everything else that is required in order to get the license and those positions. He	9.	<p>All complete proposals received by the deadline will be reviewed to determine their eligibility for a contract award. Scoring of bids is pass/fail and is based on bidder meeting the credential, experience and licensure requirements outlined in this RFP.</p> <p>Please refer to minimum qualification section of this RFQ. We are seeking documentation of the following:</p> <ul style="list-style-type: none"> <li>a. Licensed as a psychologist in the State of New York. Pass the Examination for Professional Practice in Psychology (EPPP) with a converted score of at least 75 as determined by the State Board for Psychology. New York State will only require</li> </ul>

	has been providing the evaluation services, through us, for ACCES since 2015. Is providing those documents sufficient?		<p>EPPP (Part 1 – Knowledge) as a basis for licensure.</p> <p>b. Please refer to the <a href="#">NYSED Office of Professions web page</a>, for additional information and if licensed in another state.</p> <ol style="list-style-type: none"> <li>2. Have a doctoral degree in psychology that was granted on the basis of the completion of a doctoral program in psychology registered by the Department as licensure qualifying, or a doctoral program accredited by the American Psychological Association as a program in health service psychology or determined by the Department to be the substantial equivalent.</li> <li>3. Satisfy the Child Abuse Identification Reporting requirement.</li> <li>4. Two years of full-time supervised experience (defined as 1750 clock hours per year) or the part-time equivalent, consistent with the scope of practice in psychology with at least one-year of experience serving individuals with disabilities. (A one-year internship can count toward the two-year requirement as a licensed psychologist):</li> <li>5. ACCES-VR Policy <a href="#">1282.00 Neuropsychological Evaluations Policy</a>, established the following standards when using professionals to conduct neuropsychological assessments for ACCES-VR customers: One year of supervised professional post-doctoral experience in the administration and interpretation of neuropsychological evaluations.</li> </ol>
10.	I am an independent psychologist provider, so why would I need	10.	NYS law requires that all entities contracting with the State carry and maintain

	proof for Worker's Compensation Coverage?		<p>appropriate Workers' Compensation insurance and Disability Benefits insurance for their employees. Proof of necessary coverage or exemption must be received for your agreement to be approved.</p> <p>As an independent psychologist provider, you may be exempt and can apply for and receive the CE-200 online.</p>
11.	How do I email materials to cau@nysed.gov if they are in paper forms as stated in Submission Documents bearing signatures like Resume, copy of NYS license to practice psychology, Application, Response Sheet for Bids, All Forms and Assurances. Cant I just mail them in like the last time. Where would I mail them.	11.	<p>Submission documents requiring a signature must be signed using one of the methods listed below and may be submitted as a Microsoft Office, PDF or JPG document as an email attachment. A scanned PDF is acceptable for these documents. The following forms of e-signature are acceptable:</p> <ul style="list-style-type: none"> <li>a. handwritten signatures on faxed or scanned documents.</li> <li>b. E-signatures that have been authenticated by a third-party digital software, such as DocuSign and Adobe Sign</li> <li>c. Stored copies of the images of signatures that are places on a document by copying and pasting or otherwise inserting them into the documents.</li> </ul> <p>NYSED strongly prefers that applications are submitted electronically and is moving toward requiring electronic-only submissions going forward. For now, hard copy submissions may be accepted and mailed to:</p> <p>New York State Education Department Attn: Adam Kutryb, RFQ 23-007 501 W EB 89 Washington Ave Albany, NY 12234</p> <p><b>Please note that mailed bids must be received at NYSED by the due date to be accepted.</b></p>

12.	My company will be submitting recertification to continue to provide psychological, adaptive behavior assessments, and neuropsychological assessments for ACCES-VR which we have been providing for over 20 years. At this time, we are undergoing some changes that will ultimately result in a name change for our company. This change will take place either at the end of this year or the beginning of 2024. We would appreciate some guidance on how to proceed with both responding to the RFP and moving forward how to handle our name change with respect to referrals and invoicing. The same providers will be completing the assessments and we expect to be able to render all services as we always have. Given our change in name, our email address will also be changing. Please advise on the best way to handle this and to respond to the RFP.	12.	Please use your current contract information to respond to the RFQ. If awarded a contract, the contract will be issued in the name of the vendor currently registered in the Statewide Financial System (SFS). If you update your name or contact information before or while the contract is in process, you can update your information through the SFS vendor portal and notify ACCES-VR and your contract administrator. Changes in Taxpayer Identification Number (TIN) or requesting a new NYS SFS Vendor ID may require submission of a NYSED Substitute Form W-9 posted with the submission documents.
13.	Since I have already been providing assessments for (Nassau and Suffolk County) ACCES-VR for the past 15 years, I was wondering if I still needed to basically reapply for this procurement all over again or if my qualifications can be transferred into this new potential contract?	13.	Yes, you must reapply. All current ACCES-VR psychologist vendors must submit a bid proposal to be considered for a contract.
14.	My private practice is already a vendor for ACCES-VR through a previous RFP. I complete comprehensive psychological evaluations. Is this RFP (RFP#23-007) for new potential vendors or	14.	Both current and new vendors must apply for this opportunity through RFQ 23-007.

	should those wishing to continue with ACCES-VR submit by October 5th as well?		
15.	I am not sure if you need me to fill out the W-9 form or even the NYSED Substitute Form W-9. Kindly advise as I am in your system and registered in the Statewide Financial System centralized vendor file.	15.	If you have a NYS Vendor (SFS) ID number, then you do not need to fill out the W-9 or Substitute W-9. That form is only needed if you are a new vendor not registered in SFS.