



**Delaware County Board of
Developmental Disabilities**

***Psychological Evaluation & Consultation Services
#24-09-01***

Request for Expressions of Interest (ROI)

***Issue Date: 09.20.2024
Submission Deadline: 10.09.2024***

The Delaware County Board of Developmental Disabilities (“Board”) is accepting informal Requests of Interest (ROI) for Psychological Evaluation & Consultation Service providers, with contract terms to begin January 1, 2025 and extend through December 31, 2025.

Services provided under this contract will be funded through local levy dollars.

MINIMUM QUALIFICATIONS

- Be a clinical psychologist in the State of Ohio, in good standing, that meets the definitions and requirements stated in R.C. § 4732.01; and
- Be able and willing to provide formal written psychological evaluations as requested by the Board for people with developmental disabilities in Delaware County; and
- Be able and willing to serve in a consultative capacity as requested by the Board; and
- Be willing and able to enter into and maintain compliance with the terms and conditions of a written agreement which includes, but is not limited to, having and maintaining commercial general liability, professional liability, and other applicable insurances in accordance with Ohio law, and maintaining a current BCI/FBI background check; and
- Be a registered business entity whose business legal structure is incorporated in accordance with Federal and Ohio law (i.e., Limited Liability Company [LLC], Limited Partnership, Partnerships, Corporations, Limited Liability Partnership, or S-Corp); and
- Have a least two (2) years of experience working with people with developmental disabilities (***strongly preferred***).

SUBMISSION REQUIREMENTS

Applicants are asked to submit the following:

1. Statement of Interest and Experience (*3 page maximum*) to include:
 - a. A brief history of the organization including years of operation, professional qualifications, and number of licensed psychologists currently on staff (if applicable).
 - b. Prior experience in evaluating individuals and making recommendations for services and treatment with particular emphasis on any experience working with persons with developmental disabilities.
 - c. Contractor’s policy on providing expert testimony in case of litigation or challenge to the psychological evaluation.
 - d. Brief description of tests or tools used in the evaluation process.
 - e. Reason for interest in contracting with the Board.
2. Current Rates of Service (Include all relevant costs associated with the evaluations, consultations, and cancellation policies, if applicable).
3. A copy of contractor’s general liability and professional liability insurance policy.

The number of psychological evaluations and consultations each year fluctuates based on case demographics and referral numbers for Delaware County. The contract guarantees no minimum quantities. Contractor will be paid for the actual number of evaluations and consultations performed.

Interested organizations are asked to submit the required documents as listed above to Contracts@dcbdd.org **no later than 4:30p.m. on Wednesday, October 9, 2024.**

Thank you for your interest in supporting the people of Delaware County.