COLORADO
Department of Human Services

Request for Applications

Neuropsychological, Competency, Forensic, Sanity and/or Mental Conditioning Evaluators

RFP IHJA 2022000320

Modified April 29, 2025

Basic Information and Timeline

Single Point of Contact	Jamie Gott: Jamie.gott@state.co.us
Solicitation Description	Neuropsychological, Competency, Forensic, Sanity and/or Mental Condition Evaluations
Eligibility	Colorado licensure in Psychology or Psychiatry
Service/Delivery Area	Statewide
Anticipated Contract Start Date	Applicants accepted on a rolling basis
Anticipated Contract Term	Initial term with options to renew up to five (5) years. (Original Contract Date began July 2023) Originally Published March 21, 2022
Submission Method	Electronic. See “How to Submit an Application” below.
Questions Due Date	Ongoing and continuous, applicants encouraged to submit questions as soon as possible: jamie.gott@state.co.us
Application Due Date and Time	Up until June 30, 2026, 5:00pm MST with applicants accepted on a rolling basis

All dates and times are subject to change and are in Mountain Time.

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A. Quick Resources

1. For questions about this solicitation, contact the Single Point of Contact identified above.

2. For help with Vendor Self Service (ColoradoVSS), contact the Vendor Self Service Help Desk vsshelp@state.co.us or 303-866-6464.

3. For information about doing business with the state of Colorado generally, go to: https://osc.colorado.gov/spco/accesscolorado.

4. The Department is always interested in improving. Please take this survey at any time: https://docs.google.com/forms/d/e/1FAIpQLScIgv9lgrT3x5AGzcvT1xkvpucrRhhN5QJ23vLcbyfvc2smaw/viewform

   (We do actually read the responses)

B. Introduction and Background

Located within the Colorado Department of Human Services (CDHS), the Office of Civil and Forensic Mental Health (OCFMH), oversees and purchases contract services for mental health evaluations. OCFMH in the State's behavioral health authority and is responsible for policy development, service provision and coordination, program monitoring and evaluation, and administrative oversight for the public behavioral health system, including the behavioral health crisis system and State crisis hotline. OCFMH is responsible for conducting neuropsychological, competency, sanity, and forensic evaluations that are ordered by the courts. The purpose of this Request for Application is to contract with vendors to provide Neuropsychological, Competency, Forensic, Sanity and/or Mental Condition Evaluations in a timely manner as needed and requested by the courts.

C. How to Submit an Application

1. **In General.** Email the application, Signature Page, and any other required documents in one zip file as an attachment to this email address: JG_2022.u3u7uxk3kxtxyw6d@u.box.com Please be aware of email server file size limitations. The maximum file size the Department can accept is 15 GB.
2. **Only Attachments.** Only the zip file goes through. The Department cannot see any text or messages sent to the email address identified above. Written questions may be emailed to the Single Point of Contact.
3. **File Names.** The zip file name should start with the solicitation type, solicitation number, and vendor name (e.g., "RFA 2022000320 Vendor Name…"). Vendors may include additional information in the zip file name.
4. **Timing.** The zip file typically uploads within five minutes; however, vendors should submit zip files at least thirty minutes prior to any deadline to ensure the file is received.
5. **Confirmation.** Vendors will receive an email confirmation from box.com that the zip file was uploaded correctly. If not, please contact the Single Point of Contact.
6. **No Encryption.** Do not encrypt emails sent to the submission email as it may prevent full submission.
7. **Pre-application Conference.** There will not be a pre-application conference.
8. **Questions.** Vendors may submit questions by email to the Single Point of Contact prior to the Questions Due Date identified in the Basic Information and Timeline above. The Department may answer some, all, or none of the questions asked by posting them publicly.
9. **Late Applications will not be accepted unless specifically allowed by rule and at the Department's sole discretion.**

D. Application Format

1. **Maximum Length.** Applications should not exceed six (6) pages. The Department may evaluate application negatively if this page limit is not followed.

2. Qualifications, Resume or Curriculum Vitae (CV) detailing previous/current experience or private practice experience.

E. Application Content

1. **Application Substance.** Please answer or address the following questions or issues:
   i. Indicate how you intend to provide the requested services.
   ii. Indicate where you intend to provide the services, days, and hours available and how far within the state of Colorado you would be willing to travel to provide the services. Please be clear and concise and provide as much information as possible.

2. **Cost.** Vendors must answer or address the following questions or issues:
    i. Complete Attachment A indicating your proposed rates and the type of evaluations you will provide. Please include any other additional information on this page that will better address the services and rates you would provide.
3. Qualifications, Resume, or Curriculum Vitae (CV) detailing previous/current experience or private practice experience.
4. Identify how you or your organization will meet the activities listed in **Exhibit A**
5. Project Budget and narrative (Attachment A) IMPORTANT: The budget form must explain all expenses included. Applicants are responsible for ensuring the calculations in the budget are accurate. There will be no reimbursement for pre-award costs. The Colorado Department of Human Services, Office of Civil and Forensic Mental Health (CDHS OCFMH) reserves the right to deny requests for any item in the budget that is deemed to be unnecessary for the implementation of this project.
6. Complete Signature Page, Exhibit C
7. Complete the attached W9, Exhibit B, for the EIN/TIN you intend to use for payment.

F. Demographic Form

1. In an effort to best comply with Colorado Procurement Code rule R-24-103-901 re maximizing opportunities, we like to gather certain voluntary demographic information from potential vendors where possible. This is entirely voluntary and does not affect an organization's application/proposal/quote/bid or contract whatsoever in any way. It is not taken into consideration in this procurement process or reviewed by evaluators in this process. The information gathered is submitted directly to a data gathering team at CDHS who provide general statistics on outcomes and trends to CDHS Contracts & Procurement leadership on approximately a quarterly basis so that this leadership can look for ways to generally and overall maximize opportunities as described in the Code. Please fill out the following form regarding your organization's demographic information if and to whatever extent you are willing. This is again entirely voluntary and has no impact on your potential work for the State:
   https://app.smartsheet.com/b/form/219f6db8803b4994afb9bf70e84fa421

G. How Applications are Evaluated

1. **In General.** The Department will assess each application based on Evaluation Factors and determine the best application(s). The assessment may vary based on the time and resources available to make a determination. The Department may request more information or clarifications from any vendor. The Single Point of Contact will notify all vendors of the final decision.
2. **Mandatory Criteria.** The Department may identify mandatory criteria. However, the Department reserves the right to waive mandatory requirements in its sole discretion.

3. **Evaluation Factors.** The Department may evaluate applications based on the information requested or referenced in the application content section, or as noted throughout the solicitation.
4. **References.** The Department may contact references, whether provided or not, and also consider them as part of the evaluation.

H. Ethics and Accessibility

1. Any person involved in the purchasing process for the State, any end users of such goods and services, any vendor or contractor that does business with the state, and any other interested third parties to the procurement process shall enhance the proficiency and stature of the purchasing process by adhering to the highest standards of ethical behavior.
2. **Accessibility Requirements.** All work performed as a result of this solicitation must comply with all applicable provisions of §§24-85-101, et seq., C.R.S., and the Accessibility Standards for Individuals with a Disability, as established by the Office Of Information Technology pursuant to Section §24-85-103 (2.5), C.R.S. and 3) all State of Colorado technology standards related to technology accessibility and with Level AA of the most current version of the Web Content Accessibility Guidelines (WCAG), incorporated in the State of Colorado technology standards.

I. Administrative Information

1. **Communication.** All communication regarding this solicitation must be done through the Single Point of Contact identified above. Unauthorized contact with any Department personnel other than the Single Point of Contact regarding this solicitation is prohibited and may result in disqualification.
2. **Notices.** The Department may modify this solicitation by posting changes via the Colorado VSS website. All communications will be posted on the VSS, www.colorado.gov/vss, and/or through a direct email from the Single Point of Contact.
3. **Modifications of Applications.** Applications may be modified or withdrawn by the vendor prior to the established due date and time.
4. **Presentations or Site Visits.** At the Department's sole discretion, the Department may request presentations or site visits. Vendors should not, however, prepare the application with the assumption that an opportunity for oral presentations or revisions will be offered.
5. **Acceptance of solicitation terms.** An application submitted in response to this solicitation shall constitute a binding offer and acknowledgment that all terms and conditions of this solicitation are accepted. Vendors must identify any variations between its application and the solicitation. Failure to do so shall be deemed a waiver of any rights to subsequently modify the terms of performance.
6. **Contract.** Vendors must agree to the State's contract terms, found here: https://cdhs.colorado.gov/procurement or as an exhibit to this solicitation. Please note that any referenced or attached model contract lists the State's standard required legal

provisions but may not include the specific scope of work and other specific terms or requirements for this solicitation. Vendors must review any attached contract terms and note any exceptions. If no exceptions are noted, Vendor is indicating an intent to accept the terms as-is. Modifications to the State's contract terms constitute increased risk and costs to the State. Therefore, Vendor's noted exceptions may be considered in any evaluation.

7. **Award.** The Department will notify all vendors who submitted an application when it issues a Notice of Intent to Award or an actual award. The awarded vendor(s) must act in good faith to execute an agreement on or before the Anticipated Contract Start Date identified above. If this date is not met, through no fault of the State, the State, at its sole discretion, may cancel the Notice of Intent to Award.
8. **Reconsiderations.**
    i. **Sponsoring Agency Reconsiderations.** If a Sponsoring Agency provides for an appeal process, then the Department will follow the appeal process provided by the Sponsoring Agency.
    ii. **Federal Program Reconsiderations.** If a federal program under which funding is provided for provides for an appeal process, then the Department will follow the appeal process provided for by the federal program.
    iii. **Department Reconsiderations.** If there is no Sponsoring Agency or federal appeal process available, then vendors who believe that they should have been issued an award when they were not or who believe that they were otherwise not properly awarded may submit an appeal to Lauren Ingalls (email to lauren.ingalls@state.co.us), Procurement Director, Division of Contracts and Procurement, Department of Human Services, who will review the appeal and make a final determination, unless the authority for making this determination is otherwise specified by law. The sole remedy for Applicants shall be potential funding depending on availability of funding. The appeal shall be submitted in writing within five business days after such aggrieved person knows, or should have known, of the facts giving rise thereto.
9. **CORE Registration.** Unless otherwise noted, before the Department can award to any vendor, that vendor must be registered in CORE, which can be completed through Vendor Self Service at www.colorado.gov/vss.
10. **EFT.** Awarded vendors are encouraged to sign up for EFT transfers.
11. **Secretary of State Registration.** Before Contract execution, the awarded vendor must be registered to do business in the State of Colorado. If a vendor is a foreign corporation (formed under a statute or common law in a jurisdiction other than Colorado) or other foreign entity transacting business in the State of Colorado, it shall warrant that it currently has obtained and shall maintain any applicable certificate of authority to transact business in the State of Colorado and has designated a registered agent in Colorado to accept service of process.
12. **System for Award Management.** Before Contract execution, the awarded vendor(s) must be registered with the System for Award Management (SAM.gov).

13. **Confidentiality.** The State of Colorado is subject to the requirements of §24-72-200.1, C.R.S., et seq., Colorado Open Records Act. Anything submitted by a vendor is likely to become public information. Vendors may submit, as a part of its solicitation response, a written request for classification of certain portions of the proposal as confidential information pursuant to Colorado Procurement Code R-24-101-401-03. Material for which confidentiality has been requested shall be readily identifiable and separable from other portions of the solicitation to facilitate public inspection of the non-confidential portion of the solicitation response, if it is not, the confidentiality request will not be considered. Commingling of confidential and non-confidential information is not acceptable and any confidentiality request made in this fashion will not be considered. In no event shall an entire proposal be classified as confidential. Marking an entire proposal as confidential is a confidentiality request that will not be considered. Price information will not be considered confidential. In addition to complying with the aforementioned restrictions, in order for the confidentiality request to be considered, the vendor must include the rationale for the request to classify portions as confidential, as specified in the Colorado Procurement Code R-24-101-401-03, specifying by line which section of §24-72-204, C.R.S. is the purported authority for the requested confidentiality determination ("Confidentiality Request Justification"). The confidentiality request shall also include both a proposed redacted version and an unredacted version of the submission. The Procurement Official or his or her designee shall determine if the information identified in the Offeror's request is exempt from disclosure in accordance with §24-72-204, C.R.S., and shall inform the Offeror in writing of his or her determination. If the Offeror does not agree with the determination, the Offeror may protest the determination in accordance with article 109 of the Colorado Procurement Code and the terms of this solicitation. Reference Procurement Rule R-24-101-401-03. A confidentiality request, even if granted, will not render any potential later mutually-negotiated contract terms confidential, as such a resulting contract would be a matter of public record.
14. **Background Checks.** Pursuant to C.R.S. §27-90-111 and Department policy, any vendor, and its agent(s), who has direct contact with vulnerable persons in a state-operated facility, or who provides state-funded services that involve direct contact with vulnerable persons in the vulnerable person's home or residence, shall:
    i. submit to and successfully pass a criminal background check, and
    ii. report any arrests, charges, or summonses for any disqualifying offense as specified by C.R.S. §27-90-111 to the Department.
15. **Application Prices.** Estimated prices are not acceptable. Best and final offers may be considered in determining the apparent successful vendor. Applications shall be firm for a period of not less than 180 calendar days from the date of award.
16. **Cancellation.** A solicitation may be cancelled only when there are cogent and compelling reasons to believe that the cancellation of the solicitation is in the state's best interest. An award of a contract under a solicitation may be cancelled, in whole or in part, when the procurement official determines in writing that such action is in the state's best interest.

17. **Costs.** The Department is not liable for any cost incurred by vendors prior to any formal contract, purchase order, or other agreement. No property interest of any nature shall occur until a contract is signed by all concerned parties.
18. **Application Rejection.** The Department may reject an application, waive informalities, and minor irregularities, or accept any portion.
19. **Tax ID.** Any tax identification number provided must be that of the vendor responding to the solicitation. The vendor must be a legal entity with the legal right to contract.
20. **News Releases.** Vendors may not issue any news releases pertaining to this solicitation without the Department's prior written approval.
21. **Taxes.** The Department is exempt from all federal excise taxes under Chapter 32 of the Internal Revenue Code (Registration No. 84-730123K) and from all state and local government use taxes C.R.S. §39-26-114(a). The Colorado State and Local Sales Tax Exemption Number is 98-02565. When materials are purchased in certain political subdivisions (for example - City of Denver), the vendor may be required to pay sales tax even though the ultimate product or service is provided to the State of Colorado. This sales tax will not be reimbursed by the State.
22. **E-Verify.** Vendors must participate in the federal E-Verify program or the Colorado Department of Labor and Employment Program as required by C.R.S. §8-17.5-101.
23. **Services Outside of Colorado or the United States.** Vendors must disclose services performed outside of Colorado or the United States as required by C.R.S. §24-102-206.
24. **Notice to NonResident Bidders.** If a nonresident vendor is from a state that provides a bidding preference to vendors from that state, then a comparable percentage disadvantage will be applied to the bid of that nonresident vendor pursuant to C.R.S. §24-103-908. The vendor may obtain additional information from the department of personnel's website.

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J. Exhibit List

Exhibit A – Statement of Work

Attachment A – Rate Sheet

Exhibit B – W9

Exhibit C – Signature Page

K. Signature Page

The Vendor must complete and submit the Signature Page along with the application.

Vendor Name	
Vendor Address	
Vendor Contact Name	
Vendor Contact Email	
Vendor Contact Phone	
Does the Vendor have any perceived, potential, or apparent conflicts of interest? If so, please disclose them.	
Is the Vendor a Service Disabled Veteran Owned Small Business pursuant to C.R.S. §24-103-905?	
Is the Vendor currently on any debarred list?	
Name of person authorized to submit this application	
Signature from an authorized individual. Signatures may be physical or electronic as defined by the Uniform Electronic Transactions Act. Some examples of acceptable signatures are: Docusign, Adobe, or scanned physical copies.	