



REQUEST FOR APPLICATIONS

Alternative Competitive Procurement for Contract Workers
PSCRB Rules and Regulations, Section 3-101.04.1

RFx No. 3140001056
ISSUED AUGUST 30, 2017

TO PROVIDE:

Medical and Psychological Consultant Services

CLOSING DATE AND TIME:

Applications must be received by September 20, 2017, 5:00 PM CST

APPLICATION COORDINATOR:

Rebecca E. Henley, Director of Policy and Contracts
Email: rehenley@mdrs.ms.gov

Mississippi Department of Rehabilitation Services
1281 Highway 51 North
Madison, Mississippi 39110

Section 1 – Overview

The Mississippi Department of Rehabilitation Services (hereinafter “MDRS,” “Agency” or “State”) is a state agency that provides resources to help Mississippians with disabilities find new careers, live more independently, overcome obstacles, and face new challenges. It is the mission of the Mississippi Department of Rehabilitation Services (MDRS), to provide appropriate and comprehensive services to Mississippians with disabilities in a timely and effective manner. Programs and services assist individuals with disabilities to gain employment, retain employment and to live more independently.

Disability Determination Services (DDS) is an agency in the Mississippi Department of Rehabilitation Services (MDRS) which operates in a partnership with the Social Security Administration (SSA) to make disability decisions on Social Security and Supplemental Security Income disability claims. This office handles claims from all 23 SSA offices in Mississippi. More information about DDS can be found on the MDRS website at <http://www.mdrs.ms.gov/Disability/Pages/default.aspx>.

The Mississippi Department of Rehabilitation Services is an equal opportunity employer. As such, MDRS will select contractors pursuant to this Request for Applications without regard to political affiliation, race, color, handicap, genetic information, religion, national origin, sex, religious creed, age, or disability.

Section 2 – Purpose

In accordance with Section 3-101.04.1 of the *Mississippi Personal Service Contract Review Board’s Rules and Regulations*, the MDRS is soliciting applications from experienced professional physicians and psychologists for the purpose of establishing contracts with qualified consulting specialists for its Office of Disability Determination Services. The Consulting Specialists will carry out the prescribed procedures relating to a part of the documentation requirements necessary in completing disability determinations on applications for Social Security Disability Benefits.

It is understood that any contract resulting from RFA 3140000928 requires approval by the Personal Service Contract Review Board. If any contract resulting from RFA 3140000928 is not approved by the Personal Service Contract Review Board, it is void and no payment shall be made.

Section 3 – Timeline

- Request for Applications Issue Date: **August 30, 2017**
- Application Submission Deadline: **September 20, 2017, 5:00 PM CST**
- Selection Completed: **Prior to October 5, 2017**

Section 4 – Minimum Qualifications

A Medical Consultant (MC) or Psychological Consultant (PC) is a member of the DDS or SSA team that makes disability determinations. The MC and PC provide expertise in evaluating medical issues.

- An MC must be an acceptable medical source identified in the first or third through fifth options below. MCs who are not physicians are limited to evaluating the impairments for which they are qualified. The MC must meet any appropriate qualifications for his or her specialty. Acceptable medical sources are:

- Licensed physicians (medical or osteopathic doctors);
 - Licensed or certified psychologists. Included are school psychologists, or other licensed or certified individuals with other titles who perform the same function as a school psychologist in a school setting, for purposes of establishing intellectual disability, learning disabilities, and borderline intellectual functioning only;
 - Licensed optometrists, for purposes of establishing visual disorders (except, in the U.S. Virgin Islands, licensed optometrists, for the measurement of visual acuity and visual fields only); or
 - Licensed podiatrists, for purposes of establishing impairments of the foot, or foot and ankle, depending on whether the State in which the podiatrist practices permits the practice of podiatry on the foot only, or the foot and ankle.
- The PC is a psychologist with the same responsibilities as an MC but the PC only evaluates mental impairments in cases where there is evidence of a mental impairment. The PC must be a qualified psychologist. For disability program purposes, a psychologist is qualified if he or she:
 - is licensed or certified as a psychologist at the independent practice level of psychology by the State in which he or she practices;
 - possesses a doctorate degree in psychology from a program in clinical psychology of an educational institution accredited by an organization recognized by the Council for Higher Education Accreditation, formerly the Council on Post-Secondary Accreditation; or
 - is in a national register of health service providers in psychology which the Commissioner of Social Security deems appropriate;
 - possesses two years of supervised clinical experience as a psychologist, at least one year of which is post masters degree.

Section 5 –Services Provided by Consultants

In carrying out the responsibilities of a consulting specialist, the Consultant will provide services including, but not limited to:

- Determination of the severity of impairments by reviewing and evaluating medical evidence obtained in conjunction with applications for disability benefits under provisions of the Social Security Act. This includes written evaluations and completion of specified forms as required by Social Security regulations.
- Review of case records and provide written evaluation of the adequacy of documentation and make recommendations for further development.
- Review of and signed execution of completed determinations.
- Upon request, assist in rebuttal preparations by providing analysis on relevant medical issues.
- Maintenance of an accuracy rate of 95% or higher.
- Attend, watch, prepare or present, without compensation, up to two (2) hours per month of required training for SSA and MDRS in program and administrative policy. May also participate in other

activities (excluding case ratings or determination signing) as requested by MDRS Administration including but not limited to preparation/presentation of training, discussion of program and/or administrative issues, etc.

Section 6 – Compensation

As consideration for the performance of the services referenced in Section 5, MDRS agrees to compensate Contractor at the rates detailed below.

1. Case Rating and Consultation:
 - a. Thirty Dollars (\$30.00) per non-CDR case
 - b. Fifty Two Dollars (\$52.00) per CDR case
2. Determination Signing:
 - a. Three Dollars and Seventy Five Cents (\$3.75) per end line case review/signature
3. Rating Correction:
 - a. MDRS will make no payment to the Contractor for correction or completion of errors or omissions found in found in a quality assurance review process or by other administrative review.
4. Other Activities:
 - a. Fifty Eight Dollars (\$58.00) per hour.
 - b. Other activities include training beyond two hours per month, preparing and presenting training, and any other administratively requested or required activity other than case rating or determination signing.
 - c. Any hours related to the activity of training as stated above must be approved by the Director of the DDS program, in consultation with the Executive Director, prior to such hours being incurred. Approval must be documented in writing and signed by the DDS Director and the Contractor. Any training hours not approved by the DDS Director prior to such hours being incurred may be deemed by MDRS as ineligible for payment.
 - d. In special situations and with prior approval by MDRS, MDRS will reimburse costs, at state rates, of travel expenses incurred by the Contractor when performing “other activities”, including Fifty Eight Dollars (\$58.00) per hour for travel time. Total time spent performing “other activities”, including travel time, shall not exceed eight (8) hours per day.

Section 7 – Duration

The anticipated term of any contract with an individual selected is tentatively December 1, 2017 until June 30, 2018, with three (3) optional one-year renewal terms. Renewals will be determined annually and will be contingent upon successful completion of services under the preceding year’s contract and MDRS’s need for continuation of the services.

Section 8 – Required Contract Terms and Conditions

Any contract entered into with will have the required clauses found in Appendix C, page 137 of the *Mississippi Personal Service Contract Review Board’s Rules and Regulations* which may be found online at:

<http://www.msrb.ms.gov/personal-service-contract-review-board/psrb-rules-regulations.aspx>

Section 9 – Additional Contract Terms and Conditions

Any contract entered into with MDRS shall have the terms and conditions as shown in the Consultant Contract Template for Contractual Workers which may be found online at: <http://www.mdrs.ms.gov>.

Section 10 – Application Submission Requirements

The application package must be sealed and must contain the following:

1. Contract Worker Application Form – The Application Form can be found on the MDRS website (<http://www.mdrs.ms.gov>). Failure to complete and/or sign the application form may result in the individual being determined nonresponsive; and
2. Copies of the applicable certification(s) and/or license(s) from the applicable certifying authority.

Additional submission requirements include:

- The original and one copy of the application package must be signed and submitted in a sealed envelope or package to 1281 Highway 51 North, Madison, Mississippi 39110 no later than **5:00 PM CST, Wednesday, September 20, 2017**. The original application must be marked “ORIGINAL”. All documents contained in the original application package must have original signatures and must be signed by the applicant. All additional application sets may contain photocopies of the original package. Sealed applications should be labeled as follows:

**Mississippi Department of Rehabilitation Services
Attention: Rebecca E. Henley, Director of Policy and Contracts
RFA No. 3140001056/ DDS Consultant Application
1281 Highway 51 North
Madison, Mississippi 39110**

- Timely submission of the application package is the responsibility of the applicant. Applications received after the specified time will be rejected and shall remain unopened in the procurement file. The time and date of receipt by MDRS will be indicated on the envelope or package by MDRS staff.
- Each page of the application form and all attachments must be identified with the name of the applicant.
- All application packages must be received by MDRS no later than **5:00 PM CST, Wednesday, September 20, 2017**. Applications submitted via facsimile (faxes) or email **will not** be accepted. It is suggested that if an application is mailed to MDRS, it should be posted in certified mail with a return receipt requested. MDRS will not be responsible for mail delays or lost mail.
- All questions and requests for clarification must be directed by email to:

Rebecca E. Henley, Director of Policy and Contracts
Mississippi Department of Rehabilitation Services
Email: rehenley@mdrs.ms.gov

Section 11 – Acknowledgement of Amendment

Should an amendment to the RFA be issued, it will be posted on the MSPB website (<http://www.mdrs.ms.gov>) in a manner that all respondents will be able to view. Further, respondents must acknowledge receipt of any amendment to the solicitation by signing and returning the amendment with the application package, by identifying the amendment number and date in the space provided for this purpose on the bid form, or by letter. The acknowledgment should be received by MDRS by the time and at the place specified for receipt of application as reflected in Section 10. It is the applicant's sole responsibility to monitor the website for amendments to the RFA.

Section 12 – Equal Opportunity Statement

The Mississippi Department of Rehabilitation Services is an equal opportunity employer. As such, MDRS will select contractors pursuant to this Request for Applications without regard to political affiliation, race, color, handicap, genetic information, religion, national origin, sex, religious creed, age, or disability.