



# **REQUEST FOR QUALIFICATIONS**

## **Psychologist Services**

642 North Broad Street

Philadelphia, Pennsylvania 19130

**Responses Due By: January 31, 2025**

Release Date: December 17, 2024

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## **PART A. GENERAL INFORMATION**

### **1. Introduction**

PCA, established in 1973, serves as Philadelphia's Area Agency on Aging, improving the quality of life for over 140,000 older adults and individuals with disabilities annually. PCA provides services such as in-home care, health programs, meal delivery, transportation, and legal assistance, funded by public and private sources.

PCA carries out its mission through 4 major functions: protection and advocacy, care at home, community connection administration, and responsible stewardship of public and private funds. PCA receives funding from the Older Americans Act, Medical Assistance and the Pennsylvania Lottery, and receives oversight from the Pennsylvania Department of Aging. In addition, PCA receives funding from federal sources, private foundations and individual donors. Guided by its Board and Advisory Council, PCA employs 400 people and contracts with over 150 community organizations and service providers to deliver a variety of services to more than 140,000 older Philadelphians and people with disabilities each year. These services include but are not limited to: Care at Home Services; Employment Assistance; Health and Wellness Programs; Home Repair; Information and Referral; Legal Assistance; Home-delivered Meals; Protective Services; Senior Community Centers; Congregate Meal Sites; and Transportation.

By helping to create positive social and physical environments, PCA's programs and services help promote good health and quality of life for older adults and people with disabilities. The PCA Helpline is the primary gateway to aging services in Philadelphia. In fiscal year 2024 the Helpline anticipates answering more than 97,000 calls. Also in fiscal year 2024, we anticipate 15,000 older adults to be connected to Senior Centers and serve 315,500 congregate meals.

PCA staff also plays an important role in helping consumers connect to a multitude of services in the long-term service and support continuum of care. In fiscal year 2024, 23,000 initial and follow-up assessments will be conducted to determine the level of care.

Additionally, in fiscal year 2024 PCA's Older Adult Protective Services received approximately 10,000 reports of need. PCA will continue to advocate for the needs of victims and work to increase awareness on risk factors for abuse, neglect, and exploitation.

In the coming years, PCA will continue to advocate for the needs of victims and work to increase awareness on risk factors for abuse, neglect, and exploitation.

### **2. Economic Inclusion**

PCA is dedicated to providing opportunities for the local Philadelphia community, including fostering economic inclusion in hiring practices, promoting supplier diversity, and supporting construction initiatives. As a participant in various federal, state, and local grant-funded programs, PCA ensures alignment with its funders on matters of economic inclusion. Consequently, PCA strives to leverage its purchasing power to support businesses owned by individuals from marginalized groups such as minorities, veterans,

women, people with disabilities, adults over 60 years of age, and Philadelphia residents, as well as those with diverse workforces.

### **3. Pre-submission Questions**

Any questions or requests for additional information regarding this opportunity are to be directed to PCA's Business Administration Department:

**Elise Mendelsohn**  
Contract Manager  
Philadelphia Corporation for Aging  
215-765-9000 x5633  
elise.mendelsohn@pcacares.org

### **4. Selection Process**

The materials submitted by interested individual psychologists or practice groups ("Psychologist") will be reviewed by PCA. PCA will evaluate submissions and request interviews in view of the following criteria:

- a. Professional qualifications and specific experience with older adults
- b. Length of experience
- c. Example(s) of recent completed written evaluations (redacted for confidentiality)
- d. References

Any Psychologist responding to this RFQ will be afforded a full opportunity to submit a proposal, and no Psychologist will be discriminated against on the basis of race, color, national origin, sex, age, disability, veteran status, or any other characteristic protected by federal, state, or local law.

This RFQ does not commit PCA to award a contract. PCA has the exclusive rights to accept or reject any or all responses received as a result of this RFQ and to cancel any or all of this RFQ.

PCA will not reimburse costs incurred by a Psychologist in (1) preparing or submitting a proposal in response to this RFQ; or (2) participating in an interview.

## 5. RFQ Schedule

Date/Time	Event
12/17/2024	Distribution of RFQ
1/31/2025	Submissions due
2/5/2025 – 2/11/2025	Review of submissions
2/12/2025	Notification to candidates of selection or deselection

## PART B: PROJECT INFORMATION

### 1. Goals and Objectives

PCA seeks agreements for psychological services to assess older adults in various settings. Assessments assist in determining the need for protective services and do not create a doctor-patient relationship. Psychologists will also provide expert testimony, consulting, and staff training.

PCA seeks agreements for psychological services to assess older adults in various settings, including homes, healthcare facilities, and congregate living situations. These assessments will determine the need for protective services and do not establish a doctor-patient relationship. Psychologists will also provide expert testimony, consulting, and training for PCA staff.

PCA will enter a renewable one-year agreement with the selected Psychologist(s).

## PART C: RFQ SUBMISSION REQUIREMENTS

### 1. Cover Letter

Submissions must include a cover letter specifying hourly rates for evaluations, reports, testimony, field visits, and consulting. Provide a curriculum vitae, a redacted writing sample, and contact information for three professional references.

General information including the Psychologist's history and background, practice group ownership, values/principles, and pricing. The Cover Letter should specify the hourly rates applicable to each of the following professional activities:

- a. Performing psychological and neurological evaluations of consumers.
- b. Preparing written reports of consumer evaluations.
- c. Providing expert testimony at legal proceedings.
- d. Conducting field visits to perform duties, including private homes and other settings.

- e. Consulting with PCA staff regarding behavioral health needs of consumers (including meetings preliminary and postliminary to field visits).
- f. Coordinating, conducting and/or training on behavioral health matters.
- g. Collaborating with PCA departments including, but not limited to, Community Engagement, Legal, and Planning in support of PCA's behavioral health initiatives.

## **2. Professional Experience**

Provide details on professional experience with older adults, assessment techniques, behavioral health expertise, and any prior courtroom testimony.

Provide the following information for each Psychologist:

- a. Professional experience in treating or working with older adults and/or the geriatric population.
- b. Demonstrated knowledge of psychological assessment techniques, psychological and behavioral health needs of older adults, and behavioral health systems.
- c. Prior courtroom or deposition testimony (identifying the court, matter, and date(s)).

## **3. Education and Licensure**

Minimum qualifications: A Ph.D. or Psy.D. in Clinical Psychology, licensure in Pennsylvania, and at least three years of post-doctoral experience with older adults.

- a. Ph.D. or Psy.D, in Clinical Psychology from doctoral program approved by the American Psychological Association.
- b. Licensure as a psychologist in the Commonwealth of Pennsylvania.
- c. Three (3) years of post-doctoral clinical practice experience, including experience working with older adults and geriatric population.

## **4. Format of Submission**

- a. Cover letter addressing the topics described in Paragraphs C1 and C2.
- b. A curriculum vitae for each Psychologist who may provide services, as described in this RFQ.
- c. Professional writing sample, such as a recent evaluation report (redacted) authored by each Psychologist.
- d. For each Psychologist, contact information for at least three (3) professional references.

Email to PCA the submission in .pdf format to by the above-recited due date to PCA's Business Administration Department:

**Elise Mendelsohn**  
Contract Manager  
Philadelphia Corporation for Aging  
215-765-9000 x5633  
elise.mendelsohn@pcacares.org