

# REQUEST FOR QUALIFICATIONS (RFQ)

## Capacity Assessments of Older Adults

### Philadelphia Corporation for Aging (PCA)

642 N. Broad Street  
Philadelphia, PA 19130

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## Introduction

Philadelphia Corporation for Aging (PCA) is a non-profit organization established in 1973 to serve as the Area Agency on Aging for Philadelphia. PCA's mission is to improve the quality of life for older Philadelphians and people with disabilities, assisting them to achieve their maximum level of health, independence, and productivity. PCA advocates for older adults, ensuring services reach those with the greatest social, economic, and health needs.

PCA seeks qualified individuals or organizations to provide psychological services, including capacity assessments of older adults, field-based evaluations, and expert testimony in court for guardianship and other cases. These evaluations will assist PCA in determining the need for protective services and support other related initiatives.

We encourage applications from **visiting nurse groups, home care organizations, and visiting physician groups**, provided their staff meet the stated educational and licensure requirements (e.g., licensed MD, PsyD, or PhD in Psychology). Teams that already operate in the field and have experience working with older adults are particularly well-suited for this work.

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## Scope of Work

The selected provider(s) will be responsible for:

- Conducting in-person psychological and neuropsychological assessments of older adults in their homes, healthcare facilities, or other settings.
  - Preparing detailed written evaluation reports that meet legal and clinical standards.
  - Providing expert testimony in legal proceedings (e.g., guardianship cases), in person or via videoconference.
  - Consulting with PCA staff regarding behavioral health and capacity-related needs of consumers.
  - Designing and conducting staff training on behavioral health topics.
  - Collaborating with PCA departments on behavioral health initiatives and supporting organizational goals.
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## Qualifications

Eligible providers must meet the following criteria:

- Hold a current and valid license as an MD, PsyD, or PhD in Psychology in Pennsylvania.
- Have a minimum of two (2) years of post-doctoral clinical practice experience, including experience with older adults.
- Demonstrated expertise in psychological and neuropsychological assessment techniques.
- Experience providing expert testimony in legal proceedings.
- Availability to conduct assessments in the field (e.g., private homes or congregate settings).

### Additional Consideration:

- Applications from visiting nurse groups, home care organizations, and visiting physician groups are highly encouraged. Organizations must ensure that any staff members performing services meet the licensure and educational requirements outlined above.
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## Submission Requirements

Interested providers must submit the following:

1. **Cover Letter:** Include a statement of interest, contact information, and a summary of qualifications.
  2. **Qualifications and Experience:** Provide proof of licensure, a summary of experience with older adults, and examples of past courtroom testimony.
  3. **Approach to Work:** Describe the methodology for conducting capacity assessments, preparing reports, and testifying in court.
  4. **References:** Provide contact information for at least three professional references familiar with the provider's work.
  5. **Fee Schedule:** Include proposed rates for assessments, report preparation, and court testimony.
  6. **Insurance Coverage:** Provide proof of professional liability insurance.
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## Submission Process

- **Deadline:** All submissions must be received by February 7, 2025
  - **Method:** Proposals must be submitted via email to [elise.mendelsohn@pcacares.org](mailto:elise.mendelsohn@pcacares.org)
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## Evaluation Criteria

Submissions will be evaluated based on:

- Relevant qualifications and licensure.
  - Demonstrated experience with older adults and capacity assessments.
  - Ability to provide services in the field.
  - Clarity and quality of the proposed methodology and approach.
  - Cost-effectiveness of the proposed fee schedule.
  - References from previous clients or collaborators.
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## Contact Information

For questions or additional information, please contact:

**Elise Mendelsohn**

Contract Manager

Philadelphia Corporation for Aging

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