

REQUEST FOR APPLICATIONS

*SUPERIOR COURT OF CALIFORNIA, COUNTY OF SAN BERNARDINO*

**REGARDING:**

RFP 20-20 COURT APPOINTED PSYCHIATRIC SERVICES

**APPLICATIONS DUE:**

OPEN-ENDED; NO DUE DATE

1. **BACKGROUND INFORMATION**

The Court is seeking applications from qualified psychiatrists (hereinafter referred to as “Applicant”) with expertise in providing court-ordered professional psychiatric evaluations and reports. Applicants may not be a current employee of the Court.

Pursuant to Penal Code Sections 1368, 1369, and 1370.1 where a medication finding is also being sought, the Superior Court of California, County of San Bernardino (“Court”) must appoint a qualified psychiatrist(s) to conduct competency to stand trial evaluations of criminal case defendants and to prepare a report for each such evaluation. The Court may, in its sole discretion, also appoint a psychiatrist to conduct an evaluation in other cases. Collectively, all evaluations are hereinafter referred to as “Evaluation Services”.

The type of award anticipated is Firm Fixed Price for an initial term of one (1) year with two (2) consecutive one (1) year options to extend exercisable at the sole discretion of the Court. A copy of this request will be posted on the following websites: [*https://caleprocure.ca.gov/pages/Events-BS3/event-search.aspx*](https://caleprocure.ca.gov/pages/Events-BS3/event-search.aspx)and [*http://www.sb-court.org/GeneralInfo/RequestforProposal.aspx*](http://www.sb-court.org/GeneralInfo/RequestforProposal.aspx).

1. **DESCRIPTION OF GOODS AND/OR SERVICES**

See Exhibit A: Statement of Work in Attachment 2 - JBCM-Short-Form-Agreement for Psychiatrist.

1. **TIMELINE FOR THIS RFP**

The Court has developed the following list of key events related to this RFA. All dates are subject to change at the discretion of the Court.

| **EVENT** | **DATE** |
| --- | --- |
| RFA issued**:** | March 9, 2020 |
| Latest date and time application may be submitted | Open-ended; no due date |
| Evaluation of application (*estimate only*) | Within 4-6 weeks after submission |
| Notice of approval or decline (*estimate only*) | Within 5-7 weeks after submission |
| Negotiations and execution of contract (*estimate only*) | Within 2-4 weeks after application is approved |

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1. **RFP ATTACHMENTS**

| **ATTACHMENT** | **DESCRIPTION** |
| --- | --- |
| Attachment 1 - Agreement for Psychiatric Appointments | Application agreement. |
| Attachment 2 – Short-Form-Agreement for Psychiatrist | Sample contract. Once application is approved, Applicant must sign this contract once it is personalized for Applicant. |
| Attachment 3 – Payee Data Record | Form to indicate Applicant’s payment information. |
| Attachment 4 – Electronic Funds Transfer Authorization | Form to indicate Applicant’s authorization to receive payment by electronic transfer. |
| Attachment 5 – General Certifications Form | Form to indicate Applicant’s agreement on required general certifications. |
| Attachment 6 – Good Standing Form | Form to indicate Applicant’s good standing. |
| Attachment 7 – Darfur Contracting Act Certification | Form for Applicant to certify Darfur Contracting Act status. |
| Attachment 8 – Unruh Civil Rights Act and California Fair Employment and Housing Act Certification | Form for Applicant to certify Unruh Civil Rights Act and California Fair Employment and Housing Act compliance. |

1. **PAYMENT INFORMATION**

See Services – Short Form Agreement Terms Section D. Claim Form, Payment and Setoff of Attachment 2 - JBCM-Short-Form-Agreement for Psychiatrist.

1. **SUBMISSION OF APPLICATION**
   1. Applicant should submit completed documentation as follows:
      1. Application: submit via email to [doctorspanel@sb-court.org](mailto:doctorspanel@sb-court.org).
      2. Attachments 3-8: submit via email to [purchasing@sb-court.org](mailto:purchasing@sb-court.org).
2. **EVALUATION OF APPLICATION**

Applications are evaluated by a committee of judicial officers of the Court.