



SCOPE OF WORK

I. PURPOSE

- A. Tarrant County Juvenile Services (TCJS) is seeking contracts with qualified Licensed Psychologists to provide comprehensive psychological evaluations for juveniles under the jurisdiction of the juvenile court.
- B. Specific types of evaluations include, but are not limited to, the following:
 - 1. Standard evaluations to clarify needs and provide treatment recommendations
 - 2. Fitness to Proceed evaluations
 - 3. Lack of Responsibility for Conduct evaluations
 - 4. Psychosexual evaluations
 - 5. Discretionary Transfer evaluations
- C. Qualified psychologists selected will be awarded a twelve (12) month contract from October 1, 2026 – September 30, 2027, with up to two (2) optional one-year renewal periods.

II. BACKGROUND

- A. TCJS is the agency charged with administering juvenile probation services for Tarrant County. Tarrant County responds to delinquent behavior in ways that promote healthy, pro-social development and long-term success.
- B. TCJS requires the services of licensed psychologists to provide comprehensive psychological evaluations to provide diagnosis(es), identify treatment needs, provide treatment recommendations and to identify level of intellectual functioning.

The court may also order the evaluations to assist in disposition decisions or to answer specific legal questions.
- C. TCJS provides providers with:
 - 1. Comprehensive referral packets and reason for referral,
 - 2. Background information,
 - 3. Collateral contacts,
 - 4. Evaluations may be conducted at the Lynn W Ross Juvenile Detention Center or at the office of the evaluator.



III. DEFINITIONS

- A. TCJS – Tarrant County Juvenile Services
- B. ABAS-3 – Adaptive Behavior Assessment System, Third Edition
- C. ADHD – Attention-Deficit/Hyperactivity Disorder
- D. WISC-V – Wechsler Intelligence Scale for Children, Fifth Edition
- E. WAIS-5 – Wechsler Adult Intelligence Scale, Fifth Edition
- F. WIAT-4 – Wechsler Individual Achievement Test, Fourth Edition
- G. RIAS-2 - Reynolds Intellectual Assessment Scales, Second Edition
- H. WRAT-5 – Wide Range Achievement Test
- I. MMPI-A – Minnesota Multiphasic Personality Inventory for Adolescents
- J. PAI-A – Personality Assessment Inventory-Adolescent
- K. JSOAP-II – Juvenile Sex Offender Assessment Protocol-II
- L. JACI – Juvenile Adjudicative Competence Interview
- M. ERASOR – Estimate of Risk of Adolescent Sexual Offense Recidivism
- N. SAVRY – Structured Assessment of Violence Risk in Youth
- O. DSM-5 – Diagnostic and Statistical Manual of Mental Disorders, Fifth Edition
- P. DFPS – Texas Department of Family and Protective Services
- Q. CJIS – Criminal Justice Information Services
- R. RFQ – Request for Qualifications

IV. OBJECTIVES

- A. Ensure availability of high quality comprehensive psychological evaluation services that are developmentally appropriate, trauma-informed and employ empirically validated methods.
- B. Develop a pool of providers qualified to conduct comprehensive psychological evaluations ordered by the court.
- C. Ensure the provider pool offers a range of expertise consistent with the range of referral questions and diverse needs of the population served.
- D. Provide evaluations in a timely manner to avoid unnecessary delays in court decisions.



V. SCOPE

Examples of commonly used, validated assessment instruments include:

A. Standard Psychological Evaluation

The concerns that prompt a request for psychological evaluation are usually related to questions about a youth's diagnosis, treatment needs and/or level of intellectual functioning. Given the prevalence of adverse childhood experiences, substance abuse, and learning difficulties contributing to emotional and behavioral issues among the juvenile justice population, these domains should be thoroughly assessed. The results of the evaluation are needed to assist in disposition decisions by the court or in case planning to provide the most appropriate interventions available while the youth is being served by the probation department. This type of evaluation should not include inquiry or discussion of any pending offenses with the youth. To answer the referral question, the psychological evaluation will typically need to include the following:

1. Clinical interview with youth.
2. Clinical interview with parent/guardian (if guardian is unable to be present for the evaluation, this can be conducted by phone)
3. Collateral contacts where possible (e.g. contact with therapists, educators, or probation officers, etc.).
4. Comprehensive assessment of intellectual abilities (e.g., WISC-V or RIAS-2).
5. Estimate of academic achievement (e.g., WRAT-5). If using the WRAT-5, all subtests should be administered and scored.
6. Personality assessment and problem-specific measures, as appropriate.
7. DSM-5 diagnostic formulation.
8. Treatment recommendations including the recommended type of treatment and most appropriate level of care (e.g., outpatient, residential, etc.), as well as prognosis (including the identification of any individual or systemic issues that may impact treatment planning, as well as recommendations to address potential barriers to treatment).
9. If the youth has a history of arson, the evaluation should also include an opinion on the youth's propensity for future fire-setting as well as an explanation of the basis for the opinion.



B. Specialized Psychological Evaluations:

Specialized evaluations require specialized skills or credentials of the evaluator as well as often requiring variations in the assessment procedures or use of specialized assessment tools. The guidelines for Standard Psychological Evaluations do not necessarily apply to these specialized assessments. Instead, it is expected that clinicians will address the specific referral questions according to current professional standards of practice. The most common types of specialized evaluations are explained as follows.

1. Fitness to Proceed Evaluations:

The purpose of this evaluation is to determine if the child has a mental illness or intellectual disability that interferes with his/her "capacity to understand the proceedings in juvenile court or to assist in the child's own defense" (Texas Family Code, Section 55.31). The evaluation must consider relevant factors required 55.31 (d) and the report must comply with requirements in 55.31 (e). Traditional assessment measures may be needed to establish diagnoses but will not be sufficient to answer the specific forensic question.

2.. Lack of Responsibility for Conduct Evaluations:

The purpose of this evaluation is to determine if, at the time the alleged offense was committed, the youth lacked the substantial capacity to appreciate the wrongfulness of the conduct or to conform his/her conduct to the requirements of the law (Texas Family Code, Section 55.51) as a result of mental illness or intellectual disability. Traditional assessment measures may be needed to establish diagnoses but will not be sufficient to answer the specific forensic question. Specific interview questions or specialized assessment measures focused on issues related to responsibility for conduct are necessary.

3. Psychosexual Evaluations:

Juveniles who have been adjudicated or have been charged with committing a sexual offense are routinely ordered to have a psychosexual evaluation. The purpose of this evaluation is to determine the youth's risk for sexual recidivism and to provide a recommendation to the court about the most appropriate type and intensity of intervention. This typically requires all components of the standard psychological evaluation described above as well as specific assessment of risk factors associated with sexual recidivism. It is also important to identify protective factors in the youth and/or family.



C. Discretionary Transfer Evaluation

These evaluations are requested to assist the court in cases where a petition for Discretionary Transfer to Criminal Court (Texas Family Code Section 54.02) has been filed. The primary questions to be answered in these evaluations are related to the level of sophistication and maturity of the child, the level of risk the child poses to the community and the child's amenability to treatment within the juvenile system. This typically requires all components of the standard psychological evaluation above, as well as more extensive collateral contacts and specific forensic measures related to risk of re-offending and treatment amenability.

D. Bilingual Evaluations

Any assessment of a youth whose primary language is not English. The specific referral question could fall into any of the assessment types above. It is preferable that these evaluations be conducted fully in the youth's primary language, including the use of assessment measures validated for use with non-English speaking populations. A \$200 premium will be paid in addition to the standard rate for the relevant type of evaluation.

E. Required Provisions:

1. Evaluations for detained youth will be conducted at the Lynn W. Ross Juvenile Detention Center at 2701 Kimbo Road, Fort Worth, Texas 76111. Evaluations for youth that are not in custody may be conducted either at the Scott D. Moore Juvenile Justice Center, the Courthouse Complex housing the 323rd District Court, each located at 2701 Kimbo Road, Fort Worth, Texas 76111, or at the office of the evaluator.
2. All available client background information as well as the specific reason for referral will be provided by TCJS via encrypted email for the examiner's review prior to the scheduled evaluation. If additional records are needed, the clinician should contact the assigned juvenile probation officer to request these. Contact information for the juvenile probation officer, parent/guardian, and other relevant collateral contacts will be included in the documentation provided. Every effort should be made to contact these collateral contacts that are relevant to the specific evaluation type. At minimum, the parent/guardian should be interviewed.
3. The final report is due by close of the 5th business day after the date of the evaluation, unless otherwise specified at the time the evaluation is scheduled. The final report will be sent to the TCJS contact person via email or fax on or before the agreed due date.



4. **RECOMMENDATIONS:** Each psychological evaluation should include recommendations regarding appropriate interventions. Recommendations should describe the type of intervention and the appropriate level of intensity, rather than naming specific programs. Specific programs may be listed only as examples accompanying the general description of the type of service. If it is unlikely that the type of intervention being recommended is available, that should be noted, and alternatives identified.
5. **CHILD ABUSE REPORTING:** In accordance with applicable child abuse reporting laws (Texas Family Code Section 261.101), if, during an evaluation, the juvenile discloses child abuse or neglect, Providers will report any allegations to Child Protective Services and immediately comply with all applicable statutory reporting requirements. Assumptions should not be made that the juvenile has told the same details to TCJS or that the abuse has already been reported. Providers shall document allegations of abuse in the final evaluation report in addition to notifying the assigned probation officer. Disclosures made by youth held in the detention center, at the time of the evaluation, shall immediately be reported to, the Facility Administrator or his designee.
6. **USE OF SUPERVISED CLINICIANS:** Supervised clinicians are allowed to conduct a portion of the testing, provided that the psychologist with the direct appointment does meet directly with the juvenile and is ultimately responsible for the evaluation and final report, including any required courtroom testimony. The final report shall specify any portions of the evaluation conducted by a supervised clinician as well as providing the name, title, and credentials of that person.
7. **COURT TESTIMONY:** While this does not happen often, Providers should be prepared to testify in court regarding his/her evaluation(s). Should this issue arise, TCJS will provide as much advance notice as possible. The provider may submit an invoice for this service billed at an hourly rate of \$150.00 per hour billable in tenths of an hour. Provider may not submit an invoice for travel time or pre-trial preparation time. Total court testimony service fee may not exceed \$750.00.
8. **RELEASE OF RECORDS:** The final report becomes the property of the juvenile court and may not be released to or discussed with any third party (including the juvenile's guardian), other than juvenile justice professionals without the court's authorization. The provider will not be expected to provide additional consultation to the youth's attorney or family following the assessment. Once the report has been submitted to TCJS, any further consultation services must be facilitated through the court and the probation staff.



9. **SELECTION AND USE OF ASSESSMENT PROCEDURES:** Only use assessment measures whose validity and reliability have been established for the population being tested and for the purpose for which the measure is being used. Obsolete tests and outdated norms should not be used and any evaluation indicating the use of obsolete tests or norms will not be eligible for payment. As new tests or updated versions are published, that are more appropriate/effective, these measures should be adopted in a timely manner consistent with professional standards and ethical guidelines.
10. **OTHER PROVISIONS:**
 - a. All Mental Health Professionals determined to meet qualifications and approved by the Commissioners Court will be placed on a Providers List.
 - b. Providers will be assigned to a client based on the needs of the individual case, provider's background and strengths, and provider's availability. Every effort will be made to evenly distribute cases among the approved providers.

VI. CONSTRAINTS

- A. All federal, state and local laws and standards applicable to the provision of psychological evaluation services.
- B. Background checks required, including fingerprint-based Criminal Justice Information Services (CJIS) Background Check and DFPS background check. Fees for these background checks will be paid for by Tarrant County.
- C. Willingness to provide services within a secure detention setting.
- D. Maintain professional licensure through the State of Texas.

VII. GENERAL PROVIDER QUALIFICATIONS AND EXPERIENCE

- A. Licensed psychologist in Texas with experience conducting psychological evaluations with adolescents
- B. Clinicians proposing to conduct Fitness to Proceed or Lack of Responsibility for Conduct evaluations must also meet the additional qualifications set forth in 55.04 (c) and (d) of the Texas Family Code.
- C. While there are currently no specialized qualifications required by Texas statute related to conducting Discretionary Transfer evaluations, TCJS has opted to require forensic experience consistent with the requirements for conducting Fitness to Proceed or Responsibility for Conduct Evaluations.
- D. Clinicians interested in conducting psychosexual evaluations shall demonstrate advanced training in sex offending issues and assessment of risk for sexual recidivism. Preference will be given to applicants licensed as a Licensed Sex Offender Treatment Provider.



- E. Preference will be given to clinicians who demonstrate strong understanding of adolescent development, trauma-informed care and risk-needs-responsivity principles.

VIII. REFERENCES

Vendor reference calls or checks are an important step in Tarrant County's evaluation process. Respondents MUST provide customer references from separate entities that have:

- A. successfully utilized your services to deliver a system, services, or product similar to that requested in the "SCOPE" section of this solicitation, within the last three (3) years.
- B. confirmed their willingness and authority to discuss their experience (e.g., successes and failures) working with your company. This may include your customer references responding to a brief questionnaire or feedback survey; and
- C. confirmed the accuracy of their contact information which includes the name, title, email address, and phone number, within the last sixty (60) days.

IX. REQUIREMENTS

- A. The respondent must meet all state and federal licensing requirements to conduct comprehensive psychological evaluation services and maintain active licensure as a psychologist or psychiatrist in good standing through the State of Texas.
- B. Adhere to terms and conditions identified in this solicitation.
- C. Provide all required reports exclusively to the Tarrant County Juvenile Services designated representative(s). Other employees will be forbidden to obtain reports or data therein for themselves, associates, or any other person(s).
- D. Provide guidance and interpretation regarding study results to the designated Tarrant County Juvenile Services representatives.

X. TRAINING PLAN

- A. Providers will need to complete an initial training on Abuse, Neglect and Exploitation and PREA, as required for entry to the detention facility, as well as annual refresher trainings. TCJS will not reimburse any travel-related expenses for the provider or provider staff.

XI. REPORTING

- A. Provider must submit a final report by close of the fifth business day after the date of the evaluation, unless otherwise specified at the time of the evaluation is scheduled.



- B. The final report will be submitted to the TCJS contact person via email or fax on or before the agreed due date.
- C. Provider must attend court-related interactions upon TCJS request.

XII. INVOICING

Providers may invoice TCJS for services provided on a per service or monthly basis. The invoice should include the name of the person evaluated, date of service, type of evaluation administered, and amount owed. Services that are provided beyond the evaluation services outlined above, such as court testimony, consultation, or offering opinions based on records reviews, should be invoiced according to standard units of service or hourly rates. Providers seeking higher payment for an evaluation due to a high volume of records to be reviewed or other complicating matters must seek prior approval from TCJS to bill this additional time at the standard unit of service or hourly rate. TCJS may also be invoiced for youth who do not appear for their appointments, as detailed below.

XIII. PRICING

- A. The providers will be reimbursed based on the following fee schedule:
 - 1. Standard Psychological Evaluations.....\$700
 - 2. Specialized Psychological Evaluations.....\$800
 - a. Fitness to Proceed Evaluations
 - b. Lack of Responsibility for Conduct Evaluations
 - c. Psychosexual Evaluations
 - 3. Discretionary Transfer Evaluations.....\$900
 - 4. Bilingual Evaluations.....\$200 in addition to the base price
 - 5. Hourly rate for other services not to exceed \$150.00 per hour, billable in tenths of an hour.
 - 6. No-show appointment fee is \$100.00 per missed appointment.

XIV. SUBMISSION REQUIREMENTS

All documents pertaining to this solicitation are listed in the "ATTACHMENTS" tab and must be reviewed by Respondent to ensure full understanding of the scope of work and to ensure compliance with submission requirements outlined herein, by completing and uploading any requested documents in the "RESPONSE ATTACHMENTS" tab. Respondent's proposal should be formatted with the section titles as outlined below. Responses should be comprehensive yet precise and accurate, providing detailed descriptions as to how your solution will meet each requirement where requested.



Respondents must upload the following documents:

- A. Completed Juvenile Forensic Assessment Response Form (Attachment A)
- B. Copy of Curriculum Vitae for each clinician that will provide services
- C. Sample evaluation report with all identifying information redacted
- D. Copy of Texas professional license
- E. Respondent must affirm acceptance of all fixed fees, premiums, and reimbursement limits set forth in the Pricing section of the Scope of Work (see Attributes tab). Respondent further agrees that any services or fees not expressly listed may only be billed at rates authorized in advance and in writing by Tarrant County. Failure to accept these terms will result in a Fail rating
- F. Copy of Certificate of Insurance for professional general liability policy. Minimum coverage should be \$1,000,000 per occurrence, \$3,000,000 per aggregate

If interested in conducting Fitness to Proceed, Responsibility for Conduct or Discretionary Transfer evaluations, include the following in your submission:

- G. Completed Statement of Qualifications (Attachment B - Optional)
- H. Copies of Continuing Education certificates documenting the required continuing education courses in forensic psychology that fulfill the requirements set forth in Texas Family Code 55.04 (c) and (d).

If interested in conducting Psychosexual Evaluations, include the following:

- I. Copy of Texas licensure as a Licensed Sex Offender Treatment Provider, OR
- J. Documentation of training and/or continuing education activities related to assessment of adolescent sex offenders.

XV. METHOD OF AWARD AND EVALUATION CRITERIA

- A. Only those proposals submitted by Mental Health Professionals who have current experience providing services to the targeted or similar population as described in this RFQ will receive award consideration. Preference will be given to Respondents who demonstrate an understanding of the developmental approach, principles of trauma-informed care and risk-needs-responsivity principles into their evaluations and recommendations.
- B. Responses to this RFQ will be evaluated using the following criteria:
 - 1. Responsiveness – Requested information included and thoroughness of response.
 - 2. Experience providing services to the targeted population.



3. Licenses and Certifications.
 4. Education and Qualifications.
 5. Knowledge and Skills.
 6. Utilization of most current testing material
 7. References
 8. Location of Services.
- C. Responses will be reviewed and evaluated by a panel composed of representatives of Tarrant County Juvenile Services. The review panel may schedule interviews with selected Respondents. The results of the review panel evaluation will be presented to the Commissioners Court.
- D. No award or acquisition of services can be made until Commissioners Court approves such action.

XVI. RATE OF REIMBURSEMENT:

See section 14 for pricing schedule. Reimbursements for training, travel, and other expenses will not be considered.

XVII. CONTRACT NEGOTIATIONS

- A. The Tarrant County Purchasing Department may conduct Contract Negotiations along with representatives from Tarrant County Juvenile Services, the District Attorney and Information Technology Departments.
- B. The County reserves the right at its sole discretion to determine if a pursuing Contract Negotiation is in the best interest of the County. The County is under no obligation to pursue Contract Negotiation.

XIX. CONTRACTS

- A. The term of the contract is twelve (12) months with two (2) optional twelve (12) month renewal periods.
- B. All contracts and agreements will be preliminarily reviewed by Tarrant County in the evaluation process.
- C. The terms in this RFQ document and the Vendor response to this RFQ document take precedence over all additional agreements between Tarrant County and the Vendor associated with this RFQ.
- D. Prior to an award recommendation, Tarrant County and the Vendor will review all contracts/agreements. The Vendor who appears to be successful in their proposal will have their contract(s) subjected to review by the Tarrant County District Attorney.
- E. Failure of the Vendor to provide all applicable contracts in a timely and orderly manner may jeopardize award recommendation.



- F. The contract will be in accordance with the laws of the State of Texas without giving effect to any choice or conflict of law provision or rule that would cause the application of the laws of any jurisdiction other than the State of Texas. The parties mutually consent to the jurisdiction of the federal and state courts in Tarrant County, Texas and agree that any action, suit or proceeding concerning, related to, or arising out of this document will be brought only in a federal or state court in Tarrant County, Texas, and the parties agree that they will not raise any defense or objection or file any motion based on lack of personal jurisdiction, improper venue, inconvenience of the forum, or the like.
- G. Arbitration between parties is not allowed.

XX. EXECUTION OF AGREEMENT

- A. This agreement may be executed in one or more counterparts, each of which will be deemed to be an original copy of this agreement, and all of which, when taken together, shall be deemed to constitute one and the same agreement. The exchange of copies of this agreement and of signature pages by electronic transmission shall constitute effective execution and delivery of this agreement as to the parties and may be used in lieu of the original agreement for all purposes. Signatures of the parties transmitted or executed electronically shall be deemed to be their original signatures for any purpose whatsoever.

XXI. PROHIBITED COMMUNICATION

- A. Any communication regarding this RFQ with any Tarrant County elected official or judiciary; any member of the evaluation committee; or any member of TCJS is strictly prohibited. Only communication methods approved in this RFQ, including the pre-proposal conference, emailed questions, and demonstration/presentation will be allowed.
- B. Any contact regarding this RFQ may result in the Respondents' disqualification and removal from consideration by the Tarrant County Commissioners Court. Contact may be initiated by the Tarrant County Purchasing Department for purposes of evaluation and clarification. The only contact should be facilitated by the Tarrant County Purchasing Department.