



Request for Proposal (RFP)

Psychologists for Evaluations

I. INTRODUCTION

Alta California Regional Center (ACRC) is a nonprofit corporation working under contract with the California Department of Developmental Services. ACRC provides services to over 30,000+ clients with developmental disabilities within a ten-county area (Alpine, Colusa, El Dorado, Nevada, Placer, Sacramento, Sierra, Sutter, Yolo and Yuba Counties).

ACRC is currently recruiting licensed psychologists to provide psychological evaluations to existing clients and applicants for eligibility determination purposes. Vended psychologists of ACRC complete evaluations with children and/or adults to consider diagnoses of intellectual disability (ID) and autism spectrum disorder (ASD) as part of the ACRC eligibility process. In addition to standardized measures, evaluations include a review of records, obtaining pertinent history, and a consideration of differential diagnoses. Experience with autism spectrum disorder and/or intellectual disability evaluations is required. Below are the minimum skill requirements of a qualified applicant.

Intellectual Disability Evaluations

- ❖ Have a PhD or PsyD in psychology, and hold an active license with the California Board of Psychology (BOP)
- ❖ Have demonstrable expertise in psychological assessment. A minimum of 2 years of professional experience regularly performing psychological testing for the purposes of DSM-5 diagnostic evaluation would also be expected in order to have attained the necessary level of assessment expertise required
- ❖ Be proficient in administering and interpreting standardized intelligence tests (e.g., most recent updates of the Wechsler scales, Stanford-Binet, or Differential Abilities Scale)
- ❖ Be proficient in administering and interpreting standardized adaptive measures (e.g., most recent updates of the Adaptive Behavior Assessment System or Vineland Adaptive Behavior Scales)
- ❖ Be proficient in clinical differential diagnosis and familiarity with the current edition of the Diagnostic and Statistical Manual of Mental Disorders (DSM-5-TR)

- ❖ Possess considerable professional experience working with persons who have intellectual delay and/or autism spectrum disorder.

Autism Evaluations

In order to receive referrals for autism spectrum disorder evaluations, vendored psychologists must possess all the qualifications listed under Intellectual Disability Evaluations above, AND:

- ❖ Have training and/or professional experience that includes exposure to individuals with autism spectrum disorder in the age group(s) from which the psychologist desires to receive ACRC referrals.
- ❖ Be proficient in administering and interpreting the current edition of the Autism Diagnostic Observation Schedule (ADOS). Attending an in-person 2-day Clinical Workshop is a necessary (required) part of establishing clinical competence for vendored psychologists, but such attendance is not a sufficient exposure to gain competence with this tool (WPS ADOS-2 Manual, p. 6). Developing proficiency with ADOS administration, scoring, and clinical interpretation typically requires months of supervised professional experience with a licensed psychologist who regularly uses the ADOS in clinical practice. Please note that being able to reliably administer and interpret all the ADOS modules is preferred but not required for vendored psychologists (e.g., only being proficient with Modules 3 or 4 can be acceptable).

II. APPLICANT ELIGIBILITY

Proposals may be submitted by individuals, a group of individuals, or an agency. The applicant must have relevant experience and must provide verifying documentation to demonstrate good standing with the California Board of Psychology.

III. IMPORTANT RESOURCES

Prior to submitting a proposal, please review the following information, as regulatory understanding will be imperative to vendorization.

1. [California Department of Developmental Services](#)
 - a. [California Code of Regulations, Title 17](#)
 - b. [Ineligibility for Vendorization Section 54314](#)
 - c. [Special Incident Reporting 54327](#)
2. [Lanterman Developmental Disabilities Services Act](#)
3. [Alta California Regional Center \(altaregional.org\)](#)
4. Business Plan Development
 - a. [Small Business Administration \(sba.gov\)](#)
 - b. [Home page | SCORE](#)
 - c. [Become a Service Provider - Alta California Regional Center \(altaregional.org\)](#)

IV. INITIAL APPLICATION MATERIALS

The first step of the vendorization process is to submit the following documents for review by a

Community Services Specialist. Please submit all documents simultaneously:

1. Letter of Interest, including:
 - a. Service(s) you wish to be vendored for
 - b. Qualifications/experience related to this service, including your willingness and ability to work with culturally and ethnically diverse populations
 - c. Proposed geographic locations to be served
 - d. Proposed age range of clients to be served
2. Verification of Experience
 - a. Business license
 - b. Professional liability insurance
 - c. Curriculum vitae (for group practices, please include for each employed psychologist who would be seeking ACRC referrals)
 - d. California Board of Psychology license (for group practices, please include for each employed psychologist who would be seeking ACRC referrals)
 - e. Provide two de-identified, dated psychological evaluation reports where the referral question and/or diagnostic conclusion included intellectual delay and/or autism spectrum disorder.
3. Written Business Plan
 - a. Please refer to the resources provided in Section II of this RFP.
 - b. Your Business Plan should be 3 to 5 pages long and ensures that your proposal is viable, feasible, and sustainable

V. SUBMISSION OF APPLICATION MATERIALS

Please email requested materials to Camelia Houston, Director of Intake and Clinical Services at chouston@altaregional.org. Questions may also be directed to Camelia Houston at (916) 978-6278.