

Questions, Requests for Clarification, and Suggested Changes

November 14, 2025

Question Number	Submitted Question	Agency Response
1	Page 2 Paragraph 3: Bidder Eligibility Requirements. Do psychologists need to have graduated from an APA accredited University/College?	Yes.
2	Page 3 Section 1.1 Para. 3: There is a mention of historical contracted psychologist utilization. Are there current contracted incumbents performing duties?	Yes.
3	What is the current period of coverage?	The current period of coverage began on 1/22/2025 and expires on 12/31/2025 at 11:59:59 p.m. central time.
4	Are there restrictions to future utilization of the incumbent?	No.
5	Page 3 Section 1.3.1: What is the average percentage of meeting/evaluations as determined within the scope of work virtual vs. on-site?	All work described may be performed virtually unless the Court were to require in-person testimony.
6	Does the scope of work permit telehealth delivery of psychological services, or must all services be provided on-site?	All work described may be performed virtually via telehealth (video so it is "face to face") unless the Court were to require in-person testimony.
7	Page 4 Section 1.3.1.1 (1): The competence to stand trial evaluations are listed as "as needed", is the (2) average considered a baseline weekly required KPI?	The current average is two (2) evaluations per week. This number is increasing and is expected to continue to rise to approximately four (4) evaluations per week depending on court referrals.
8	Will there be travel between sites (e.g., state facilities, courthouse)?	No, all work described may be performed virtually unless the Court were to require in-person testimony.
9	Should vendors propose separate bill rates as required for a court order to attend hearing?	If the Bidder intends to bill at a different rate, yes.
10	Will such requirements be compensated for under the contract (e.g. travel, preparation, and court time)?	All fees assessed by the Contractor for preparation, testimony, and travel should be included in the cost proposal. Travel costs must align with State of Iowa travel policy and procedure as set forth in the Department of Administrative Services' State Accounting Policy and Procedure Manual, Section 210 https://das.iowa.gov/state-employees/travel-and-relocation/210-travel . Lodging provider must have received the Human Trafficking Prevention Training Certification as required by

		Iowa Code § 80.45A(5). The website that lists these lodging locations is https://stophiowa.org/certified-locations . In the last twelve months, in-person court testimony has not been required.
11	Should the hourly rates be included in mileage and lodging as necessary?	Please see the answer provided to Question 10.
12	Page 4 Section 1.3.1.1 (3): Can you define the location of the face-to-face HIPAA-compliant video duty requirement?	All virtual meetings shall be conducted utilizing Microsoft Teams and be initiated by the Agency through an account that holds the appropriate Microsoft licensing.
13	What is the average weekly patient load and how are they categorized?	The patients served through any resulting Contract will be primarily forensic cases. Current service provider schedules four (4) patient appointments per week and utilizes this time for assessment and evaluation as prioritized in a cooperative effort with the Agency staff.
14	Is the state willing to consider revision/exceptions requests?	The apparent successful Bidder will have the opportunity to negotiate terms and conditions.
15	Will the extent of revisions/exceptions requested adversely impact the likelihood of proposal selection?	Bidder must demonstrate an ability to sufficiently meet the Agency need.
16	Page 4 Section 1.3.3 (1): Can you define the support staff available to the psychologist? What managerial structure will be in place relative to staff assigned to state facilities?	The Agency's Behavioral Health Professional will work on-site in collaboration with the successful Bidder. The Behavioral Health Professional directly reports to the Contract Manager.
17	Is this expected to be a sole-source or multi-vendor award?	The Agency intends to award one Contract.
18	Is the state receptive to Net 30 payment terms?	The preference of the Agency is Net 60 payment terms. Alternate terms may be considered if there is incentive to do so as identified in Iowa Code § 8A.514(3).
19	Page 4 Section 1.3.2: Performance Measures: a. What are the facility evaluation completion timelines?	The initial Competency to Stand Trial Evaluation at the time of admission must be completed and submitted to the courts within ten (10) calendar days. The subsequent Restoration Report must be completed within seven (7) calendar days of competency determination.
	b. What are the court order evaluation completion timelines?	Please see Iowa Code 812.3 Mental incompetency of accused and 812.6

		Placement and treatment — payment of costs for specific details related to court orders.
	c. What constitutes an exemption from a scheduled virtual meeting?	Scheduling will be coordinated in advance of meetings with the Contract Manager and Behavioral Health Professional. The Contractor shall be expected to meet the 95% attendance standard for scheduled meetings.
20	Page 4 Section 1.3.4: Regarding penalties for corrective action plan: a. What constitutes a corrective action plan?	A correction action plan would be implemented to address identified deficiencies that are serious or have failed to be resolved.
	b. What is the length of time a corrective action plan can remain in place?	The Agency has outlined in the RFP Section 1.3.4 Contract Payment Methodology that a 10% invoice deduction will be applied when a Corrective Action Plan is in place. The specific timeline for resolution will be determined and clearly documented at the time that a Corrective Action Plan is implemented. Penalties outside of the identified 10% deduction are not specified however, continued non-performance or failure to resolve issues may result in further contractual remedies, up to and including termination, as allowed under the Contract Terms and Conditions.
	c. What occurs if more than (1) corrective action plan is administered during a (1) year period?	
	d. Are there any performance-based penalties outside of corrective action plans?	
21	Is the state willing to allow for rate/pricing adjustments in the face of unexpected market forces?	Adjustments may be permitted through amendment to any resulting Contract with mutual agreement with Contract Owner.
22	Please clarify regarding how information we designate as "trade secret/proprietary information" would be treated by the state?	Please refer to Section 2.20 Public Records and Request for Confidential Treatment in the RFP.
23	Will the Psychologists staffed under this contract be required to act in a leadership capacity?	No.
24	Is there a higher clinical authority to whom these staff will report?	Yes, they may engage with the HHS Clinical Director.
25	If so, what is that individual's clinical background/degree of training?	The HHS Clinical Director is a licensed Psychologist in Iowa. He is also a formally trained Forensic Psychologist.
26	What is the expected daily patient volume?	The Cherokee Mental Health Institute has a maximum daily

		census of 36 patients. The Contractor will not be expected to engage with every patient on a daily basis.
27	How much time is permitted for: a. Competence to Stand Trial Evaluations: b. Court Testimony: c. Clinical Consultations: d. Initial Clinical Assessments:	Timelines permitted for completion are established in collaboration with the Agency.
28	What EMR system is the state currently utilizing?	The Agency utilizes Avatar. The Contractor would not be expected to use this system.
29	What orientation does the state provide to the psychologists, and how long is orientation/on-boarding?	Orientation is estimated to take between 2-4 days. Security, HIPAA, Confidentiality, Mandatory Reporting, Privileging and other Agency specific policies will be covered in orientation.
30	Can DHHS confirm if the awarded vendor is required to have an in-state physical office location for this contract?	The awarded Bidder will not be required to maintain a physical office in the state of Iowa.
31	What are the current billing rates for vendor(s) providing services?	The current billing rate is \$165.00 per hour for all services provided under the contract.
32	What is the estimated number of hours per week/year for each position?	The Agency anticipates an average of 25 hours per week.
33	What is the anticipated number of positions needed for this service?	The Agency anticipates the need to be limited to one position.
34	What is the annual spend (or annual contract amount) associated with these services currently?	The Agency has allocated a budget of \$165,000 for the contract year.
35	Who are the incumbent vendor(s) providing services if applicable and how long has each vendor been contracted?	The Agency currently has a contract with LocumTenens.com for provision of services. This agreement has been in place since 1/22/2025 and expires on 12/31/2025.
36	Have your current vendor(s) met expectations around key deliverables?	Yes.
37	(1.3.1.1) Page 4 - What is the expected timeframe for the Forensic Psychologist to submit their reports upon completion of the evaluation?	Please see answers to questions 19 a-c, and 27.
38	(1.3.1.2) Page 4 - For court testimonies, what percentage is completed in person and what percentage is the Forensic Psychologist completing virtually?	In the last 12 months, we have had two requests for virtual testimony. Testimony was ultimately not needed. We have not had any in-person testimony required.
39	(1.3.1.2) Page 4 - For testimonies that are completed in-person, what is the location?	The location varies and may be anywhere in the State of Iowa.
40	(1.3.3) Page 4 - What psychology assessment tools does your facility require? Would you provide the list up front?	PAR and Pearson testing materials and assessment libraries are utilized and determined by patient need. The

		Agency will provide necessary testing materials to the Contractor.
41	(1.4) Page 34 - Insurance Coverage- Please provide a description of "Property Damage" insurance coverage and the purpose for requiring this type of coverage for this contract.	The insurance requirements outlined in the RFP represent the Agency's standard expectations. The apparent successful Bidder will have the opportunity to negotiate specific requirements.
42	(1.4) Page 34 - Insurance Coverage- Could you clarify whether property damage insurance coverage is still required for vendors who do not intend to acquire property within the state?	The insurance requirements outlined in the RFP represent the Agency's standard expectations. The apparent successful Bidder will have the opportunity to negotiate specific requirements.
43	(1.4) Page 34 - Insurance Coverage- Could you please confirm if vendors who do not meet the contractual liability coverage requirements will still be considered for this opportunity?	The insurance requirements outlined in the RFP represent the Agency's standard expectations. The apparent successful Bidder will have the opportunity to negotiate specific requirements.
44	Clarification: Bidder is a temporary staffing agency and therefore medical professionals provided by Vendor are not employees of Vendor. Vendor will source, screen and present potential medical professionals to Cherokee Mental Health Institute. We want to clarify that staffing agencies are allowed to bid?	Yes, staffing agencies are allowed to bid. However, the Contractor is solely responsible for fulfilling all contractual obligations, including provision of qualified personnel.
45	In Section 1.4 Insurance Coverage. Bidder would prefer not to evidence products since we do not have a product and only provide services.	The insurance requirements outlined in the RFP represent the Agency's standard expectations. The apparent successful Bidder will have the opportunity to negotiate specific requirements.
46	In Section 1.4 Insurance Coverage. Umbrella insurance is over our limits and that will impact whether or not we can comply. Can you clarify what lines of coverage the umbrella is needed to be over (PL or GL) for the insurance requirements?	The insurance requirements outlined in the RFP represent the Agency's standard expectations. The apparent successful Bidder will have the opportunity to negotiate specific requirements.
47	In Section 1.4 Insurance Coverage. For PL, we prefer 1M/3M instead of 2M/2M. Can these limits be changed?	The insurance requirements outlined in the RFP represent the Agency's standard expectations. The apparent successful Bidder will have the opportunity to negotiate specific requirements.
48	Can we bill separately for a provider to utilize our telehealth platform, or will that cost need to be included into the rate?	All fees, charges, or costs that a Bidder intends to invoice must be fully itemized and included in the Cost Proposal.