



## **REQUEST FOR APPLICATIONS**

**No. 2016-02**

**MARCH 28, 2016**

### ***MEDICAL CONSULTANT SERVICES***

**[Contractual Workers]**

**Mississippi Department of Rehabilitation Services  
1281 Highway 51 North  
Madison, Mississippi 39110**

## **Section 1 – Overview**

The Mississippi Department of Rehabilitation Services (hereinafter “MDRS,” “Agency” or “State”) is a state agency that provides resources to help Mississippians with disabilities find new careers, live more independently, overcome obstacles, and face new challenges. It is the mission of the Mississippi Department of Rehabilitation Services (MDRS), to provide appropriate and comprehensive services to Mississippians with disabilities in a timely and effective manner. Programs and services assist individuals with disabilities to gain employment, retain employment and to live more independently.

Disability Determination Services (DDS) is an agency in the Mississippi Department of Rehabilitation Services (MDRS) which operates in a partnership with the Social Security Administration (SSA) to make disability decisions on Social Security and Supplemental Security Income disability claims. This office handles claims from all 23 SSA offices in Mississippi. More information about DDS can be found on the MDRS website at <http://www.mdrs.ms.gov/Disability/Pages/default.aspx>.

The Mississippi Department of Rehabilitation Services is an equal opportunity employer. As such, MDRS will select contractors pursuant to this Request for Applications without regard to political affiliation, race, color, handicap, genetic information, religion, national origin, sex, religious creed, age, or disability.

## **Section 2 – Purpose**

MDRS is soliciting applications from experienced professional psychologists for the purpose of establishing contracts with qualified consulting specialists for its Office of Disability Determination Services. The Consulting Specialists will carry out the prescribed procedures relating to a part of the documentation requirements necessary in completing disability determinations on applications for Social Security Disability Benefits.

## **Section 3 – Timeline**

- Request for Applications Issue Date: **March 28, 2016**
- Application Submission Deadline: **April 14, 2016, 5:00 PM CST**
- Selection Completed: **Prior to May 15, 2016**

## **Section 4 – Minimum Qualifications**

A Medical Consultant (MC) is a member of the DDS team that makes disability determinations. The MCs provide expertise in evaluating mental impairments in cases where there is evidence of a mental impairment.

- An MC must be an acceptable medical source identified below. MCs who are not physicians are limited to evaluating the impairments for which they are qualified. The MC must meet any appropriate qualifications for his or her specialty. Acceptable medical sources are:
  - Licensed physicians (medical or osteopathic doctors);
  - Licensed optometrists, for purposes of establishing visual disorders (except, in the U.S. Virgin Islands, licensed optometrists, for the measurement of visual acuity and visual fields only); and

- Licensed podiatrists, for purposes of establishing impairments of the foot, or foot and ankle, depending on whether the State in which the podiatrist practices permits the practice of podiatry on the foot only, or the foot and ankle.

### **Section 5 –Services Provided by Consultants**

In carrying out the responsibilities of a consulting specialist, the Consultant will provide services including, but not limited to:

- Determination of the severity of impairments by reviewing and evaluating medical evidence obtained in conjunction with applications for disability benefits under provisions of the Social Security Act. This includes written evaluations and completion of specified forms as required by Social Security regulations.
- Review of case records and provide written evaluation of the adequacy of documentation and make recommendations for further development.
- Review of and signed execution of completed determinations.
- Review and analyzation of returned cases from the Social Security Administration (SSA) and preparation of rebuttals on medical issues.
- Maintenance of an accuracy rate of 95% or higher.
- Attendance at, preparation or presentation of, without compensation, up to two (2) hours per month of required training in program and administrative policy. May also participate in other activities (excluding case ratings or determination signing) as requested by MDRS Administration including but not limited to preparation/presentation of training, discussion of program and/or administrative issues, etc.

### **Section 6 – Compensation**

As consideration for the performance of the services referenced in Section 5, MDRS agrees to compensate Contractor at the rates detailed below.

1. Case Rating:
  - a. Thirty Dollars (\$30.00) per non-CDR case
  - b. Fifty Two Dollars (\$52.00) per CDR case
2. Determination Signing:
  - a. Three Dollars and Seventy Five Cents (\$3.75) per end line case review/signature
3. Rebuttal Preparation:
  - a. Fifty Eight Dollars (\$58.00) per case
4. Rating Correction:
  - a. MDRS will make no payment to the Contractor for correction or completion of errors or omissions found in found in a quality assurance review process or by other administrative

review.

5. Other Activities:

- a. Fifty Eight Dollars (\$58.00) per hour.
- b. Other activities include training beyond two hours per month, preparing and presenting training, and any other administratively requested or required activity other than case rating or determination signing.
- c. Any hours related to the activity of training as stated above must be approved by the Director of the DDS program, in consultation with the Executive Director, prior to such hours being incurred. Approval must be documented in writing and signed by the DDS Director and the Contractor. Any training hours not approved by the DDS Director prior to such hours being incurred may be deemed by MDRS as ineligible for payment.
- d. In special situations and with prior approval by MDRS, MDRS will reimburse costs, at state rates, of travel expenses incurred by the Contractor when performing “other activities”, including Fifty Eight Dollars (\$58.00) per hour for travel time. Total time spent performing “other activities”, including travel time, shall not exceed eight (8) hours per day.

**Section 7 – Duration**

The anticipated term of any contract with an individual selected is tentatively July 1, 2016 until June 30, 2017, with three (3) optional one-year renewal terms. Renewals will be determined annually and will be contingent upon successful completion of services under the preceding year’s contract and MDRS’s need for continuation of the services.

**Section 8 – Required Contract Terms and Conditions**

Any contract entered into with will have the required clauses found in Appendix C, page 137 of the *Mississippi Personal Service Contract Review Board’s Rules and Regulations* which may be found online at: <http://www.mspb.ms.gov/personal-service-contract-review-board/pscrb-rules-regulations.aspx>

**Section 9 – Additional Contract Terms and Conditions**

Any contract entered into with MDRS shall have the terms and conditions as shown in the Consultant Contract Template for Contractual Workers which may be found online at: <http://www.mdrs.ms.gov>.

**Section 10 – Application Submission Requirements**

The application package must be sealed and must contain the following:

1. Contract Worker Application Form – The Application Form can be found on the MDRS website (<http://www.mdrs.ms.gov>). Failure to complete and/or sign the application form may result in the individual being determined nonresponsive; and
2. Copies of the applicable certification(s) and/or license(s) from the applicable certifying authority.

Additional submission requirements include:

- The original and one copy of the application package must be signed and submitted in a sealed

envelope or package to 1281 Highway 51 North, Madison, Mississippi 39110 no later than **5:00 PM CST, Thursday, April 14, 2016**. The original application must be marked "ORIGINAL". All documents contained in the original application package must have original signatures and must be signed by the applicant. All additional application sets may contain photocopies of the original package. Sealed applications should be labeled as follows:

**Mississippi Department of Rehabilitation Services  
Attention: Rebecca E. Henley, Director of Policy and Contracts  
RFA No. 2016-02/ Medical Consultant Application  
1281 Highway 51 North  
Madison, Mississippi 39110**

- Timely submission of the application package is the responsibility of the applicant. Applications received after the specified time will be rejected and returned to the individual unopened. The time and date of receipt by MDRS will be indicated on the envelope or package by MDRS staff.
- Each page of the application form and all attachments must be identified with the name of the applicant.
- All application packages must be received by MDRS no later than **5:00 PM CST, Thursday, April 14, 2016**. Applications submitted via facsimile (faxes) or email **will not** be accepted. It is suggested that if an application is mailed to MDRS, it should be posted in certified mail with a return receipt requested. MDRS will not be responsible for mail delays or lost mail.
- All questions and requests for clarification must be directed by email to:

Rebecca E. Henley, Director of Policy and Contracts  
Mississippi Department of Rehabilitation Services  
Email: [rlenley@mdrs.ms.gov](mailto:rlenley@mdrs.ms.gov)

### **Section 11 – Equal Opportunity Statement**

The Mississippi Department of Rehabilitation Services is an equal opportunity employer. As such, MDRS will select contractors pursuant to this Request for Applications without regard to political affiliation, race, color, handicap, genetic information, religion, national origin, sex, religious creed, age, or disability.