



Joe Lauro, CPPO/CPPB
Director

INTEROFFICE MEMO

To: Joseph Lauro, Director of Purchasing
From: Lucy Nowacki, Procurement Analyst
Subject: Award of Bid - Psychological Assessments
Contract No. 078-0656-B (LN)
Date: October 15, 2008

RECOMMENDATION: I RECOMMEND THE DIRECTOR OF PURCHASING AWARD THE BID FOR PSYCHOLOGICAL ASSESSMENTS WITH IMA EVALUATIONS, INC., TARRYTOWN, NEW YORK ON THE BASIS OF BEING THE LOWEST RESPONSIVE, RESPONSIBLE BID RECEIVED MEETING SPECIFICATIONS. BIDS ARE ON FILE IN THE PURCHASING DEPARTMENT.

ESTIMATED ANNUAL EXPENDITURE NOT TO EXCEED: \$27,090.00

Funding is provided through the Health & Human Services Operating Budget.

DISCUSSION: This is a contract to provide psychological assessments for clients receiving financial assistance from the Department of Health & Human Services. Results obtained from these psychological assessments are used to determine disability benefit eligibility. This is a twenty-four (24) month contract and contains one (1) additional twenty-four (24) month option of renewal. This option shall be exercised only if all terms and conditions remain the same and the County Administrator or Director of Purchasing grants approval.

Contract Period: 10/20/08 THROUGH 10/19/10 N/A – One Time Purchase

Renewal Options: Terms Length of None
Remaining Each Term
1 24 Months

Increase Allowances: Contract renewals will allow for price adjustments in an amount not to exceed the average of the Consumer Price Index (CPI) for all Urban Consumers, Series Id: CUUR000SAM, Not Seasonally Adjusted, Area: U.S. city average, Item: Medical Care, Base Period: 1982-84=100 for the twelve months prior to renewal, or five percent (5%), whichever is less.

APPROVED: Joe Lauro
JOSEPH LAURO, CPPO/CPPB
Director of Purchasing

Date of Approval: 10/16/08

- Attachments:
- 1. Contract Review
 - 2. Bid Tabulation



**PURCHASING DEPARTMENT
CONTRACT REVIEW TRANSMITTAL**

CATS
NO.: 27375

PROJECT: Psychological Assessments

BID NUMBER: 078-0656-B (LN)

REQ. NUMBER:

TYPE: Purchase Contract Other: Construction-Less than \$100,000 One Time

In accordance with the policy guide for Contract Administration, the attached documents are submitted for review and comment.

Upon completion of review, complete Contract Review Transmittal and forward to next Review Authority listed. Please indicate suggested changes by revising, in RED, the appropriate section of the document reflecting the exact wording of the change.

RISK MANAGEMENT: Please enter required liability coverage on pages: 10 & 11

PRODUCT ONLY

This is an annual requirement contract. Estimated Expenditure: \$65,000.00

REVIEW SEQUENCE	REVIEW AUTHORITY	REVIEW DATE	REVIEW SIGNATURE	COMMENTS (Attach Separate page if necessary)	COMMENTS INCORPORATED
1.	Purchasing Dept. J. Lauro, Director	9/5/08	<i>[Signature]</i>		
2.	Health & Human Services Director: M. Freaney	9/9/08	<i>[Signature]</i>	see comments on page 13, 14	
Using Dept please check attached vendor list. Circle vendors you want bids mailed to. Add additional vendors with complete information (Name, Address, Phone and Fax)					
3.	Risk Management Attn: Loretta Hunter (Check applicable box at right)	9/11/08	<i>[Signature]</i>	see pg 10	<input checked="" type="checkbox"/> HIGH RISK
					<input type="checkbox"/> NOT HIGH RISK

****RETURN ALL DOCUMENTS TO PURCHASING****

Make all inquiries to:	Lucy Nowacki, Procurement Analyst	at Extension 43766
In order to meet the following schedule, please return your requirements to Purchasing by: September 15, 2008		

10/2006 (ag)

TENTATIVE DATES
Legal Ad-BID/RFP Mail Out: September 19, 2008
BID/RFP Opening: October 2, 2008
Purchasing Director Approval: October 6, 2008

**BOARD OF COUNTY
COMMISSIONERS**

Robert B. Stewart - Chairman
Calvin D. Harris - Vice Chairman
Ronnie E. Duncan
Susan Latvala
John Morroni
Karen Williams Seel
Kenneth T. Welch



CLEARWATER OFFICE
2189 Cleveland Street, Suite 230
Clearwater, FL 33765
Phone 464-8400

ST. PETERSBURG OFFICE
647 1st Avenue North
St. Petersburg, FL 33701
Phone: 582-7781
Infoline: 582-7709

Tarpon Springs Outreach
301 South Disston Avenue
Tarpon Springs, FL 34689
Phone: 943-4743

Pinellas Park Outreach
6350 76th Avenue North
Pinellas Park, FL 33781
Phone: 547-7736

Sanderlin Center Outreach
2335 22nd Avenue South
St. Petersburg, FL 33712
Phone: 893-5007

Ridgecrest Outreach
12420 130th Avenue North
Largo, FL 33744
Phone: 518-3789

VETERANS SERVICES
Clearwater
2189 Cleveland Street, Suite 201
Clearwater, FL 33765
Phone: 464-8460

St. Petersburg
501 1st Avenue N, Suite 517
St. Petersburg, FL 33701
Phone: 582-7828

STARS PROGRAM
Clearwater
2189 Cleveland Street, Suite 263
Clearwater, FL 33765
Phone 464-8486

St. Petersburg
300 31st Street N, Suite 100
East Building
St. Petersburg, FL 33713
Phone: 453-6530

INTEROFFICE MEMO

To: Lucy Nowacki, Procurement Analyst
Purchasing Department

From: Helena Kenny, Program Administrator *HK*
Health & Human Services Department

Copy: Maureen Freaney, Bureau Director *MF*
Clifford Smith, Assistant Director *CS*
Health and Human Services Department

Re: Evaluation of Bid # 078-0656-B (LN)
Titled: Psychological Assessments

Date: October 13, 2008

It is recommended that IMA be awarded the contract to conduct Psychological Assessments. IMA met all specifications and had the lowest cost for these services.

PLEASE ADDRESS REPLY TO:
2189 Cleveland Street, Ste 230
Clearwater, Florida 33765
Phone: (727) 464-8400
FAX: (727) 464-8428
Website: www.pinellascounty.org



PINELLAS COUNTY GOVERNMENT, FLORIDA
Tabulation

BID # 078-0656-B (LN)

Bid Title : Psychological Assessments

Date & Time Due: October 7, 2008 @ 3:00 p.m.

VENDOR NAME	TOTAL BID
IMA Evaluations	\$ 27,090.00
Medical Evaluation Specialists, Inc.	\$195,500.00

PSYCHOLOGICAL ASSESSMENTS					
Bid Number: 078-0656-B (LN)					
		Medical Evaluation Specialists, Inc.		IMA Evaluations, Inc.	
	ESTIMATED ANNUAL QUANTITY	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL
Interviews and written reports to be included with the following exams:					
General Clinical Evaluation with Mental Status Exam (CPT	100	\$1,500.00	\$150,000.00	\$ 125.00	\$ 12,500.00
Occupational Assessment Exam	80	\$350.00	28,000.00	\$ 125.00	\$ 10,000.00
General Intellectual Evaluation Administration and Interpretation of individual standardized test of intelligence (CPT IQ 96100)	20	\$350.00	\$7,000.00	\$ 125.00	\$ 2,500.00
Appropriate adaptive functioning tests (CPT AF96100)	20	\$350.00	\$7,000.00	\$ 42.00	\$ 840.00
Memory testing Wechsler Memory Scale (CPT MT96100)	10	\$350.00	\$3,500.00	\$ 125.00	\$ 1,250.00
		TOTAL	\$195,500.00	TOTAL:	\$ 27,090.00