

**CONTRACTING OFFICER
THE DISTRICT OF COLUMBIA COURTS**

**REQUEST FOR QUOTATION
(This Is Not An Order) Page 1 of 1**

ADDRESS REPLY: reginald.ramdat@dcsc.gov
 616 H Street, N.W.; Suite 612,
 Washington, D.C. 20001
 Please Contact: **Reginald Ramdat**
 Telephone No.: 202-879-2865
 Facsimile No. : 202-879-2835

➔ Your Quotation Must Be Received at the
 Above Address Not Later Than

May 31, 2018, by 1:00 p.m., EST

DELIVER, ALL CHARGES PREPAID, TO:
 D.C. Superior Court

REQUISITION REFERENCE

DCSC-18-RFQ-0107 - Clinical Psychologists

**NOTE: YOUR BID MUST BE INCLUSIVE OF DELIVERY COST
 DC COURTS IS TAX EXEMPT.**

ITEM NO. Articles or Services (Also District or Federal Stock No. If Any)

The D. C. Courts are soliciting resumes, and supplemental information for two (2) qualified Clinical Psychologists (Contractors) with forensic experience to administer a series of standard psychological and educational tests to determine intellectual, educational and personality functioning to screen for signs of neuropsychological impairment and to diagnose, using the current edition of the Diagnostic and Statistical Manual of Mental Disorders (DSM). The work to be performed shall be in accordance with Attachment 1 – Statement of Work (SOW) & Instructions.

The response must include a cover letter (limited to two (2) pages), a resume or curriculum vitae, any and all relevant licensing credentials specific to the field of mental and behavioral health, a minimum of three (3) references, of which at least two (2) must be professional references.

THE D.C. COURTS' GENERAL CONTRACT PROVISIONS, AS AMENDED ON MAY 2017 IS APPLICABLE TO THIS PROCUREMENT.
 INTERESTED PARTIES MAY DOWNLOAD & VIEW THE THIS DOCUMENT BY VISITING:
<https://www.dccourts.gov/about/procurement-contracts-branch>

SUBMITTED BY _____
 (Signature of Person Authorized to Sign)

TITLE _____ DATE _____

**STATEMENT OF WORK (SOW) & INSTRUCTIONS
FOR
CHILD GUIDANCE CLINIC CLINICAL PSYCHOLOGIST
SERVICES TO COURT SOCIAL SERVICES DIVISION (CSSD)**

SECTION A:

A.1 INTRODUCTION:

This Statement of Work (SOW) is issued by the District of Columbia Superior Court, Family Court Social Services Division - CSSD. The CSSD Child Guidance Clinic (CGC) has identified a need for two (2) qualified Clinical Psychologists with ample forensic experience to administer a series of standard psychological and educational tests to determine intellectual, educational and personality functioning, to screen for signs of neuropsychological impairment and to diagnose, using the current edition of the Diagnostic and Statistical Manual of Mental Disorders (DSM), for a population ranging in age from eight to eighteen and adults serving in a care-taking capacity for pre and post adjudicated youth. The successful applicant will use computer technology for scoring test instruments and production of final report product. The candidate should be able to analyze, interpret, synthesize and integrate test results into clinically sound, cohesive, practical and functional written evaluation appropriate to a forensic domain. The successful candidate should be prepared to provide clinical expert testimony for Court officials in matters related to evaluations and clinical procedures and findings. The successful candidate will also serve as a clinical supervisor for graduate and post-doctoral level psychology trainees and interns including, but not limited to, psychological evaluations, individual, group and family psychotherapy, case consultation and case conference. The position also includes participating in case conferences and consultation with Court officials such as judges, probation officers, social workers, case managers or affiliates with regard to psychological issues related to adjudication and/or disposition. The successful candidate should also expect to perform other clinic or division duties such as interagency assignments, as assigned by the Chief Psychologist. The anticipated commencement date for the required service is on or about June 28, 2018. Selected Contractors will be required to provide forty (40) hours of service delivery per week under the contract.

A.2 BACKGROUND:

The Superior Court of the District of Columbia, Court Social Services Division (CSSD) serves as the pre and post disposition juvenile probation agency for the CSSD is responsible for serving and supervising all juveniles remaining under the jurisdiction of the Family Court, frequently referred to as the “front end” of the City’s juvenile justice system. Those juveniles include: 1.) All newly arrested youth entering the Court system in juvenile delinquency cases; 2.) Persons in Need of Supervision - PINS cases (e.g., youth referred for truancy and/or youth referred for habitual running away); and 3.) Juveniles court-ordered to post-disposition probation case management, services

coordination, and/or supervision/monitoring. The mission of CSSD is to assist in the rehabilitation of youth through the provision of comprehensive intervention services, probation supervision and investigative/clinical reports to enhancing public safety and prevent recidivism and protect the community. CSSD is responsible for all youth involved in DC's juvenile justice system who are not committed to the Department of Youth Rehabilitation Services (DYRS); that is those who are awaiting trial and those on probation.

The Court Social Services Division focuses on the strengths, challenges and identified needs of each individual youth within the context of the family. To ensure public safety and address the developmental needs of District youth under probation supervision, the CSSD enhances its therapeutic services delivery, supervision, and interventions with objectively based and culturally grounded reports that inform interventions. To achieve these objectives, CSSD's Child Guidance Clinic must respond to court-ordered requests for various types of comprehensive psychological reports to identify the self-reported and unacknowledged mental and behavioral health needs of referred youth. The CSSD CGC assesses and evaluates youth by appointment and in some cases on an emergency basis. The reports generated will provide recommendations for rehabilitation of the youth and in the safety and welfare of the community. The responsibilities of the CSSD CGC Clinical Psychologist include:

1. Conducting face-to-face interviews with youth, family and identified individuals active in the maturation of the youth; evaluates youth's mental health and risk to public safety, and develops associated psychological reports for the judiciary.
2. Supervising doctoral level graduate students and interns in psychological treatment and evaluation.
3. Exhibiting the knowledge and the utilization of community or other identified resources in the assistance of solving youth mental health challenges.
4. Maintaining files, records, and case related documents in a well-organized manner
5. Preparing accurate and proficient reports and makes oral and written presentations of facts, which impact the judicial decision-making process as well as the rehabilitation of the youth and his/her family
6. Performing other duties (community activities for youth and families, educational/recreational trips, etc.) as assigned, consistent with established Division and Branch performance standards.
7. In the absence of the supervisor, may be required to assume temporary supervision of the unit, and serve as team leader for special initiatives and committees

SECTION B:**B.1 PERIOD OF PERFORMANCE:**

The term of the contract shall be for one year from the date of contract award. The date of contract award shall be the date the Contracting Officer signs the contract document. The anticipated commencement date for the required service is on or about June 28, 2018. The actual start date shall be the contract award date.

B.1.1 OPTION PERIOD:

The Courts may extend the term of this contract for four one (1) year periods, or a fraction, or multiple fractions thereof, by written notice to the Contractor before the expiration of the contract; provided that the Courts shall give the Contractor a preliminary written notice of its intent to extend at least 10 days before the contract expires. **If the Courts exercise its option to extend the contract, Contractor shall be compensated at the same rate specified in the contract.** The preliminary notice does not commit the Courts to an extension. The Contractor may waive the 10-day preliminary notice requirement by providing a written waiver to the Contracting Officer prior to expiration of the contract. If the Courts exercise this option, the extended contract shall be considered to include this option provision. The exercise of any option under this contract is contingent upon the appropriation of funds for the respective option period. However, the availability of funds does not obligate the Courts to exercise this option year. The total duration of this contract including the exercise of any options under this clause, shall not exceed five (5) years.

B.2 MINIMUM QUALIFICATIONS AND EXPERIENCE:

A doctoral degree in Clinical or Counseling Psychology from an accredited college or university and a license to practice psychology in the District of Columbia plus four (4) years of experience where the candidate had to apply established scientific methods and principles. **CANDIDATES MUST BE LICENSED TO PRACTICE PSYCHOLOGY IN THE DISTRICT OF COLUMBIA. DOCUMENTATION/PROOF OF EDUCATION (COLLEGE TRANSCRIPT AND DEGREE) AND LICENSING MUST BE INCLUDED WITH APPLICATION (RESUME). SEE ALSO, SECTION D, PARAGRAPH D.3.**

B.3 SALARY/RATE:

COMPENSATION/RATE SHALL BE BASED ON THE FOLLOWING:

All successful applicants are required to have a PhD or PsyD in clinical or counseling psychology and have completed an APA accredited internship in psychology. Successful applicants must also have a license to practice psychology in the District of Columbia at the time of hire.

Junior level clinicians who have received their doctoral degrees within the last five years and have substantial experience in clinical and applied settings (e.g., schools, hospitals, etc.) with adolescents.

Compensation: \$105,000/yr. or 50.48/hr.

Within 10 years of receiving their doctoral degree. This candidate will have substantial experience in a forensic setting working with adolescents conducting forensic evaluations, engaging in evidence-based treatments, and training doctoral students.

Compensation: \$110,000/yr. or \$52.88/hr.

Senior level psychologist with at least 10 years of postdoctoral experience and several years of experience in a forensic setting. This psychologist should have substantial experience conducting forensic assessments, engaging in evidence-based treatment, training doctoral level clinicians, and testifying in court.

Compensation: \$125,000/yr. or \$55.8/hr.

SECTION C:

C.1 EACH CONTRACTOR SHALL PROVIDE AND PARTICIPATE IN THE SERVICES AND DELIVERABLE(S) AS FOLLOWS:

C.1.1 Orientation to Superior Court, CSSD and Child Guidance Clinic

The Contractor shall participate in orientation to the DC Courts as provided by the Human Resource Division. Furthermore, the Contractor shall participate in orientation training as provided by the Court Social Services Division, which may include any one or more of the following: CSSD orientation and CGC orientation. These trainings will familiarize the Contractor with policies and procedures, business as well as clinical practices within the CSSD, Court and the Child Guidance Clinic.

C.1.2 Orientation to Child Guidance Clinic - CGC

As provided by the Child Guidance Clinic - CGC (Acting Chief Psychologist, Malcolm H. Woodland, PhD). The Contractor shall participate in orientations to the clinical and forensic functions of the Clinic, organizational responsibilities, and points of authority. Likewise, the Contractor shall take part in the purpose and function of the research laboratory and the Contractor's contribution to its ongoing mission.

C.1.3 Orientation of the Juvenile Behavioral Diversion Program – JBDP

The CGC, in conjunction with the JBDP Suitability Committee Co-Chair, Program Manager Shelia Roberson-Adams will take the lead responsibility for providing training

regarding the mission and daily functions of the JBDP. This will include, but not be limited to the Administrative Authority/Order, JBDP Manual, JBDP Suitability Committee and Confidentiality Agreement, stakeholders such as the DC Office of the Attorney General, and selected Core Service Agencies.

C.1.4 Orientation on Current Screening Tools and Procedures

While there are screening instruments currently in use, there may be modifications or changes based on ongoing outcome research findings provided by the CGC Research Lab. The Contractor will be informed of the Conners Behavioral Rating Scale (CBRS - various versions). As evolving tools and screeners are developed or selected, the Contractor will be informed about screening instruments follow-up procedures.

C.1.5 Orientation to Commercial Sexual Exploitation of Children (CSEC) Protocol.

C.1.6 Provision of Evaluation Services

On an agreed upon and designated work schedule, the Contractor shall administer available evaluation tools to court-ordered juveniles. Likewise, the Contractor will supervise externs and/or interns as assigned by the Acting Chief Psychologist or designee. The Contractor shall implement pre-arranged emergency contact and/or on-the-spot intervention (FD-12) for youth in imminent danger of suicide, homicide, or other life or additional threatening mental/behavioral health circumstances in consultation with Acting Chief Psychologist or designee.

C.1.7 Written Reports

Upon completion of each individually administered evaluation, the Contractor shall computer score, obtain the results and begin the comprehensive written report. The format that is required for reports will be provided by the CGC. Reports may be subject to review and adjustment by the Acting Chief Psychologist or designee.

C.1.8 Supervision of Trainees

In accordance to the CGC's mission and accreditation by the American Psychological Association (APA), the Contractor will be required to provide individual and/or group supervision to assigned trainees. The amount of supervision shall be guided by the individual need of the trainee and the guidelines of APA and the CGC. The Contractor shall keep notes and documentation of supervision for each trainee. The Contractor shall also report at CGC Training meetings on the progress of each individual trainee providing strengths, weaknesses, areas for improvement or remediation and general integration with the CGC, the CSSD and the Court.

C.1.9 Case Conferences/Seminars

Case conference and seminar attendance and supervision input is required of the Contractor. There are generally two standing conferences that occur on Mondays from 3:30 pm to 5:30 pm and Thursdays from 2:00 pm to 4:00 pm. The location is typically in the office of the Chief Psychologist or as announced. There may be other seminars or meetings as announced by the Acting Chief Psychologist that will require attendance and/or participation. It is the Contractor's responsibility to bring forth any system or individual challenges, impediments, or dilemmas that impact effective execution of the scope of work. In all cases, the Acting Chief Psychologist should be notified of such factors or circumstances.

C.2 INSTRUCTIONAL SCHEDULE:

- C.2.1 Five (5) days after Contract award, the Applicant/Contractor will meet with the Contracting Officer Technical Representative (COTR) to establish the work schedule that shall remain throughout the contract year. There will be at least one late evening (up to 2 hours after 6 pm) per week. Flexible schedules are permitted with the approval of the Acting Chief Psychologist according to the needs of the CGC.
- C.2.2 The administration of evaluations shall be conducted at the following locations: the Child Guidance Clinic, Court Building "B" 510 – 4th Street, NW, Washington, DC 20001; the Youth Services Center - YSC (Pre-Trial Juvenile Detention Center) located at 1000 Mount Olivet Rd., NE. Washington 20002; Moultrie Courthouse located at 500 Indiana Avenue NW. Washington DC 20001, or any other CSSD operated site within the District of Columbia. Once established, any modifications/adjustments to the Contractor's work schedule must be approved by the COTR or Acting Chief Psychologist.

C.3 SCHEDULING OF CONTRACTUAL HOURS

- C.3.1 All Contractual work hours shall be coordinated to ensure youth referred to the CSSD's CGC for various psychological evaluations, supervision, case conferences and seminars are completed during CSSD's hours of operations at all locations.

C.4 DELIVERABLES:

All Deliverables shall be in a form and manner acceptable to the Courts. The Contractor shall provide to the **Contracting Officer's Technical Representative (COTR)** the deliverables specified below within the designated time frames:

- C.4.1 The Contractor shall submit a weekly report detailing the number of evaluations, supervision sessions and case conferences/seminars conducted/attended via email to the Acting Chief Psychologist and COTR via email or as directed by the Acting Chief Psychologist. The report shall include the following information on each participant:
- a. Date of Contact
 - b. Type of Contact
 - c. Site of Contact
 - d. Name of youth evaluated following referral
 - e. Number of supervision sessions of trainee's
 - f. Type and number of case conferences/seminars attended/participated

C.5 PAYMENT AND INVOICES

- C.5.1 The Contractor shall be compensated at the established hourly rate. The Contractor shall submit an invoice for payment on a bi-weekly basis. The Courts will make invoice payments under the terms and conditions specified in the contract. Payments shall be considered as being made on the day a check is dated or the date of an electronic funds transfer.
- C.5.2 The contractor shall be compensated as set forth below. Effective June 8, 2018 all invoices and payment request shall be submitted electronically through the U.S. Department of the Treasury's **Invoice Processing Platform (IPP)** System using the "Bill to Agency" of Interior Business Center-FMD. The IPP website address is <https://www.ipp.gov>. In addition, it is the vendors' (contractors') responsibility to be System for Awards Management (SAM) registered and in IPP. The vendors (contractors) must be SAM registered in order to register in IPP. The SAM website address is <https://www.sam.gov>.
- C.5.3 In order to receive payment, the Contractor must use the IPP website to register, access, and use IPP for submitting all invoice requests for payment(s). Assistance with enrollment can be obtained by contacting the IPP Production Helpdesk via email at IPPCustomerSupport@disca.treasury.gov or by phone (866) 973-3131.

- C.5.4 Payment request means any request for contract financing payment or invoice payment by the Contractor. To constitute a proper invoice, at a minimum, the Contractors' electronic invoice shall include the following information:
- a. Name and address of the Contractor,
 - b. The purchase order number,
 - c. Invoice date,
 - d. Invoice number,
 - e. Name of the Contracting Officer Technical Representative (COTR),
 - f. COTR email address, and
 - g. Description, quality, unit of measure, and extended price of the services or supplies actually rendered.
- C.5.5 Once the electronic invoice has been submitted through IPP, no later than 2 business days from the electronic submission, the Contractor must email and/or mail to the COTR a copy of the electronic invoice along with all the required supporting documentation as stated in the contract.
- C.5.6 The Contracting Officer's Technical Representative (COTR) shall review each electronic invoice for certification of receipt of satisfactory services prior to authorization of payment.
- C.5.7 Final Invoice**
- C.5.7.1 The Contractor shall submit final electronic invoice (s) within thirty (30) days after the expiration of this contract. On a final invoice where the payment amount is subject to contract settlement actions, acceptance shall be deemed to have occurred on the effective date of the contract settlement.
- C.5.7.2 The Contractor must contact the COTR in order to obtain a D.C. Courts Release of Claims form. Upon receipt of the form, the Contractor must complete and submitted the Release of Claims form as well as provide a copy of the final electronic invoice to the COTR.
- C.5.8 Tax Exempt**
- C.5.8.1 The Courts is exempt from taxation pursuant to D.C. Code 47-2005(1).
- C.5.9 Prompt Payment Act**
- C.5.9.1 The Courts will pay interest (late charge) on each electronically received and approved invoice pursuant to the Prompt Payment Act, 31 U.S.C. 3901 et seq.

C.5.10 Audits

- C.5.10.1 At any time or times before final payment and three (3) years thereafter, the Contracting Officer may have the Contractor's invoices or vouchers and statements of costs audited. Any payment may be reduced by amounts found by the Contracting Officer not to constitute allowable costs as adjusted for prior overpayment or underpayment. In the event that all payments have been made to the Contractor by the Courts and a discrepancy of overpayment is found, the Courts shall be reimbursed for said overpayment within thirty (30) days after written notification.

C.6 CONTRACTING OFFICER (CO):

Contracts will be entered into and signed on behalf of the Courts only by contracting officer. The name, address and telephone number of the Contracting Officer is:

Louis W. Parker
Administrative Officer
Administrative Services Division
District of Columbia Courts
616 H Street, N.W., Suite 622
Washington, DC 20001

C.6.1 Authorized Changes by the Contracting Officer:

The Contracting Officer is the only person authorized to approve changes in any of the requirements of this contract.

C.6.2 Contracting Officer's Technical Representative (COTR):

- A. The COTR is responsible for general administration of the contract and advising the Contracting Officer as to the Contractor's compliance or noncompliance with the contract. In addition, the COTR is responsible for the day-to-day monitoring and supervision of the contract, of ensuring that the work conforms to the requirements of this contract and such other responsibilities and authorities as may be specified in the contract. The COTR or her Designee is authorized to place orders under this contract. The COTR for this contract is:

Malcolm H. Woodland, PhD, Deputy Director
510 4th St., NW, Suite 215A
Washington, DC 20001
202.508.1751
Email: malcolm.woodland@dcsc.gov

- B. The COTR shall not have authority to make any changes in the specifications or scope of work or terms and conditions of the contract.

- C. The Contractor may be held fully responsible for any changes not authorized in advance, in writing, by the Contracting Officer; may be denied compensation or other relief for any additional work performed that is not so authorized; and may also be required, at no additional cost to the Court, to take all corrective action necessitated by reason of the unauthorized changes.

**C.7 CONTRACTOR'S CLEARANCE AND BACKGROUND REQUIREMENTS -
CRIMINAL BACKGROUND CHECKS**

- C.7.1 The District of Columbia Courts (Courts) shall require name based FBI fingerprint and Child Protection Registry clearance criminal background checks by means of fingerprints and National Criminal Information Center checks and procedures through the D.C. Metropolitan Police Department (MPD) and the Child Protection Registries of Washington, D.C. (DC), Maryland (MD) and Virginia (VA).
- C.7.2 Within five (5) days of request by the Contracting Officer the Applicant/ Contractor shall submit a completed District of Columbia Courts Security Clearance Form with information for each employee, consultant, trainee, volunteer and other personnel of the Contractor providing services including but not limited to those having direct contact with children (under the age of 18) or with individuals with intellectual disabilities, or providing services for the Criminal Division so a criminal background check may be conducted.
- C.7.3 Within five (5) days of request by the Contracting Officer the Applicant/ Contractor shall submit a completed and notarized Child Protective Registry forms for DC, MD and VA. The Contracting Officer shall obtain clearance, through the Child and Family Services Agency (CFSA) Child Protective Register (CPR), for all Contractor personnel providing services with direct contact with children (under the age of 18) and with individuals with intellectual disabilities, to include salaried personnel, consultants, trainees, volunteers and all other personnel.
- C.7.4 The Contractor shall inform the Contracting Officer in writing, of any changes in staff, to include the full legal names of new or substituted key personnel under this contract. The Contractor shall inform the Contracting Officer of any changes prior to services being provided by replacement personnel. All key personnel changes are subject to the prior approval of the Contracting Officer.
- C.7.5 The Courts shall require a Child Protective Register check on an annual basis, and a MPD criminal background check every two (2) years for personnel listed in Sections C.7.2 and C.7.3 above.
- C.7.6 The Applicant shall submit traffic record checks, with their proposal, on any personnel who would be required to drive motor vehicles to transport children or individuals with intellectual disabilities in the course of performing services under this contract. A pattern

of disregard for traffic regulations, particularly where there has been a conviction for driving under the influence of intoxicants or drugs, may be cause for rejection.

C.7.7 The Courts reserves the right to reject any current or proposed person providing services under this contract based on the outcome of the criminal background, CPR or traffic record checks. No person who has been convicted of, pleaded nolo contendere, been found not guilty by reason of insanity, or is on probation before judgment or placement of a case upon a stet docket, for any of the offenses listed in sections (C.7.9)(1), (5), (7) or (8) of this Article, shall be permitted to provide services with direct contact with children or individuals with intellectual disabilities.

C.7.8 The Applicant shall submit, with its offer, a signed District of Columbia Courts Background Check Statement affirmation for each person whom a criminal background check and Child Protective Registry check is required under Sections C.7.2 and C.7.3 of this Section stating whether or not the person:

(1) Has been convicted of any of the felony offenses listed in Section C.7.9 of this Article, or their equivalent, in the District of Columbia, or in any state or territory;

(2) Has pleaded nolo contendere to any of the felony offenses listed in section C of this Article, or their equivalent, in the District of Columbia, or in any state or territory;

(3) Is on probation before judgment or placement upon a stet docket of a case involving any of the felony offenses listed in section C.7.9, or their equivalent, in the District of Columbia, or in any state or territory; and

(4) Has been found not guilty by reason of insanity, for any sexual offense or intra-family offense in the District of Columbia; or for any of the felony offenses listed in section C of this Article, or their equivalent, in the District of Columbia, or in any state or territory.

C.7.9 The list of felony offenses referred to in section C.7.8.1 of this Article are as follows:

(1) Murder, attempted murder, manslaughter, or arson;

(2) Assault, battery, assault with a dangerous weapon, mayhem, malicious disfigurement, or threats to do bodily harm;

(3) Burglary;

(4) Robbery;

(5) Kidnapping;

(6) Illegal use or possession of a firearm;

(7) Sexual offenses, including indecent exposure; promoting, procuring, compelling, soliciting, or engaging in prostitution; corrupting minors (sexual relations with children); molesting; voyeurism; committing sex acts in public; incest; rape; sexual assault; sexual battery; or sexual abuse; but excluding sodomy between consenting adults;

(8) Child abuse or cruelty to children;

(9) Unlawful distribution or possession of or possession with intent to distribute

a controlled substance;

(10) Theft, fraud, forgery, extortion, blackmail, larceny, or identity theft.

C.7.10 The Court shall maintain a personnel file on each Contractor containing a cover letter, up-to-date resume or curriculum vitae detailing education and work experience as well as any current applicable licenses and certifications, a list of at least three (3) references, verification of the most recent college degree and a current job description detailing the work undertaken by the Contractor. The Contractor shall inform the COTR immediately of any and all issues arising, which may impede fulfillment of contractual obligations. The Court shall provide orientation sessions for each contractor detailing administrative procedures, services encompassing those required by Contract scope, CSSD's policies and practices to be adhered to under this contract.

C.7.11 A Contractor that provides services as a covered child or youth services provider, as defined in section 202(3) of the Child and Youth, Safety and Health Omnibus Amendment Act of 2004, effective April 13, 2005 (D.C. Law 15-353; D.C. Official Code § 4-1501.01 et seq.), as amended (in this section, the "Act"), shall obtain criminal history records to investigate persons applying for employment, in either a compensated or an unsupervised volunteer position, as well as its current employees and unsupervised volunteers. The Contractor shall request criminal background checks for the following positions: All individuals providing direct service to the child, including volunteers.

C.7.12 The Contractor may not sub-contract services, nor can he or she make an offer of appointment to any individual (volunteer or other) whose position brings him or her into direct or indirect contact with CSSD youth.

C.7.13 Unless otherwise specified herein, the Court may conduct periodic criminal background checks throughout the duration of this contract.

C.8 MANDATORY REPORTING

The Contractor shall ensure that upon personally observing an incident of alleged or actual child abuse, neglect or fatality, having any other information indicating an alleged or actual risk to a child/children health or safety, he or she will make an immediate oral report and a written report within twenty-four (24) hours to the CFSA's twenty (24) hour Child Abuse and Abuse and Neglect Hotline (202 671-SAFE).

C.8.1 The Contractor shall ensure that notification is made within (24) hours to the assigned COTR, Probation Officer, and Office of the Director.

C.8.2 The Contractor shall ensure that the written report includes, but need not be limited to, the following information if the person making the report knows:

- a. The child/children who is the subject of the report;
- b. Each of the child/children siblings;
- c. Each of the child/children parents or other persons responsible for the child/children's

care

- d. The nature and extent of the abuse or neglect of the child/children and any previous abuse or neglect, if known; and
- e. All other information which the person making the report believes may be helpful in establishing the cause of the abuse or neglect and the identity of the person responsible for the abuse or neglect.

C.9 CONFIDENTIALITY:

During the course of this contract, the Contractor will have access to information that is deemed confidential by Federal and/or District Laws. Likewise, Contractors in this position will be held to Standard 4 (Privacy and Confidentiality) of the Ethical Principles of Psychologists and Code of Conduct by the American Psychological Association (2002 with 2010 Amendments). A copy of this document will be provided upon orientation. The Contractor shall protect and hold strictly confidential all information to which the Contractor has access during the course of work under this contract. Contractor shall not disclose, directly or indirectly, any such information to third parties or use it for any purpose other than the work under this contract. Upon conclusion of work under this contract, the Contractor shall return any and all information and materials obtained from CSSD and any copies to CSSD.

C.10 COMPLETION OF CONTRACT:

Contractor shall have fulfilled its obligation when the Court determines the Contractor has consistently provided services as described in the Statement of Work (DC Courts Contract) until the end of the contract period.

C.11 COURTS RESPONSIBILITIES:

C.11.1 The Court shall evaluate the effectiveness of services provided by selected Contractors based upon on the above factors delineated in paragraph C.1 on through paragraph C.1.8

C.11.2 The Court shall work closely with Contractors.

C.11.3 The Court shall provide space for Contractors to fulfill obligations.

C.11.4 The Contractor shall be prepared to commence delivery of services detailed herein beginning on or about June 28th, 2018, which shall also include duration of training provided by the Court that will enable Contractors to enhance skills necessary to carry out the services contemplated under this contract.

C.11.5 The Court is responsible for providing all training, assessment and support materials.

SECTION D:**D.1 QUESTIONS CONCERNING THIS REQUEST MUST BE DIRECTED BY EMAIL TO:**

Reginald Ramdat
Contract Specialist
Procurement and Contracts Branch
Administrative Services Division
District of Columbia Courts
Telephone: 202-879-2865
Email Address: reginald.ramdat@dcsc.gov

D.2 All questions must be submitted by email no later than 1:00 p.m., May 24, 2018.

D.3 REQUEST FOR QUOTATION (RFQ) SUBMISSION:

Eligible applicants must submit a response to this request on or before close of business 1:00 p.m., May 31, 2018. The response must include a cover letter (limited to two (2) pages), a resume or curriculum vitae, any and all relevant licensing credentials specific to the field of mental and behavioral health, a minimum of three (3) references, of which at least two (2) must be professional references. Each Applicant shall submit one (1) original and three (3) copies of their response. Each response shall be properly indexed and include all information requested in this RFQ. Applicants may submit responses either by e-mail, U.S. mail or by hand delivery/courier services.

A. Applicants submitting their responses by e-mail must e-mail their responses to the following address:

reginald.ramdat@dcsc.gov

B. Applicants submitting their responses by U.S. mail must mail their responses to the following address:

District of Columbia Courts
Administrative Services Division
Procurement and Contracts Branch
Attn: Reginald Ramdat, Contract Specialist
616 H Street, N.W., Suite 612
Washington, D.C. 20001

C. Applicants submitting their responses by hand delivery/courier services must hand deliver their responses to the following address:

District of Columbia Courts
Administrative Services Division
Procurement and Contracts Branch
Attn: Reginald Ramdat, Contract Specialist
701 7th Street, N.W., Suite 612
Washington, D.C. 20001

D.4 APPLICABILITY OF GENERAL PROVISIONS APPLICABLE TO THE D.C. COURTS CONTRACTS:

The General Provisions Applicable to D.C. Courts Contracts (Attachment 2) shall be applicable to the contract resulting from this solicitation.

D.5 RESTRICTION ON DISCLOSURE AND USE OF DATA:

Applicants who include in their proposals data that they do not want disclosed to the public or used by the Courts except for use in the procurement process shall so state in their proposal.

D.6 ETHICS IN PUBLIC CONTRACTING:

The Applicant shall familiarize itself with the Court's policy entitled "Ethics in Public Contracting". The Applicant shall abide by such provisions in submission of its proposal and performance of any contract awarded.

D.7 DISPUTES:

Any dispute arising under or out of this contract is subject to the provisions of Chapter 8 of the Procurement Guidelines of the District of Columbia Courts.

D.8 LAWS AND REGULATIONS:

All applicable laws, Courts rules, procurement guidelines and regulations shall apply to the contract throughout, and they will be considered to be included in the contract the same as though herein written out in full.

D.9 NON-DISCRIMINATION:

The Contractor agrees that it will comply with the nondiscrimination requirements set forth in D.C. Code, Section 2-1402.11(2001) which will be incorporated into any contract awarded. The Contractor agrees to comply with requests from the Courts to support the Contractor's adherence to this section.

D.10 DISCLOSURE OF INFORMATION:

- D.10.1 Any information made available by the District of Columbia Courts shall be used only for the purposes of carrying out the provisions of this contract, and shall not be divulged nor made known in any manner to any person except as may be necessary in the performance of the contract.
- D.10.2 In performance of this Contract, the Contractor agrees to assume responsibility for protection of the confidentiality of Courts records and that all work shall be performed under the supervision of the Contractor or the Contractor's responsible employees.
- D.10.3 Each office or employee of the Contractor to whom information may be available or disclosed shall be notified in writing by the Contractor that information disclosed to such officer or employee can be used only for a purpose and to the extent authorized herein, and that further disclosure of any such information, by any means, for a purpose or to an extent unauthorized herein, may subject the offender to criminal sanctions.
- D.10.4 No information regarding the Contractor's performance of the contract shall be disclosed by the Contractor to anyone other than the District of Columbia Courts officials unless written approval is obtained in advance from the Contracting Officer.

D.11 PUBLICITY:

The Contractor shall at all times obtain the prior written approval from the Court's Contracting Officer before it, any of its officers, agents, employees or subcontractors, either during or after expiration or termination of the contract, make any statement or issue any material, for publication through any medium of communication, bearing on the work performed or data collected under this contract.

D.12 TYPE OF CONTRACT:

This is a firm-fixed hourly rate contract.

D.13 GOVERNING LAW:

This contract shall be construed in accordance with the laws of the District of Columbia, the D.C. Courts and federal government.

SECTION E:**E.1 EVALUATION CRITERIA:**

The following criteria with a point system of relative importance with an aggregate total of one hundred points will be utilized to evaluate each response:

Item No.	EVALUATION CRITERIA	MAXIMUM POINTS
A.	QUALIFICATION: Relevant Qualification/Education. (Please refer to Section B.2)	0 - 60
B.	EXPERIENCE: Relevant Experience. (Please refer to Section B.2)	0 – 40
TOTAL		100

E.2 The Court will schedule interviews with the applicants who are determined to be highly qualified based on the evaluation criteria set forth above.

PLEASE NOTE: ALL CHILD PROTECTION REGISTER CHECK FORMS MUST HAVE ORIGINAL SIGNATURE AND MUST BE HAND-DELIVERY/COURIER OR MAIL TO:

Ms. Princess Duffy
Office Services Assistant
Administrative Services Division
DC Courts
616H Street, N.W.
Suite 616
(202) 879-0476

FAX OR E-MAIL COPIES OF THE FORMS WILL NOT BE ACCEPTED.



State of Maryland-Child Protective Services Program

CONSENT FOR RELEASE OF INFORMATION

CPS BACKGROUND/ADAM WALSH BACKGROUND CLEARANCE REQUEST

*****PLEASE COMPLETE THIS FORM ON LINE AND THEN PRINT*****

Part I: PURPOSE OF SEARCH

A. RELEASE TO SELF:

- 1. To determine if I have been found responsible for an "indicated" or "unsubstantiated" disposition for a child abuse or neglect investigation.
2. To determine if I have any remaining appeal rights.

B. RELEASE TO AN AGENCY/INDIVIDUAL RELATED TO:

- Adoption, Foster Care, Kinship Care, International Adoption, School Personnel, Institutional Employee, CASA, Custody Evaluation, Day Care Center, Family Day Care, Community Mgmt. Entity, Group Home/Residential Treatment Facility, Youth Camp Personnel Administrator, Youth Camp Worker/Volunteer, Other (Specify):

Agency/Individual Name, Name of Agency Representative, Agency Address, Representative's Phone Number, Representative's Email

Part II: SEARCH INFORMATION (To be completed in full by individual whose name is being searched)

APPLICANT'S LAST NAME, FIRST NAME, MIDDLE NAME (Full), MAIDEN/BIRTH NAME, SOCIAL SECURITY NUMBER, DATE OF BIRTH, SEX, RACE, OTHER NAMES USED

NUMBER, STREET NAME, UNIT TYPE/#, CITY, STATE, ZIP CODE, DAYTIME TELEPHONE NUMBER, EMAIL ADDRESS

CURRENT SPOUSE LAST NAME, FIRST NAME, MIDDLE NAME (Full), DATE OF BIRTH

FULL NAMES OF ALL CHILDREN (To include adult children and children not residing with you) LAST NAME, FIRST NAME, MIDDLE NAME (Full), DATE OF BIRTH

Have you lived in Maryland in the past? Have you worked or volunteered in Maryland in the past? If yes to either question, from what years:

PRIOR ADDRESSES (List all within the past 7 years in Maryland.)					
NUMBER	STREET NAME	CITY	STATE	ZIP CODE	DATE

Part III: AUTHORIZATION

Pursuant to Code of Maryland Regulations § 07.02.07, pertaining to the confidentiality of Child Protective Services investigations and reports, I hereby authorize the Maryland Department of Human Resources (DHR) to notify *(agency or individual as listed in Part I)* as to whether a local department of social services has identified me as responsible for "indicated" child abuse or neglect in any record maintained by the Maryland Department of Human Resources, any local department of social services, and Child Protective Services.

*******STOP*****REVIEW THAT ALL SECTIONS ARE COMPLETE*******
*******PRINT THIS FORM BEFORE PROCEEDING TO PART IV*******

PART IV: SIGNATURE *(If Applicant is under age 16, must be signed by Applicant's parent/guardian)*

DATE

<i>(Print name of signature above)</i>	

PART V: CERTIFICATE OF ACKNOWLEDGEMENT OF INDIVIDUAL BEFORE A NOTARY PUBLIC

City/County of: _____ State of: _____

Acknowledged before me this _____ day of _____, 20____.

NOTARY PUBLIC

My commission expires: _____.

PART VI: BACKGROUND CLEARANCE FINDINGS (for Local Department or DHR use only)

	Applicant's Name:	MD CHESSIE ID#:
<input type="checkbox"/>	1. Active investigation	
<input type="checkbox"/>	2. Sent to DHR or Local Department of Social Services:	Name:
		Date:
<input type="checkbox"/>	3. We have determined that _____ is listed in the state's database as being responsible for an <input type="checkbox"/> Indicated / <input type="checkbox"/> Unsubstantiated disposition of <input type="checkbox"/> Abuse / <input type="checkbox"/> Neglect in reference to an investigation conducted in _____ by _____. Child Protective Service Investigation #: _____. (Unsubstantiated findings may be released to the Office of Child Care in connection with an application to provide child care or work in a child care facility or to an individual requesting release of information to him or herself.)	
<input type="checkbox"/>	4. Holding for appeal	
<input type="checkbox"/>	5. Notification sent to Applicant on _____	
<input type="checkbox"/>	6. As of this date, _____ the individual whose name was being searched is NOT identified in the state's system.	

INSTRUCTIONS

Purpose

The Virginia Child Abuse and Neglect Central Registry is mandated by the Virginia Child Protective Law and contains the names of individuals identified as an abuser or neglector in founded child abuse and/or neglect investigations conducted in the state of Virginia. The findings are made by Child Protective Services staff in local departments of social services and are maintained by the Virginia Department of Social Services. Legal mandates for the Virginia Department of Social Services to provide a Central Registry and a mechanism for conducting searches of the registry are found in § 63.2-1515 of the Code Virginia.

Read all instructions before completing the form: (Incomplete forms will be returned)

1. Answer all questions completely and accurately by printing clearly in black ink or typing your answers. Failure to complete or print clearly may delay or deny your request. Given the nature of the form and the actions to be taken when received, the **Office of Background Investigations shall not accept forms that have been altered in any fashion.** Forms that contain strike outs, correction tape or white-out will be returned.
2. If a middle name is an initial, indicate “initial only” otherwise, enter a full middle name given at birth.
3. For “other names used” list all previous names; nick names, all previous married names, legal name changes, changes due to adoption, etc. Circle appropriate title description on the form.
4. If the answer to any question is none, write “N/A”.
5. Sign the Central Registry Release of Information Form in the presence of an official Notary Public. Each request form must be notarized. Only original signatures will be accepted. No copies of the form will be accepted.
6. A \$10.00 fee is charged for each search. Payment must accompany search forms. Only money orders, company/business checks, or cashier checks will be accepted. (If multiple requests are mailed together, payment may be combined on in one money order, company/business check, or cashier’s check. (ex. 4 requests at \$10.00 each will total \$40.00). A \$50 fee will be charged for all returned checks.)

All money orders, company/business checks, or cashier checks should be made payable to:
Virginia Department of Social Services.

Personal checks and cash will not be accepted.

7. For agencies and facilities that require several searches per year, an agency code will be assigned to expedite processing of the search requests.
8. If additional space is needed to complete the form (ie. providing information on addresses, spouses, and children) attach an 8x11 sheet sheet of paper along with your form to be mailed.
9. Search results are not transferable and are not considered official beyond the requesting agency or individual.
10. Mail your completed form and additional sheets (if used) to:

**Virginia Department of Social Services
Office of Background Investigations - Search Unit
801 East Main Street, 6th Floor
Richmond, VA 23219-2901**

Purpose of Search, Check one: Adam Walsh Law Adoptive Parent Babysitter/Family Day Care
 CASA Children’s Residential Facility Custody Evaluation Day Care Center Foster Parent
 Institutional Employee Other Employment School Personnel Volunteer Other

MAIL SEARCH RESULTS TO: Agency, Individual or Authorized Agent Requesting Search

Name			Payment/FIPS Code (Use only if assigned by OBI-CRU)		
Address					
City	State	Zip			
Contact Name	Tel.#	Ext			
Contact E-Mail	Mandatory if agency code has been assigned				

PART I: DETAILS OF INDIVIDUAL WHOSE NAME MUST BE SEARCHED

Last Name	First Name	Full Middle Name – (given at birth) - No initials (if middle name is an initial, indicate "Initial Only")			
Maiden Name (last name before marriage)	Sex <input type="checkbox"/> Male <input type="checkbox"/> Female	Date of Birth (MM/DD/YYYY)	Race		
Driver’s License Number or ID #	Social Security Number	Other names used; nicknames, legal names (refer to instruction page)			
Current Address (Include Street # and Apt #)	City	State	Zip		

Applicant’s Prior Addresses

Include Street # and Apt #	City	State	Zip	Start Date (MM/YY)	End Date (MM/YY)

Marital Status Single Married Divorced Widowed Partner

If married, list current spouse. If previously married, list all previous spouses. If you have never been married, write 'N/A'.

Last Name	First Name	Full Middle Name (given at birth)	Maiden Name	Race	Sex	Date of Birth (MM/DD/YYYY)
					<input type="checkbox"/> Male <input type="checkbox"/> Female	
					<input type="checkbox"/> Male <input type="checkbox"/> Female	
					<input type="checkbox"/> Male <input type="checkbox"/> Female	

List all of your children. If you have none, write 'N/A'. Include all adult children, step and foster children not living with you.

Last Name	First Name	Full Middle Name (given at birth)	Relationship	Sex	Date of Birth (MM/DD/YYYY)
				<input type="checkbox"/> Male <input type="checkbox"/> Female	
				<input type="checkbox"/> Male <input type="checkbox"/> Female	
				<input type="checkbox"/> Male <input type="checkbox"/> Female	



PART II: CERTIFICATION AND CONSENT FOR RELEASE OF INFORMATION

I hereby certify that the information contained on this form is true, correct and complete to the best of my knowledge. Pursuant to Section 2.2-3806 of the *Code of Virginia*, I authorize the release of personal information regarding me which has been maintained by either the Virginia Department of Social Services or any local department of social services which is related to any disposition of founded child abuse/neglect in which I am identified as responsible for such abuse/neglect. I have provided proof of my identity to the Notary Public prior to signing this in his/her presence.

Signature of person whose name is being searched
(Sign in presence of Notary)

Parent or Guardian signature required for minor
children under the age of 18

PART III: CERTIFICATE OF ACKNOWLEDGEMENT OF INDIVIDUAL

City/County of _____

Commonwealth/State of _____

Acknowledged before me this ____ day of _____, year _____

Notary Public Signature Botary Number

My Commission Expires: _____

Notary Seal

PART IV: CENTRAL REGISTRY FINDINGS – COMPLETED BY CENTRAL REGISTRY STAFF ONLY

1. We are unable to determine at this time if the individual for whom a search has been requested is listed in the Central Registry. Please answer the following questions and return to the Central Registry Unit in order for us to make a determination:

Worker: _____ Date: _____

2. ____ Based on information provided by the Local Department of Social Services, we have determined that _____ is listed in the Child Abuse/Neglect Central Registry with a founded disposition of child abuse/neglect. For more detailed information, contact the

_____ Dept. of Social Services in reference to referral _____ phone# _____

_____ Dept. of Social Services in reference to referral _____ phone# _____

3. ____ As of this date, based on the information provided, the individual whose name was being searched is **NOT** identified in the Central Registry of Child Abuse/Neglect.

Signature of worker completing search: _____ Date: _____

OBI Staff Only

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Child and Family Services Agency



Request for a Child Protection Register (CPR) Check

The purpose of the Child Protection Register is to protect children and to ensure their safety by maintaining an index of perpetrators of child abuse and neglect in the District of Columbia. This confidential index includes the names of individuals with substantiated and/or inconclusive findings from the investigative reports of the Child Protective Services Unit of the Child and Family Services Agency. Authorized individuals may request background checks to establish whether an individual has a record of substantiated abuse or neglect of a child that occurred in the District of Columbia.

- ▶ To request a local police clearance for the District of Columbia, please visit <https://mpdc.dc.gov/node/187552>.
- ▶ For information about the Sex Offender Registry, visit: <https://mpdc.dc.gov/service/sex-offender-registry>.
- ▶ If you are making a request on behalf of a state child welfare agency outside of the District of Columbia and need the history of a family previously living in the District of Columbia, you may call 202-671-SAFE.
- ▶ For other questions, call the CPR Unit at 202-727-8885 between 8:30 am and 4:30 pm Monday through Friday.

Read all instructions – incomplete, incorrect or illegible forms will be returned and your request may be delayed

- Do not complete an old version of this form – obtain the latest form online at <https://cfsa.dc.gov/>.
- Mail or deliver original application (no photocopies); no faxed, emailed, or scanned applications accepted.

Part I

- Schools (other than DCPS), child care facilities, private foster care agencies, and other private, community-based organizations should select “Non-Government Organization” as the Requestor Type.
- CPR check results are not transferrable and cannot be shared from one agency or employer to another.

Part II

- If you have no middle name write “no middle name” or if a middle name is an initial, indicate “initial only.”
- If the answer to any question is none, write “N/A”.

Part III

- An individual must sign the form to provide consent for CFSA to release information to an authorized requestor.
- The form must be signed in blue ink; electronic signatures are not permitted.
- An employment request allows access to substantiated reports of child maltreatment, to chief executive officers or directors of day care centers, schools, or any public or private organization working directly with children, for the purpose of making employment decisions.

Part IV

- Forms shall be returned if not notarized (*Note: applications for prospective and current CFSA resource parents and kin caregivers need not be notarized, but photo ID must be provided and the form must be signed in the presence of a CFSA employee.*)

Part V

- Self-check applications must be submitted in person, not by mail.
- Individuals requesting a self-check and CFSA resource parents and kin caregivers must present **one** non-expired, government-issued, photo identification: e.g., driver’s license, state identification card, passport, “green card”.
- Results of CPR self-checks may not be used for employment purposes. Employers must directly request CPR clearances for prospective or current employees.

MAIL or HAND DELIVER completed forms to:	Attn: Child Protection Register Unit Child and Family Services Agency 200 I Street SE, 3rd Floor Washington, DC 20003	Applications accepted between 8:30 am and 4:30 pm Monday through Friday
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Please **type or print** clearly. Sign the form in **blue** ink, and date where indicated. Thoroughly review and submit to the CFSa CPR office. **Allow up to 30 business days** for results to be processed. Expedited requests will be considered on a case-by-case basis. **Forms will be returned** if incomplete, incorrect, or illegible resulting in a delayed response.

PART I: Requesting Organization/Employer Information

Request Date		Corrected Application Re-submission Date	
Requestor Type			
<input type="checkbox"/> Court	<input type="checkbox"/> Government Agency	<input type="checkbox"/> Non-Government Organization	<input type="checkbox"/> Self (<i>personal use only</i>)
Purpose			
<input type="checkbox"/> Adoption	<input type="checkbox"/> Court Request	<input type="checkbox"/> Foster/Adoption Licensing	<input type="checkbox"/> Kinship Licensing
<input type="checkbox"/> Visitation	<input type="checkbox"/> Current Employee/Volunteer	<input type="checkbox"/> New Hire/Volunteer	<input type="checkbox"/> Other:
Requesting Organization/Employer Contact Information (results cannot be mailed to a P.O. Box)			
Requesting Organization			
Attention To			
Requestor Address			
Phone Number		Fax Number	
Preferred method to return CPR check results to the requesting organization		<input type="checkbox"/> By Mail	<input type="checkbox"/> By Fax

PART II: Applicant Information

Last Name (include suffix if applicable)	First Name	Full Middle Name (write "no middle name" if there is none)	
Date of Birth (MM/DD/YYYY)	Social Security Number (or Alien Registration #)	Gender (on birth certificate)	
		<input type="checkbox"/> Male	<input type="checkbox"/> Female
Other Names Used (nicknames, alias, maiden name, previous married name, legal name change, etc.)			

Household Information. List all persons living at the current address with the applicant (including students away at college).

Name (first name, middle name, last name)	Date of Birth	Relationship to Applicant

Previous Residency Information. List all addresses (excluding zip code) and the start and end dates, to the best of your ability. Indicate L, W or M in the first column (L = lived, W = worked, M = received mail).

- Applicants for employment or volunteer purposes must include all addresses of residence and where mail was received for the last five (5) years.
- Applicants for adoption, foster care, and kinship care must provide addresses for residency, receipt of mail and employment from the age of 18, per Title 29 DCMR Chapter 60 § 6009.1.
- To calculate the starting date for the previous addresses, add 18 years to the date of birth (e.g., If you were born in 1970, add 18 so addresses going back to 1988 must be provided).
- To help obtain previous addresses, check the credit report bureaus (Equifax, Experian, TransUnion).

Current Address (include Street #, Apt #, Quadrant if applicable)		City	State	Zip
L W M	Previous Address (Include Street # and Apt #)	City	State	Start – End Dates (MM/YYYY – MM/YYYY)

PART III: Applicant Consent

I hereby consent and authorize the D.C. Child and Family Services Agency to provide the Requestor (noted in Part I) information concerning me that is contained in the Child Protection Register ("CPR").

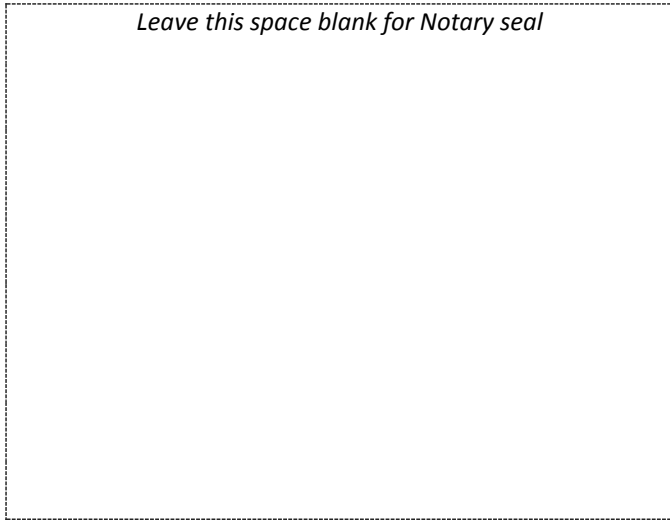
Printed Name: _____

Signature: _____

Must be signed in blue ink; electronic signatures not permitted

Date: _____

PART IV: Certificate of Acknowledgement of the Applicant before a Notary Public



Applicant Name
(Printed)

Applicant Signature
(must be signed in the presence of a Notary)

Date

Subscribed and affirmed or sworn to me, in my presence, on this _____ day of _____, 20__

Signature of Notary Public: _____ in the state of, _____

My commission expires on ____/____/____

PART V: Self Check, CFSA Resource Parent, and CFSA Kinship Caregiver Verification

CFSA USE ONLY: Identification has been shown to me that I have deemed satisfactorily identifies the applicant:

Type of ID		ID #	
CFSA Employee Name (print)			
CFSA Employee Title (print)			
CFSA Employee Signature			

**DISTRICT OF COLUMBIA COURTS
Federal Bureau of Investigation (FBI) SECURITY CLEARANCE FORM**

CONTRACT SPECIALIST'S NAME		Reginald Ramdat						
COMPANY NAME								
SOL./CONTRACT #		Pre Adjudicated Screening Services for Youth entering the Juvenile Justice Syst.						
PROJECT MANAGER		Dr. Michael Barnes						
FIRST NAME	LAST NAME	GENDER	DATE OF BIRTH	SOCIAL SECURITY NUMBER	U.S. CITIZEN (Y or N)	SCHEDULE DATE	SCHEDULED TIME	CONFIRMATION NUMBER
WORKSITE	Moultrie Courthouse; Youth Services Center - (Pre-Trial Juvenile Detention Center); Building B 510 4th St., NW. Wash DC							

SCHEDULER NAME (TYPE)	
------------------------------	--

Date of Request: (Numbers Only)		Metropolitan Police Department Washington, D.C Criminal History Request		Social Security Number: (Numbers Only)		
Request Record of: (Last, First, Middle Name)					Purpose of Request: <input type="checkbox"/> Law Enforcement (non-employment) <input type="checkbox"/> Visas* <input type="checkbox"/> Employment/ Licensing* <input type="checkbox"/> Challenge*	
Address:						
Sex:	Race:	Birthdate: (Numbers Only)	Place of Birth:			
Requesting Agency: District of Columbia Courts			Call-Back Number: (202) 879-0496			
Signature of Agent:				Badge No.:	Method of Request: <input type="checkbox"/> Mail <input type="checkbox"/> In Person <input type="checkbox"/> NLET <input type="checkbox"/> Telephone	
IDENTIFICATION AND RECORDS DIVISION USE ONLY - (Check if applicable)						
<input type="checkbox"/> SUBJECT UNDER ARREST		<input type="checkbox"/> CORRECT COLOR CODE				
Request Received By:		Date and Time Received:		Date and Time Returned:		
D.C. Code § 6-2276 IS QUOTED HERE FOR YOUR INFORMATION						
<p>It shall be an unlawful practice, punishable by a fine of not more than three-hundred dollars (\$300), or imprisonment for not more than ten (10) days, or both, for any person to require the production of and arrest record or any copy, extract, or statement thereof, at the monetary expense of any individual to whom such record may relate. Such "arrest records" shall contain only listings of convictions and forfeitures of collateral that have occurred within ten (10) years of the time at which such record is requested. (Dec. 13, 1977, D.C. Law 2-38, Title II, § 266, 24 DCR 6038).</p> <p>*I hereby authorize the release of my adult arrest record revealing convictions and forfeitures within the past ten (10) years.</p> <p style="text-align: center;">_____ Signature</p> <p style="text-align: right;">_____ Date</p>						
RESULTS OF CRIMINAL HISTORY FILE SEARCH <div style="float: right;"> <input type="checkbox"/> Name Search <input type="checkbox"/> Fingerprint Search </div> <p>TO: Criminal History Users</p> <p>This request concerns information whose collection, dissemination, and use are conditioned and restricted by applicable federal and District of Columbia statutes, and policy of the Metropolitan Police Department. Continued assistance from this department is conditioned upon your strict adherence to these regulations.</p> <p>WARNING TO APPLYING AGENCIES: The Metropolitan Police Department does not guarantee either the accuracy of the record or that the individual whose record is furnished is actually the same individual whose record was requested. To obtain accuracy, the record of the Court involved should be examined. Positive identification can only be determined by comparable fingerprints. Records of arrests obtained from the Metropolitan Police Department as detailed on this form are for convictions and forfeitures for the past 10 years prior to the date of request of this record, exclusive of periods of imprisonment, if any. This record does not reflect any cases which may be currently pending before the Courts or cases where convictions have been set aside pending appeals.</p> <p style="text-align: right;">CHIEF OF POLICE</p>						
Date of Arrest		Charge(s)		Disposition		
Documents Released: <input type="checkbox"/> Criminal History Record <input type="checkbox"/> Photograph <input type="checkbox"/> Other: _____ <input type="checkbox"/> Prosecution Report <input type="checkbox"/> Fingerprints <input type="checkbox"/> Other: _____						

Date of Record Search: _____

Record Searched By: _____

Release Authorization: _____