

Massachusetts College of Art and Design RFP 23-02
Neuropsychological Evaluations
Attachment #1 – Specifications and Descriptions of Services

Relevant Background

Founded in 1873, Massachusetts College of Art and Design (MassArt) is the only freestanding public college of art and design in the United States, with a longstanding legacy of leadership in the education of professional artists, designers, and art educators. Located in Boston's hub of arts and culture along the Avenue of the Arts, MassArt is an integral contributor to the cultural and intellectual life of the Greater Boston region, the Commonwealth of Massachusetts, and beyond. MassArt's alumni are at the forefront of our creative economy as entrepreneurs, innovators, changemakers, and community builders, and what sets our alumni apart from others is their dedication to using their talents and skills for the common good. Civic and community engagement are significant components of MassArt's mission; social justice, equity, and activism are taught in the classroom and modeled by the faculty and staff who are working artists and leaders in their chosen fields, inspired to teach and support the next generation and shape our future.

Throughout the COVID-19 pandemic, MassArt has endured; guided by a strong leadership team and bound together by the support of its community, the College has maintained strong enrollment and fundraising figures. Now, in the lead up to its 150th Anniversary year in 2023, the College is poised to reclaim its position as the leader in art and design education, a driver of our creative economy, and a force for positive change in the world.

As the Commonwealth's art and design college, MassArt offers unparalleled access to an art and design education and maintains its commitment to equity and inclusion. The College offers a comprehensive range of 18 undergraduate majors, 9 graduate degree programs, and 4 certificate programs, as well as youth and continuing education programs. It attracts a diverse full- and part-time student body, with a Fall 2021 enrollment of 2,175 students (1,664 undergraduate students, 120 graduate students, and the balance in certificate or continuing education programs). Bachelor of Fine Arts degree programs include: Animation, Architectural Design, Art Education, Ceramics, Communication Design, Fashion Design, Fibers, Film/Video, Glass, History of Art, Illustration, Industrial Design, Jewelry and Metalsmithing, Painting, Photography, Printmaking, Sculpture, and Studio for Interrelated Media (SIM). Graduate programs lead to the following professional degrees: Master of Architecture, MAT/MA/MEd: Art Education, Master of Design Innovation, MFA: 2D Fine Arts, MFA: 3D Fine Arts, MFA: Design (Dynamic Media Institute), MFA: Film/Video, MFA Fine Arts (Low Residency), MFA: Photography. Certificate programs offered include Fashion Design, Furniture Design, Graphic Design, and Industrial Design.

Among the undergraduate students who entered MassArt in Fall 2021, 75% came from Massachusetts, 11% from other New England states, and 14% from other U.S. and international locations. Eighty-nine percent of BFA students require financial aid to pursue their education and 34% of BFA students self-identify as BIPOC. MassArt sustains high graduation rates (74%) and offers excellent student support services for the duration of their studies through its Academic Resource Center and its Compass program dedicated to supporting first generation college students. The student-faculty ratio is 10:1 with 279 faculty members, 119 full-time and 160 part-time or adjunct faculty who are all practicing artists, designers, educators, and scholars. MassArt's faculty, its excellent facilities, the wealth of resources in its arts library, and the breadth of its curriculum are widely considered to be among the best in the nation.

Situated in the heart of the Mission Hill neighborhood, down the street from the Longwood Medical Area and the bustling Fenway district, MassArt strives to be a good neighbor and values the lessons learned beyond the walls of the classroom. The College teaches its students to be engaged citizens through its curricular and extracurricular offerings and through its robust employment opportunities with public-facing entities such as 2

the Center for Art and Community Partnerships (CACP) and the MassArt Art Museum (MAAM), Boston's only free contemporary art museum. MassArt is also a rich resource to the public through its innovative exhibitions, lectures, and events in the Museum; youth art programs that service hundreds of Boston Public Schools and Greater Boston students, ages elementary through high school; community arts partnerships and civic engagement initiatives; and free professional development opportunities for educators, artists, designers, and the general public.

Project Goals

The College has been awarded a grant from the Department of Higher Education to support the mental health needs and success of our students. The goal of this project is to offer neuropsychological exams to students who have not had access to the exam in the past and may benefit from accommodations in the classroom and/or their living arrangements.

MassArt is currently seeking proposals from organizations/individuals to offer neuropsychological evaluations to MassArt students. The cost of these evaluations will be paid for by MassArt less any applicable insurance payments.

Minimum credentials for consideration are licensure as a psychologist in MA with a demonstrated history of experience providing a range of neuropsychological evaluations.

Professional Liability Insurance Requirements - Minimum \$1,000,000 per occurrence and minimum of \$3,000,000 aggregate.

Please note, there is no guarantee of volume to awarded bidders. However, the college anticipates referring up to six students for evaluations during the Spring 2023 semester and 4-6 students during the 2023-2024 academic year. Selection for services does not guarantee clients.

Project Scope

The scope of this project includes identifying organizations/individuals that will perform neuropsychological evaluations. Any provider who will administer the neuropsychological tests/exams must be identified and appropriate documents included in the proposal. The product of this evaluation will be a comprehensive evaluation that meets industry standards. Proposals should include a timeline for the delivery of the finished report. In addition, please include a list of insurances that you honor, if any.

Appointments

MassArt will identify the students eligible for evaluations. Evaluations may be held at the organization/individual's office, on the MassArt campus, or remotely. MassArt will work with the organization and the student to identify a time and location for the evaluation.

Travel Costs

All travel and related costs must be included in the proposal. There will be no additional travel expenses allowed.

Proposal & Project Timeline

Bid Issued	January 4, 2023
Deadline to submit written questions	January 10, 2023
Contract addendum issued answering questions	January 13, 2023
Bid Deadline	January 20, 2023
In-Person or Zoom Finalist Interview	January 25, 26, 27, 2023
Anticipated Bid Award	Approximately February 1, 2023
Anticipated Start Date	Approximately February 6, 2023

Either party may terminate this agreement with or without cause by giving to the other party not less than thirty (30) days advance written notice of both its election to do so and the effective date of termination. If this agreement is terminated, the college shall have no further obligations other than payment for services already rendered and for expenses previously incurred.

Proposal Deadline

Bid proposals are due by 11:59 PM EST on January 20, 2023. Bids must be submitted electronically by emailing proposals to purchasing@massart.edu. Your electronic file should not exceed 10 megabytes. Subject line in your email should reference RFP 23-02, Neuropsychological Evaluations for Massachusetts College of Art and Design. No paper or fax copies will be accepted.

The cost of producing proposals shall be borne by the candidates.

Any questions regarding the bid must be submitted in writing to purchasing@massart.edu by January 10, 2023 11:59 PM EST. An RFP addendum will be issued by end of day, January 13, 2023, containing written responses to questions received. The College will not be able to address additional questions received after January 10, 2023.

After a review of proposals, selected finalists will be asked to schedule interviews with campus representatives. The team lead/account manager who will be providing services required in the RFP must attend the interview. The interviews will take place January 25-27, 2023 and will last for approximately one hour.

Budget

All RFP responses must include cost proposals to complete the tasks described in the project scope.

Vendor Response and Evaluation Criteria

MassArt will evaluate proposals based on the following criteria. To ensure consideration for the RFP, your proposal must address the following criteria:

- Description of candidate's capability and experience in performing neuropsychological evaluations and writing comprehensive reports
- An explanation of how the organizations/individuals is best served to meet the objectives of the college as outlined in this RFP.
- Organizational experience as it pertains to the project.
- List of staff, and their background, in your organization. Credentials of the specific team that will be working on the account. Note: the awarded bidder must consult with MassArt regarding any

replacements to the original account team outlined in the RFP document and the finalist interviews. Any team member replacement(s) must be mutually agreed upon.

- Three redacted comprehensive neuropsychological reports or sample reports.
- Anticipated resources you will assign to this project.
- Cost Proposal. While the College is not defining a set budget amount in this RFP, bidders should be cognizant of the fact that MassArt is a public institution of art and design. Therefore, the College must have a high quality AND cost effective services. The successful bidder will have to demonstrate the ability to achieve both objectives. MassArt will use the entirety of responses in the section of the RFP titled "Vendor Response and Evaluation Criteria" as the evaluation criteria. Cost is one factor, but the selection will also take into consideration the consultant's ability to deliver on the other criteria.