

# SHORELINE FIRE DEPARTMENT

## REQUEST FOR PROPOSAL

### CLINICAL PSYCHOLOGIST SERVICES

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#### 1. INTRODUCTION

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Shoreline Fire Department Regional Fire Authority (RFA) is seeking proposals from licensed Clinical Psychologists with experience supporting first responders. The selected provider will deliver comprehensive behavioral health support for department personnel, their families, and community members during and after critical events. This initiative aims to enhance mental wellness, and ensure accessible, high-quality behavioral health care tailored to the unique challenges faced by first responders. Integration with doctoral psychology students is strongly encouraged.

#### 2. DEPARTMENT BACKGROUND

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Shoreline Fire Department RFA serves the communities of Shoreline, Lake Forest Park, Kenmore, and the Town of Woodway. The Department covers a service area of approximately 25-square miles and a population of 96,500 residents.

We employ more than 180 full-time personnel, providing the following services: fire suppression, emergency medical services, special operations, fire prevention, community education and outreach.

We are proud of our close connections within our communities and of the support given to us over the past many years. Our department continues to grow and evolve to meet new challenges and changes in the communities we serve.

Our personnel have access to moderate and informal mental health support through our Department-wide Peer Support Program and EAP benefit. Due to our growing workforce and service area, Shoreline Fire Department RFA has developed a greater need for employee access to a dedicated and qualified Mental Health Practitioner who can provide services on an acute basis, in times of immediate need, and throughout their career.

#### 3. SCOPE OF SERVICES

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The selected provider will be expected to deliver high-quality, trauma-informed behavioral health services that meet the diverse and evolving needs of department personnel, their families, and the community. The scope of services includes the following components:

**1. Peer and Program Support:**

- Coordinate and clinically guide the Department's Peer Support Program, ensuring alignment with best practices in first responder mental health and providing ongoing mentorship and consultation to peer team members.
- Partner with doctoral psychology students from accredited universities to expand service delivery.

- Conduct quarterly behavioral health workshops tailored to first responder needs. Topics may include resilience, emotional regulation, stress management, and trauma recovery.
2. **Clinical Care and Therapy:**
- Provide individual therapy, as needed, for department personnel through both in-person and telehealth formats, offering flexible scheduling to accommodate varying shift schedules.
  - Provide family therapy, as needed, for spouses, children, and immediate family members of personnel, with an emphasis on strengthening support systems and addressing the unique stressors affecting first responder families.
  - Conduct Critical Incident Stress Debriefings (CISD) and defusings, as needed, following traumatic incidents, in alignment with recognized protocols for mitigating post-trauma stress.
  - Maintain HIPAA-compliant clinical documentation, safeguard confidentiality, and ensure adherence to legal and ethical standards in behavioral health care.
3. **24/7 Availability:**
- Be available 24/7 for urgent mental health callouts involving on-duty department personnel.
  - Provide 24/7 community mental health support during fatal or traumatic incidents where the department is a responding agency. This role will supplement and/or serve as a behavioral health alternative to traditional chaplaincy services, offering culturally competent trauma care to grieving or affected community members, while serving as chaplaincy coordinator.
4. **Optional Enhancement:**
- Preference may be given to providers who incorporate certified therapy dogs into their clinical practice. Use of therapy animals should be supported by appropriate certifications, clear therapeutic intent, and alignment with the needs of a first responder population.

## 4. QUALIFICATIONS

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Proposals will be accepted from individuals or organizations that meet the following requirements:

- Doctorate in Clinical Psychology (Ph.D. or Psy.D.)
- Valid license to practice in Washington State
- Minimum three (3) years of experience working with fire service, military, or first responders
- Training in trauma-specific interventions (e.g., EMDR, CBT, ACT)
- Experience with CISD and peer support leadership
- Eligible to supervise or partner with doctoral-level psychology students
- Malpractice insurance in effect
- (Optional) Certification for therapy dog, if applicable

## 5. PROPOSAL REQUIREMENTS

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Proposals must include the following components:

1. **Cover letter:** Summary of interest and understanding of first responder behavioral health.
2. **Qualifications and Experience:** Description of clinical experience, licensure and certification details, summary of past or current contracts with public safety agencies (if any)
3. **Approach to Service Delivery:** Philosophy and methods to first responder therapy, availability for on-call/emergency response, plan for integrating student partnerships and workshop topics. Include staff availability and how the provider plans to address a variable workload.
4. **Fee Structure:** Hourly rates, response call-out fees, and any other anticipated costs
5. **Proof of Licensure and Insurance**
6. **References:** At least three professional references, ideally including public safety contacts

## 6. TIMELINE

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- RFP Release Date – September 16, 2025
- Proposal Submission Deadline – October 17, 2025
- Proposal Evaluation Complete – October 31, 2025
- Interviews (if applicable) – November 17-21, 2025
- Contract Awarded – November 30, 2025
- Anticipated Start Date – January 1, 2026

## 7. EVALUATION CRITERIA

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Proposals will be evaluated based on the following criteria:

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| • First responder experience                       | 30% |
| • Clinical credentials and trauma approach         | 25% |
| • Student integration and workshop scope           | 10% |
| • Pricing and availability                         | 20% |
| • References and value-adds (e.g., therapy animal) | 15% |

## 8. LEGAL & ADMINISTRATIVE REQUIREMENTS

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- **Equal Opportunity / Non-Discrimination:** The Shoreline Fire Department RFA is an equal opportunity employer. All proposers shall comply with applicable federal, state, and local laws prohibiting discrimination in employment, including Title VII of the Civil Rights Act, the ADA, and RCW 49.60. Proposal will not be evaluated based on race, color, religion, sex, national origin, age, disability, sexual orientation, or veteran status.
- **Conflict of Interest:** Proposers must disclose any personal, professional, or financial relationships that may constitute a conflict of interest. Failure to disclose such relationships may result in disqualification or termination of contract.
- **Public Records Compliance:** All materials submitted in response to this RFP may be subject to disclosure under RCW 42.56.
- **Insurance Requirements:** The selected provider must carry professional liability insurance and provide proof upon contract execution.

- **Licensing:** The selected contractor must hold an active license to practice Clinical Psychology in WA State and must be in good standing with the Department of Health.
- **Indemnification:** The contractor shall indemnify and hold harmless the Shoreline Fire Department RFA, its officers, agents, and employees from and against any and all claims, liabilities, damages, or expenses (including legal fees) arising out of or in connection with the contractor's performance under this agreement.
- **Right to Reject/Cancel:** The Department reserves the right to reject any or all proposals, waive informalities, and cancel the RFP at any time without penalty or obligation.

## 9. SUBMISSION INSTRUCTIONS

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Please submit proposals via email by **October 17, 2025** in PDF format to the following:

- DC Andres Orams: [aorams@shorelinefire.com](mailto:aorams@shorelinefire.com)
- Kimberly Parker: [kparker@shorelinefire.com](mailto:kparker@shorelinefire.com)

For questions or further information, please contact Deputy Chief Andres Orams at 206-719-0442.