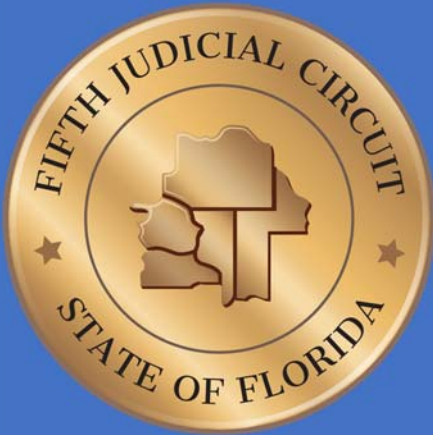


# FIFTH JUDICIAL CIRCUIT EXPERT WITNESS SERVICES CONTRACTOR REQUEST FOR INFORMATION (RFI)



Adult Competency Evaluations,  
Developmental Disabilities  
Evaluations, Intellectual Disability  
Evaluations, Juvenile Competency  
Evaluations, Guardianship  
Examination Committee, &  
Developmental Disability Examining  
Committee

## REQUIREMENTS FOR APPOINTMENT AS EXPERT WITNESS:

### Qualifications:

All experts who are appointed to provide services with the Fifth Judicial Circuit of Florida must be a licensed physician, psychiatrist, registered nurse, nurse practitioner, licensed social worker in good standing with the State of Florida Department of Health, psychologist, gerontologist, or a person with experience and training with gerontology.

Adult Competency or Juvenile Competency evaluators must have satisfactorily completed the required forensic training approved by the Department of Children and Family Services.

Developmental Disability or Determination of Intellectual Disabilities as a Bar to Execution valuator must be found qualified by the Agency for Persons with Disabilities (APD). Information on becoming qualified may be found at APD's website, <http://apd.myflorida.com>, or by contacting the Central Region Field Office (Field 13) in Wildwood.

**Registration:**

Those who meet the above qualifications and wish to be appointed as an expert Witness in the Fifth Judicial Circuit must submit an application to be added to the Fifth Judicial Circuit Expert Witness Registry; and

Once approved for addition to the Fifth Judicial Circuit Expert Witness Registry, each expert selected must enter into a contract with the Fifth Judicial Circuit. Contracts will be for three (3) years. Each contract will begin on July 1, 2019 and end June 30, 2022.

**Compensation:**

Compensation, for expert services, is paid by the State of Florida at the rates set by the Court. The rates may be found in Administrative Order No. A-2017-23

**Locations:**

Expert Witnesses shall be required to provide services across the circuit, locations include: the Citrus County Courthouse, Inverness; Citrus County Jail, Lecanto; Hernando County Governmental Center, Brooksville; Hernando County Jail, Spring Hill; Hernando Correctional Institution, Brooksville; Springbrook Hospital, Brooksville; Lake County Courthouse, Tavares; Lifestreams Behavioral Center, Leesburg; Lake Correctional Institution, Clermont, Marion County Judicial Center, Ocala; Marion County Jail, Ocala; The Centers, Ocala; Sumter County Courthouse, Bushnell; Sumter County Jail, Bushnell, Sumter Correctional Institution, Bushnell, and such other facilities as required by the Court.

**Rules:**

All expert services must be provided in accordance with the Florida Rules of Court; the Code of Judicial Conduct; the Rules of Criminal Procedure; Sections 916.115, 916.301 – 916.304, 921.137, 393.11 and 985.19 Florida Statutes, Rule of Criminal Procedure 3.203, Rule of Juvenile Procedure 8.095, & Determination of Intellectual Disability as a Bar to Execution (Fla. R. Crim. P. 3.203).Fifth Judicial Circuit Administrative Order Nos. A-2017-23; and any other subsequent or applicable rule, law, or Administrative Order.

## **REFERENCE MATERIAL REGARDING EXPERT WITNESS SERVICES:**

Fifth Judicial Circuit Administrative Order A-2021-5 Compensation for Due Process Costs

<https://www.circuit5.org/wp-content/uploads/2021/07/a-2021-5-july-1.pdf>

Fifth Judicial Circuit Court Appointed Expert Evaluation Witness Website:

<http://www.circuit5.org/programs-services/court-approved-registries/court-appointed-evaluation-experts/>

Fifth Judicial Circuit Court Appointed Expert Evaluation Witness Registry:

<https://flcircuit5.sharepoint.com/:x:/s/PublicWebsite2/ESwurYSc--ZDsgOM6-qkdoEBboWnNrd3ES0qDBK45VqoXw?e=8ajuiG>

Fifth Judicial Circuit Court Appointed Expert Evaluation Witness Registry Application:

<https://www.circuit5.org/wp-content/uploads/2022/02/expert-witnesses-application-feb.22.pdf>

Fifth Judicial Circuit Court Appointed Examining Committees Website:

<https://www.circuit5.org/programs-services/court-approved-registries/guardianship-examining-committee/>

Fifth Judicial Circuit Court Appointed Examining Committees Registry:

<https://flcircuit5.sharepoint.com/:x:/s/PublicWebsite2/EW2aKWLDtwDcpqxEwWRVksBwuVRrWzE9kEiSt6GuOENg?e=N14VIR>

Fifth Judicial Circuit Court Appointed Examining Committees Registry Application:

[https://www.circuit5.org/wp-content/uploads/2022/02/guardianship\\_and\\_developmentally\\_disabled\\_application-feb.22.pdf](https://www.circuit5.org/wp-content/uploads/2022/02/guardianship_and_developmentally_disabled_application-feb.22.pdf)

Central Region 13 APD Field Office Wildwood Website

<http://apd.myflorida.com/area/13/>

Information on training for Adult Competency maybe found at:

[www.usf.edu/cbcs/mhlp/training](http://www.usf.edu/cbcs/mhlp/training).

Information on training for Juvenile Competency may be found at:

www.myflfamilies.com/service-programs/mental-health/forensic-evaluator-training- and-importance-appointing-approved-forensic-evaluators-expert

## CHECKLIST

### FOR ALL STATE OF FLORIDA VENDORS

TO REDUCE DELAYS OR POSSIBLE DENIAL OF PAYMENT FOR YOUR SERVICES, PLEASE REVIEW THE CHECKLIST BELOW BEFORE SUBMITTING YOUR CONTRACT:

#### HAVE YOU...

- \_\_\_ verified all information on your contract is correct (name, geographic location, contact info)?
- \_\_\_ filled in any missing information on signature page, including Social Security Number or Employer Identification Number (EIN)? (NOTE: If your EIN is associated with a company or business, that name will also need to be included on your contract)
- \_\_\_ electronically filed a 'Substitute Form W-9' with the Florida Department of Financial Services (DFS)? If not, please immediately visit the DFS website to create a profile and upload the information for your 'Substitute Form W-9'. The DFS website is at: <https://flvendor.myfloridacfo.com> (NOTE: If you have any questions, please contact the Fiscal Office at 352-401-6779)
- \_\_\_ sent a hard copy of your 'Substitute Form W-9' to our Fiscal Office? If not, please mail a copy of this Form to: ATTN: Lake County Court Administration-Finance and Accounting Office, PO BOX 7800, Tavares, FL 32778.
- \_\_\_ registered as a vendor with the State of Florida? If not, you must register with My Florida Marketplace. The registration process to complete is at <https://vendor.myfloridamarketplace.com>.

New Vendor Registration  
Complete:

Company Name Tax ID Type Tax ID  
Re-enter Tax ID Select Register

\_\_\_\_\_ double checked that your name, address, and Social Security Number or EIN reflected on your contract matches the information you provided electronically to DFS; by hard copy to the Fiscal Office; and vendor registration?

**Contracts:**

If you answered 'YES' to all of the above,  
Please mail the *signed original contract* to:  
Lake County Court Administration,  
General Counsel's Office,  
PO Box 7800, Tavares, FL 32778.

**Registry Application:**

Please submit all completed Expert Witness Registry  
Applications and supporting documentation via email to:  
Due Process Services  
[dueprocess@circuit5.org](mailto:dueprocess@circuit5.org)

If you have any questions, contact:  
Stephanie Lorch  
Due Process Manager  
[slorch@circuit5.org](mailto:slorch@circuit5.org)  
(352) 253-1606