

Ellisville State School



Dr. Rinsey McSwain
Director

1101 Highway 11 South
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Request for Quote

Ellisville State School seeks to contract for certain professional services through a competitive bid process. Use of this form for submission of a competitive bid constitutes acceptance of the terms of the contract to be awarded. A scope of services for this quote shall be found in Attachment "A" seen on page 2 of this Request for Quote.

The contract for services shall be for one (1) twelve (12) month period from July 01, 2024 through June 30, 2025. The successful bidder agrees to the price or rate of pay quoted on this form.

The successful bidder must provide a Certificate of Insurance (COI) naming Ellisville State School as an additional named insured for the statutory minimum amount of coverage for the State of Mississippi: \$1,000,000.00 for General Liability.

In competitive bid process, a contract shall be awarded based solely on price (or rate) to the most responsive and responsible bidder.

All bids may be submitted on this quote sheet to: Heather Rozar-Abney: Ellisville State School; 1101 Highway 11 South, Ellisville, MS 39437; Heather.Rozarabney@ess.ms.gov; 601-477-5615.

Bids may be submitted via hand delivery, USPS, or electronically to the above email address. Bids will be accepted between the hours of 9:00 am and 4:30 pm Monday through Friday, Deadline for quote submission is **May 1, 2024**.

PRICE PER UNIT AS APPLICABLE

RATE OF PAY (HOURLY) AS APPLICABLE

NAME OF FIRM/COMPANY/CONTRACTOR

AUTHORIZED REPRESENTATIVE (Print)

ADDRESS (TO INCLUDE CITY/STATE/ZIP)

PHONE NUMBER

EMAIL ADDRESS

AUTHORIZED REPRESENTATIVE SIGNATURE

DATE

*A Mississippi Department of Mental Health Facility
For Person with Intellectual and Developmental Disabilities*

Attachment A

Scope of Work

- A. Consult with the Agency physicians on use of psychotropic medications.
- B. Consult with Drug Monitoring Teams on clinical drug reviews for each person served.
- C. Provide direct evaluation and treatment to persons served where deemed appropriate by the provider in conjunction with the respective Habilitation Teams.
- D. Assist with the transfer of persons served to and from a short-term care facility.
- E. Designated start time for psychiatric clinics will be determined by the respective psychiatrist and Director of Psychological Services or designee appointed by Agency Director.
- F. Provide documented observation of the persons served participating in programmatic activities and the documented review of behavioral and psychometric data provided, with recommendations as appropriate.
- G. Orders issued will be verified in TIER within thirty (30) calendar days.
- H. Designated programmatic contract for Ellisville State School will be, Director of Psychological Services or Designee appointed by Agency Director.
- I. Consult with Agency Medication/Pharmacy Review Board if deemed necessary by the Agency.
- J. Other duties as deemed appropriate for a Psychiatrist. Psychiatrist will need to provide a schedule at least one (1) month in advance and any changes in the schedule must have prior approval of the Agency Director and Director of Psychological Services or Designee appointed by the Agency Director.
- K. The Community Contract Psychiatrist Provider will assist in the management of on-call needs for campus. However, the hired Contract Psychiatrist shall have up to one (1) hour of on-call per month.
- L. The Contractor or designee will arrange with the Agency personnel as to which days shall be the visit days and what persons served are to be evaluated.
- M. The Contractor may visit the Agency an unlimited number of times per month, but shall not exceed twenty (20) hours per month, excluding travel.