

# Ellisville State School



*Dr. Rinsey McSwain*  
Director

1101 Highway 11 South  
Ellisville, Mississippi 39437-4444

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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, Procurement Officer: Ellisville State School; 1101 Highway 11 South, Ellisville, MS 39437; Heather.Rozar-Abney@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 and Psychiatrist on use of psychotropic and other medications.
- b. Consult with medical, nursing and psychology staff on programs of treatment for persons served experiencing severe behavioral and emotional difficulty.
- c. Consult with Drug Monitoring Teams of each unit (Pecan Grove, Lakeview, Meadow Manor and Community persons served) on clinical drug reviews of each person served.
- d. Provide comprehensive drug therapy evaluations at least annually for each person served treated with psychotropic medication.
- e. Provide direct evaluation and treatment to persons served where deemed appropriate by the Contractor in conjunction with Hab Team.
- f. Provide in-service training for staff on topics mutually agreed upon.
- g. Consult with the Agency Medication/Pharmacy Review Board.
- h. Other duties as deemed appropriate for the Contractor consultant.
- i. The Contractor shall submit a schedule one (1) month in advance of his next scheduled visit to the Director of Psychology.
- j. The Contractor shall visit the Agency a maximum of forty-eight (48) times per year and shall be reimbursed for a maximum of nine (9) hours of on-site service and three (3) hours of travel per visit, for a total of twelve (12) hours per visit, maximum.