

# Ellisville State School



*Dr. Rinsey McSwain*  
Director

1101 Highway 11 South  
Ellisville, Mississippi 39437-4444

Phone: (601) 477-9384  
Fax: (601) 477-5700

## Request for Quote

Ellisville State School and South Mississippi Regional Center (agency) seeks to contract for certain professional services as it relates to Consulting Psychologist through a competitive Request for Quotes process. Use of this form for submission of a quote 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) eight (8) month period. The company with the successful quote agrees to the price or rate of pay quoted on this form. The Agency reserves the right to renew the contract for up to four (4) additional eight (8Se) month periods, at the discretion of the Agency.

The successful bidder must provide a Certificate of Insurance (COI) for the statutory minimum amount of coverage for the State of Mississippi: \$1,000,000.00 for General or Professional Liability.

In a Request for Quotes process, a contract shall be awarded based solely on price (or rate) to the company with the most responsive and responsible quote.

All quotes must be submitted on this quote sheet to: Lindsay Welch, Ellisville State School; 1101 Highway 11 South, Ellisville, MS 39437; [Lindsay.Welch@ess.ms.gov](mailto:Lindsay.Welch@ess.ms.gov). 601-477-5615

Quotes may be submitted via hand delivery, USPS, or electronically to the above address/email address. Quotes will be accepted between the hours of 9:00 am and 4:30 pm Monday through Friday Deadline for quote submission is Tuesday, September 24, 2024.

---

**PRICE PER MONTH FOR SERVICE**

---

**NAME OF FIRM/COMPANY/CONTRACTOR**

---

**AUTHORIZED REPRESENTATIVE (Print)**

---

**ADDRESS (TO INCLUDE CITY/STATE/ZIP)**

---

**PHONE NUMBER**

---

**EMAIL ADDRESS**

---

**AUTHORIZED REPRESENTATIVE SIGNATURE**

---

**DATE**

**Attachment A**  
**Scope of Work**

- a. Provide consultations, assistance, and reviews to the Psychological Services Departments of Ellisville State School (ESS) and South Mississippi Regional Center. (SMRC)
- b. Review and sign level II evaluations for Jaycee Evaluation Center (ESS) and Diagnostic Services. (SMRC)
- c. Review and approve psychological evaluations entered into LTSS for Jaycee Evaluation Center (ESS) and Diagnostic Services. (SMRC)
- d. May be required to complete additional assessments as required by the Agency Director.
- e. Review Psychological Services Policies and Procedures and provide recommendations to the Agency Director or their designee.
- f. Provide in-service training on topics mutually agreed upon.
- g. Perform other duties as deemed appropriate for a licensed Psychologist.
- h. Services provided by the Psychologist must meet or exceed the professional standards established by the applicable governing authority for a specialist in his/her occupation.
- i. The Contractor shall be governed by the policies and procedures of the Agency and must attend an Agency provided orientation.