MISSISSIPPI DEPARTMENT OF FINANCE AND ADMINISTRATION

OFFICE OF PROCUREMENT AND CONTRACTS

REQUEST FOR APPLICATIONS

MENTAL HEALTH EVALUATION CONSULTANT RFx #: 3150006281

April 25, 2025

Contact information for this Request for Applications:

Mental Health Evaluation Consultant c/o DFA - Office of Procurement and Contracts 501 North West Street Suite 1301-A Woolfolk Building Jackson, Mississippi 39201 procurement@dfa.ms.gov

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INTRODUCTION AND OVERVIEW

1.1 Purpose and Goals

The Department of Finance and Administration (hereinafter referred to as the "DFA"), Office of Procurement and Contracts, issues this Request for Applications (RFA) for the purpose of securing a qualified Contract Worker to provide consulting services for evaluating the current mental health delivery system, including institutional mental health services and community mental health services (see Scope of Services). This position will report to the Coordinator of Mental Health Accessibility.

A complete copy of the procurement and the required application is available under RFA #3150006281 on the Bid / RFP Notice section at https://www.dfa.ms.gov/bids-and-rfps-notices or the Buying and Selling to Government in Mississippi website at https://www.ms.gov/dfa/contract_bid_search using RFA #3150006281.

SECTION 2. SCOPE OF SERVICES

- Assist Coordinator of Mental Health Accessibility in Assessing the Mental Health Delivery System for Adults, Children, Substance Use and Intellectual and Developmental Disabilities to determine if the services are accessible and delivered in communities throughout the state.
- Assist the Coordinator in determining if Mental Health Services are adequately provided in each county in Mississippi.
- Assist the Coordinator in analyzing service and financial data to determine the delivery of services in each Community Mental Health Center region.
- Assist the Coordinator in preparing reports as needed pursuant to state statute.

SECTION 3. MINIMUM QUALIFICATIONS

To be considered, applicants must meet the following minimum qualifications. Applicants that do not meet the minimum qualifications will be removed from consideration. As part of your application, please include a resume or other paperwork (copies of licenses, diplomas, etc.) to validate the minimum qualification is met.

- Extensive knowledge and at least 10 years of administrative experience regarding the Mississippi Department of Mental Health's operational standards, facilities, and grants throughout the State.
- Extensive knowledge and at least four years of experience regarding the Community Mental Health System in the State.
- Extensive knowledge and at least four years of experience regarding the Mississippi
 Division of Medicaid regarding mental health services and supports provided throughout
 the State.

- At least four years of working knowledge of private providers and advocates throughout the State.
- At least a Master's Degree

Preferred Qualifications/Experience (the following are desired and may be given additional consideration, but are not required):

- At least eight years of working knowledge and experience in the Mississippi Legislature
- At least 20 years of experience employed by the Mississippi Department of Mental Health

SECTION 4. REFERENCES

Applicants must furnish at least three (3) references utilizing Appendix B. The references must be familiar with the Applicant's abilities related to the Scope of Services of this RFA. DFA staff must be able to reach at least two (2) of the provided references within three (3) days of the submission deadline for the applications. The reference information should be submitted on Appendix B, **References**.

SECTION 5. CONTRACT TERM AND COMPENSATION

5.1 Contract Term

The term of the contract shall be one (1) year from July 1, 2025 through June 30, 2026, with four (4) optional one-year renewals.

5.2 Compensation

The rate of pay shall be seventy five dollars and cents (\$75.00) per hour (not including travel). This rate is non-negotiable. The number of hours worked shall not exceed twenty (20) hours per week

SECTION 6. PROCUREMENT METHODOLOGY

6.1 Restrictions on Communication with DFA Staff

The contact person for this RFA is Terri Ashley. At no time shall any Applicant attempt to contact, any DFA staff regarding this RFA except Terri Ashley in the Office of Procurement and Contracts. All correspondence should be sent to procurement@dfa.ms.gov. Should it be determined that any Applicant has attempted to communicate or has communicated with any DFA employee outside of the Office of Procurement and Contracts regarding this RFA, DFA, at its discretion, may disqualify the Applicant for award as a result of this RFA.

6.2 Type of Contract to be Awarded

If awarded, the Contract Worker will be required to enter into a *Contract Worker* contract with the Mississippi Department of Finance & Administration.

6.3 Questions and Answers

There will be no question-and-answer period for this procurement.

6.4 Application Submission Process

Applicants must submit the following documents:

- *Cover Sheet (Appendix A);*
- Three (3) references (Appendix B);
- Signed copy of Standard Terms and Conditions (Appendix C);
- Cover letter:
- Professional résumé

All documents shall be submitted no later than: May 15, 2025, at 2:00 PM Central Standard Time (CST).

Applications must be submitted <u>in writing</u>. If submitting via U.S. mail or delivery, the applications must be in a sealed envelope to the following address:

Mental Health Evaluation Consultant C/O DFA - Office of Procurement & Contracts P.O. Box 267 Jackson, Mississippi 39205

RFA #3150006281 MUST BE CLEARLY MARKED ON THE ENVELOPE

If submitting in the State's e-procurement system, the Mississippi Accountability System for Government Information and Collaboration (MAGIC), the listed documents are required in electronic format. MAGIC assistance is available at 601-359-1343.

It is the responsibility of each applicant to ensure that their application is received by the submission deadline. Applications submitted after the deadline will not be accepted and/or considered.

6.5 Important Tentative Dates

Adjustments to this schedule may be made as deemed necessary by DFA Staff.

April 25, 2025	Request for Applications released
May 15, 2025	Application submission deadline by 2:00 PM CST
May 19, 2025	Notice of Intent to Award distributed
July 1, 2025	Anticipated Contract effective date

6.6 Acceptance of Application

All applications properly submitted shall be accepted by DFA. After review DFA may request necessary amendments from all Applicants, reject any or all applications received, or cancel this RFA, according to the best interest of DFA and the State of Mississippi.

DFA also reserves the right to waive minor defects or variations of an application from the exact requirements of the specifications that do not affect the price, quality, quantity, delivery, or performance of services being procured and if doing so does not create an unfair advantage for any applicant. If insufficient information is submitted by an applicant for the DFA to properly evaluate the application, the DFA has the right to require such additional information as it may deem necessary after r the submission deadline, provided that the information requested does not change the price, quality, quantity, delivery, or performance time of the services being procured and such a request does not create an unfair advantage for an applicant.

DFA reserves the right to exclude any and all non-responsive applications from any consideration for contract award.

6.7 Acknowledgment of Amendments

Applicants shall acknowledge receipt of any amendment to the RFA in writing. The acknowledgment shall be submitted along with the application. Each Applicant shall submit a written acknowledgment of every amendment to DFA on or before the submission deadline.

6.8 Disposition of Application

The application submitted by the successful Applicant shall be incorporated into and become part of the resulting contract. All applications received by DFA shall upon receipt become and remain the property of DFA.

6.9 Modification or Withdrawal of an Application

Prior to the application due date, a submitted application may be withdrawn by submitting a written request for its withdrawal to DFA, signed by the Applicant.

An Applicant may submit an amended application before the due date for receipt of application. Such amended applications shall be a complete replacement for a previously submitted application and shall be clearly identified as such. DFA shall not merge, collate, or assemble application materials. Unless requested by DFA, no other amendments, revisions, or alterations to applications shall be accepted after the application due date.

Any submitted application shall remain valid for one hundred eighty (180) calendar days from the application due date.

6.10 Rejection of Application

An application that includes terms and conditions that do not conform to the terms and conditions specified within this RFA document is subject to rejection as non-responsive. Further, submission of an application form that is not complete and/or signed is subject to rejection as non-responsive. DFA staff reserves the right to permit the Applicant to withdraw nonconforming terms and conditions from its application prior to a determination by DFA staff of non-responsiveness based

on the submission of nonconforming terms and conditions. Any application which is conditioned upon receiving award of both the particular contract being solicited and another Mississippi contract shall be deemed non-responsive and will be rejected.

6.11 Corrections and Clarifications

DFA reserves the right to request clarifications or corrections to applications after the response has met the submission requirements and the application is deemed responsible for an award. Any application received which does not meet the requirements of this RFA will be considered non-responsive and eliminated from further consideration.

6.12 Application Evaluation

Applications shall be evaluated to determine if the Applicant was responsive to the RFA and whether the applicant meets the minimum qualifications such that the Applicant can be deemed responsible. All responsive and responsible applications will be evaluated by an Evaluation Committee to determine which Applicant best meets the requirements of DFA.

6.13 State Approval

It is understood that this contract may require approval by the PPRB. If required and if this contract is not approved, it is void and no payment shall be made hereunder. Every effort shall be made by DFA to facilitate rapid approval and a start date consistent with the proposed schedule.

6.14 Protest Procedures

There are no protest procedures for this procurement.

6.15 Debriefing

There are no debriefing procedures for this procurement.

6.16 Insurance and Bond Requirements

There are no insurance or bond requirements for this procurement.

6.17 Property Rights

Property rights do not inure to any Applicant until such time as services have been provided under a legally executed contract. No party responding to this RFA has a legitimate claim of entitlement to be awarded a contract or to the provision of work thereunder. The DFA is under no obligation to award a contract and may terminate a legally executed contract at any time.

6.18 Contract Rights

Contract rights do not vest in any party until a contract is legally executed. DFA is under no obligation to award a contract following issuance of this RFA.

6.19 E-Payment

If a contract is entered into, the Contract Worker agrees to accept all payments in United States currency via the State of Mississippi's electronic payment and remittance vehicle. The agency agrees to make payment in accordance with Mississippi law on "Timely Payments for Purchases by Public Bodies," which generally provides for payment of undisputed amounts by the agency within forty-five (45) days of receipt of invoice. Mississippi Code Annotated § 31-7-301 et seq.

6.20 Paymode

For any resulting contract, payments by state agencies using the State's accounting system shall be made and remittance information provided electronically as directed by the State. These payments shall be deposited into the bank account of Contractor's choice. The State may, at its sole discretion, require Contractor to electronically submit invoices and supporting documentation at any time during the term of this Contract. Contractor understands and agrees that the State is exempt from the payment of taxes. All payments shall be in United States currency.

6.21 Required Public Records and Transparency

Upon execution of a contract, the provisions of the contract which contain the personal or professional services provided, the unit prices, the overall price to be paid, and the term of the contract shall not be deemed to be a trade secret or confidential commercial or financial information pursuant to Mississippi Code Annotated § 25-61-9(7). The contract shall be posted publicly on www.transparency.ms.gov and shall be available at the Agency for examination, inspection, or reproduction by the public. Contractor acknowledges and agrees that DFA and this contract are subject to the *Mississippi Public Records Act of 1983* codified at Mississippi Code Annotated § 25-61-1, et seq. and its exceptions, Mississippi Code Annotated § 79-23-1, and the *Mississippi Accountability and Transparency Act of 2008*, codified at Mississippi Code Annotated § 27-104-151, et seq.

6.22 Expenses Insured in the Procurement Process

All parties participating in the procurement process will regard to this solicitation shall bear their own costs of participation, pursuant to Section 1.4.4 of the *Public Procurement Review Board Office of Personal Service Contract Review Rules and Regulations*.

<u>APPENDIX A – COVER SHEET</u>

RFA #3150006281

INSTRUCTIONS: Complete cover sheet (Appendix A) and sign in each section; complete References (Appendix B); Standard Terms and Conditions (Appendix C) and submit along with cover letter, professional résumé per RFA submission requirements.

Personal Information		
First Name:		
Last Name:		
Street Address:		
City:	State:	Zip:
Email Address:		
Phone Number:		
Applicant must sign and date belief RFA #3150006281.	ow to indicate that they have read a	and agree to the items listed i
Signature of Applicant		Date

Applicant Name:	
Applicant must sign and check the appropriate	e options in each section below:
By submitting an application, the Applicant certification have been arrived at independently an agreement with any other Applicant or competitor	nd without any consultation, communication, or
Applicant must check one of the following:	
Applicant has not retained a person.	
Applicant has retained a person.	
Print Name	
Signature of Applicant	Date

Applicant Name:		
Representation Regarding Contingent Fees:		
Applicant represents that it has not retained a person to agreement or understanding for a commission, percenta disclosed in Applicant's application.	*	
Applicant must check one of the following:		
Applicant has not retained a person.		
Applicant has retained a person.		
Print Name		
Signature of Applicant	 Date	

Applicant Name:		
Representation Regarding Gratuities:		
The Applicant represents that it has not violated, violate the prohibition against gratuities set forth in Public Procurement Review Board Office of P. Regulations.	in Section 6-204 (Gratuities) of the Mississippi	
Applicant must check one of the following:		
Applicant has not violated.		
Applicant has violated.		
Print Name		
Signature of Applicant	Date	

<u>APPENDIX B – REFERENCES</u>

Applicant Name:
REFERENCE 1
Name of Company:
Dates of Service:
Contact Person:
Address:
City/State/Zip:
Telephone Number:
Cell Number:
E-mail:
Alternative Contact Person (optional):
Telephone Number:
Cell Number:
E-mail:
REFERENCE 2
Name of Company:
Dates of Service:
Contact Person:
Address:
City/State/Zip:
Telephone Number:
Cell Number:
E-mail:
Alternative Contact Person (optional):
Telephone Number:
Cell Number:
E-mail:

Applicant Name:	
REFERENCE 3	
Name of Company:	
Dates of Service:	
Contact Person:	
Address:	
City/State/Zip:	
Telephone Number:	
Cell Number:	
E-mail:	
Alternative Contact Person (optional):	
Telephone Number:	
Cell Number:	
E-mail:	

<u>APPENDIX C – STANDARD TERMS AND CONDITIONS</u>

RFA #3150006281

Applicant must sign acknowledgement of the following clauses which will be required in any resulting contract:

1. Applicable Law

The contract shall be governed by and construed in accordance with the laws of the State of Mississippi, excluding its conflicts of laws provisions, and any litigation with respect thereto shall be brought in the courts of Mississippi.

2. Approval

It is understood that if this contract requires approval by the Public Procurement Review Board ("PPRB") and/or the Department of Finance and Administration Office of Personal Service Contract Review ("OPSCR"), and this contract is not approved by PPRB and/or OPSCR, it is void and no payment shall be made hereunder.

3. Availability of Funds

It is expressly understood and agreed that the obligation of DFA to proceed under this Contract is conditioned upon the appropriation of funds by the Mississippi State Legislature and the receipt the appropriated funds. If the funds anticipated for the continuing time fulfillment of the Contract are, at any time, not forthcoming or insufficient, regardless of the source of funding, DFA shall have the right upon 10 business days written notice to Applicant, to terminate this Contract without damage, penalty, cost or expense to the DFA of any kind whatsoever. The effective date of termination shall be as specified in the notice of termination.

4. Compliance with Equal Opportunity in Employment Policy

Applicant understands that the DFA is an equal opportunity employer and therefore, maintains a policy which prohibits unlawful discrimination based on race, color, creed, sex, age, national origin, physical handicap, disability, genetic information, or any other consideration made unlawful by federal, state, or local laws. All such discrimination is unlawful, and Applicant agrees during the term of the Contract that Applicant will strictly adhere to this policy in its employment practices and provision of services.

5. Compliance with Laws

Applicant shall comply with, and all activities under this Contract shall be subject to, all applicable federal, state, and local laws and regulations, as now existing and as may be amended or modified.

6. No Limitation of Liability

Nothing in this Contract shall be interpreted as excluding or limiting any liability of the Applicant for harm arising out of the Applicant's performance under this Contract.

7. Procurement Regulations

Any resulting contract shall be governed by the applicable provisions of the *Public*

Procurement Review Board Office of Personal Service Contract Review Rules and Regulations, a copy of which is available on the Mississippi Department of Finance and Administration's website (www.dfa.ms.gov). Any Applicant responding to a solicitation for personal and professional services and any Applicant doing business with a state Agency is deemed to be on notice of all requirements therein.

8. Property Rights

Property rights do not inure to Applicant until such time as services have been provided under a legally executed contract. Applicant has no legitimate claim of entitlement to the provision of work hereunder and acknowledges that the DFA may terminate this contract at any time for its own convenience.

9. Representation Regarding Gratuities

Applicant represents that it has not, is not, and will not offer, give, or agree to give any employee or former employee of DFA a gratuity or offer of employment in connection with any approval, disapproval, recommendation, development, or any other action or decision related to the solicitation and resulting contract. Applicant further represents that no employee or former employee of DFA has or is soliciting, demanding, accepting, or agreeing to accept a gratuity or offer of employment for the reasons previously stated; any such action by an employee or former employee in the future, if any, will be rejected by Applicant. Applicant further represents that it is in compliance with the Mississippi Ethics in Government laws, codified at Mississippi Code Annotated §§ 25-4-101 through 25-4-121, and has not solicited any employee or former employee to act in violation of said law.

10. Stop Work Order

The DFA may, by written order to Applicant at any time, require Applicant to stop all or any part of the work called for by this contract. This order shall be for a period of time specified by the DFA. Upon receipt of such an order, Applicant shall forthwith comply with its terms and take all reasonable steps to minimize any further cost to the DFA. Upon expiration of the stop work order, Applicant shall resume providing the services which were subject to the stop work order, unless the DFA has terminated that part of the Contract or terminated the Contract in its entirety. The DFA is not liable for payment for services which were not rendered due to the stop work order.

11. Termination

Termination for Convenience. The DFA may, when the interests of the Agency so require, terminate this contract in whole or in part, for the convenience of the Agency. The DFA shall give written notice of the termination to Applicant specifying the part of the contract terminated and when termination becomes effective. Applicant shall incur no further obligations in connection with the terminated work and on the date set in the notice of termination Applicant will stop work to the extent specified. Applicant shall complete the work not terminated by the notice of termination and may incur obligations as are necessary to do so.

Termination for Default. If the DFA gives the Applicant a notice that the personal or professional services are being provided in a manner that is deficient, the Applicant shall

have 30 days to cure the deficiency. If the Applicant fails to cure the deficiency, the DFA may terminate the contract for default and the Applicant will be liable for the additional cost to the DFA to procure the personal and professional services from another source. Termination under this paragraph could result in Applicant being excluded from future contract awards pursuant to Chapter 15 of the Public Procurement Review Board Office of Personal Service Contract Review Rules and Regulations. Any termination wrongly labelled termination for default shall be deemed a termination for convenience.

I acknowledge I have read Appendix C to RFA #3150006281, Standard Terms and Conditions, and agree to execute a contract with these clauses.		
Print Name		
Signature of Applicant	 Date	
Signature of Applicant	Date	