

Ellisville State School



Dr. Rinsey McSwain
Director

1101 Highway 11 South
Ellisville, Mississippi 39437-4444

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

Contractor Quote Sheet

Ellisville State School at South Mississippi Regional Center seeks to contract for certain professional services through a competitive bid process as they relate to provide Psychopharmacology as set out in the scope of work attached as attachment A.

The contract for services shall be for one (1), one (1) year period from July 01, 2024 through June 30, 2025, with an option to renew the contract for one (1) additional one (1) year period. 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 Professional Liability.

In competitive bid process, a contract shall be awarded based solely on price (or rate) to the most responsive and responsible bidder. See attachment **A** to this Request for Quote, for details the Scope of Work.

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.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**.

HOURLY RATE \$ _____

NAME OF FIRM/COMPANY

AUTHORIZED REPRESENTATIVE (Print)

ADDRESS (TO INCLUDE CITY/STATE/ZIP)

PHONE NUMBER

EMAIL ADDRESS

AUTHORIZED REPRESENTATIVE SIGNATURE

DATE

MS VENDOR ID NUMBER

Attachment A
Scope of Work

- a. Conduct comprehensive drug therapy evaluations annually for all persons of the Agency receiving psychotropic medications and other persons referred by the treatment team or consulting physician.
- b. Evaluations will include review of records, discussion with treatment team and observation / examination of the person.
- c. Consult with staff and consultant Psychiatrist on use of psychotropic medications.
- d. Provide training/in-service sessions to behavioral health staff regarding administration of DISCUS.
- e. Provide detailed report of each person's evaluation
- f. Provide on-site evaluations, to include the Long Beach main campus, Gautier Community Homes, Biloxi Community Homes, Wiggins Community Homes and Poplarville Community Homes.
- g. The Contractor shall be paid by the hour, one (1) hour is allowed for each review, for approximately one hundred fifty (150) reviews annually. Contractor shall provide on-site evaluations at a minimum of twelve (12) hours per quarter, but enough hours to ensure proper evaluations for all locations listed, at no additional cost to the Agency. Contractor shall provide the Agency with a detailed invoice to include, but not limited to, name of person, date of review, whether it was an on-site or off-site review and location.