



Request for Quotes

**Mississippi Department of Mental Health
Bureau of Human Resources**

Leadership Development Program

**Contact: Toni Johnson
MS Department of Mental Health
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Jackson, MS 39201
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Date: June 18, 2021**

Introduction

The Mississippi Department of Mental Health (DMH) certifies, provides and/or financially supports a network of services for people with mental illness, intellectual/developmental disabilities, and substance use disorders. It is DMH's goal to improve the lives of Mississippians by supporting a better tomorrow one person at a time.

The Department employs approximately 5400 employees throughout the state at a regional behavioral health program; a regional program for persons with intellectual and developmental disabilities; or at the central office.

Project Overview

DMH is seeking to contract with multiple vendors to engage in leadership development for employees in middle level management. The leadership in the agency is changing and we want to ensure our current and future leaders receive the necessary training to keep our agency moving forward. The consultants engaged for providing this leadership training will create and deliver essential skills trainings in a variety of formats to ensure employees are given the tools they need to succeed. This leadership development will enhance these managers in their current roles and prepare them for future roles as they become a part of the agency's succession planning.

Deadlines/Timelines

Contract RFQ Issue Date	Friday, June 18, 2021
Quote Submission Deadline	Friday, July 9, 2021 at 10:00 A.M. CST
Quote Review Date	Wednesday, July 14, 2021
Selection Completed	Friday, July 16, 2021

Quote Submission

To submit a response to this solicitation, please submit your signed quote on letterhead directly to Toni Johnson at the Department of Mental Health, 239 North Lamar St., Jackson, MS 39201 or via email at toni.johnson@dmh.ms.gov by 10:00 A.M. CST, Friday, July 9, 2021. Proposals received after this date and time will not be considered.

The proposal must, at a minimum, contain the following information:

- 1) a statement of price;
- 2) terms of the agreement (i.e. valid dates of the quote);
- 3) a description of the services to be offered by the vendor to the agency; and name, address and telephone number of the offeror;
- 4) the qualifications, including examples of similar projects;
- 5) a plan giving as many details as is practical explaining how the activities associated with the scope of work will be implemented.

Scope of Work

- Create a leadership development training program for usage with middle level management personnel.
- Create and deliver blended learning experiences in multiple formats (virtual, retreats, lunch and learns).
- Conduct assessments and utilize results to further develop leadership team.
- Identify and address trends currently disrupting leadership.
- Explore and implement new approaches to develop leadership.

Pricing

The agency request a signed quote/statement of pricing document in response to the solicitation. The price quoted shall be inclusive of all associated costs with no additional or hidden fees required to meet the scope of work.

Evaluation Criteria

The following evaluation criteria will be utilized (100 point scale):

- The plan for performing the required services: 25 points
- Pricing: 35 points
- A record of past performance of relevant work: 15 points
- Ability to perform the services as reflected by technical training and education, general experience, specific experience in working on similar substance projects: 25 points

Contract Dates

The start date for this contract is estimated to be August 1, 2021, with an end date of June 30, 2022.