



Request for Quotes

**Mississippi Department of Mental Health
Bureau of Intellectual and Developmental Disabilities**

**Training Program for Assistance with Medication Usage
of Non-Licensed Personnel Providing Services to People
with Intellectual and Developmental Disabilities**

**Contact: Toni Johnson
MS Department of Mental Health
239 North Lamar St.
Jackson, MS 39201
601-359-1288
toni.johnson@dmh.ms.gov
Date: Tuesday, June 23, 2020**

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 Bureau of Intellectual and Developmental Disabilities is responsible for planning, development and supervision of array of services for people in the state with intellectual and developmental disabilities. The service delivery system is comprised of the State Operated Programs, ID/DD Waiver program, and the IDD Community Support Program. The ID/DD Waiver and Community Support Programs provide support to assist people to live successfully at home and in the community.

Project Overview

DMH is seeking to engage with a consultant to create an eLearn training program to provide assistance with medication usage by non-licensed personnel. The training would consist of a two (2) part training program to be utilized by providers in the state who serve people with intellectual and developmental disabilities. The consultant engaged for providing this eLearn training program will create and deliver training modules and a training manual. The training will need to consist of a live training component and a skills check. All course content will be approved by a Registered Nurse provided by DMH.

Deadlines/Timelines

Contract RFQ Issue Date	June 23, 2020
Quote Submission Deadline	July 7, 2020 @ 9:00 a.m. CST
Quote Review Date	July 7, 2020 @10 a.m. CST
Selection Completed	July 10, 2020

Quote Submission

To submit a quote for this contract, 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 9:00 A.M. CST on Tuesday, July 7, 2020. Quotes received after this date and time will not be considered.

The quote 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 an eLearn training program for assistance with medication usage by non-licensed personnel.
- Create and deliver modules that can be utilized as part of a program to train non-licensed personnel.
- Develop a method for skills checks to ensure comprehension of each module before advancing to the next module.
- Ensure the training program specifically addresses DMH Operational Standards, general concepts, documentation, and safety guidelines.
- Develop a live training component to the program.
- Create and deliver a training manual inclusive of skills check-off.

Pricing

The agency request a signed quote/statement of pricing document.

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 use awareness campaigns and so social media campaigns: 25 points

Contract Dates

The start date for this contract is estimated to be August 1, 2020 with an end date of July 31, 2021.