



Request for Quotes

Mississippi Department of Mental Health Succession Planning Consultant

Contact: Toni Johnson
MS Department of Mental Health
239 North Lamar St.
Jackson, MS 39201
601-359-1288
toni.johnson@dmh.ms.gov
Date: July 26, 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 seeks to contract with an experienced consultant to develop a succession planning program that ensures leadership continuity in key positions within the organization. The consultant will develop a model for the agency; provide recommendations on assessing candidates to participate; develop and facilitate leadership development opportunities and trainings; and develop strategies for knowledge transfer.

Deadlines/Timelines

| | |
|---------------------------|---|
| Contract RFQ Issue Date | Monday, July 26, 2021 |
| Quote Submission Deadline | Tuesday, August 10, 2021, at 10:00 A.M. CST |
| Quote Review Date | Friday, August 13, 2021 |
| Selection Completed | Friday, August 20, 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 on August 10, 2021, at 10:00 A.M. CST. 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 organizational profile, prior work history, relevant work experience, and 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. This section must include project goals, objectives and associated activities for the campaign.

Scope of Work

- Develop a succession plan that enables the agency to develop its workforce in support of future work, that includes:
 - Recommendations on assessing the current workforce to identify high-potential succession candidates to participate in program.
 - Develop, recommend, and facilitate leadership development opportunities and trainings for future leaders as part of the program.
 - Design developmental assignments to achieve core competencies through hands-on experience for leadership talent.
 - Coordinate and facilitate the program's implementation.
- Develop knowledge transfer strategies that capture and preserve the institutional knowledge of key divisions and/or positions.
- Model adaptation – provide recommendations on how the model can be utilized in the future.

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 projects: 25 points

Contract Dates

The start date for this contract is estimated to begin September 1, 2021 and end June 30, 2022.