

REQUEST FOR PROPOSALS

for

**Galveston County Mental Health Wellness Center Direct Care Staffing**

**THE GULF COAST CENTER**

**4444 W. Main**

**League City, TX 77573**

Issue Date: May 19, 2025

Due Date: June,1 2025

REQUEST FOR PROPOSALS FOR

**Galveston County Mental Health Wellness Center Direct Care Staffing**

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DESCRIPTION OF GULF COAST CENTER

The Gulf Coast Center (GCC) is a Certified Community Behavioral Health Clinic as well as an agency of the State of Texas established to plan, coordinate, develop policy, develop and allocate resources, supervise, and ensure the provision of community based mental health and intellectual and developmental disability services for the residents of Galveston and Brazoria Counties, Texas. The Center is a community center under Chapter 534 of the Texas Health and Safety Code, and is classified by the Internal Revenue Service as a 501(c)(3) tax-exempt organization.

GCC, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. The Center is a unit of government, under the sponsorship of the Galveston and Brazoria County Commissioners Courts.

Our mission is to provide accessible, efficient and quality services to support the independent and healthy living of those we serve.

DESCRIPTION OF SERVICES

The Gulf Coast Center seeks a qualified provider with proven experience providing direct care to individuals in behavioral health residential and extended observation services settings.

The direct care provider must adhere to Gulf Coast Center, Health and Human Services, and Texas Administrative Code Standards for Crisis Respite and Extended Observation direct care services

(<https://www.hhs.texas.gov/sites/default/files/documents/doing-business-with-hhs/provider-portal/behavioral-health-provider/community-mh-contracts/info-item-v.pdf>)

Crisis respite services provide short-term, community-based residential, crisis treatment to individuals who have low risk of harm to self or others and may have some presence functional impairment, and who require direct supervision and care, but do not require hospitalization. The primary objective of crisis respite services is stabilization and resolution of a crisis situation for the individual and/or the individual’s caregiver(s). Crisis respite services must be delivered in accordance with Title 26 Texas Administrative Code (TAC), Chapter 301, Subchapter G (relating to Mental Health Community Services Standards) and 26 TAC Chapter 306, Subchapter D (relating to Mental Health Services—Admission, Continuity, and Discharge). Crisis respite services may serve individuals with housing challenges or assist caretakers who need short-term housing or supervision for the individual for whom they care to help that individual avoid a mental health crisis. Utilization of these services is managed by the Gulf Coast Center based on medical necessity.

The goals of Crisis Respite include (1) provide immediate crisis stabilization, (2) restore sufficient functioning to allow the individual to transition to the least restrictive level of care, (3) provide the individual with critical coping skills to support resilience and recovery, (4) engage the individual with family and caregivers or identified support system and community resources and support, (5) provide the individual with coordination of care and continuity of appropriate recovery support services, and (6) reduce inpatient and law enforcement intervention through stabilization in the least restrictive environment.

Extended Observation Unit (EOU) operated by the Gulf Coast Center provide adult individuals, presenting on voluntary or involuntary status, with access to emergency psychiatric care 24 hours a day, every day of the year. EOU services are provided in a safe and secure environment and staffed by medical personnel, mental health professionals, and trained crisis support staff. EOU services must be delivered in accordance with Texas Health and Safety Code (THSC) Chapter 573 (relating to Emergency Detention); Title 26 Texas Administrative Code (TAC) Chapter 301, Subchapter G (relating to Mental Health Community Services Standards) and 26 TAC Chapter 306, Subchapter D (relating to Mental Health Services—Admission, Continuity, and Discharge). EOUs must have the ability to serve individual with psychiatric symptoms ranging from moderate to severe, depending on the EOU’s level of observation services, and coordinate an individual’s transfer to a higher level of care after 48 hours when clinically indicated and ordered by a physician, preferably a psychiatrist.

The goals for Extended Observation include (1) provide prompt and comprehensive assessment for individuals during a behavioral health crisis, in accordance with 26 TAC §301.327(d)(C) (relating to Urgent care services), (2) provide immediate crisis assessment, psychiatric evaluation, and treatment for individuals experiencing a behavioral health emergency, in accordance with 26 TAC §301.327(d)(B) (relating to Emergency care services), (3) prompt crisis stabilization in a secure environment, (4) provide crisis resolution and linkage to appropriate

Statement of Work 2

services, (5) provide transition to clinically appropriate levels of care when a crisis cannot be stabilized in a less restrictive setting, and (6) reduce inpatient and law enforcement interventions

**Task 1. Direct Care Provider will Submit Plans for the Facility Direct Care Staffing Needs for the EOU and Crisis Respite programs.**

Direct care provider will ensure that the proposed staffing pattern allows for 3 para- professional direct care staff onsite around the clock, with 1 assigned to the EOU, 1 assigned to Crisis Respite and a float direct care staff. The direct care provider will ensure that one of the direct care staff is female on each shift (this can be the administrator).

The float direct care will cover for either of the other two direct care being out and will be a second direct care on the EOU side when the census is high.  When not needed on either unit, the float direct care staff will assist with intake calls, admissions, laundry, food prep, direct care groups, and driving for voluntary individuals from Gulf Coast Center clinics to the Wellness Center, voluntary transfers to the higher level of care inpatient hospitals, and returning individuals from inpatient to the Wellness Center as determined appropriate by GCC crisis and prescriber staff and contracted hospital staff.

Each direct care staff receives a minimum of 25 hours of training prior to shift work as well as CPR and First Aid. Training includes but is not limited to Clients Rights, Abuse, Neglect, and Exploitation, Infection Control, HIPAA Regulations, Verbal De-escalation, Trauma Informed Care, and Psychiatric Medication.

**Task 2. Direct Care Provider staffing plan to Include a Facility Direct Care Administrator**

Proposals should include staffing of a Facility Direct Care Administrator to ensure effective delivery of services and that acts as a liaison between direct care staff and stakeholders. Facility Direct Care Administrator will work closely with facility staff on individuals admitted into the program, ensuring positive outcomes. The Administrator acts as a liaison between Gulf Coast Center staff and Facility direct care staff, informing and training direct care staff on best practices with each admission. Additionally, the Administrator is responsible for the hiring process of all direct care employees, onboarding and training direct care staff, scheduling shifts, employee disciplinary actions if needed, dietary supply purchasing, janitorial and cleaning supply purchasing. The Administrator oversees all Wood Group operations within the facility.

Also the Administrator will be a SAMA trainer responsible for new hire SAMA training, monthly SAMA refresher trainings, and participation in a monthly restraint review meeting.

**Task 3. Direct Care Service Provision for EOU and Crisis Respite Individuals Served**

Direct care provider to provide crisis respite direct care services in accordance with Title 26 Texas Administrative Code (TAC), Chapter 301, Subchapter G (relating to Mental Health Community Services Standards) and 26 TAC Chapter 306, Subchapter D (relating to Mental Health Services—Admission, Continuity, and Discharge). Direct care provider will also provide EOU direct care services in accordance with Texas Health and Safety Code (THSC) Chapter 573 (relating to Emergency Detention); Title 26 Texas Administrative Code (TAC) Chapter 301, Subchapter G (relating to Mental Health Community Services Standards) and 26 TAC Chapter 306, Subchapter D (relating to Mental Health Services—Admission, Continuity, and Discharge). (<https://www.hhs.texas.gov/sites/default/files/documents/doing-business-with-hhs/provider-portal/behavioral-health-provider/community-mh-contracts/info-item-v.pdf>)

The direct care provider will be responsible for the preparation of meals for Crisis Respite and EOU individuals served. The direct care provider will maintain an emergency food supply for 24 beds in accordance with standards.

The direct care provider will provide light laundry and janitorial services in accordance with standards.

Key Project Staff

The table below provides the consultation team roles. The consultant may utilize additional staff and subcontractors as needed to complete this project on the required timeline.

|  |
| --- |
| **Role**  |
| Facility Direct Care Administrator  |
| Direct Care Staffing sufficient to meet standards |

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GENERAL INFORMATION

Gulf Coast Center anticipates awarding one (1) contract for the Services commencing on approximately July 1, 2025 (the “Contract”). Any Contract awarded as a result of this RFP will be prepared by Gulf Coast Center, and any Proposer (as defined below) selected for a Contract award may be referred to herein as a “Successful Proposer”.

# Proposals shall be submitted no later than

**June 1, 2025, at 4:00 PM CST (“Proposal Submission Deadline”).**

All Proposals must be received by the Proposal Submission Deadline. All Proposals must

Proposals shall be delivered via electronic mail attachment to:

Gulf Coast Center

Devon Stanley, PMP

bidsubmission@gulfcoastcenter.org

by any agent or representative designated by the person or entity submitting the Proposal (“Proposer”). Gulf Coast Center will determine the official time of receipt of each Proposal using the time/date of receipt of the Proposal shown by Gulf Coast Center’s email server; upon request, a receipt shall be sent via electronic mail to the deliverer of the Proposal, which indicates the date and time it was received. Proposals must be provided in a single .PDF format file. Proposals sent via any other method other than electronic mail as described above will not be accepted. Proposals received after the Proposal Submission Deadline will not be considered.

Any questions concerning the RFP specifications or process shall be directed to Devon Stanley, PMP at bidsubmission@gulfcoastcenter.org, no later than June 1, 2025 at 4:00 PM CST (“Question Submission Deadline”). All questions with respect to either the RFP specifications or process that are received by the Question Submission Deadline will be responded to in writing to all those known to have requested a copy of the RFP.

CONDITIONS

ACCEPTANCE/REJECTION OF PROPOSALS: Gulf Coast Center reserves the right to accept or reject any and/or all Proposals, to waive informalities or defects in Proposals, or to accept such Proposal(s) as it shall deem to be of the best value to Gulf Coast Center.

NEGOTIATION: Gulf Coast Center further reserves the right to negotiate with Proposers determined to have a reasonable chance of being selected. All such Proposers shall be afforded fair and equal treatment with respect to such negotiations, and no such Proposer shall be given information that would give that Proposer a competitive advantage over any other Proposer.

CANCELLATION: Gulf Coast Center may also choose to cancel the RFP without award.

VALIDATION: Gulf Coast Center may validate any information in a Proposal by using outside sources or materials. If validation discloses that information provided by a Proposer is deliberately false, the Proposal will be ineligible for consideration.

ADDENDA: Gulf Coast Center reserves the right to modify, interpret and correct the RFP, and any modifications, interpretations or corrections to the RFP and specifications shall be made by written addenda. Gulf Coast Center’s General Counsel shall have sole authority to issue addenda to this RFP. Addenda shall be provided to all who are known to have received a copy of the RFP. All such addenda become, upon issuance, an inseparable part of the specifications, which a Proposal must meet to be considered.

ALTERING PROPOSALS: Any corrections, deletions, or additions to Proposals must be made in writing and delivered by email to Devon Stanley, PMP at bidsubmission@gulfcoastcenter.org prior to the Proposal Submission Deadline. The Proposer shall submit substitute pages with an email documenting the changes and to which is attached the specific pages for substitution. The person who submits the email must have authority at least equal to that of the submitter of the Proposal.

WITHDRAWAL OF PROPOSALS: A Proposal shall not be withdrawn or cancelled by the Proposer unless the Proposer submits an email to that effect prior to the Proposal Submission Deadline. The submitter of the withdrawal email must have authority at least equal in authority to the submitter of the Proposal.

PUBLIC AVAILABILITY: Gulf Coast Center is subject to and complies with the Texas Public Information Act, Chapter 552 of the Texas Government Code. All Proposals shall be open for public inspection after the RFP process is concluded, except for information contained in the Proposal that Proposer contends is covered by an exception to disclosure under the Texas Public Information Act that is in red ink and clearly identified by the Proposer as such. Such information may still be subject to disclosure under the Public Information Act and other applicable law including, without limitation, opinions from the Texas Attorney General’s Office.

SUBMITTED PROPOSALS: Submitted Proposals become the property of Gulf Coast Center and will not be returned to the Proposer. Proposer agrees that Gulf Coast Center has the right to use, reproduce and distribute copies of and to disclose to Gulf Coast Center employees, agents and contractors and other governmental entities all or part of the Proposal, as Gulf Coast Center deems appropriate to complete the procurement process or comply with state or federal laws and regulations.

SALES TAX: Gulf Coast Center is by statute exempt from payment of taxes applicable to the Services described herein; therefore, Proposals shall not include taxes.

LIMITATION OF LIABILITY: Gulf Coast Center will not enter into any Contract that purports to in any way limit the amount of damages recoverable under the Contract.

SUCCESSFUL PROPOSER MUST COMPLY with all applicable federal, state, county and local rules, codes, regulations, laws and standards. All Services must be in compliance with applicable federal, state, county and local rules, codes, regulations, laws, standards and executive orders as well as with all policies and procedures of Gulf Coast Center. A Contract may be subject to Texas Government Code Section 2252.908, which prohibits governmental entities such as Gulf Coast Center from entering into certain contracts with a business entity unless the business entity submits a disclosure of interested parties to the governmental entity or state agency at the time the business entity submits the signed contract to the governmental entity or state agency. By submitting a Proposal, Proposer agrees to fully comply with all applicable legal requirements including, without limitation, those of Texas Government Code Section 2252.908, as applicable.

EXCEPTION/SUBSTITUTIONS: All Proposals meeting the intent and requirements of this RFP shall be considered for award. Proposers taking exception to the specifications, terms and conditions or offering substitutions, shall state these exceptions clearly as a separately identifiable part of the Proposal entitled “Proposer’s Exceptions”. The absence of such a statement shall indicate that the Proposer has not taken exceptions and Gulf Coast Center shall hold the resultant Proposer(s), if chosen as a Successful Proposer, responsible to perform in strict accordance with the specifications, terms, and conditions of this RFP and Successful Proposer’s Contract. Gulf Coast Center reserves the right to accept any and/or none of the exception(s)/substitution(s) as it determines to be in the best interest of Gulf Coast Center. Proposer agrees that all exceptions to this RFP as well as terms and conditions advanced by Proposer that differ in any manner from Gulf Coast Center’s terms and conditions are rejected unless expressly accepted by Gulf Coast Center in writing in a fully-executed Contract.

SILENCE OF SPECIFICATIONS: The apparent silence of this RFP as to any detail or the apparent omission from it of a detailed description concerning any point shall be regarded as meaning that only best practices of quality services will prevail. All interpretations of this RFP shall be made on the basis of this statement.

LIMITATIONS: Any Proposer currently held in abeyance from or barred from the award of a federal or state contract can not contract with Gulf Coast Center.

CONSIDERATION: For a Proposal to be considered, the Proposer must meet Gulf Coast Center’s requirements, demonstrate the ability to perform successfully and responsibly under the terms of the prospective Contract, and submit the completed Proposal according to the time frames, procedures, and forms stipulated by Gulf Coast Center. Additionally, Proposers shall, at a minimum, be currently licensed/certified in the trade, where applicable, that matches the work being proposed.

CONFLICT OF INTEREST: No public official shall have an interest in any Contract, in accordance with the Texas Local Government Code Title 5, Subtitle C, Chapters 171 and 176.

ETHICS: Proposer shall not offer to or accept any gifts of value from, or enter into any business arrangement individually with any employee, official or agent of Gulf Coast Center.

INDEMNIFICATION: Successful Proposer shall defend, indemnify, and save harmless Gulf Coast Center, and all of its trustees, officers, agents, and employees from all suits, actions, or other claims of any character, name and description (including, without limitation, any judgment cost awarded against and reasonable attorney’s fees incurred by Gulf Coast Center) brought for or on account of any losses, injuries or damages either allegedly or actually received or sustained by any entity, persons, or property as either a direct or indirect result of the actions or omissions of the Successful Proposer and/or its employees, contractors and agents, or of Successful Proposer’s non-compliance with the Contract.

ASSIGNMENT: Successful Proposer shall not subcontract, sell, assign, transfer or convey its rights and/or obligations with respect to any Contract, in whole or in part, without Gulf Coast Center’s prior written consent.

INSURANCE: Successful Proposer shall maintain, at all times during its performance under the Contract, insurance coverage in not less than the following amounts per policy year:

General Liability: One million dollars ($1,000,000) per claim;

 Three million dollars ($3,000,000) aggregate of all claims;

General Liability policy shall also include a waiver of subrogation in favor of Gulf Coast Center.

Automobile Liability: If a Successful Proposer-owned vehicle is used in the provision of Services, Successful Proposer must maintain automobile liability insurance coverage in the amount of at least one million dollars ($1,000,000) combined single limit, with hired and non-owned coverage included;

 If a Successful Proposer’s employee’s personal vehicle is used in the provision of Services, Successful Proposer’s employee must maintain State of Texas required basic vehicle insurance coverage at all times;

Worker’s Compensation: Must meet statutory limits. Worker’s Compensation policies shall also include a waiver of subrogation in favor of Gulf Coast Center;

Employer Liability: One million dollars ($1,000,000) per accident;

 One million dollars ($1,000,000) per disease per employee;

 One million dollars ($1,000,000) disease policy limit;

And such other insurance coverage, each to the extent required and in such amounts as may be reasonably required by Gulf Coast Center or as may otherwise be required by applicable law.

Successful Proposer is responsible for obtaining and maintaining any riders or other documents necessary to ensure that the coverage described above includes the Services. A legally qualified insurance company acceptable to Gulf Coast Center must underwrite all insurance coverage listed above. Each policy evidencing such coverage shall name Gulf Coast Center as an additional insured on that policy (but specifically excluding policies of personal automobile liability), and shall contain a provision (to the extent legally permitted) that the insurance company shall give Gulf Coast Center as a certificate holder thirty (30) days written notice in advance of (a) any cancellation or non-renewal of the policy, (b) any reduction in the policy amount, (c) any deletion of additional insureds, or (d) any other material modification of the policy. Successful Proposer will name Gulf Coast Center as additional insured on each policy within 14 days of being awarded a Contract by Gulf Coast Center.

CRIMINAL AND BACKGROUND CHECKS:Successful Proposer must ensure that no person will provide Services if that person has been convicted of any of the offenses listed in the Texas Health and Safety Code, Section 250.006(a).

ELIGIBLILITY TO WORK IN THE UNITED STATES:Each Successful Proposer shall ensure that each person who provides Services is eligible to work in the United States at the time he/she provides Services, and Successful Proposer shall document such eligibility using USCIS Form I-9 for all such persons and maintain such documentation for at least six (6) years after the Contract ends, and make such documentation available to Gulf Coast Center upon request.

SELECTION OF SUCCESSFUL PROPOSER

1) Selection of the Successful Proposer, if made, will be based upon demonstrated competence, knowledge, qualifications and reasonableness of the proposed fee, where applicable, for the Services as evidenced by Successful Proposer’s qualified Proposal.

2) Gulf Coast Center will make a good faith effort to contract with Historically Underutilized Businesses.

3) Issues concerning a specific Proposal(s) may be addressed by Gulf Coast Center either in writing or through an individual telephonic, electronic or in-person meeting(s) with each applicable Proposer after an initial review of all Proposals. The interviews, if necessary, will be held after the Proposal Submission Date, and no Proposer participating in any such meeting shall be given information that would give that Proposer a competitive advantage over any other Proposer.

4) A selection(s), if made, will be based on the Proposal(s) that provides best value to Gulf Coast Center and the GCC.

5) Gulf Coast Center reserves the right to enter into multiple Contracts with respect to the provision of the Services.

1. Proposals will be scored by the point system listed in the table below:

|  |  |
| --- | --- |
| **SCORING CRITERIA**  | **Points** |
| **1.** **Experience** including: strategic planning, health information exchange, government, nonprofit, proposed staff | up to 25 points |
| **2. Proposed Process** including: approach, deliverables, timeline, engagement and input strategies  | up to 25 points |
| **3.** **Knowledge** including local environment, health information exchange, public policy, equity issues and strategy | up to 15 points |
| **4. Proposal:** Submitted all required information | up to 10 points |
| **5.** **References:** quality of product, meeting deadlines, positive overall experience | up to 15 points |
| **6. HUB** or HUB qualified vendor | up to 10 points |

PERFORMANCE STANDARDS AND COMPLIANCE

1) Successful Proposer’s Services will be of a standard quality and level of professionalism expected of those businesses engaged in the delivery of similar services. The methods and means employed in the delivery of the Services must be of a standard that will withstand both public and private scrutiny, and be in compliance with all applicable laws, statutes, regulations and ordinances as may be amended from time to time including, but not limited to, the Civil Rights Act of 1964, as amended, and the Americans with Disabilities Act (“ADA”).

2) Successful Proposer will ensure that no person, on the basis of race, color, national origin, religion, sex, sexual orientation, gender identity, genetic characteristics, age, disability, or political affiliation will be excluded from participation in providing, or be denied the benefits of, the Services, or be subject to discrimination under any of the policies of the Texas Health and Human Services Commission or its related agencies (collectively, “HHSC”), or GCC.

3) Gulf Coast Center reserves the right to retain all performance by any Successful Proposer, and to recover all consideration paid to any Successful Proposer pursuant to a Contract thus permitting forfeiture of such Contract, in the event that Successful Proposer (a) was doing business at the time of submitting the Proposal or had done business during the 365 day period immediately prior to the date on which the Proposal was due with an undisclosed key person, (b) does business with a key person after the date on which the Proposal is due and prior to full performance of the Contract and fails to disclose the name of any such key person in writing to Gulf Coast Center prior to commencing business with such key person, or (c) fails to submit a completed Form CIQ (see Attachment B) if required to do so by Chapter 176 of the Texas Local Government Code. A Key Persons List is attached to this RFP as Attachment C.

4) Successful Proposer shall furnish the Services in a prompt, efficient, and professional manner. If Successful Proposer cannot provide the Services within the Contract requirements, Gulf Coast Center reserves the right to solicit and/or procure any or all such Services outside the Contract and/or terminate the Contract.

1. Unless stated otherwise in this RFP, Successful Proposer will provide at its sole cost all necessary supplies, equipment, software, technology support and other items in order to furnish the Services properly as defined in the Contract.
2. Any Contract may be terminated without penalty for any reason or without cause by Gulf Coast Center by submission of written notice of at least 30 days.
3. Successful Proposer must have and maintain at all times during the existence of any Contract any and all required federal, state, and/or local licenses and permits with respect to the Services covered by the Contract.
4. Any Contract will be prepared by Gulf Coast Center and may contain provisions that are not described in this RFP.

PROPOSAL INSTRUCTIONS AND GUIDELINES

To facilitate the evaluation of Proposals, Proposers must prepare their responses to Sections I - IV (below) in the format and sequence specified below. Respond specifically to each question posed. Do not simply make a general reference to any other document included with the Proposal. Failure to comply with this requirement could result in the Proposal being rejected by Gulf Coast Center in its sole discretion. Proposer may attach additional materials as necessary to provide supporting information and details. Catalogs or brochures about Proposer’s products or services may be included as an addendum to the Proposal but not in place of specific responses to each item below. If the question does not apply to either Proposer or the Proposal, clearly mark “n/a”.

# GENERAL INFORMATION ABOUT PROPOSER.

1. **Each Proposal MUST be accompanied by a signed, original Assurances Document and, if required, a Form CIQ (*Attachment B*).**
2. Each Proposer MUST also respond to each of the following items completely by restating each item/question exactly as written and then providing a response.
	1. Provide the name, legal status (e.g. sole proprietorship, partnership, corporation, etc.), address and contact telephone number of Proposer. Provide the name of all persons owning a 5% or more interest in Proposer’s business. *Label as Exhibit I.B.i.*
	2. Provide copies of any and all of Proposer’s required federal, state, and/or local licenses and/or certifications required with respect to the Services. *Label as Exhibit I.B.ii.*
3. List all licenses, certifications or professional affiliations for Proposer and all staff identified for this Proposal, include date of original certification/licensure and current certification/licensure expiration date. Identify if Proposer has ever been sanctioned or had any license/certification suspended by the licensing/certifying entity. *Label as Exhibit I.B.iii.*
4. Provide the names and experience information of each individual who would be assigned to provide the Services, including account executives. Be sure to identify the individual within Proposer’s firm that will have overall responsibility for provision of the Services and the office in which each of Successful Proposer’s team members providing the Services is located as well as the physical location of the office which would be designated to serve Gulf Coast Center. *Label as Exhibit I.B.iv.*
5. Attach a copy of the organizational chart, including names, titles and vacant positions, clearly indicating who will be the main point of contact with respect to any Contract. *Label as Exhibit I.B.v.*
6. Does Proposer meet the requirements for qualification as a Historically Underutilized Business (“HUB”)? If so, please describe how Proposer meets those requirements. Attach a copy of any current HUB certificate to this Proposal. For purposes of this RFP, HUB has the same definition as does a “historically underutilized business” in Section 2161.001(2) of the Texas Government Code. *Label as Exhibit I.B.vi.*
7. Attach a copy of Proposer’s Articles of Incorporation and 501(c) (3) certificate, or other bylaws/governing documents as applicable. *Label as Exhibit I.B.vii.*
8. Describe Proposer’s experience in providing services to individuals from a diversity of cultures, race, ethnicity, and language. *Label as Exhibit I.B.viii.*

# FINANCIAL.

Attach copies of the Proposer’s audited financial reports for the last three years. *Label as Exhibit II.A.*

Attach copies of the Proposer’s Federal Income Tax returns for the last three years. *Label as Exhibit II.B*.

If the Proposer is a corporation that is required to report to the Securities and Exchange Commission, it must submit its two most recent SEC Forms 10K, Annual Reports. If any change in ownership of Proposer is anticipated during the twelve (12) months following the Proposal Submission Deadline, the Proposer must describe the circumstances of such change and indicate when the change is likely to occur. *Label as Exhibit II.C*.

Describe prior arrangements or any potential plans to subcontract part or all of these Services. All subcontracts must be approved by Gulf Coast Center, at its sole discretion. Name all proposed subcontractors and provide the information on their staff credentials, licenses and certifications as provide for Proposer’s staff. *Label as Exhibit II.D*.

# RISK PROFILE.

1. Is Proposer currently or has Proposer, within the last five (5) years, been under investigation, or had a license or accreditation revoked by any state/federal/local authority or licensure agency? If yes, describe in detail.
2. State whether Proposer is currently or has ever been a defendant or party to a lawsuit. If “yes”, provide the cause number, names of parties, name of the court in which the lawsuit was filed, pertinent dates and a detailed explanation of the nature of the lawsuit and the ultimate disposition of the lawsuit.
3. Has Proposer had any judgments or settlements entered against it in the last ten (10) years? If yes, describe in detail.
4. State whether Proposer is currently on or has ever been placed on vendor hold by any agency or business. If “yes”, provide pertinent dates and a detailed explanation.
5. Attach any current Certificate of Account Status from the Texas Secretary of State which shows that it is in good standing or that it is exempt from the state franchise tax? *Label as Exhibit III.E*.
6. Is Proposer currently held in abeyance or barred from the award of a federal or state contract? Has this occurred in the last 5 years? If yes, describe in detail.
7. Has Proposer ever filed bankruptcy? If yes, describe in detail.
8. Has Proposer or any of its affiliates ever had contracts cancelled by state, federal or local governmental entities? If yes, describe in detail.
9. Attach Certificate(s) of Insurance showing Proposer’s current insurance coverage, with coverage to be at minimum those amounts described in the “Insurance” portion of the “Conditions” section, above. *Label as Exhibit III.I*.

# SERVICES AND RATES

1. Describe Proposer’s plan in detail for providing direct care staffing and activities that meets the requirements described in this RFP and for providing the Services.
2. Describe any special expertise Proposer has with developing strategic plans/strategic direction for governmental, health information exchange or nonprofit organizations.
3. Describe each fee or other cost that Gulf Coast Center would be required to pay for the Services under the terms of the Proposal.

 **ATTACHMENT A**

**Deliverables, Timeline, and Payment Terms**

**Expected Deliverables and Timeline**

The primary deliverables pursuant to this agreement, along with their anticipated timelines, are outlined below. **Deliverable**

|  |  |  |
| --- | --- | --- |
| **Task** | **Deliverable** | **Due Date** |
| 1 | Contract completion | June 15, 2025 |
| 2 | Hiring of Facility Direct Care Administrator  | July 1, 2025 |
| 3 | Hiring of Direct Care Staffing | July 15, 2025 |
| 4 | Initiate facility direct care services | August 1, 2025  |

|  |
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|  |

**Compensation and Payment Terms**

The Gulf Coast Center will make payments to the contracted provider monthly upon receipt of invoices.

**ATTACHMENT B**

**ASSURANCES DOCUMENT**

For purposes of this ***Attachment B***, the term “local government officer” with respect to Gulf Coast Center means a member of Gulf Coast Center’s Board of Trustees (see ***Attachment C***), Gulf Coast Center’s Chief Executive Officer (see ***Attachment C***), and/or an agent of Gulf Coast Center who exercises discretion in the planning, recommending, selecting, or contracting of the Contract (see ***Attachment C***). The term “local public official” with respect to Gulf Coast Center means a member of Gulf Coast Center’s Board of Trustees (see ***Attachment C***), or another agent of Gulf Coast Center who exercises responsibilities beyond those that are advisory in nature (see ***Attachment C***).

The term “family member” means a person related to another person within the first degree by consanguinity or affinity, as described by Subchapter B, Chapter 573 of the Texas Government Code. The term “family relationship” means a relationship between a person and another person within the third degree by consanguinity or the second degree by affinity, as those terms are defined by Subchapter B, Chapter 573, Texas Government Code.

Proposer Assures the Following:

1. Proposer has received all addenda and attachments to the RFP as distributed by Gulf Coast Center.

2. Proposer will not make any attempt to induce any person or firm to submit or not submit a Proposal.

3. Proposer will ensure that no person on the basis of race, color, national origin, religion, sex, age, sexual orientation, gender identity, genetic characteristics, veteran status, disability or political affiliation, will be excluded from participation in, be denied the benefits of, or be subject to discrimination with respect to any Contract, under any of the policies of HHSC or Gulf Coast Center. Proposer does not discriminate in its service or employment practices on the basis of race, color, religion, sex, sexual orientation, genetic characteristics, national origin, disability, veteran status, age or political affiliation.

4. Proposer accepts the terms, conditions, criteria, and requirements set forth in the RFP.

5. Proposer accepts Gulf Coast Center’s right to alter the timetables for procurement as set forth in the RFP.

6. The Proposal submitted by Proposer has been arrived at independently without consultation, communication, or agreement for the purpose of restricting competition.

7. Unless otherwise required by law, the information in the Proposal submitted by Proposer has not been knowingly disclosed by Proposer to any other Proposer.

8. No claim will be made for payment to cover costs incurred in the preparation or the submission of the Proposal or any other associated costs.

9. The individual signing this Assurances Document is authorized to legally bind Proposer.

10. Proposer agrees to follow all applicable federal, state, county, and local laws, regulations, codes, standards, and all applicable Gulf Coast Center policies and procedures if chosen as the Successful Proposer.

11. No employee, local government officer or any family member thereof has directly or indirectly received any gift(s) with an aggregate value of more than $100 in the 12-month period preceding the date the local government officer becomes aware that Gulf Coast Center is considering entering into a Contract with Proposer, but excluding a political contribution defined by Title 15 of the Texas Election Code, or food accepted as a guest. If Proposer is unable to make this affirmation, then Proposer must disclose any knowledge of such interests by including a completed Form CIQ, a copy of which is attached to this ***Attachment B*,** with the submitted Proposal. *See* ***Attachment C****.*

12. Proposer does not have a family relationship with a local government officer of Gulf Coast Center. If such family relationship exists, Proposer must disclose any knowledge of such relationships by including a completed Form CIQ, a copy of which is attached to this Assurances Documentwith the submitted Proposal. *See* ***Attachment C****.*

13. Proposer does not have any employment or business relationship with any corporation or other business entity with respect to which any local public official of Gulf Coast Center or any family member thereof serves as an employee, officer or director, or holds an ownership interest and no local public official of Gulf Coast Center or family member thereof has an employment or business relationship with Proposer, or holds an ownership interest in Proposer. If Proposer is unable to make this affirmation, then Proposer must disclose any knowledge of such relationships in a written statement included with this signed Assurances Document.

14. Proposer shall disclose in a written statement included with this signed Assurances Document whether any of the directors or personnel of Proposer has either been an employee or a trustee of Gulf Coast Center within the past two (2) years preceding the date of submission of the Proposal. This requirement applies to all personnel, whether or not identified as a Key Person. If such employment has existed, or any term of office been served, include in the written statement the nature and time of the affiliations as defined.

15. Proposer does not have any employment or business relationship with any corporation or other business entity with respect to which any local government officer of Gulf Coast Center either serves as an employee, officer or director, or holds an ownership interest of one percent or more, and no local public official of Gulf Coast Center or family member thereof has an employment or business relationship with Proposer, or holds an ownership interest in Proposer. If Proposer is unable to make this affirmation, then Proposer must disclose any knowledge of such relationships by including a completed form CIQ, a copy of which is attached to this ***Attachment B***, with the submitted Proposal. *See* ***Attachment C****.*

16. No former employee or officer of HHSC and/or Gulf Coast Center directly or indirectly aided or attempted to aid in procurement of Proposer’s service.

17. No local government officer or family member thereof is receiving or is likely to receive taxable income, other than investment income, from Proposer. If Proposer is unable to make this affirmation, then Proposer must disclose any knowledge of such relationships by including a completed form CIQ, a copy of which is attached to this ***Attachment B***, with the submitted Proposal. *See* ***Attachment C****.*

18. Under Section 231.006, Family Code, the vendor or applicant certifies that the individual or business entity named in this contract, bid, or application is not ineligible to receive the specified grant, loan, or payment and acknowledges that this contract may be terminated and payment may be withheld if this certification is inaccurate. For purposes of the foregoing sentence, “vendor or applicant” shall mean Proposer; contract, bid or application shall mean the Proposal; and “this contract” shall mean any Contract awarded to a Successful Proposer pursuant to this RFP.

19. Proposer is not currently held in abeyance or barred from the award of a federal or state contract.

20. Proposer is currently in good standing for payment of all applicable state tax.

21.Proposer is in good standing with all state and federal funding and regulatory agencies; is not currently debarred, suspended, or otherwise excluded from participation in federal, state, county or city contract or grant programs; is not delinquent on any repayment agreements; has not had a required license or certification revoked; has not had a contract terminated by HHSC; and has not voluntarily surrendered an obligation issued by HHSC or any other entity within the past three (3) years.

22. Proposer agrees to provide the Services described in this RFP at the rate(s) of payment described in the Proposal.

23. Proposer is a reputable company regularly engaged in providing products and/or services necessary to meet requirements, specifications, terms and conditions of the RFP.

24. Proposer has the necessary experience, knowledge, abilities, skills, and resources to satisfactorily perform the requirements, specifications, terms and conditions of the RFP.

25. This Proposal shall remain in full force and effect until March 1, 2023 and may be accepted by Gulf Coast Center at any time prior to this date.

26. The requirements of Subchapter J, Chapter 552, Government Code, may apply to the Contract and Proposer agrees that the Contract can be terminated if the Proposer knowingly or intentionally fails to comply with a requirement of that Subchapter.

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Proposer’s Full Legal Name

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Signature of Proposer’s Authorized Representative

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name and Title of Proposer’s Authorized Representative

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Date

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**ATTACHMENT C**

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| **Center’s Key Persons List as of June 5, 2024** |
| **Board of Trustee Members** | **Title** | **County of Residence** |
| Jamie Travis | Board Chair | Brazoria |
| Rick Price | Board Vice Chair | Galveston |
| Sheriff Bo Stallman | Board Secretary | Brazoria |
| Vivian Renfrow | Board Treasurer | Galveston |
| Commissioner Stephen Holmes | Board Member | Galveston |
| Mary Lou Flynn-Dupart | Board Member | Brazoria |
| Jaime Castro | Board Member | Galveston |
| Caroline Rickaway | Board Member | Brazoria |
| Chris Cahill | Board Member | Galveston |
| **Center Executive Leadership Management** | **Title** | **County of Residence** |
| Felicia Jeffery, LPC | Chief Executive Officer | Galveston |
| Devon Stanley, DSL, PMP, PMI-ACP, CSEP | Chief Information Officer | Brazoria  |
| Rick Elizondo, CPA | Chief Financial Officer | Galveston |
| Sarah Holt, BSN, RN | Chief Nursing Officer | Galveston |
| Linda Bell, JD, BSN, RN | General Counsel | Harris |
| M. Renee Valdez, MD, PhD, MS HCT | Chief Medical Officer | Galveston |
| Jerry Freshour, MPA | Director of Crisis and Community Outreach | Galveston |
| Deanna David | Director of Intellectual and Developmental Disabilities Services | Galveston |
| Amanda Groller, MS.Ed., LPC | Director of Innovative and Special Projects | Galveston |
| Sandy Patterson, MA, LPC-S | Director of Behavioral Health Services – Galveston County | Brazoria  |
| Jessica Gentry LPC-S, LMHC-S | Director of Integrated Healthcare | Galveston |
| **Procurement Team** | **Title** | **County of Residence** |
| Felicia Jeffery, LPC | Chief Executive Officer | Galveston |
| Devon Stanley, PMP | Chief Information Officer | Brazoria  |
| Rick Elizondo | Chief Financial Officer | Galveston |
| M. Renee Valdez, MD, PhD, MS HCT | Chief Medical Officer | Galveston |
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