

**REQUEST FOR PROPOSAL
RFP# 2302280310CRC**

Issue Date: 28 February 2023

Title: **TWENTY-FOUR (24) HOUR ON DEMAND PSYCHIATRIC SERVICES**

Issuing Agency: Southside Behavioral Health
143 Industrial Parkway
Clarksville, VA 23927

Site/Location Where Work Will Be Performed: Crisis Services Center (via Telemedicine)
South Hill Adult & Emergency/Crisis Services Facility
823 N. Mecklenburg Avenue
South Hill, VA 23970

Period of Contract: From Date of Award through Completion of All Phases of the Design/Buildout Project

Proposals to participate in the bid process for furnishing services described herein will be received until:

3:00 p.m.	Friday	10 March 2023
Time	Day	Date

Late proposals will not be considered, nor will any proposals delivered by email or fax.

All inquiries for information regarding this RFP should be directed to:

Helen Deslauriers
Business Operations Manager
Southside Behavioral Health
(434) 465-6163
BusOps@southsidebh.org

ALL COMPLETED PROPOSALS ARE TO BE SEALED AND MAILED OR HAND-DELIVERED TO:

Southside Behavioral Health
Attn: Business Operations Manager
Administration – Modlinski Building
PO Box 1478
143 Industrial Parkway
Clarksville, VA 23927

**TO BE ACCEPTED, ENVELOPES MUST BE MARKED WITH
RFP #2302280310CRC**

It is the responsibility of those responding to this RFP to assure that their proposals are received at the location indicated, and by the date and time specified in this RFP. This complete document with all its attachments must accompany the submitted proposal, with all the requested information and signatures as required.

In compliance with this Request for Proposals and to all the conditions imposed herein, the undersigned offers and agrees to furnish the services in accordance with the attached signed proposal or as mutually agreed upon by subsequent negotiation.

Company/Firm/Contractor Name and Address:

Phone: _____
Email: _____
Fax: _____
FEI/FIN: _____

Print Name: _____ Title: _____

Signature: _____

Optional Information: Minority contractors are encouraged to submit proposals; however, minority status does not influence award.

Contractor DOES | DOES NOT consider his/her firm to be a minority owned business. Contractor IS | IS NOT certified as a minority business by the Virginia Department of Minority Business Enterprise.

SOUTHSIDE BEHAVIORAL HEALTH REQUEST FOR PROPOSALS

TWENTY-FOUR (24) HOUR ON DEMAND PSYCHIATRIC SERVICES

South Hill Adult & Emergency/Crisis Services Project

A. PURPOSE:

The purpose of this Request for Proposal (RFP) is to invite/request qualified providers (hereinafter called the "Contractor"), who are licensed to practice psychiatry in the Commonwealth of Virginia, to submit a proposal to provide twenty-four (24) hour on demand psychiatric services to our Southside Behavioral Health (hereinafter called "SBH") South Hill Adult & Emergency/Crisis Services facility, located at 823 N. Mecklenburg Avenue, South Hill, Virginia 23970.

- B. CONTRACT PERIOD: Will commence on 1 July 2023, ending on 30 June 2024, with the option of renewing for up to four (4) consecutive years, unless sooner terminated under the terms of the resulting executed contract agreement.

C. SCOPE OF SERVICES:

Services

The Virginia Licensed Provider shall provide all services generally provided by the Licensed Provider in the Licensed Provider's usual line of business, as requested by SBH, including but not limited to the following:

- 1) Initial psychiatric evaluations.
- 2) Makes recommendations for medications.
- 3) Develops behavioral health plans of care: providing standing orders for medication and treatment.
- 4) Reviews history and current health care if there are health needs affecting eligibility for program admission.
- 5) Provide 24 hour a day on demand services to program for program admission.
- 6) Serves as a member of the Crisis Team.
- 7) Participates in the interdisciplinary team process for each Individual receiving services.
- 8) Provide psychiatric follow-up encounters for Individuals receiving services already seen and there is a change in mental status.
- 9) The Contractor will promptly submit evaluations, treatment plans, progress notes, and other required documentation as required by SBH policies and procedures. The ownership and right of control of all such evaluations, plans, notes and other documentation prepared or stored in connection with the services provided by the Contractor under the Contractual Agreement shall vest exclusively in SBH; provided, however, that the Contractor shall have such right of access to such reports, plans, notes and other documentation to the extent permitted by applicable law and as necessary to perform the Contractor's obligations under the Contractual Agreement.

- D. SPECIAL CIRCUMSTANCES AFFECTING REQUEST: None

E. RFP MODIFICATIONS:

SBH may cancel or withdraw this solicitation in whole or in part and reject any and all proposals at any time prior to an award.

F. QUALIFICATIONS OF THE PROVIDER:

All providers wishing to contract under the terms of this RFP must be licensed to practice psychiatry in the Commonwealth of Virginia. SBH may make such reasonable investigations as deemed proper and necessary to determine the ability of the Contractor to perform the work. The Contractor shall furnish SBH all such information and data for this purpose as may be requested. SBH further reserves the right to reject any proposal if the evidence submitted by, or investigation of, such Contractor fails to satisfy SBH that such Contractor is properly qualified to carry out the obligations of the contract and to provide the services contemplated. The Contractor must have an acceptable credit rating.

G. PROPOSAL PREPARATION AND SUBMISSION REQUIREMENTS:

1) GENERAL REQUIREMENTS

a. RFP Response:

In order to be considered for selection, Contractors must submit a complete response to this RFP. One original and four copies of each proposal must be submitted to SBH. No other distribution of the proposals shall be made by the Contractor.

b. Proposal Preparation:

- Proposals shall be signed by an authorized representative of the Contractor. All information requested should be submitted. Failure to submit all information requested may result in the purchasing agency requiring prompt submission of missing information and/or giving a lower evaluation of the proposal. Proposals which are substantially incomplete or lack key information may be rejected by SBH. Mandatory requirements are those required by law or regulation or are such that they cannot be waived and or not subject to negotiation.
- Proposals should be prepared simply and economically, providing a straightforward, concise description of capabilities to satisfy the requirements of the RFP. Emphasis should be placed on completeness and clarity of content.
- Ownership of all data, material and documentation originated and prepared for SBH pursuant to the RFP shall belong exclusively to SBH and be subject to public inspection in accordance with the Virginia Freedom of Information Act. Trade secrets or proprietary information submitted by the Contractor shall not be subject to public disclosure under the Virginia Freedom of Information Act; however, the Contractor must invoke the protection offered by the Code of Virginia, in writing, either before or at the time the data is submitted. The written notice must specifically identify the data or materials to be protected and state the reasons why protection is necessary. The proprietary or trade secret material submitted must be identified by some distinct method such as highlighting and must indicate only the specific words, figures, or paragraphs that constitute trade secret or proprietary information. The classification of an entire proposal document, line item prices and/or total proposal

prices as proprietary or trade secret is not acceptable and will result in rejection and return of the proposal.

c. Oral Presentation:

Contractors who submit a proposal in response to this RFP may be required to give an oral presentation of their proposal to SBH. This provides an opportunity for the Contractor to clarify or elaborate on the proposal. This is a fact finding and explanation session only and does not include negotiation. SBH will schedule the time and location of these presentations; however, it should be noted that oral presentations are an option of SBH and may not be conducted.

2) SPECIFIC PROPOSAL REQUIREMENTS:

Proposals should be as thorough and detailed as possible so that SBH may properly evaluate The Contractor's capabilities to provide the required services. Contractors are required to submit the following items as a compete proposal:

- a. The return of the RFP cover sheet and addenda, if any, signed and filled out as required.
- b. Complete Data Sheet, included as Attachment "A" to the RFP, and other specific items or data requested in the RFP.
- c. A written narrative statement to include:
 - The experience of you and/or your personnel in the provision of psychiatric services.
 - The names, qualification and experience of personnel to be assigned to this project.
 - Resumes of staff to be assigned to this project.
- d. Specific plans for providing the proposed goods/services including:
 - A statement by the prospective Contractor of his/her understanding of the work to be done, including specific reference to the provisions in the scope section of this RFP.
 - A statement that the respondent will provide all design services with respect to this project (See Exhibit #1) as set out in this Request for Proposals.
 - List of the proposed equipment/goods/etc. including operating parameters, illustrations, etc.
 - The approximate date the work will begin and end.

H. COST OF RESPONDING:

All costs incurred by the Contractor in preparation of responses to this RFP, including presentations to SBH and/or for participation in an interview and/or site visit shall be borne in solely by the Contractor; SBH shall not be liable for any of these costs. At no time will SBH provide reimbursement for submission of a response to this RFP.

I. EVALUATION AND AWARD CRITERIA:

1) EVALUATION:

A firm will be selected in accordance with an evaluation and subsequent ranking with respect to the following criteria:

- a. Demonstrated overall ability/capability to perform the required services as well as

documented experience providing on demand psychiatric services to individuals in similar organizations, companies or similar setting;

- b. Demonstrated expertise, experience, education, and training of all personnel who will be assigned to provide telemed psychiatric services as well as the technical and administrative support for same;
- c. Demonstrated knowledge of federal, state, and/or local laws and regulations as applicable to the selection process, and within the framework of the terms of the contract;

Generally, the selection committee will consider the Contractor's overall suitability to provide the required services within the scope of the contract, allocated budget, and operational constraints, and it will consider the comments and/or recommendations of the Contractor's previous clients, as well as any other references as provided.

2) AWARD OF CONTRACT:

SBH shall engage in individual discussions with one or more Contractor's deemed fully qualified, responsible and suitable on the basis of initial responses and with emphasis on professional competence to provide the required services. Repetitive informal interviews shall be permissible. Such Contractors shall be encouraged to elaborate on their qualifications and performance data or staff expertise pertinent to the proposal. At the discussion stage, the Board and/or their designates may discuss nonbinding estimates of fees for services. At the conclusion of the informal interviews, on the basis of evaluation factors published in the Request for Proposals and all information developed in the selection process to this point, SBH shall select, in the order of preference, one or more Contractors whose professional qualifications and proposed services are deemed most meritorious.

Negotiations shall then be conducted, beginning with the Contractor ranked first, if more than one is under consideration for selection. If a contract satisfactory and advantageous to SBH can be negotiated at a price considered fair and reasonable, the award shall be made to that Contractor. Otherwise, negotiations with the Contractor ranked first shall be formally terminated and negotiations conducted with the Contractor ranked second, and so on, until such a contract can be negotiated at a fair and reasonable price. Should SBH determine in writing and in its sole discretion that only one Contractor is fully qualified, or that one Contractor is clearly more highly qualified and suitable than the others under consideration, a contract may be negotiated and awarded to that Contractor. The award document will be a contract incorporating by reference all the requirements, terms, and conditions of the solicitation and the Contractor's proposal as negotiated. It should be noted that SBH may make its choice of Contractor based solely on the information provided in the proposal responses; therefore, each Contractor should ensure inclusion of all the information requested, or risk not providing enough detail to prove their qualifications to be considered for selection. For information pertaining to the decision to award based on this RFP interested parties may access public notification electronically at www.southsidebh.org. SBH will post the award announcement on the SBH website for a minimum of ten days after the decision to award.

J. GENERAL TERMS AND CONDITIONS:

1) PROCUREMENT REGULATIONS:

This solicitation is subject to the provisions of purchasing regulations of SBH and any revisions thereto, which are hereby incorporated into this contract in their entirety. A copy of these regulations is available for review at SBH's Administrative /Purchasing Office, located at 143 Industrial Parkway, Clarksville, Virginia or by calling the Purchasing Specialist at 434-572-6916, ext. 1509.

2) APPLICABLE LAW AND COURTS:

Any contract resulting from this solicitation shall be governed in all respects by the laws of the Commonwealth of Virginia and any litigation with respect thereto shall be brought in the courts of the Commonwealth. The contractor shall comply with applicable federal, state and local laws and regulations.

3) COMPLIANCE | ANTI-DISCRIMINATION:

By signing this Proposal, the Contractor certifies that they are now and will remain in full compliance with:

The Federal Civil Rights act of 1964, as amended

The Federal Immigration Reform and Control Act of 1986

Section 503 and 504 of the Vocational Rehabilitation Act of 1973

Age Discrimination Act of 1975

The Virginia Fair Employment Act of 1975, as amended, where applicable The Virginia Conflict of Interest Act

The Virginians With Disabilities Act

The Americans With Disabilities Act

Chapters 2.2-4300 all applicable sections (Virginia Public Procurement Act) of the Code of Virginia

The Antitrust laws of the United States and the Commonwealth of Virginia

Virginia Freedom of Information Act

Virginia Privacy Protection Act

SBH Policies and Procedures, and all mandatory credentialing, certification standards, and licensure requirements as applicable to the services being provided

In every contract over \$10,000, the provisions in a and b below apply:

- a. The Contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, faith-based status or any other basis prohibited by state law relating to discrimination in employment, except where religion, sex, or national origin is a bona fide occupational qualification reasonably necessary to the normal operation of the Contractor. The Contractor agrees to post in conspicuous places, available to employees, and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.

The Contractor, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, will state that such Contractor is an equal opportunity employer.

Notices, advertisements and solicitations placed in accordance with federal law, rule or

regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.

- b. The Contractor will include the provisions of a. above in every subcontract or purchase order over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

In the event the selected Contractor becomes privy to confidential information or Protected Health Information of SBH' clients, staff, contractors, etc. as a result of its work hereunder and/or by accessing SBH' premises, such Contractor agrees to hold any and all information confidential and not disclose such information to any parties whatsoever. The selected Contractor, its employees and contractors who will be on SBH's premises will be required to execute a Confidential Information Non -Disclosure Agreement. Additionally, the Contractor agrees:

- 1) To report to SBH any use or disclosure of PHI not provided for by this contract of which it becomes aware;
- 2) To implement administrative, physical and technical safeguards that reasonably and appropriately protect the confidentiality, integrity and availability of electronic PHI that it creates, receives, maintains or transmits on behalf of SBH as required by the HIPAA Security Rule, 45 C.F.R. Parts 160, 162, and 164;
- 3) To ensure that any agent to whom the Contractor provides electronic PHI will agree to implement reasonable and appropriate safeguards to protect it; and
- 4) To promptly report to SBH any security incident of which the Contractor becomes aware.

4) ETHICS IN PUBLIC PROCUREMENT:

By submitting their proposals, Contractors certify that their proposals are made without collusion or fraud and that they have not offered or received any kickbacks or inducements from any Contractor, supplier, manufacturer or subcontractor in connection with their proposal, and that they have not conferred on any public employee having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money, services or anything of more than nominal value, present or promised unless consideration of substantially equal or greater value was exchanged.

5) DEBARMENT STATUS:

By submitting their proposals, all Contractors certify that they are not currently debarred from submitting bids/proposals on contracts by any agency of the Commonwealth of Virginia, nor are they an agent or any person or entity that is currently debarred from submitting bids/proposals on contracts by any agency of the Commonwealth of Virginia.

6) CLARIFICATION OF TERMS:

If any prospective Contractor has questions about the specifications or the solicitation documents, the prospective Contractor should contact the SBH representative whose name appears on the face of the solicitation, no later than five days before the closing date. Any revisions to the solicitation will be made only by addendum issued by SBH.

7) INVOICES AND PAYMENT TERMS:

SBH will pay the Contractor, upon the monthly submission of proper invoices, the prices stipulated in the Contract for services rendered and accepted, less any deductions provided in the executed Contract within 30 days (Net 30), unless otherwise negotiated, and specified in the contract. Prior to payment, and upon request thereafter during the course of the contract, the Contractor will provide a current, completed Form W-9, Request for Taxpayer Identification Number and Certification.

8) ADDITIONAL INFORMATION:

SBH reserves the right to ask any Contractor to submit information missing from its proposal, to clarify its proposal, and/or to submit additional information which SBH deems desirable.

9) TERMINATION FOR DEFAULT:

In case of default by the vendor for failure to deliver or perform services in accordance with the specifications or scope of work, SBH may procure the articles or services from other sources and hold the defaulting vendor responsible for any excess costs incurred. SBH will normally repurchase from the next low bidder or the next highest rated Contractor or purchase competitively by re-solicitation; however, if this is not practical because of restraints of time or availability, SBH may procure the goods or services from a vendor based solely on that vendor's capacity to deliver the required goods or services in the time frame required. If the repurchase results in increased cost to SBH, a letter will be sent to the defaulted contractor requiring payment for additional costs. When repayment is requested, the Contractor will be suspended from the mailing list for purchase solicitations for specified period of time or until the repayment has occurred, whichever occurs first. The vendor shall not be liable for any excess cost if the failure to perform arises out of any act of war, order of legal authority, strikes, act of God, or other unavoidable causes not attributed to the fault of negligence of the vendor. The burden of proof rests with the vendor.

10) ASSIGNMENT OF CONTRACT:

The contract shall not be assignable by the Contractor in whole or in part without the prior written consent of SBH.

11) PROTEST OF AWARD OR DECISION TO AWARD:

As provided in Chapter 2.2-4300 (Virginia Public Procurement Act) the following applies:

Any Contractor submitting a proposal in response to a solicitation may protest the award or decision to award a contract by submitting such protest in writing to the Executive Director of SBH which issued the solicitation no later than ten calendar days after the award is made or the notice of intent to award is posted, whichever occurs first. The written protest must be received in the Executive Director's office no later than 5:00 p.m., on the tenth day. If the tenth day falls on a weekend or official SBH holiday, the ten-day period expires at 5:00 p.m. on the next regular work day. The protest shall include the specific basis for the protest and the relief sought. The Executive Director shall issue a decision in writing within ten days stating the reason for the action taken. This decision shall be final unless the Contractor appeals within 10 days of the written decision by invoking the agency's appeal procedure, or institutes legal action. If the protest of any Contractor depends in whole or in part upon information contained in public records

pertaining to the procurement transaction which are subject to inspection, then the time within which the protest must be submitted shall expire ten days after those records are available for inspection by such Contractor, or at such later time. No protest shall lie for a claim that the selected Contractor is not a responsible Contractor.

K. SPECIAL TERMS AND CONDITIONS

1) PROPOSAL ACCEPTANCE PERIOD:

Any proposal in response to this solicitation shall be valid for 180 calendar days following the proposal due date. At the end of the 180 days, the proposal may be withdrawn at the written request of the bidder. If the proposal is not withdrawn at that time, it remains in effect until an award is made or the solicitation is canceled.

2) IDENTIFICATION OF PROPOSAL ENVELOPE:

The signed proposal should be returned in a separate envelope or package, sealed and identified as follows:

From: **NAME OF CONTRACTOR**
STREET OR BOX NUMBER
CITY, STATE, ZIP CODE

For: **RFP# 2302280310CRC**

Due Date/Time: **10 March 2023 at 3:00 p.m.**

The envelope should be addressed as directed on Page 2 of this solicitation. If a proposal is not contained in a sealed envelope and so identified, the Contractor accepts the risk that the envelope may be inadvertently opened and the information contained therein compromised which may cause the Bid to be disqualified. Bids may be hand delivered to the designated location in the office issuing the solicitation. No other correspondence or other bids should be mailed in the envelope. It will be the sole responsibility of the Contractor to ensure that SBH staff receiving their proposal clearly marks the date and time of receipt on the front of the bid/proposal envelope.

3) INSURANCE AND INDEMNIFICATION:

- a. By signing and submitting a bid or proposal under this solicitation, the Contractor certifies that if awarded the contract, it will have the following insurance coverages at the time work commences. The Contractor further certifies that it will remain maintain these coverages during the entire term of the contract and that all insurance coverages will be provided by insurance companies authorized to sell insurance in Virginia by the Virginia State Corporation Commission.
- Workers ' Compensation: Statutory requirements and benefits.
 - General Liability: \$500,000 combined single limit. SBH is to be named as an additional insured with respect to the services being procured. These coverages are to include Premises /Operations Liability, Products and Completed Operations Coverage, Independent Contractor's Liability, Owner's and Contractor's Protective Liability and Personal Injury Liability.
 - Professional Liability (Design) - \$2,000,000 for each occurrence and \$6,000,000 in

aggregate and a minimum of One Million Dollars (\$1,000,000) per occurrence in medical malpractice insurance. The Contractor shall additionally cause to be issued by such insurer or insurers a certificate thereof reflecting such coverage and shall request such insurer or insurers to provide prior written notice to SBH (equal to notice given to the Contractor) of the cancellation or proposed cancellation thereof for any cause. SBH shall not be required to provide such insurance nor shall SBH be liable for the payment of any premiums on such insurance. In addition, the Contractor shall maintain any such other insurance that SBH may reasonably require.

- Automobile Liability (*as applicable*): \$500 ,000 Combined Single Limit Employers Liability-\$ 1,00,000.00
- b. It is expressly understood and agreed that SBH will not furnish Contractor with liability insurance, or any other insurance coverages, to protect Contractor from claims which may arise from Contractor's activities under this agreement.
 - c. During the period of the contract, SBH reserves the right to require the contractor to furnish certificates of insurance and /or copies of insurance policies.
 - d. The Contractor agrees to indemnify and hold harmless SBH and its directors, officers and employees (collectively, "SBH Indemnitees") from any and all claims caused or resulting from willful misconduct or negligent acts or omissions of the Contractor, its employees, agents and permitted assigns, together with all costs, reasonable counsel fees, expenses, and liabilities incurred in connection with any such action if brought against SBH Indemnitees by reason of any such claims or causes of action. SBH Indemnitees shall promptly notify the Contractor of any such claims. SBH shall reasonably cooperate and assist the Contractor in investigating such claims to the extent permitted by law. Moreover, SBH Indemnitees will promptly give the Contractor an opportunity to defend the same with counsel chosen by the Contractor and reasonably acceptable to SBH Indemnitees. If the Contractor fails to defend a claim within a reasonable time after receiving notice, the SBH Indemnitees shall be entitled to assume the defense thereof, the cost of which shall be reimbursed to SBH Indemnitees by the Contractor, together with all costs, reasonable counsel fees, expenses, and liabilities incurred in connection with such defense. The provisions of this paragraph shall, specifically and without limitation, survive the termination or expiration of the Contractual Agreement.
- 4) LIMITATION OF LIABILITY:
- SBH shall not be liable for damages to property or injury to persons sustained as a result of the Contractor's performance under the Contractual Agreement, except where such damages or injury were proximately and directly caused by the willful misconduct or gross negligence of SBH. The Contractor renders services to individuals at the Contractor's own risk and assumes all risk of loss. SBH shall not be responsible or liable to the Contractor for any loss or damage that may be occasioned by or through the acts of individuals receiving services from the Contractor. All personal property belonging to the Contractor shall be at the sole risk of the Contractor, and SBH shall not be liable for the theft or damage to the Contractor's property. The Contractor agrees that any insurance covering the Contractor's

personal property shall be the Contractor's sole responsibility. The provisions of this paragraph shall, specifically and without limitation, survive the termination or expiration of the Contractual Agreement

5) CANCELLATION OF CONTRACT:

SBH reserves the right to cancel and terminate any resulting contract, in part or in whole, without penalty, upon 60 days written notice to the Contractor. Any contract cancellation notice shall not relieve the Contractor of the obligation to deliver and/or perform on all outstanding orders issued prior to the effective date of cancellation.

6) AVAILABILITY OF FUNDS:

It is understood and agreed between the parties herein that the agency shall be bound hereunder only to the extent of the funds available or which may hereafter become available for the purpose of this agreement.

7) AUDIT:

The Contractor hereby agrees to retain all books, records, and any other documents relative to this contract for five (5) years after final payment, or until audited by SBH, whichever is sooner. The agency, its authorized agents, and/or State auditors shall have full access to and the right to examine any of said materials during contract period.

ATTACHMENT "A"
CONTRACTOR DATA SHEET

RFP# 2302280310CRC – TWENTY-FOUR (24) HOUR ON DEMAND PSYCHIATRIC SERVICES

1. QUALIFICATIONS OF CONTRACTOR: The Contractor must have the capability and capacity in all respects to fully satisfy all of the contractual requirements.
2. YEARS IN BUSINESS: Indicate the length of time you have been in business providing the type of service(s) identified in the scope of services: _____ Years /Months.
3. REFERENCES: Indicate below a listing of at least five (5) recent references for which you have provided this type of service. Include the date service was furnished and the name and address of the person SBH has your permission to contact.

<u>CLIENT</u>	<u>DATE</u>	<u>PERSON TO CONTACT</u> <u>ADDRESS</u>	<u>TELEPHONE NUMBER</u>

4. Contractor name, EIN, physical and mailing addresses, phone number, fax number and State of incorporation. If not a corporation, state the type of business organization, names and addresses of owners, address and phone number of principal places of business, date business began and state in which organized.

Are you a subsidiary firm: __Yes __No. If yes, list the name and location of your parent affiliation:

5. Provide your behavioral health/psychiatry license number:

6. Name and title of contractor's representative to whom further communication should be directed:

I certify the accuracy of this information:

Signed: _____ Title: _____