



David Pankotai  
Chief Executive Officer

May 28, 2021

Dear Prospective Bidder:

**BOARD OF DIRECTORS**

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Lori A. Phillips

Antoinette Wallace

Macomb County Community Mental Health Services (MCCMHS) is inviting responses to a Request for Proposal (RFP) for a Community Needs Assessment. The successful bidder(s) must be ready to contract with MCCMHS for the **Community Needs Assessment** any time on or after the award date. This RFP is an initial release and no prior RFPs for these services have been issued.

Please be as concise and succinct as possible with your bid documents. Your submission should provide enough information to fully describe your agency and its operations. If possible, please limit your submission to no more than fifty (50) pages (exclusive of dividers).

Enclosed are:

1. RFP
2. RFP Instruction Sheet
3. Proposal Cover Sheet
4. MCCMHS Policy on Procurement of Services

The Macomb County Community Mental Health Services Board reserves the right to reject all bids, to waive or not to waive defects, informalities, or irregularities in bids or bidding procedures, and to accept any bid even though not the lowest in price or highest in scoring.

Bidders must provide acknowledgment or disclaimer of any relationship between the bidder's principal officers and board members and any member of MCCMHS (to include staff employees, Board members, and principal Directors). Disclosure must also be made regarding the bidder's relationship, if any, with any member of the Macomb County Board of Commissioners or any Macomb County Department Head.

*N.B. Please be advised that ALL information submitted in response to public Request for Proposals may be divulged under the provisions of the Freedom of Information Act (FOIA). Confidential or proprietary information cannot be shielded from disclosure under the FOIA requirements for a public bid process.*

An original (**unbound**), one (1) electronic submission, and five (5) copies of each proposal must both be submitted by **noon, July 8, 2021 to:**

Macomb County CMH/Network Operations  
22550 Hall Road  
Clinton Twp., MI 48036





**MACOMB  
COUNTY**  
COMMUNITY MENTAL HEALTH

MCCMH Administration  
22550 Hall Rd.  
Clinton Township, MI 48036

855-99-MCCMH  
info@mccmh.net  
www.mccmh.net

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Proposals received after the deadline (**12:00pm [noon] Thursday, July 8, 2021**) will be rejected without consideration (no exceptions). Please note, time for delivery if using standard mail should be considered.

*If you have any questions or wish to obtain a proposal packet, please visit us a on the web at [www.mccmh.net](http://www.mccmh.net) then select "Provider Resources" then "Current Partnership Opportunities" or contact the MCCMHS' Provider Network Management team via email at [networkoperations@mccmh.net](mailto:networkoperations@mccmh.net).*

Sincerely,

*Cristina Mosella*

Cristina Mosella, BSW, MSA  
Chief Network Officer

Cc: Enclosures

