

MACOMB COUNTY COMMUNITY MENTAL HEALTH (MCCMH)

REQUEST FOR PROPOSALS (RFP)

INSTRUCTION SHEET

Please submit one (1) electronic submission and five (5) hard copies of the proposal. Proposals must be submitted by 12:00PM (noon), Thursday, November 3, 2022. The following must be included in the order listed:

- A. Proposal Cover Sheet (sample enclosed)
- B. Narrative
 - 1. Acknowledgment or disclaimer of Macomb County relationships.
 - 2. Description of current operations, with organizational chart, and resumes of key administrative staff.
 - 3. For the RFP you are bidding on, include:
 - a. Any information not requested that explains further your product.
 - b. Any proposed modifications to the RFP (including conflicts of interest)
 - c. Disclosure of any litigation over the last 5 years
 - d. Criminal background check on principal staff
 - e. Contractual terms that outline any one time or recurring costs associated with the product being submitted for bidding.
- C. Appendix
 - 1. List of Executive Officers
 - 2. Articles of Incorporation (if not under current contract with MCCMH)
 - 3. Evidence of IRS 501 (c)(3) Status (if applicable)
 - 4. Copy of current Federal W-9
 - 5. Copies of letters, awards, certificates, etc. or accreditation status by a nationally recognized entity.
 - 6. Copies of two reference letters