



TENNESSEE TECH UNIVERSITY

Request for Quotation

PSYCHIATRIC MENTAL HEALTH NURSE PRACTITIONER SERVICES

Issue Date: September 11, 2026

Quotation Due Date/Time: October 16, 2026 @ 3:00 PM Central Time

RFQ Coordinator: Janice Scarlett

Phone: 931-372-3464

Email: jscarlett@tntech.edu

THIS IS NOT AN ORDER

1 Project Objectives

Tennessee Tech University seeks quotations for psychiatric mental health nurse practitioner (PMHNP) services for students/clients served by the Center for Counseling and Mental Health Services. The proposed services must meet the following minimum requirements.

Vendor shall indicate its compliance with each specification by marking "Yes" or "No" and providing explanatory comments where applicable.

Service Requirement	Meets Specification (Yes/No)	Comments
PMHNP is Board Certified as family psychiatric/mental health nurse practitioner, licensed to provide psychiatric and limited medical care as defined by the ANA scope of practice to adult and pediatric populations.		
Provide psychiatric diagnostic evaluations to assess for and determine psychiatric illness. Diagnoses that can be made include but are not limited to mood and anxiety disorder, psychotic disorders, disruptive behavior, developmental disorders, eating disorders, substance use disorders and personality disorders. Contractor will assess social and economic factors for each student/client to individualize care.		
PMHNP to provide onsite clinical care at the Tennessee Tech Center for Counseling and Mental Health Services on Tuesdays from 8am to 4pm		
Collaborate, consult, and coordinate care with student health services and the Center for Counseling and Mental Health Wellness as needed.		
Request and interpret lab and other diagnostic procedures to rule out medical etiology for psychiatric illness or other medical conditions; and to assist in diagnosis, and monitoring for adverse effects from medications PRN.		

Request and/or refer for assessments/evaluations, as needed, to confirm or support diagnoses, or guide treatment, including but not limited to psychological and educational testing; speech/language, vision, and hearing assessment; neurological evaluation; or referral to their primary care physician.		
May prescribe drugs commonly used in psychiatry following accepted standards of practice as recommended by either the American Psychiatric Association or the American Association of Child and Adolescent Psychiatry. These drugs may be prescribed “off label” (without FDA approval) if it is an accepted standard of practice. Assess response of medication interventions and revise interventions to achieve optimum results.		
Provide education to the student/client as indicated about psychiatric illness and medication (including adverse effects).		
Provide psychiatric urgent care in a crisis situation.		
Obtain consultation from the collaborating psychiatrist for complicated illnesses perceived by the Contractor to be beyond his/her knowledge and skills.		
The Contractor may refer a student/client’s care to a community provider if the contractor feels the case exceeds their scope of practice.		
Provide the following administrative tasks in the Center for Counseling and Mental Health Wellness: respond to student/client messages, respond to prescription refill requests, via collaboration with the Center for Counseling and Mental Health Wellness Clinical Coordinator, consult with Physician/Psychiatrist monthly and PRN for case consultation, attend and participate in continuity of care meetings, collaborate and coordinate client care with the Center for Counseling and Mental Health Wellness staff as needed.		

In the event of a life threatening medical or psychiatric emergency, the Contractor will inform the student/client to call 911 or to present to the local hospital emergency room. For an urgent need, a provider is to be available on call 24 hours, seven days per week through the Eagle Eye Crisis Hotline emergency line.		
Proof of RN licensure, proof of current DEA number, proof of malpractice insurance.		
As mandated by the Tennessee Board of Medical Examiners, a nurse practitioner must have a supervising physician available to conduct chart reviews. The supervising physician will be available for 20% of chart reviews and consultations per month.		
Training and education related to psychiatric conditions, medications, risk recognition, and other mental health concerns relevant to university personnel.		
Timely clinical response, allowing psychiatric concerns to be addressed without the delays that can occur when services must be obtained through an outside provider.		
Same-day completion of clinical documentation supporting continuity of care and timely communication. Same day invoicing, Providing the University with an efficient and streamlined administrative process.		
Established institutional familiarity, allowing providers to understand the University's existing resources, workflows, and referral processes.		

2 Doing Business with Tennessee Tech

2.1 Communications

All communication regarding this RFQ must be submitted only to the RFQ Coordinator, who is Tennessee Tech's only official point of contact for this RFQ. Unauthorized contact with any other Tennessee Tech employees or officials regarding this RFQ may result in disqualification from the procurement process.

Any questions must be submitted to the RFQ Coordinator by September 25, 2026.

Answers will be posted at <https://www.tntech.edu/purchasing/bidopportunities.php> on October 9, 2026.

2.2 Supplier Registration

- To do business with Tennessee Tech register as a supplier/contractor at <https://www.tntech.edu/purchasing/howto.php>
- Bidders who would like to become a registered Diversity Business Enterprise can visit the following link for more information: <https://tn.dbesystem.com/>

2.3 Historical Data for the Period May 20, 2025 – May 12, 2026

- First-time patients – 25
- Follow-up appointments – 138

For Facts and Figures for Student Enrollment: <https://www.tntech.edu/about/facts.php>

2.4 Bid Submission Requirements

- Bids must be received by the Purchasing & Contracts Office by the date and time listed on page 1.
- Bid is subject to the RFQ – Standard Terms and Conditions found at: http://www.tntech.edu/purchasing/pdf/RFQ_Std_Terms_and_Conditions_rev_6-26-24.pdf
- Bidders shall complete and submit their responses to the requirements in Section 1 along with the Cost Proposal Sheet (Attachment A) provided with this RFQ.
 - All pricing must be entered into the format provided.
 - Pricing shall include all costs necessary to provide the requested services based on historical data provided.
 - Any costs not specifically identified on the Cost Proposal Sheet shall be clearly itemized and submitted as a separate attachment.
 - Tennessee Tech is tax-exempt.
 - Failure to complete the Cost Proposal Sheet in its entirety may result in the proposal being considered non-responsive.
- Bids may only be delivered by one of the following methods:
 - Email to the RFQ Coordinator at jscarlett@tntech.edu
 - Mail to Tennessee Tech University, POB 5144, Cookeville, TN 38505 – ATTN: Janice Scarlett

2.5 Evaluation Methodology & Results

- Award will be made to the responsive and responsible bidder offering the lowest Total Five-Year Cost that meets all RFQ requirements.
- To view a bid tabulation after intent to award, please visit this link: <https://www.tntech.edu/purchasing/bidawards.php>. Results are listed according to fiscal year then by date of bid opening.
- Tennessee Tech reserves the right to reject any or all responses and to cancel this RFQ at any time if such action is determined to be in the best interest of the University.

2.6 Contract Terms

- **Contract Term.** The resulting Contract shall commence upon date of final signature by all required parties and shall remain in effect for a period of five (5) years thereafter. The first date of clinical services shall be November 6, 2026, pending a completed contract.
- **Termination for Convenience.** Tennessee Tech may terminate the Contract without cause for any reason by providing the Contractor at least thirty (30) days' written notice before the effective termination date. The Contractor shall be entitled to receive compensation for satisfactory, authorized services completed as of the termination date, but in no event shall Tennessee Tech be liable to the Contractor for compensation for any service which has not been rendered.
- **Pricing.** Prices submitted by the Contractor shall remain firm for a one (1) year period. Thereafter, the Contractor may request a price increase annually. Any requested price increase must be submitted in writing and supported by documentation substantiating the Contractor's actual increase in costs. Tennessee Tech may approve or reject any requested increase or choose to rebid, at its sole discretion.
- **Invoicing.** Weekly invoices may be emailed to Counsel@tntech.edu to be paid once monthly for services rendered.
- **Discrimination.** Contractor acknowledges and agrees that no person on the grounds of disability, age, race, color, religion, sex, national origin, veteran status or any other classification protected by federal or Tennessee constitutional or state laws shall be excluded from participation in, or be denied benefits of, or be otherwise subjected to discrimination in the performance of the Agreement.
- **Illegal Immigrants.** Successful Bidder attests that the Bidder will not knowingly utilize the services of illegal immigrants in the performance of the Contract and will not knowingly utilize the services of any subcontractor who will utilize the services of illegal immigrants in the performance of the Contract.
- **Debarment.** Bidder certifies, by signature below and submission of this bid, that neither Bidder nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any State or Federal department or agency.

BIDDER IS TO COMPLETE INFORMATION BELOW AND SIGN BID

Bidding Entity's Name

Name of Contact Person (Printed)

Title

Address

City, State, Zip

Phone

Email Address

Authorized Signature of Bidder

Date

Tennessee Tech University is an EEO/AA/Title IX/Section 504/ADA Employer

PSYCHIATRIC MENTAL HEALTH NURSE PRACTITIONER SERVICES

COST PROPOSAL SHEET

Service	Amount
Weekly charge for PMHNP services	Per week
Monthly charge for supervising physician services	Per month