



TENNESSEE TECH UNIVERSITY

Request for Quotation

TELE-HEALTH TRAUMA TREATMENT SERVICES

Issue Date: August 21, 2026

Quotation Due Date/Time: September 17, 2026 @ 3:00 PM Central Time

RFQ Coordinator: Janice Scarlett

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Email: jscarlett@tntech.edu

Electronic copies of this Request for Proposal available at www.tntech.edu/purchasing. Click on the “Upcoming Bid Opportunities” link and then on the appropriate document link(s) or by contracting the RFQ Coordinator listed above.

THIS IS NOT AN ORDER

1 Project Objectives

Tennessee Tech University seeks quotations for specialized tele-health trauma treatment services Wellness Program for students served by the Center for Counseling and Mental Health Services. The proposed program 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.

Wellness Program Requirement	Meets Specification (Yes/No)	Comments
Vendor specializes in trauma-focused behavioral health treatment rather than general mental health counseling alone.		
Vendor's treatment model is primarily focused on trauma recovery and trauma-informed care.		
Vendor provides evidence-based trauma therapies, including Eye Movement Desensitization and Reprocessing (EMDR), Brainspotting, somatic trauma therapies, or comparable trauma-specific treatment modalities.		
Vendor provides measurable outcomes reporting related to trauma treatment and recovery progress.		
Vendor utilizes standardized symptom assessments and ongoing outcome measurement throughout treatment.		
Vendor provides clinician access to real-time treatment data, symptom tracking, or outcome reporting to support treatment planning.		

Vendor has experience providing behavioral health services to colleges, universities, or higher education populations.		
Vendor provides a mobile application, web-based platform, or comparable technology that allows ongoing client engagement through assessments, wellness resources, symptom tracking, progress monitoring, and communication between appointments.		
Vendor offers a treatment model designed to achieve measurable clinical improvement through focused or concentrated trauma care.		
Vendor provides consultation, case collaboration, clinical support, or status updates to referring-university counseling professionals, as permitted by law and client authorization.		
Vendor demonstrates experience working with public-sector, educational, behavioral health, or healthcare organizations.		
Vendor is licensed and authorized to provide tele-health services in the State of Tennessee.		
Vendor complies with HIPAA and all applicable federal and Tennessee privacy and confidentiality requirements.		
Vendor shall have a minimum of three (3) years of experience providing trauma-focused mental health services and shall provide at least three (3) client references for organizations of similar size and complexity.		
Vendor provides documentation regarding clinical qualifications, licensure, certifications, and training of treatment providers.		

2 Doing Business with Tennessee Tech

2.1 Communications

All communication regarding this RFQ must be submitted by email 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 October 8, 2026 and will have answers posted at <https://www.tntech.edu/about/facts.php> on October 11, 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

Estimated Call Volume per year: 260

Estimated Hours per month: 35

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 Wellness Program 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

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 up to five (5) years
- **Termination for Convenience:** Tennessee Tech may terminate this 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 be liable to the Contractor for compensation for any service which has not been rendered.
- **Invoicing:** Invoices may be emailed to invoices-noreply@tntech.edu or mailed to the Tennessee Tech Business Office, Campus Box 5037, Cookeville, TN 38505 after the completion of the project.
- **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

TELE-HEALTH TRAUMA TREATMENT SERVICES

COST SHEET

All Bidders must list their best prices below for the services included in this RFQ for each potential year of service.

	Year 1	Year 2	Year 3	Year 4	Year 5
Charge per Month					