

PUBLIC NOTICE

Request for Proposal

St. Clair County Community Mental Health is seeking a bid proposal to provide **Fiscal Intermediary (FI)/ Fiscal Management Services (FMS)** to individuals who are living with Behavioral Health and/or Intellectual Developmental Disabilities and are eligible for specialty mental health services and supports. Fiscal intermediary services include, but are not limited to facilitation of the employment of service workers by the beneficiary, including federal, state and local tax withholding/payments, unemployment compensation fees, wage settlements, and fiscal accounting; tracking and monitoring participant-directed budget expenditures and identifying potential over- and under-expenditures; assuring adherence to federal and state laws and regulations; and ensuring compliance with documentation requirements related to management of public funds. *Neither providers of other covered services to the beneficiary, family members, or guardians of the beneficiary may provide fiscal intermediary services to the beneficiary.*

Interested providers may bid for the service outlined in the Request for Proposal (RFP). The RFP specifications can be viewed, and a packet downloaded, via the St. Clair County CMH website at <https://scccmh.org/>

Bids will be received until **2:00 p.m. on Thursday, May 29, 2025**, electronically at RFP@scccmh.org or delivered to:

St. Clair County CMH
Attn: Contract Management
3111 Electric Avenue
Port Huron, MI 48060

No late bids will be accepted.