



St. Clair County Community Mental Health

Providing Opportunities for Health, Wellness, & Connection

Debra Johnson

Chief Executive Officer

Brandon Moore, MD

Medical Director

Nancy Thomson

Board Chairman

SCCCMH Main

3111 Electric Avenue
Port Huron, MI 48060
(810) 985-8900

SCCCMH South

6221 King Road
Marine City, MI 48039
(810) 765-5010

135 Broadway
Marine City, MI 48039
(810) 400-4200

SCCCMH West

14675 Downey Road
Capac, MI 48014
(810) 395-4343

SCCCMH

Child & Family Services

2415 24th Street
Port Huron, MI 48060
(810) 488-8840

24/7 Crisis Line

(810) 966-2575

Access to Services:

(888) 225-4447

www.scccmh.org



May 9, 2025

RE: Request for Proposal- Fiscal Intermediary/Fiscal Management Services

St. Clair County Community Mental Health Authority (SCCCMH) is seeking sealed proposals from interested and qualified parties experienced in providing **FISCAL INTERMEDIARY (FI)/FINANCIAL MANAGEMENT SERVICES (FMS)**. These services will be provided to individuals residing in St. Clair County at locations as requested by the individual/SCCCMH. If you are interested in submitting a bid to be a provider of these services, the RFP packet is available for download from the SCCCMH website at www.scccmh.org or via email by contacting RFP@scccmh.org. To be considered as a potential provider one (1) original electronic version shall be sent to RFP@scccmh.org. **Proposals will be accepted until May 29, 2025 at 2PM.** Proposals must be received by this date and time in order for the proposal to be considered. The following should be noted in the Subject line of your email:

"RFP – FI/ FMS AGENCY PROPOSAL"

Proposals may be mailed or hand delivered to the following address:

St. Clair County Community Mental Health Authority
Attn: Contract Management
3111 Electric Avenue
Port Huron, MI 48060

If you are mailing a proposal, please allow normal delivery time to ensure timely receipt of proposal. **Any proposal received after 2PM Thursday, May 29, 2025, will not be accepted.** All proposals received within the established timeframe will be evaluated by SCCCMH. It is expected that all proposals submitted will remain as firm offers for ninety (90) calendar days.

Questions from qualified parties may be submitted via email sent to RFP@scccmh.org. No phone calls will be accepted. **Questions will be accepted until 05/15/2025 at Noon.** A Question & Answer document will be posted on the SCCCMH website <https://scccmh.org> and may be found by following the link to RFP Opportunities. **The Q & A will be posted by 5:00 P.M. on 05/21/2025.**

Proposals will be publicly opened on May 29, 2025 at 3PM at 3111 Electric Avenue. -2nd Floor Summit, Port Huron, MI 48060. The proposal shall cover services beginning on or about June 11, 2025 or as agreed upon by the Offeror and the Authority.

The Authority reserves the right to accept or reject any/all proposals received pursuant to this RFP, in whole or in part; and/or to waive any/all irregularities therein.

The Offeror is solely responsible for delivery of one (1) electronic attachment to email sent to RFP@scccmh.org or delivered to the specified address on or before the date and time specified on page three of the RFP. The contract management department will be the single point of contact throughout the RFP process.

RFPs submitted after the deadline will not be considered and will be discarded.

All RFPs submitted by the deadline will become the property of SCCCMH.

Sincerely,

A handwritten signature in black ink, appearing to be 'Debra Johnson', with a long, sweeping horizontal line extending to the right.

Debra Johnson
Chief Executive Officer

Cc: RFP File
Leadership Team