

**ST. MARY'S COUNTY HEALTH DEPARTMENT
Psychiatric Nurse Practitioner
REQUEST FOR PROPOSALS
FISCAL YEAR 2025
RFP 25-06**

OVERVIEW

The St. Mary's County Health Department (SMCHD) School-Based Health Centers (SBHC) is seeking applications from qualified Psychiatric Nurse Practitioners to provide part-time, capacity-building behavioral health services as independent contractors at the SBHCs. The selected clinician will provide psychiatric evaluations, medication management, and mental health support for students and community members.

This contract duration is through FY2025, ending June 30, 2025, with the possibility of renewals annually contingent on grant funding. During routine business hours, services will be provided at two SBHC locations, Margaret Brent Middle School and Spring Ridge Middle School. The hourly salary range is between \$58.41 and \$101.84, depending on certifications, education, and experience.

ELIGIBILITY REQUIREMENTS

- Active, unrestricted Maryland Nurse Practitioner license with Psychiatric Mental Health Nurse certification (PMHNP-BC)
- DEA and Maryland CDS Registration for prescribing psychiatric medications
- Three or more years of experience providing psychiatric services across the lifespan, with a primary focus on school-aged children
- Professional liability insurance coverage
- Registered with the State of Maryland and the ability to provide current financial statements

SCOPE OF WORK

1. Clinical Services
 - a. Psychiatric Evaluation and Diagnosis
 - i. Conduct mental health assessments for students and community members
 - ii. Develop individualized treatment plans based on clinical evaluation.
 - b. Medication Management
 - i. Prescribe, adjust, and monitor psychiatric medications as appropriate
 - ii. Provide medication education to patients and caregivers

- iii. Ensure safe prescribing practices in alignment with federal and state regulations
- c. Therapeutic Interventions & Coordination of Care
 - i. Offer brief therapeutic interventions and referrals for counseling when needed.
 - ii. Collaborate with school counselors, primary care providers, and behavioral health specialists to ensure continuity of care.
 - iii. Conduct risk assessments and collaborate with key partners for intervention
- d. Administrative & Compliance
 - i. Maintain accurate and timely health records
 - ii. Ensure all encounters are appropriately coded for billing and reimbursement
 - iii. Adhere to HIPAA, FERPA, and SBHC Confidentiality policies
 - iv. Participate in program improvement activities by attending outreach events, collecting and reporting relevant data, and participating in quality improvement initiatives.

For more information, contact:

Alicia Nelson
St. Mary's County Health Department
21580 Peabody Street, PO Box 316
Leonardtown, Maryland 20650
alicia.nelson@maryland.gov

PROGRAM BACKGROUND

St. Mary's County Health Department opened the first school-based health centers in Southern Maryland at Spring Ridge Middle School and Margaret Brent Middle School in 2022. These SBHCs have provided medical services to St Mary's County Public Schools students and staff during the school day and all community members outside school hours. With funding from the Consortium on Coordinated Community Supports, SMCHD is adding behavioral health services to these locations, including individual, group, and family counseling, group education, and diagnosis and treatment by a licensed psychiatric clinician(s).

APPLICATION PROCESS

The SBHC leadership team will review and grade all applications, and interviews will be scheduled with the most qualified candidates.

AUDITING

The Awardee will make documents and records related to the proposed work available for audit and evaluation to entitled Federal, State, and County officials upon request.

INVOICING

Invoices are to be submitted monthly by the 15th of the month following the end of the invoicing period to:

Alicia Nelson at alicia.nelson@maryland.gov

and

SMCHD Accounts Payable at smchd.ap@maryland.gov

Invoices for work, services, and items not pre-approved by SMCHD may result in denial of payment or reimbursement and the opportunity for future funding. The awardee must provide receipts and other documentation of expenditures. Receipts and proof of payment will be required for reimbursement.

AGREEMENT

The Awardee shall enter into a Service Contract and Business Associate Agreement with SMCHD.

AUDITING/MONITORING

Auditing and monitoring ensure compliance with applicable regulations, laws, and contract requirements. Selected Awardee agrees, as per State of Maryland Department of Health Local Health Department Funding Systems Manual section 2180.04, to be audited upon request by the MDH Chief, Audit Division, or the St. Mary's County Health Department Fiscal Chief.

TERMINATION FOR NON-PERFORMANCE

Either SMCHD or the Awardee may terminate any Agreement resulting from this RFP by giving thirty (30) days' written notice to the other party.

If the Awardee fails to fulfill in a timely and proper manner its obligations under the Agreement, or if the Awardee shall violate any terms of the Agreement, the SMCHD, at its sole discretion, may immediately terminate the Agreement by giving written notice to the Awardee.

APPLICATION DEADLINE AND SUBMISSION

Applications must be submitted via email no later than **5:00 PM Eastern Standard Time on April 24th, 2025**. Please submit your application and documents to the Contracts Administrator at smchd.contracts@maryland.gov and Alicia Nelson at alicia.nelson@maryland.gov.

Proposals received after **5:00 PM Eastern Standard Time on April 24th, 2025**, will not be considered for review.

REVIEW PROCESS

Applications will be evaluated for the following characteristics. Interviews will be scheduled with the most qualified applicants:

Category	Points Possible
1 Qualifications	25
2 Experience	25
3 Approach to Care	25
4 References	25
Total Points Possible:	100

Attachment 1

ST. MARY'S COUNTY HEALTH DEPARTMENT

Psychiatric Nurse Practitioner- IC

APPLICATION INSTRUCTIONS

To be considered for this position, please submit your cover letter, CV, professional references, and compensation request to Alicia Nelson at alicia.nelson@maryland.gov and the Contracts Administrator at smchd.contracts@maryland.gov.

Attachment 2
ST. MARY'S COUNTY HEALTH DEPARTMENT
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RFP RATING SHEET

Applicants Name: _____

Category	Possible Points	Score Given
1) Qualifications	25	_____
2) Experience	25	_____
3) Approach to Care	25	_____
4) References	25	_____
Total:		100

Notes

Reviewer Name

Date