REQUEST FOR PROPOSALS

ISSUE DATE: **August 26, 2026**

ISSUE TITLE: Contracted Psychiatric Mental Health Nurse Practitioner (PMHNP) Services

ISSUING AGENCY: Northwestern Community Services Board
209 W. Criser Road, Suite 300
Front Royal, VA 22630

PROCUREMENT TYPE: Professional Services – Competitive Negotiation

CONTRACT TERM: One (1) year, with the option to renew for up to four (4) additional one-year periods, for a maximum potential contract term of five (5) years, subject to continued funding, satisfactory performance, continuing programmatic need, and required approvals.

Proposals will be received for furnishing services described herein until September 9, 2026, at 12:00 p.m. All inquiries for information should be directed to:

Procurement Office
Northwestern Community Services
Board 209 W. Criser Rd., Suite 300
Front Royal, VA 22630
Email: RFP@NWCSB.COM

Proposals submitted by mail or hand delivery shall be delivered to the Procurement Office at the address provided above. The envelope shall be clearly marked “Contracted Psychiatric Mental Health Nurse Practitioner (PMHNP) Services RFP.” Proposals may also be submitted electronically by email to RFP@NWCSB.COM.

PROCESS AND TIMELINE: The Northwestern Community Services Board (NWCSB) plans to make a final decision regarding their Contracted Psychiatric Mental Health Nurse Practitioner (PMHNP) Services by September 22, 2026.

As such, the following tentative timeline has been established:

08/26/2026	Request For Proposals (RFP) Released
09/02/2026	Closing Date for Questions until 12:00p.m.
09/04/2026	Final Addenda Posted by 12:00p.m
09/09/2026	RFP Responses Due by 12:00p.m.
09/14/2026	Interviews, if conducted 09/14/2026 – 09/18/2026
09/22/2026	Anticipated Notice of Intent to Award

It is the Offeror's responsibility to assure that proposals are received at the location indicated by the date and time above. This complete document with all attachments must accompany your proposal, with all information and signatures applied as required.

In compliance with this Request for Proposals and to all the conditions imposed herein and herein incorporated by reference, the undersigned offers and agrees to furnish the goods and services in accordance with the attached signed proposal or as mutually agreed upon by subsequent negotiation.

Offeror Name and Address:

_____ **Date:** _____

_____ **By:** _____
(Signature in Ink)

_____ _____

Name (Printed/Typed)

Telephone No.: _____

Title: _____

FEI/FIN Number: _____

Years in Business: _____

*Offeror _ DOES _ DOES NOT consider his/her firm to be a minority owned business.
Offeror _ IS ___ IS NOT certified as a minority business by the Virginia Department of Minority Business Enterprise.

*Offeror _ DOES _ DOES NOT consider his/her firm to be a woman owned business.
Offeror _ IS ___ IS NOT certified as a woman business by the Virginia Department of Minority Business Enterprise.

*Optional Information: Minority contractors are encouraged to submit proposals; however, minority or woman-owned status does not influence award.

1. PURPOSE

Northwestern Community Services Board (NWCSB) is seeking proposals from qualified, licensed Psychiatric Mental Health Nurse Practitioners (PMHNPs) to provide psychiatric services on a contractual basis to individuals receiving services through NWCSB's Office-Based Addiction Treatment (OBAT) Program.

2. PROCUREMENT METHOD

This solicitation is for professional services and will be conducted through competitive negotiation in accordance with the Virginia Public Procurement Act (VPPA), applicable Virginia law, and NWCSB's purchasing policies and procedures.

Professional services shall be procured through competitive negotiation in accordance with **Va. Code §§ 2.2-4302.2 and 2.2-4303**.

3. BACKGROUND

NWCSB provides behavioral health and substance use disorder services to individuals within its service area. The OBAT Program provides treatment and support to individuals with substance use disorders, including individuals with co-occurring mental health conditions.

NWCSB seeks a qualified PMHNP to provide psychiatric services in coordination with the OBAT treatment team.

4. GRANT FUNDING

Services under this solicitation are funded, in whole or in part, through grant funding awarded to NWCSB.

Any resulting contract is contingent upon the availability and continuation of funding.

NWCSB anticipates an initial contract term of one (1) year, with the possibility of renewal subject to available funding, satisfactory performance, continued programmatic need, required approvals, and applicable procurement requirements.

NWCSB reserves the right to modify the level of services, decline renewal, or terminate the contract in accordance with its terms if funding is reduced, discontinued, or otherwise becomes unavailable.

Nothing in this RFP guarantees contract award, renewal, continued funding, or a minimum number of hours.

5. SCOPE OF SERVICES

The selected Offeror shall provide psychiatric services to individuals receiving services through NWCSB's OBAT Program. Services may include psychiatric evaluations, diagnosis, medication management, treatment planning, assessment and treatment of co-occurring disorders, consultation with the interdisciplinary treatment team, crisis consultation, and related psychiatric services within the Offeror's scope of practice.

Detailed service requirements, performance expectations, and deliverables will be established in the resulting contract.

6. SERVICE DELIVERY AND LEVEL OF EFFORT

Services may be provided:

- On-site at NWCSB facilities;
- Through NWCSB-approved telehealth platforms;
- At other NWCSB-approved service locations; or
- Through a hybrid service delivery model.

The anticipated level of effort is approximately **twenty-four (24) hours per week**.

Actual schedules, locations, and hours will be established by NWCSB and the selected Offeror and incorporated into the resulting contract.

The anticipated level of effort does not guarantee a minimum number of hours or compensation.

7. DOCUMENTATION REQUIREMENTS

The selected Offeror shall:

- Utilize NWCSB's designated Electronic Health Record (EHR) system.
- Complete required clinical documentation accurately and completely.
- Complete documentation within the timeframes established by NWCSB.
- Complete documentation necessary to support billing, reimbursement, medical necessity, quality assurance, and regulatory compliance.
- Cooperate with authorized audits, reviews, and quality assurance activities.

8. COMPLIANCE REQUIREMENTS

The selected Offeror shall comply with all applicable:

- Federal and Virginia laws and regulations;
- Virginia professional licensing requirements;
- DBHDS requirements;
- DMAS requirements, when applicable;

- HIPAA requirements;
- 42 CFR Part 2, when applicable;
- Controlled substance requirements;
- NWCSB policies and procedures;
- Grant and funding-source requirements;
- Credentialing requirements; and
- Quality assurance and audit requirements.

9. MINIMUM QUALIFICATIONS

Offerors must possess and maintain:

- Current, unrestricted Virginia PMHNP license;
- Applicable national certification;
- DEA registration, when applicable;
- Virginia Controlled Substance Registration, when applicable;
- National Provider Identifier (NPI);
- Professional liability insurance meeting NWCSB requirements; and
- Eligibility to participate in applicable governmental healthcare programs.

Preference may be given to Offerors with experience in:

- Community behavioral health;
- OBAT;
- Substance use disorder treatment;
- Serious mental illness;
- Co-occurring disorders;
- Medication management; and
- Crisis or integrated behavioral healthcare.

10. TRAINING AND CREDENTIALING

The selected Offeror shall complete all required NWCSB onboarding, credentialing, training, and compliance requirements prior to providing services.

Requirements may include TB screening, HIPAA training, confidentiality training, EHR training, Mandt training, Relias training, corporate compliance training, information security training, background screening, exclusion screening, and other training required by NWCSB or applicable law.

11. PERFORMANCE EXPECTATIONS

The selected Offeror shall:

- Provide services consistent with applicable professional standards.
- Maintain all required licenses, certifications, registrations, and insurance.

- Maintain timely and accurate clinical records.
- Collaborate with the interdisciplinary treatment team.
- Support recovery-oriented, trauma-informed, and person-centered care.
- Participate in quality improvement and compliance activities.
- Maintain professional communication with NWCSB staff.
- Report any change affecting licensure, credentialing, insurance, or professional standing.

12. PROPOSAL SUBMISSION REQUIREMENTS

The initial proposal shall include:

A. Cover Letter

Statement of interest and authorized representative.

B. Qualifications and Experience

- Résumé;
- Education and professional qualifications;
- Relevant behavioral health experience;
- Experience with substance use disorder treatment and co-occurring disorders.

C. Licensure and Credentials

- Virginia PMHNP license;
- National certification;
- DEA registration, if applicable;
- Virginia Controlled Substance Registration, if applicable;
- NPI.

D. Proposed Approach

- Description of the Offeror's approach to providing the services described in the Scope of Services.

E. Availability and Capacity

- Proposed availability;
- Ability to provide approximately 24 hours per week;
- On-site and/or telehealth availability;
- Scheduling limitations, if any.

F. References

- Three professional references for comparable services.

G. Insurance

- Certificate of professional liability insurance or evidence of insurability.

H. Required Forms

- IRS Form W-9;
- Business license, if applicable;
- Required NWCSB forms and certifications.

The initial proposal shall not include an hourly rate, fee schedule, man-hour estimate, or other cost proposal. Compensation will be addressed during the negotiation process in accordance with Va. Code § 2.2-4302.2.

13. EVALUATION CRITERIA

Evaluation Criteria	Weight
Professional qualifications, licensure, and certifications	30%
Relevant behavioral health, OBAT, and substance use disorder experience	25%
Proposed approach and understanding of Scope of Services	20%
Availability and capacity	15%
References and past performance	10%
Total	**100%**

A numerical scoring system will be used to evaluate proposals based on the criteria and weights stated above.

14. SELECTION AND NEGOTIATION

NWCSB will evaluate proposals based on the published evaluation criteria and the professional competence of the Offerors.

For professional services, NWCSB will conduct individual discussions with two or more Offerors deemed fully qualified, responsible, and suitable based on their initial proposals, as required by applicable provisions of the VPPA.

NWCSB may conduct interviews or other discussions as permitted by law.

Following discussions, NWCSB will rank Offerors in order of preference based on the published evaluation criteria and information developed during the selection process.

Negotiations will begin with the Offeror ranked first. If a satisfactory and advantageous contract cannot be negotiated at a price considered fair and reasonable and on acceptable terms, negotiations with that

Offeror will be terminated and negotiations may proceed with the next-ranked Offeror in accordance with applicable law.

15. COMPENSATION

Compensation will be negotiated with the highest-ranked Offeror following the evaluation and selection process.

The final negotiated compensation, authorized level of effort, and payment terms will be incorporated into the resulting contract.

NWCSB will seek to negotiate a price that is fair and reasonable and advantageous to NWCSB.

17. QUESTIONS AND ADDENDA

Questions regarding this solicitation shall be submitted in writing to the Procurement Contact identified in this RFP.

Only written responses issued by NWCSB shall be considered official. Offerors are responsible for reviewing all addenda issued.

Unauthorized contact concerning this solicitation with NWCSB representatives other than the Procurement Contact may be grounds for disqualification.

18. GENERAL TERMS AND CONDITIONS

18.1 Procurement Regulations

This solicitation and any resulting contract shall be subject to NWCSB's purchasing regulations and applicable revisions thereto, which are incorporated into the resulting contract by reference.

18.2 Applicable Laws and Courts

This solicitation and any resulting contract shall be governed by the laws of the Commonwealth of Virginia. The Contractor shall comply with applicable federal, state, and local laws and regulations. Any litigation arising from the resulting contract shall be brought in the appropriate courts of the Commonwealth of Virginia, as permitted by law.

18.3 Compliance

By submitting a proposal, the Offeror certifies that it will comply with applicable federal and Virginia laws and regulations, including, as applicable:

- Federal Civil Rights Act of 1964, as amended;
- Federal Immigration Reform and Control Act of 1986;
- Virginia Fair Employment Act, as applicable;

- Virginians with Disabilities Act;
- Americans with Disabilities Act;
- Va. Code § 2.2-4311;
- Va. Code § 2.2-4311.1;
- Va. Code § 2.2-4311.2;
- Va. Code § 2.2-4312;
- Applicable provisions of Va. Code §§ 2.2-4367 through 2.2-4377; and
- Applicable antitrust laws of the United States and Commonwealth of Virginia.

18.4 Assignment

The Contractor shall not assign the resulting contract, in whole or in part, without prior written consent from NWCSB.

18.5 Qualifications of Offerors

NWCSB may conduct reasonable investigations to determine an Offeror's ability to perform the services. The Offeror shall furnish information reasonably requested by NWCSB for this purpose.

NWCSB reserves the right to reject a proposal if the information provided or investigation conducted fails to satisfy NWCSB that the Offeror is properly qualified to perform the services.

18.6 Changes to the Contract

Any changes to the services within the general scope of the contract shall be made in writing and approved by authorized representatives of the parties. Any resulting adjustment to compensation shall be negotiated and incorporated into a written contract modification in accordance with applicable law.

18.7 Testing, Inspection, and Audit

NWCSB reserves the right to conduct reasonable audits, inspections, reviews, and other activities necessary to determine whether services conform to the requirements of the solicitation and resulting contract.

18.8 Default

In the event of failure to perform services in accordance with the terms and conditions of the resulting contract, NWCSB may, after applicable notice and opportunity to cure, exercise the remedies provided by the contract and applicable law.

18.9 Mandatory Use of NWCSB Forms and Terms

Offerors shall submit proposals using the forms and instructions provided by NWCSB. Failure to submit required forms or information may be grounds for rejection.

NWCSB reserves the right to determine whether a deviation from the solicitation requirements is material and whether a proposal should be rejected.

18.10 Precedence of Terms

In the event of a conflict between provisions of this solicitation, the resulting contract, NWCSB purchasing regulations, or other incorporated documents, the order of precedence shall be established in the resulting contract. Applicable provisions of the VPPA and other controlling law shall take precedence over conflicting contractual provisions.

18.11 Taxes

NWCSB is generally exempt from Virginia sales and use taxes to the extent provided by law. Applicable tax-exemption documentation may be provided upon request.

18.12 Announcement of Award

Upon award or announcement of the decision to award a contract, NWCSB will provide notice in accordance with applicable law and NWCSB procurement procedures.

18.13 No Minimum Guarantee

The CSB does not guarantee a minimum number of clients, hours, referrals, appointments, encounters, services, or compensation.

19. SPECIAL TERMS AND CONDITIONS

19.1 Virginia Public Procurement Act

This solicitation and any resulting contract shall be subject to the applicable provisions of the **Virginia Public Procurement Act, Va. Code § 2.2-4300 et seq.**, applicable federal and state laws and regulations, and NWCSB purchasing policies and procedures.

19.2 Professional Services

This procurement is for professional services and shall be conducted through competitive negotiation in accordance with **Va. Code §§ 2.2-4302.2 and 2.2-4303**.

19.3 Ethics in Public Contracting

The Offeror shall comply with applicable provisions of the VPPA concerning ethics in public contracting, including **Va. Code §§ 2.2-4367 through 2.2-4377**.

19.4 Conflict of Interest

The Offeror shall comply with applicable provisions of the Virginia State and Local Government Conflict of Interests Act, **Va. Code § 2.2-3100 et seq.**, and applicable provisions of the VPPA.

19.5 Nondiscrimination

The Offeror shall comply with applicable federal and Virginia nondiscrimination requirements, including **Va. Code §§ 2.2-4310 and 2.2-4311**, as applicable.

For contracts over $10,000, the applicable nondiscrimination provisions required by Virginia law shall be incorporated into the resulting contract.

19.6 Employment Eligibility

The Offeror shall comply with applicable requirements of **Va. Code § 2.2-4311.1** concerning employment eligibility.

19.7 Authorization to Conduct Business in Virginia

The Offeror shall comply with applicable requirements of **Va. Code § 2.2-4311.2** concerning authorization to transact business in the Commonwealth.

19.8 Drug-Free Workplace

The Offeror shall comply with applicable requirements of **Va. Code § 2.2-4312** concerning a drug-free workplace.

19.9 Antitrust

The Contractor shall comply with applicable antitrust laws of the United States and Commonwealth of Virginia. To the extent required by applicable law, the Contractor shall assign to NWCSB any applicable causes of action arising under such antitrust laws relating to the goods or services acquired under the resulting contract.

19.10 Debarment and Exclusion

The Offeror shall comply with applicable state and federal debarment and exclusion requirements, including **Va. Code §§ 2.2-4308.2 and 2.2-4321**, as applicable.

The Offeror shall notify NWCSB of any change in its debarment or exclusion status that could affect its ability to perform the services.

19.11 Public Records

Procurement records and any resulting contract may be subject to the Virginia Freedom of Information Act and other applicable public-records requirements.

19.12 HIPAA and Confidentiality

The Offeror shall comply with HIPAA, **42 CFR Part 2 when applicable**, applicable Virginia confidentiality requirements, and NWCSB privacy, confidentiality, and information-security policies.

19.13 Professional Licensure and Credentials

The Offeror shall maintain all licenses, certifications, registrations, prescriptive authority, and other professional credentials required to perform the services throughout the contract term.

The Offeror shall promptly notify NWCSB of any suspension, restriction, expiration, or other change affecting required licensure or credentials.

19.14 Background and Exclusion Screening

The selected Offeror shall complete all background checks, exclusion screening, credentialing, and other screenings required by NWCSB prior to providing services and as required throughout the contract term.

19.15 Grant Requirements

The Offeror shall comply with all applicable federal, state, grant, funding-source, and NWCSB requirements associated with the funding of the services.

Any grant-specific requirements applicable to the resulting contract shall be incorporated into the contract, as applicable.

19.16 Records, Audit, and Compliance

The Offeror shall maintain records required by applicable law, grant requirements, and the resulting contract and shall cooperate with authorized NWCSB, governmental, funding-source, and regulatory audits, reviews, and inspections.

19.17 Data Security

The Offeror shall protect confidential client and NWCSB information from unauthorized access, use, disclosure, alteration, or destruction and shall comply with applicable NWCSB information-security requirements.

19.18 Independent Contractor

The Contractor shall perform services as an independent contractor and shall not be considered an employee of NWCSB. The Contractor shall be responsible for applicable taxes and other obligations arising from its independent-contractor status.

19.19 Assignment and Subcontracting

The Contractor shall not assign the resulting contract or subcontract services without prior written approval from NWCSB, except as otherwise expressly permitted by the resulting contract.

19.20 Insurance

The Contractor shall maintain professional liability insurance and any other insurance required by NWCSB and the resulting contract.

Specific coverage limits and insurance requirements shall be established in the resulting contract.

19.21 Contract Modification

Any modification to the resulting contract shall be in writing and executed by authorized representatives of the parties in accordance with applicable law and NWCSB policy, including **Va. Code § 2.2-4309**, as applicable.

19.22 Termination

The resulting contract shall contain provisions addressing termination for convenience, termination for cause, and termination resulting from the loss, reduction, suspension, or discontinuation of applicable funding.

19.23 Availability of Funds

The resulting contract shall be subject to the availability and continuation of applicable funding. NWCSB may reduce, suspend, or discontinue authorized services if applicable funding becomes unavailable.

19.24 Professional Standards

The Contractor shall provide services consistent with applicable professional standards, Virginia licensing requirements, applicable laws and regulations, and the standard of care applicable to the profession.

19.25 Changes in Status

The Contractor shall promptly notify NWCSB of any change in licensure, certification, insurance, credentialing, exclusion status, debarment status, or professional standing that could affect the Contractor's ability to perform the services.

19.26 Indemnification and Limitation of Liability

Any indemnification and limitation-of-liability provisions applicable to the services shall be established in the resulting contract and shall be subject to applicable federal and Virginia law and NWCSB standard contractual requirements.

19.27 Contractual Claims

The resulting contract shall include provisions addressing the submission and resolution of contractual claims in accordance with applicable Virginia law and NWCSB policy.

19.28 Severability

The resulting contract shall provide that if any provision is determined to be invalid or unenforceable, the remaining provisions shall remain in effect to the extent permitted by law.

20. RIGHT TO REJECT OR CANCEL

NWCSB reserves the right, in accordance with applicable law and NWCSB policy, to:

- Reject any or all proposals;
- Cancel the solicitation;
- Request clarification or additional information;
- Issue addenda;
- Conduct discussions or interviews;
- Negotiate with qualified Offerors; and
- Make no award if determined to be in the best interest of NWCSB.

NWCSB shall not be responsible for costs incurred by Offerors in preparing or submitting proposals.

21. PROPOSAL VALIDITY

Proposals shall remain valid for **ninety (90) calendar days** following the proposal due date unless otherwise specified by NWCSB.

22. OFFEROR CERTIFICATION

By submitting a proposal, the Offeror certifies that:

1. The information provided is true and accurate.
2. The Offeror has reviewed the RFP and understands its requirements.
3. The Offeror possesses the qualifications necessary to perform the services.
4. The Offeror will comply with applicable laws, regulations, and NWCSB policies.
5. The Offeror will maintain required licenses, credentials, and insurance.
6. The Offeror has disclosed any known conflicts of interest.
7. The Offeror understands that submission of a proposal does not guarantee an award.

8. The Offeror understands that compensation will be addressed during negotiations.
9. The Offeror agrees that the final contract will contain the negotiated terms and applicable requirements.

23. OFFEROR SIGNATURE

Offeror Name: _____

Authorized Representative: _____

Title: _____

Signature: _____

Date: _____

Telephone: _____

Email: _____