

**Advertisement Notice For**  
**REQUEST FOR PROPOSAL**

**Andrews Center** is the Department of State Health Services designated mental health Authority established to plan, coordinate, develop policy, develop and allocate resources, supervise, and ensure the provision of community based mental health and mental retardation services for the residents of Henderson, Smith, Wood, Rains and Van Zandt Counties, Texas.

**Andrews Center** is seeking proposals for the provision of Crisis Respite Services consisting of staffing and administering a 10 to 12 bed Crisis Respite Facility for identified individuals with mental illness who seek services at Andrews Center, Community Healthcore or ACCESS. The services requested shall be performed at the Center's facility located at 826 West Rusk Street in Tyler, TX 75701.

The initial contract period shall commence approximately February 1, 2010 and continue through January 31, 2012 with an option to renew for an additional one year period based on satisfactory performance.

Copies of the **RFP Document** may be obtained via internet at <http://www.andrewscenter.com>, by written or faxed request (903-535-7386) for mailed copy, or picked up at 2323 West Front Street, Tyler, TX 75702.

Questions regarding the **RFP #502** should be directed to Jim Hartung at (903) 597-1351 or at [jhartung@andrewscenter.com](mailto:jhartung@andrewscenter.com).

Please submit sealed (**certified mail, overnight or hand delivery**): one (1) original (clearly marked) and six (6) copies of your proposal to:

Andrews Center  
Contact Number: 502  
ATTN: Jim Hartung, Director of Contract Services  
2323 West Front St.  
Tyler, TX 75702

INTERESTED PARTIES MUST RESPOND TO THE RFP BY 1:30 P.M., DECEMBER 18, 2009 IN ACCORDANCE WITH THE INSTRUCTIONS WITHIN THE RFP DOCUMENT.

**The Center appreciates your time and effort in preparing this proposal. All proposals must be received at the specified location before opening date and time. The official time shall be determined by the time/date stamp when received at location. Faxed responses shall not be accepted. Proposals received after above date and time shall be returned unopened.**