



Request for Proposal

Date: June 4, 2026

For the Project Titled

RFP – Mental Health Secondary Transportation Agent

OWNER:

Montgomery County Sheriff's Office
120 Commerce Street
Clarksville, TN 37040

This proposal solicitation document is available in an Adobe Acrobat (pdf) format. Any alterations to this document made by the proposer may be grounds for rejection of proposal, cancellation of any subsequent award, or any other legal remedies available to the Montgomery County Government.

Bid #2026-0601



Bid Advertisement – Mental Health Secondary Transportation Agent

Proposals for the Montgomery County Sheriff's Office Mental Health Secondary Transportation Agent RFP will be received by Elizabeth Black, Purchasing Agent, Montgomery County Purchasing until **10:00 A.M. CST on Thursday, June 18, 2026**, at which time the proposals will be opened and read aloud. Sealed proposals for the RFP will be received in person by Elizabeth L. Black Purchasing Agent, Montgomery County Purchasing Office at 350 Pageant Lane, Suite 101-E, Clarksville, TN 37040. Proposals may also be received online, please refer to the bid documents for instructions.

Scope of work: The Montgomery County Sheriff's Office is seeking sealed proposals to establish a contract through a competitive process to allow the Sheriff of the county to select a Secondary Transportations Agent (STA) as authorized under Tennessee Code Annotated (TCA) 33-6-901 for the purposes of transporting persons to mental health treatment resources as authorized under TCA 33-6-406. The STA will assume the same duties and authority under TCA 33-6-901 in the detention and/or transportation as the Sheriff. (See attachment A)

No Proposer may withdraw their bid for sixty (60) days following the proposal deadline. The right to reject any or all proposals and to wave technicalities is reserved by the owner.

**BID INVITATION INSTRUCTIONS
(READ CAREFULLY)**

(1) ALTERATIONS- Any alterations, additions or omissions of required information, changes of the specifications or BID schedule, are at the risk of the vendor and may result in the rejection of the bid, unless the approver authorizes such changes.

(2) BIDS - All bids must be typed or written legibly in ink. **Vendors, verify bids before submission. No bid may be withdrawn or changed after the official opening.** Any mention of a specific make, model or brand is strictly for the purpose of comparison of character and quality of product being sought. All alternates will be reviewed and considered in comparison to request. This bid may be awarded in whole or in part to one or more bidders.

(3) DELIVERIES- Montgomery County Government assumes no liability for merchandise or other materials delivered without written order of the purchasing director.

(4) RESPONSIBLE VENDORS- Failure of a vendor to execute a purchase order awarded to him or to comply with any of the terms and conditions therein may disqualify him from receiving future business.

(5) PROPOSING FIRM- The agent of the proposing firm hereby certifies to the best of his knowledge and belief that this bid/proposal submitted to Montgomery County has not been prepared in collusion with any other seller of similar products. The prices, terms and conditions of said bid/proposal have not been communicated by the undersigned nor by any employee or agent of the proposing firm to any other seller of similar products and will not be communicated to any such seller prior to the official opening of said proposal. The affiant further states that no official or employee of Montgomery County Government has promised any personal financial or other beneficial interest, either directly or indirectly in order to influence award of this bid.

(6) IMPORTANT- To be acceptable, all bid/proposals must be on the correct form, and each such bid/proposal must be addressed and delivered to the Purchasing Director, Montgomery County, Tennessee, prior to the Bid/Proposal opening. Bid/Proposal envelopes must be **sealed** and **clearly** indicate the words, "RFP – Mental Health Secondary Transportation Agent". Proposals can be mailed or hand delivered to 350 Pageant Lane, Suite 101-E, Clarksville, TN 37040. Such bids/proposals delivered to other persons, locations, or on another form will not be acceptable. ***Electronic is an acceptable submission method via Bonfire portal at [Bonfire Portal link](#).***

All vendors awarded contracts agree to the terms and conditions herein set forth.

The Purchasing Director reserves the right to reject any or all bids.

Elizabeth L. Black
Purchasing Director
Telephone: (931) 648-5720
elblack@montgomerytn.gov

REQUEST FOR BID
Montgomery County Sheriff's Office
Mental Health Secondary Transportation Agent

1. PURPOSE:

The Montgomery County Sheriff's Office is seeking sealed proposals to establish a contract through a competitive process to allow the Sheriff of the county to select a Secondary Transportation Agent (STA) as authorized under Tennessee Code Annotated (TCA) 33-6-901 for the purposes of transporting persons to mental health treatment resources as authorized under TCA 33-6-406. The STA will assume the same duties and authority under TCA 33-6-901 in the detention and/or transportation as the Sheriff. (See attachment A).

2. TIMELINE:

Release of Bid – Thursday, June 4, 2026.

Deadline for Questions – Thursday, June 11, 2026, at 10:00 a.m. CST. All questions must be submitted in writing to Elizabeth Black, Purchasing Director at mocobids@montgomerytn.gov.

Answers Provided – Monday, June 15, 2026

RFP Deadline/Bid Opening – Thursday, June 18, 2026, at 10:00 a.m. CST

Proposals submitted after the deadline will not be opened. Proposals must be sealed and may be mailed, or hand delivered to the Montgomery County Purchasing Department. Bids can be mailed or hand delivered to 350 Pageant Lane, Suite 101-E, Clarksville, TN 37040. Bids should include all necessary documents and have the name of the proposer and the words "RFP – Mental Health Secondary Transportation Agent" on the outside of the envelope. Bids may also be submitted electronically via Bonfire at [Bonfire Portal link](#). If submitting bid/proposal electronically, allow plenty of time for delivery as bids must be received by the deadline.

Vendors must guarantee that all information included in the bid will remain valid for a period of at least sixty (60) days from the date of the bid/proposal opening to allow for evaluation of all bids. Bids/proposals may be withdrawn at any time up until the time of opening. A withdrawn bid/proposal may be resubmitted up to the time designated for the receipt of bid/proposals provided it fully conforms to the same general terms and requirements.

Montgomery County is not responsible for any costs incurred by any vendor pursuant to the bid/RFP process. The vendor shall be responsible for all costs incurred in connection with the preparation and submission of its bid/proposal. Montgomery County does reserve the right to reject any and all bids.

3. TERM:

Length of this agreement shall be no earlier than July 1, 2026, and end on June 30, 2027. There will be three additional single option years available following a successful contract year, for the potential of four total years.

4. PURPOSE:

The purpose of this Request for Proposal (RFP) is to solicit sealed proposals to establish a contract through a competitive process to allow the Sheriff of the county to select a Secondary Transportation Agent (STA) as authorized under Tennessee Code Annotated (TCA) 33-6-901

for the purposes of transporting persons to mental health treatment resources as authorized under TCA 33-6-406. The STA will assume the same duties and authority under TCA 33-6-901 in the detention and/or transportation as the Sheriff. (See Attachment A)

The RFP seeks information on how the vendor will provide the transport service in compliance with the criteria below, in all aspects, for transports to be conducted 24 hours a day, seven days a week.

Public Chapter 512 from 111th Tennessee General Assembly established appropriations, procedures, and a change to currently allow Sheriff's to contract with Secondary Transport Agents.

The Secondary Transport Agent will be compensated by one of two methods: The first method shall be by billing the patients' insurance provider for the transport service. In the event the patient does not have insurance, the STA shall submit an invoice to the Sheriff and receive payment pursuant to T.C.A. § 33-6-901(b)

5. BACKGROUND:

Tennessee Code Annotated (TCA) 33-6-406 requires Sheriffs to transport persons who have been determined by an appropriate physician or mental health professional to be in need admission to a treatment resource, to an appropriate facility. The same statute and chapter, within the guidance of part 9, may designate a Secondary Transport Agent with the same-delegated duties and authority in the detention and transportation as the sheriff. (See Attachment A)

The Montgomery County Sheriff's Office conducted 1,485 transports in the previous 12 months. Transports were taken to approximately 20 different facilities across the state.

Location	Transports
Trustpoint	74
Rolling Hills	64
Perimeter Behavioral Health	130
Pinewood Springs	93
Lake Haven	68
Lakeside Behavioral Health	195
Erlanger Behavioral Health	178
Cumberland Hall Hospital	17
Parthenon	47
VA Murfreesboro	80
Crestwynn Behavioral Health	213
Skyline	43
Moccasin Bend Mental Health	180
Middle Tennessee Mental Health	52
Ascension St. Thomas Behavioral Health	50
Delta Medical Facility	211

Peninsula Behavioral Health	224
Vanderbilt	56
Knoxville Center for Behavioral Medicine	217
Mental Health Cooperative	44
Parkridge Valley (adult)	187

6. REQUIREMENTS:

A valid Basic Life Support certification from the Tennessee Department of Health pursuant to *The Rules of the State of Tennessee* 1200-12-01-.14(3)(a)(2)(i);

or

Criteria listed in Tenn. Code Ann. § 33-6-901 and additionally subcontracts with a third-party agency that is not a law enforcement agency are required to include the following requirements:

A. Secondary Transport Agents (STA):

1. STA services must be available 24 hours a day/7 days a week/365 days a year
2. All STA staff who interact with patients or protected health information (PHI) must successfully pass, before assignment, a state and federal background check, which must include, but is not limited to the following:
 - a) Nationwide fingerprint criminal background check;
 - b) Tennessee Department of Health Abuse Registry check
 - c) United States Department of Justice National Sex Offender Registry check
 - d) Office of Inspector General's List of Excluded Individuals and Entities (LEIE) check
3. In the event an STA staff is arrested, indicted, convicted, or issued a citation in lieu of arrest for a criminal offense, either a misdemeanor or felony, the STA staff member must immediately report this information to their direct supervisor within twenty-four (24) hours following the event.
4. If the direct supervisor is unavailable, the STA staff must report to the next supervisor or manager in the chain of command as appropriate. If the event occurs on a day the STA staff is not scheduled to work, it must be reported on the next workday.
5. All STA staff who interact with patients must successfully pass, before assignment, a 5-panel drug test. The five-panel drug test must test for the following substances:
 - a) Amphetamines
 - b) Cocaine
 - c) Opiates
 - d) Phencyclidine (PCP)

e) Tetrahydrocannabinol (THC)

6. Have passed a physical examination by a licensed physician.

7. Have been certified by a Tennessee Licensed Health Care Provider qualified in the psychiatric or psychological fields as being free from any impairment, as set forth in the current edition of the Diagnostic and Statistical Manual of Mental Disorders (DSM) of the American Psychiatric Association at the time of the examination, that would, in the professional judgment of the examiner, affect the person's ability to perform an essential function of the job, with or without a reasonable accommodation.

8. All STA staff who interact with patients must maintain proof of completion of "Mental Health First Aid".

9. All STA staff should ask the referring entity for relevant information regarding recent medications or treatments the patient has received that may impact transport.

10. Any STA drivers must maintain the following certifications:

a) CPR/AED

b) First-Aid

c) Emergency Oxygen Administration

11. Crisis Intervention Training (CIT) is highly recommended for all STA staff who would interact with patients.

12. "Handle With Care" Training is recommended for all transporting agents.

13. Drivers must maintain a valid driver's license for the appropriate classification based on the type of vehicle and service provided.

14. An updated MVR for each STA driver must be obtained and reviewed by the STA throughout the duration of the driver's employment with or by the STA.

B. Secondary Transport Agent Vehicles.

1. Vehicles must be fitted with a driver-controlled door locking system so that the person in crisis is unable to open the doors of the vehicle without the assistance of the responders, reducing the risk of elopement.

2. Secure safety panels must be provided between the driver and passenger compartment. These panels should be transparent so that the driver can see behind to the passenger compartment.

3. Transport vehicles should also preserve the separation between the patient and the trunk space in the vehicle. In particular, if a transport vehicle is a van, a mesh or grille bulkhead should separate all equipment held in the trunk from the passenger.

4. Windows must be tinted for the privacy and dignity of the person being transported

5. Vehicles must be equipped with a portable AED (automated external defibrillator) and a first-aid kit. Other medical equipment should be made available as needed, i.e., oxygen tank and other supplies
6. Vehicles must have a lockable container to carry patient property.
7. The Patient area within the vehicle must be free from ligature risks or any items that may be used for self-harm.
8. As needed, STA vehicles must provide for the safety and adequacy of transport for those under the age of 18. As needed, this requires that STA vehicles be equipped with a booster seat.
9. For trips greater than 120 miles (or anticipated to exceed two (2) hours, STAs must allow stopping for restroom breaks for the patient at least every two (2) hours. For these transports, STAs must include two staff members, such that the personnel patient ratio is 2:1.
 - a) STA staff must be prepared to be flexible if patient needs exceed this two-hour minimum.
 - b) STA staff must be prepared to provide for the safety and security of each patient throughout the duration of the entire transport, to include, during any stops along the way.
10. Vehicles must be equipped with appropriate communication devices such that drivers can quickly access emergency assistance at any location within the state.
11. Devices must be hands-free in order to comply with all state laws.

C. Transport Ratios

STA may transport more than one patient at a time under the following circumstances:

1. A standard five-seat vehicle may transport no more than two (2) patients at a time.
2. A standard 10-passenger van may transport no more than four (4) patients at a time.
3. A minimum of two (2) staff members must accompany the transport of a group of patients.
4. Transporting agent(s) should use judgment as it relates to the clinical profile of the patients they may be transporting together. Clinical judgment should also be consulted from the Emergency Department (ED) or the assessor.

D. Searching Patients

Patients must be searched prior to being transported to ensure they do not have anything that may be used to harm themselves or others. To do this safely:

1. The gender of the STA driver shall match the patient, whenever possible.
2. The search shall be conducted with a witness observer or be recorded, preferably both.
3. STAs are encouraged to utilize a wand to assist in the search process.

E. Documentation

All relevant documentation based on the requirements above (2. I. – IV. above) must be maintained by the Secondary Transport Agent and available for review by the Department of Finance & Administration, Office of Criminal Justice Programs.

Supporting Documentation: Retain supporting documentation related to qualifying transports, including but not limited to, transport log(s) to demonstrate that a qualifying transport occurred.

7. REPORTING REQUIREMENTS:

The STA shall submit a report to the Sheriff's Office by way of email daily by 10:30 AM CST (excluding holidays) with number for each transport conducted under this agreement and pursuant to TCA 33-6-406. The information shall include the location of where the transport starts, and where the transport ends.

8. INVOICING/BILLING/PAYMENTS/MONITORING:

The STA shall first seek payment from the patient's insurance provider at the amount established by the insurance provider. In the event the patient is uninsured, the STA shall submit an invoice to the Sheriff's Office to be paid an amount determined by the state. The amount shall be determined by Data received from qualifying applicants shall be aggregated in order to determine the total volume of secondary transports performed by the applicant pursuant to Tenn. Code Ann. §33-6-406. This aggregate number of transports shall be divided against the allocated state funding for transportation as a first step in determining a "transport rate". These rates shall then be multiplied by the number of transports reported by each qualifying applicant in order to determine the maximum amount of contract liability for that applicant in FY27.

It shall be the intent of the Sheriff's Office to ensure all financial transactions are in compliance with established internal control policies. All transactions are subject to audit and inspection by the county and the state.

9. PROPOSAL SUBMISSION REQUIREMENTS:

The proposal must be returned with any and all required addenda, acknowledgments, and attachments; all other information filled out and properly signed; and returned to the proper location by the specified date.

The proposal should include a narrative of the background of the company to include the history, number of employees, major experience, recognitions, qualifications, etc. The narrative should include how the services will be provided and what vehicles, training, and other deliverables as stipulated above in the STA requirements.

10. SELECTION CRITERIA:

Proposals will be evaluated by a committee comprised of the Sheriff's Office and Montgomery County EMS staff members.

A point system based on 100% will be used to value each proposal as follows:

- 30% Completeness of the proposal submission to include but not limited to all required documents, acknowledgements, etc.
- 40% The offeror's written plan to achieve the objectives of the proposal.
- 30% The experience and qualifications of the organization and of personnel.
- 100% Total

11. AWARD:

The selection of one or more offerors will be made in accordance with all applicable procurement laws and procedures. Where more than one offeror is selected, negotiations will ensue to determine the final award.

The contractor shall begin services under the terms within 30 days of the award.

Attachment A

Pursuant to T.C.A. § 33-6-901, it is the duty of the sheriff to transport those who have been certified for emergency involuntary admission under Title 33, Chapter 6, Part 4, or nonemergency involuntary admission under Title 33, Chapter 6, Part 5, except for persons who are transported by:

- (A) A secondary transportation agent under this section;
- (B) A municipal law enforcement agency that meets the requirements for a secondary transportation agent under this section and is designated by the sheriff;
- (C) A person authorized under other provisions of this Title 33; or
- (D) One or more friends, neighbors, other mental health professionals familiar with the person, relatives of the person, or a member of the clergy.

T.C.A. § 33-6-901(a)(1).

The sheriff may designate a secondary transportation agent or agents for the county for persons with mental illness or serious emotional disturbance whom a physician or mandatory prescreening authority has evaluated and determined do not require physical restraint or vehicle security. A secondary transportation agent shall be available twenty-four hours per day, provide adequately for the safety and security of the person to be transported, and provide appropriate medical conditions for transporting persons for involuntary hospitalization. The sheriff shall take into account in designating a secondary transportation agent or a municipal law enforcement agency both its funding and the characteristics of the persons who will be transported. The sheriff shall consult with the county mayor before designating a secondary transportation agent. A secondary transportation agent has the same duties and authority under Title 33, Chapter 6, in the detention or transportation of those persons as the sheriff. The designation of a transportation agent other than the sheriff is a discretionary function under T.C.A. § 29-20-205. If a mandatory prescreening agent, physician, or licensed psychologist with health service provider designation, who is acting under T.C.A. § 33-6-404(3)(B), determines that the person does not require physical restraint or vehicle security, then any person identified in subdivision (a)(1)(D) may, instead of the sheriff, transport the person at the transporter's expense. T.C.A. § 33-6-901(a)(2).

If a physician, psychologist, or designated professional, operating under T.C.A. § 33-6-404(3)(B)(iii), determines to a reasonable degree of professional certainty that the person subject to transportation does not require physical restraint or vehicle security and does not pose a reasonable risk of danger to the person's self or others, then the sheriff may permit one or more persons designated under T.C.A. § 33-6-901, other than the sheriff or secondary transportation agent, to transport the person; provided, that the person or persons provide proof of current automobile insurance. T.C.A. § 33-6-901(a)(3)(A).

Before a person is transported, the sheriff or other designated transportation agent shall give the notice required by T.C.A. § 33-6-406(b), along with the name or names of the person or persons who will actually transport the person subject to admission to a hospital or treatment resource. The person or persons designated to transport under T.C.A. § 33-6-901 must comply with the requirements of T.C.A. § 33-6-406(b)(2) and T.C.A. § 33-6-407(c), and must provide

the original of the certificate completed under T.C.A. § 33-6-404(3)(B)(ii) to the hospital or treatment resource. T.C.A. § 33-6-901(a)(3)(A).

Attachment A cont.

When making this determination, the physician, psychologist or designated professional operating under T.C.A. § 33-6-404(3)(B)(iii) shall be immune from any civil liability and shall have an affirmative defense to any criminal liability arising from that protected activity. T.C.A. § 33-6-901(a)(3)(B).

When making this determination, if the physician, psychologist or designated professional operating under T.C.A. § 33-6-404(3)(B)(iii) is an agent of a hospital, health care facility, or community mental health center, that hospital, health care facility, or community mental health center shall be immune from any civil liability and shall have an affirmative defense to any criminal liability arising from this agent's protected activity and from the transportation of the person to and from the facility. T.C.A. § 33-6-901(a)(3)(C).

When a sheriff or secondary transportation agent is required to transport a person to a hospital or treatment resource for screening, evaluation, diagnosis or hospitalization, the county in which the person is initially transported by the sheriff or secondary transportation agent is responsible for the remainder of such person's transportation requirements. The initial transporting county is responsible for the continuing transportation of the person even if the person is assessed, diagnosed, screened or evaluated in a second county before being admitted to a facility, hospital or treatment resource in a third county. If the person is transported to a hospital or treatment resource by the sheriff or secondary transportation agent of a county other than the initial transporting county, the sheriff or secondary transportation agent actually providing transportation may bill the initial transporting county for transportation costs. T.C.A. § 33-6-901(b)