



**REQUEST FOR PROPOSAL (RFP)  
HEALTH SERVICES FOR STUDENTS  
RFP #24-06**

TJC (“College”) invites qualified professionals to provide the College with an onsite health clinic, with full or limited services, off-site mental health services, and/or telehealth services, including tele-counseling, as described in the specifications and scope of work. The College is looking at options for providing these services to its students. It is not the intent of any condition of the specifications to prohibit any responsible professional from submitting a proposal.

Proposals are due by **Wednesday, April 24, 2024 @ 2:00 p.m. Central Daylight Time (CDT)** and will be opened and the names read publicly. Proposals will be reviewed and subsequently tabulated by the Purchasing Department and then processed through appropriate channels for committee review, if applicable, and approval. The Board of Trustees of TJC will make final approval. Any procurement of services will be initiated by a valid, signed contract and subsequent purchase order issued by the College.

All proposals and supporting documentation must be submitted by mail, or delivered by courier, or hand delivered by a vendor representative. If proposal is mailed, please mark **“RFP #24-06”** on the front of the envelope; or deliver to:

**TJC  
CAMPUS & PROCUREMENT SERVICES  
ATTN: DANA BALLARD  
1327 SOUTH BAXTER  
TYLER, TX 75701  
EMAIL: [dbal@tjc.edu](mailto:dbal@tjc.edu)**

The proposal must be received prior to the proposal deadline. Proposals received after the deadline will not be opened, read, evaluated, or recorded; and will be returned to the vendor unopened. Companies are encouraged to respond even if they do not wish to submit a Proposal. “No Proposal” is considered as a response.

The initial contract term will be August 1, 2024 through July 2026, with three (3) 1-year renewals at TJC’s option.

Tyler Junior College reserves the right to accept or reject any and/or all proposals, or waive any and/or all formalities, technicalities, and conditions, or permanently abandon the RFP. The College will have a minimum of ninety (90) days after the Submittal Deadline for evaluation, selection, and any unforeseen delays. Vendors shall not withdraw their proposals prior to the termination of this period. Tyler Junior College will accept the proposal determined by the College to be in its best interest in accordance with applicable law. It is not the intent of any condition, specification, or other requirement in the proposal process to prohibit any responsible vendor from submitting a bid.























































