

**5.1 PSYCHIATRIC SERVICES
REQUEST FOR QUALIFICATIONS
APPLICATION**

INSTRUCTIONS

- 5.1.1 Application must be completed and signed in Section 6 (Certification) for it to be accepted by DFPS.
- 5.1.2 Applicant will submit Application and all required documents in the format and order described in Appendix A to the Point of Contact in Request for Qualifications (RFQ) Section 1.2.
- 5.1.3 If DFPS has difficulty accessing the Applicant's documents, the Applicant will be required to re-submit documents as directed by DFPS.

Appendix A – Application Instructions

1. Applicant must submit a completed Application and Required Forms, as applicable, in the order listed below for File Folder 1 and File Folder 2.
2. Access the forms by the link or icon provided below by holding down the "Ctrl" key while clicking on the link.
3. Save forms in an electronic file.
4. For the Application and the forms that require signature, print, sign and scan in an electronic format. Scanned documents must be clear and legible.
5. Attach File Folders 1 and 2 to email and submit the completed Application to the Point of Contact listed in the RFQ Section 1.2.

Appendix B – Required Forms

File Folder 1: Application and Service Delivery Area

Electronic File Name	Description	Required or If Applicable
Application	Application for RFQ	Required
Insurance	Insurance Documentation	Required
Attachment A-4	Service Delivery Area Form	Required
Medical License	Copy of Current Medical License	Required
DBA	Assumed Name Certificate Attachment	If applicable
Incorporation	Certificate of Incorporation Attachment	If applicable
LLC	LLC Articles of Formation Attachment	If applicable
Partnership	Partnership Agreement Attachment	If applicable
Partners	Names and addresses and for each partner	If applicable
HUB	HUB Certification Form	If applicable

File Folder 2: Required Forms

The following forms are located on the DFPS public website, Doing Business with DFPS, Contracting Forms: https://www.dfps.state.tx.us/Doing_Business/forms.asp

Electronic File Name	Form Number and Name	Purpose
AP-152	AP-152, Application for Texas Identification Number [If you already have a Vendor ID set up for another DFPS contract, print form, note "Already Set Up" at top of page, and provide number	Application for identification number
74-176	74-176, Vendor Direct Deposit Form	Direct Deposit Authorization

2970C	Disclosure and Consent to Release of Information	Release of information regarding criminal history or DFPS abuse and neglect history.
2971C	Request for Criminal History and DFPS History Check	Application for requesting criminal history and DFPS abuse or neglect history.

The following form is located on the DFPS public website, Doing Business with DFPS, Contracting Forms, Regional CPS Contracting Forms, General Documents:

https://www.dfps.state.tx.us/Doing_Business/Purchased_Client_Services/Regional_CPS_Contracts/forms.asp

Electronic File Name	Form Number and Name	Purpose
PCS-102	PCS-102, Contracting Entity and List of Staff, Subcontractors and Volunteers	Contractors must list the contracting entity, all service providers, and requested provider information on this form and submit it electronically to DFPS.