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## NOTICE INVITATION

### REQUEST FOR PROPOSAL #STC-24-002

#### FINANCIAL SOFTWARE

Spindletop Center is a Certified Community Behavioral Health Center as well as an agency of the State of Texas established to plan, coordinate, develop policy, develop and allocate resources, supervise, and ensure the provision of community based mental health, intellectual and developmental disabilities, early childhood intervention, and substance abuse services for the residents of Jefferson, Orange, Chambers, Hardin, and Jasper Counties, Texas. Spindletop is a community center under Chapter 534 of the Texas Health and Safety Code, and is classified by the Internal Revenue Service as a 501(c)(3) tax-exempt organization.

Center currently employs approximately 525 full-time, part-time and PRN employees, and operates five (5) facility locations within the counties serviced.

**Spindletop Center is seeking Proposals from established, qualified, and experienced software vendors in order to purchase and implement a Financial Software product(s) to be utilized by the Financial Services department.**

If you are interested in submitting a proposal, please carefully adhere to the instructions, requirements and deadlines presented in RFP #STC-24-002.

A copy of the Request for Proposal (RFP) may be obtained by contacting the Chief Financial Officer, Denise LeBlanc, via [denise.leblanc@stctr.org](mailto:denise.leblanc@stctr.org).

In accepting proposals, The Center reserves the right to reject any and all proposals, to waive formalities and reasonable irregularities in submitted documents, and to waive any requirements in order to take the action, which it deems to be in the best interest of the Center and is not obligated to accept the lowest cost proposal. The Center will not pay for any costs incurred by respondents in the preparation and/or submission of a proposal. Furthermore, the RFP does not obligate the Center to accept or contract for any expressed or implied services.

The Center will only release names of the vendors who have responded to this solicitation after the Center's evaluation team has evaluated the proposals and an award has been made and approved by the Center's Board of Trustees.

**Proposals must be submitted and received by the Center NO LATER than 5:00 p.m. (CST), Friday, April 12, 2024. Full submission instructions are specified in the RFP #STC-24-002. Proposals received after the date and time above shall not be considered.**

*Hearing impaired, call*  
1-800-735-2989 (TDD)  
1-800-735-2988 (VOICE)

*Equal Employment Opportunity*  
*Affirmative Action Employer*