

STATE OF ALABAMA  
DEPARTMENT OF MENTAL HEALTH

RSA UNION BUILDING  
100 N. UNION STREET  
POST OFFICE BOX 301410  
MONTGOMERY, ALABAMA 36130-1410  
[www.mh.alabama.gov](http://www.mh.alabama.gov)

October 3, 2018

RFP #2019-09

Dear Vendor:

The Alabama Department of Mental Health (ADMH) is soliciting proposals to provide **Training and Technical Assistance Services**. Proposals will be accepted until **Friday, October 19, 2018 at 2:00 pm**.

The submission of a proposal does not guarantee the award of a contract. Any contract resulting from the proposal is not effective until it has received all required governmental approvals and signatures. In addition, the selected vendor shall not begin performing work under this contract until notified to do so by the departmental contracting agent.

When submitting a proposal, please read the entire request for proposal document and return your proposal in the requested format. All proposals should be submitted in ink or typed and contain an original signature. Submissions should be delivered to:

AL Department of Mental Health  
Office of Contracts & Purchasing  
100 North Union Street, Suite 570  
Montgomery, AL 36104

**MAILING NOTE:**

Proposals may be sent via Regular US Postal Service (USPS) Mail, Express/Overnight USPS Mail, commercial delivery service such as FedEx or UPS, or hand delivered by the closing date and time. Emailed or faxed responses are **not** accepted. Also, please note: All US Postal mail, including express/overnight mail that is dispatched to any State agency is processed thru the State mail facility before it is forwarded to the appropriate State agency, thus delaying its arrival to the department. **By using the USPS, you assume the risk of delay that may result in your proposal being received late and therefore being determined to be untimely and will not be reviewed.** Postmarks of the date mailed are insufficient; the proposal must actually be received at the listed office by the date and time specified regardless of the delivery service used.

Sincerely,

*Joey Kreuter*

Joey Kreuter, Director  
Office of Contracts & Purchasing

**Organization:** Alabama Department of Mental Health (DMH)

**RFP Closing Date:** **Friday, October 19, 2018 at 2:00 pm**  
**Emailed or faxed responses are not accepted.**

**RFP Contact Info:** Leola Rogers  
DMH Office of Contracts & Purchasing  
RSA Union Building  
100 North Union Street, Suite 570  
Montgomery, AL 36104  
Telephone Number (334) 353-7440  
Email: [leola.rogers@mh.alabama.gov](mailto:leola.rogers@mh.alabama.gov)

**MAILING NOTE:**

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**ADDITIONAL INFORMATION**

1. Who **may** respond to this RFP? Individuals, Training and Technical Assistance Centers/Agencies/Programs
2. Who **may not** respond to this RFP? DMH Certified and/or Contracted Prevention Providers, Employees of DMH, and current state employees.
3. In order to do business in the State of Alabama all businesses domestic and foreign must be registered with the Alabama Secretary of State Office.  
\*Domestic means within the State of Alabama. \*\*Foreign means out-of-state.
4. If contracted with the State of Alabama, all vendors must:  
\*Enroll in E-Verify System thru Homeland Security.  
\*Register with STAARS Vendor Self Service at <https://procurement.staars.alabama.gov/webapp/PRDVSS1X1/AltSelfService>
5. The Department of Mental Health reserves the right to reject any and all proposals if RFP instructions are not adhered to, such as: received after deadline (see mailing note), requested # of submissions not received.

## Request for Proposal (RFP)

The Alabama Department of Mental Health (DMH), Division of Mental Health and Substance Abuse Services (DMHSAS), Office of Prevention is **seeking proposals from training and technical assistance individuals and/or agencies**. DMH intends to support statewide trainings and technical assistance to improve programmatic prevention services at the state and local level.

### I. INTRODUCTION

Alabama Acts 1965, No. 881, section 22-50-2. Its purpose is to provide for the diagnosis, treatment, rehabilitation, follow-up care, prevention and research into causes of all forms of mental or emotional illness, which includes alcoholism, drug addiction, epilepsy, and intellectual disabilities. DMH has the statutory authority to supervise, coordinate, and establish standards for all operations and activities of the state related to mental health and the provision of mental health services.

The DMH/DMHSAS desires to contract with an experienced individual and/or entity to implement training and technical assistance that will provide the necessary resources to enhance service provision as it relates to the prevention of alcohol, tobacco and other drugs. Up to \$50,000 may be available through the Substance Abuse and Mental Health Services Administration (SAMHSA) to fund training and technical assistance.

### II. BACKGROUND

The Substance Abuse and Mental Health Services Administration (SAMHSA) is the Federal agency charged with improving the quality and availability of prevention, treatment, and rehabilitative services in order to reduce illness, death, disability, and costs to society resulting from substance abuse and mental illnesses. SAMHSA was established by Congress under Public Law 102-321 on October 1, 1992, to strengthen the nation's health care capacity to provide prevention, diagnosis, and treatment services for substance abuse and mental illnesses. SAMHSA works in partnership with states, communities, and private organizations to address the needs of people with substance abuse and mental illnesses as well as the community risk factors that contribute to these illnesses.

SAMHSA serves as the umbrella under which substance abuse and mental health service centers are housed, including: The Center for Mental Health Services (CMHS), The Center for Substance Abuse Prevention (CSAP), and The Center for Substance Abuse Treatment (CSAT).

SAMHSA announced the availability of supplemental funding to provide technical assistance at the state level. The allocation is intended to help address specific identified needs as it relates training and technical assistance.

The ADMH prevention training and technical assistance seeks to establish the development of Training/Technical Assistance Plans, assist in identifying and implementing evidence-based programming, and support prevention efforts as it relates to the Strategic Prevention Framework.

### III. TARGET POPULATION

Training and Technical Assistance will support prevention efforts at the state and community level.

Through implementation of this technical assistance opportunity, the DMH/DMHSAS is striving to accomplish the following goals:

1. Provide resources, training and support as it relates to substance abuse prevention programming;
2. Provide logistical support to assist the state and communities in specific areas of prevention planning efforts; and
3. Improve prevention capacity, coordination and infrastructure at the state and community levels.

### IV. GOALS

The contractor is expected to possess the following qualifications:

1. Must have the ability to facilitate trainings and technical support at the state and local level.
2. Must have the ability to research and develop customized trainings and reference materials.
3. Must be able to provide training and technical assistance in a culturally competent manner.
4. Must be able to demonstrate the ability to provide technical assistance and training to federal project-specific grantees.

The contractor will provide the following services:

1. Provide support and resources through in-person and conference call.
2. Develop specific materials as it relates to identified priority areas of focus.
3. Develop a Training and Technical Assistance Plan.
4. Conduct trainings and technical assistance to state and community level prevention professionals and stakeholders.
5. Assist in the identification of state specific needs and identify and deliver appropriate materials and resources.

### V. CONTRACTUAL LIMITATIONS

Any and all contracts resulting from this RFP shall be annual, expiring with the end of the state fiscal year, September 30. All contracts shall be subject to availability of funds and continuation of this project. Continuation of this project is anticipated through September 30, 2019. Should the funding or service requirements relative to this project be altered, contracts will be amended, accordingly.

### VI. VENDOR ELIGIBILITY

Applicants must meet the following eligibility criteria in order to submit a proposal in response to this RFP:

1. State of Alabama vendor requirements;
2. A minimum of 5 years' experience in training and technical assistance;
3. Experience in writing training guides and reference materials;
4. Knowledge of Strategic Prevention Framework;
5. Ability to illustrate cultural competence as it relates to diverse populations;
6. Knowledge of primary prevention and implementation of CSAP strategies;
7. Familiarity with federal grant requirements; and
8. Enthusiasm and demonstrated interest in the project.

## VII. PROPOSAL REQUIREMENTS

The Alabama Department of Mental Health (DMH), Division of Mental Health and Substance Abuse Services (DMHSAS), Office of Prevention is seeking proposals from training and technical assistance individuals and/or agencies.

The proposal shall be developed following the outline below. Each section, A-D, in the Statement of Work must be addressed, and appendices provided where indicated.

The information provided under each heading explains the intent of the section and/or describes the minimum information you are required to provide. Although minimum requirements must be addressed, it is the responsibility of the applicant to insure that each response thoroughly describes the strategies, and approaches, or provides other relevant information to insure that the topic of the section is fully and distinctly addressed.

Information in **Bold Type** in each section provides the evaluation criteria for review and scoring of the application. The proposal should be single-spaced, using a standard 12-point font (Times New Roman is preferred) with 1-inch margins, and should **not exceed the page requirements listed below. Appendices are not included in the page restrictions.**

## STATEMENT OF WORK

### A. Cover Page

Applicants should provide a cover page that includes:

- The name of the entity or individual;
- Contact person;
- Address, phone number, fax number, email of contact person, and
- Date of submission.

Not to exceed 1 page.

### Review Criteria: 5 Points

**The applicant organization provides the listed requirements within the page limit specified.**

### B. Knowledge

Applicants must provide a narrative that includes:

- A summary description of your understanding of the training and technical assistance needs as it relates to substance abuse prevention;
- A description of ability to address the responsibilities and tasks of training and technical assistance;

- Examples of prior training and technical assistance with grantees  
Not to exceed 10 pages.

**Review Criteria: 40 Points**

**The plan is clear, containing appropriate plans and procedures to meet responsibilities and deliverables. The listed requirements are included within the page limit specified.**

**C. Qualifications, Experience, Prior Work**

Training and Technical Assistance Team includes key personnel with:

- Experience in developing and facilitating trainings and technical assistance;
- Experience in establishing Training and Technical Assistance Plans;
- Considerable knowledge of the Strategic Prevention Framework;
- Inclusion of the names and contact information of three former clients as references (Provide contact information for at least current or former clients as references, designated separately as Appendix I); and
- Sample training and technical assistance written product that summarizes training and technical assistance plans, processes, and outcomes (Provide separately as Appendix II)

Not to exceed 5 pages.

**Review Criteria: 40 Points**

**The team qualifications are clearly demonstrated through a concise summary of current or previous work with experience in similar projects, addressing the requirements within the page limit specified.**

**D. Budget**

Please provide a detailed, line item annual budget for this project.

- All expenditures shall be identified by individual line items (i.e. personnel, fringe benefits, travel, equipment, supplies, consultants/contracts, other, etc.);
- Budget includes minimum administrative overhead;
- A listing of all personnel, by position for this project, inclusive of level of effort, that will contribute in any way to the operation of this project, salaries, fringe benefits, and full-time equivalency status (Resumes for these personnel will be designated separately as Appendix III);
- All proposed costs are justifiable; and
- A narrative budget justification for each line item. (The budget will be designated separately as Appendix IV.)

**Review Criteria: 15 Points**

**The budget reflects realistic and justifiable cost for the provision of Evaluation services.**

## VIII. REVIEW CRITERIA

The DMH reserves the right to request necessary amendments, reject any and all proposals received, or cancel this RFP according to the best interest of the DMH.

The DMH, also, reserves the right to waive any informality in this process, providing such is in the best interest of the DMH. Where the DMH may waive any informality, such waiver shall in no way modify the RFP requirements or excuse the applicant from full compliance with the contract.

All proposals, which satisfactorily meet the submission requirements specified in item "IX" below, will be evaluated based upon the criteria indicated in each section of the Statement of Work.

## IX. SUBMISSION REQUIREMENTS

Proposals shall be submitted in the following written format:

### TABLE OF CONTENTS:

Page numbers shall be listed for each of the major sections of the proposal, including all items listed under the Statement of Work, and for each Appendix.

### STATEMENT OF WORK:

Each item listed in the RFP under the statement of work must be addressed.

### LITERATURE CITATIONS:

Complete citations shall be provided for any literature referenced in your proposal.

### APPENDICES:

Include each appendix listed in the guidelines for the Statement of Work.

In the event it becomes necessary to revise any portion of the RFP, DMH will post these changes on its web site: [www.mh.alabama.gov](http://www.mh.alabama.gov).

This announcement does not commit DMH to award a contract or pay any costs incurred in the preparation of proposals. DMH reserves the right to accept or reject, in whole or in part all proposals submitted, and/or to cancel this announcement. The contract award(s) shall be based upon the proposal(s) most advantageous to DMH.

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## Proposal Content

### **Instructions must be followed or responses will not be graded.**

Each proposal is to contain **specific responses** to each of the requests listed in section **A-D**, and respondents are encouraged to respond fully to each inquiry, but to be as concise as possible. **Submit the response as instructed in the proposal.**

One original and **two copies** of your proposal must be received at the following address no later than **2pm** on **Friday, October 19, 2018.**

AL Dept. of Mental Health  
Office of Contracts & Purchasing  
RSA Union Building  
100 North Union Street, Suite 570  
Montgomery, AL 36104

Proposals must be clearly marked **RFP 2019-09: Prevention TA**. All proposals received after the deadline will be deemed untimely and will not be reviewed. **Postmarks of the date mailed are insufficient.**

The DMH assumes no responsibility for expenses incurred in the preparation of the proposal. The DMH reserves the right to reject any and all proposals. Additionally, the DMH reserves the right to waive irregularities in any proposals and request clarification of any information, and negotiate with the firm and/or individual submitting the best proposal to secure more favorable conditions.

### **Evaluation Process**

A review committee will examine each eligible proposal submitted. The DMH may elect to conduct interviews with finalists. DMH expects a final selection on or around **November 2, 2018.**

### **Evaluation Criteria**

Proposals will be evaluated based on their responsiveness to the items contained in the content section of this Request for Proposal. It is expected that the review committee will rate responses according to the following ways:

<b>STATEMENT OF WORK</b>	<b>Page Limit</b>	<b>Total Points Available</b>
<b>A. Cover Page</b>	Not to exceed 1 page	5 Points
<b>B. Knowledge</b>	Not to exceed 10 pages	40 Points
<b>C. Qualifications, Experience, Prior Work</b>	Not to exceed 5 pages.	40 Points
<b>D. Budget</b>	NA	15 Points



## **Selection Criteria**

Selection shall be based on the factors to be developed by the procuring state entity, which may include among others, the following:

1. Specialized expertise, capabilities, and technical competence, as demonstrated by the knowledge, qualifications, experience, prior work, and the budget to meet the training and technical assistance requirements.
2. Resources available to perform the work, including any specialized experience in substance abuse prevention training and technical assistance.
3. Record of past performance, quality of work, ability to meet schedules, cost control and contract administration.
4. Ability to meet deliverables and provide services.
5. Ability and proven history in handling special project contracts.

## DATES AND DEADLINES

RFP #2019-09

Item	Date	Methods of Notification
RFP Release	October 3, 2018	USPS, ADMH Website, and STAARs website
Deadline to submit RFP questions or requests for clarification	October 9, 2018 by 3:00 pm	Email to <a href="mailto:leola.rogers@mh.alabama.gov">leola.rogers@mh.alabama.gov</a>
RFP Questions Posted	October 12, 2018	ADMH website <a href="http://www.mh.alabama.gov/adcp">www.mh.alabama.gov/adcp</a>
RFP Submissions	1 original & 2 copies	USPS or FedEx or UPS <i>(Review mailing note)</i>
RFP Submissions Due	October 19, 2018 by 2:00 pm	USPS or FedEx or UPS <i>(Review mailing note)</i>
Notification of selection status	November 2, 2018 Approximately	USPS (In writing)
<p><b>Submit RFP Responses To:</b></p> <p style="text-align: center;">AL Department of Mental Health Office of Contracts &amp; Purchasing RSA Union Building 100 N. Union Street, Suite 570 Montgomery, AL 36104</p> <p><b>Emailed or faxed responses are NOT ACCEPTED.</b> All proposals received after the deadline will be deemed untimely and will not be reviewed.</p>		