

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)

December 4, 2018

RFP #2019-12

Dear Vendor:

The Alabama Department of Mental Health (ADMH) is soliciting individual proposals for a **Spanish Language Interpreter** at Taylor Hardin Secure Medical Facility (THMSF). Proposals will be accepted until **Friday, December 21, 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. Any contract obtained from this RFP will start at the State of Alabama's fiscal year which is October 1.

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

**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 Kreauter*

Joey Kreauter, Director  
Office of Contracts & Purchasing

**Organization:** ALABAMA DEPARTMENT OF MENTAL HEALTH (ADMH)

**RFP Closing Date & Time:** Friday, December 21, 2018 at 2:00 pm.  
**Review the mailing note.**

**RFP Contact Info:** Leola Rogers  
ADMH  
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:**

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.

**ADDITIONAL INFORMATION**

1. Who **MAY** respond to this RFP? Individuals.
2. Who **may not** respond to this RFP? Staffing agencies, 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.
6. **Specify facility of interest (if applicable).** Each facility determines the contract vendor for their location.

## SECTION I

The Alabama Department of Mental Health (ADMH) is soliciting individual proposals for **Spanish Language Interpreter** at Taylor Hardin Secure Medical Facility (THSMF) in Tuscaloosa, AL.

### A. Qualifications:

1. Have a Level III certification in Spanish language in the Alabama foreign Language Court Interpreter Program.

### B. Scope of Work:

1. Provide in-person Spanish Interpretative services for THSMF.
2. Provide services as scheduled for Treatment Team Coordinator or designee, in order to facilitate communication with clients during clinical interviews, treatment team meetings, or as needed for THSMF.
3. Provide services consistent with professional licensure, laws, registrations and/or certifications.

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## SECTION II

### A. Proposal Content

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

Each proposal is to contain specific responses to each of the following requests and respondents are encouraged to respond fully to each inquiry, but to be as concise as possible. Submit the response to each item with the item reproduced at the top of the page of the response.

1. Submit a cover letter summarizing your proposal. Limit the cover letter to no more than one page.
2. A Table of Contents of the submitted information.
3. Attach vendor contact information to include legal name, address, telephone, and a contact person.
  - Include previous experience.
  - Include knowledge of the requested services and/or any special training.
  - Include any information pertaining to the respondent's abilities to provide the scope of work for this RFP.
4. Attach a **detailed** budget (frequency, pay rate, or detailed price list etc.).
5. All pages should be numbered consecutively beginning with **number 1** after the cover letter.
6. Submit one (1) original and one (1) copy of your entire proposal.
7. Clearly print on the outside of the envelope **RFP for Spanish Interpreter #2019-12.**

Your entire proposal must be received at the following address no later than 2:00 pm on December 21, 2018. Please **review the mailing note**. **All proposals received after the deadline will be deemed untimely and will not be reviewed.**

**Submit RFP Responses To:**  
AL Department of Mental Health  
Office of Contracts & Purchasing  
RSA Union Building  
100 N. Union Street, Suite 570  
Montgomery, AL 36104

**Emailed or faxed responses are not accepted.**

The Department of Mental Health assumes no responsibility for expenses incurred in the preparation of the proposal and reserves the right to reject any and all proposals. Additionally, ADMH 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.

#### **B. Evaluation Process**

A review committee will examine each proposal submitted and may elect to conduct interviews with finalists. The department expects a final selection on or before January 25, 2019.

#### **C. Selection Criteria**

Selection shall be based on 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 proposed approach and methodology to meet project requirements.
2. Resources available to perform the work, including any specialized services within the specified time limits for the project.
3. Record of past performance, quality of work, ability to meet schedules, cost control and contract administration.
4. Availability to and familiarity with the project locale.
5. Proposed project management techniques.
6. Ability and proven history in handling special project contracts.

#### **D. 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:

1. Experience, stability and reputation –35%
2. Understanding of and responsiveness to the Request for Proposal – 15%
3. Expertise and knowledge of the requested service – 35%
4. Budget – 15%

**SECTION III  
DEADLINES:**

Spanish Language Interpreter  
RFP #2019-12

Item	Date	Methods of Notification
RFP Release	December 4, 2018	USPS, ADMH Website, and STAARs website
Deadline to submit RFP questions or requests for clarification	December 10, 2018 by 2:00 pm CST	Email to <a href="mailto:leola.rogers@mh.alabama.gov">leola.rogers@mh.alabama.gov</a>
RFP Questions Posted	December 12, 2018	ADMH website <a href="http://www.mh.alabama.gov/adcp">www.mh.alabama.gov/adcp</a>
RFP Submissions	1 original & 1 copy	USPS or FedEx or UPS <i>(Review mailing note)</i>
RFP Closing Date	December 21, 2018 2:00 pm	USPS or FedEx or UPS <i>(Review mailing note)</i>
Notification of selection status	January 25, 2019 Approximately	USPS (In writing)
<p><b>Submit RFP Responses To:</b>  AL Department of Mental Health  Office of Contracts &amp; Purchasing  RSA Union Building  100 N. Union Street, Suite 570  Montgomery, AL 36104</p> <p style="text-align: center;"><b>Emailed or faxed responses are NOT ACCEPTED.</b></p> <p style="text-align: center;"><b>All proposals received after the deadline will be deemed untimely and will not be reviewed.</b></p>		