



REQUEST FOR PROPOSAL

17-RFP-043-001

Issued: July 19, 2017

“Seeking proposals from qualified professionals/professional organizations for evidence-based criminal thinking interventions, drug/alcohol outpatient (OP) and intensive drug/alcohol outpatient treatment (IOP), mental health counseling, and re-entry services to parolees, probationers, and mandatory releases participating in the Board’s Day Reporting Centers located in Anniston, Birmingham, Montgomery, Huntsville, and Tuscaloosa, Alabama.”

**Alabama Board of Pardons and Paroles
301 South Ripley Street, Bldg. D
P.O. Box 302405 Montgomery, AL 36130
Office: (334) 242-8700
www.pardons.alabama.gov**

PROGRAM DESCRIPTION AND SPECIFICATIONS

The Alabama Board of Pardons and Paroles (hereinafter, “the Board” or “ABPP”) is seeking proposals from qualified professionals to provide evidence-based criminal thinking interventions, drug/alcohol outpatient (OP) and intensive drug/alcohol outpatient treatment (IOP), mental health counseling, and re-entry services to parolees, probationers, and mandatory releases participating in the Board’s Day Reporting Centers located in Anniston, Birmingham, Montgomery, Huntsville, and Tuscaloosa, Alabama.

The purpose of this Request for Proposal (“RFP”) is to solicit proposals from various candidate “Vendors” so that the Board may award (a) contract(s) to a substantially compliant treatment partner(s) for each specified DRC location. This project exemplifies the investment the Board, along with Alabama’s policymakers, is taking to reduce recidivism in this state. Your organization is encouraged as a potential service provider to submit a responsive proposal. The Board will conduct a fair and extensive evaluation of proposals received based on the criteria provided herein and select the candidate(s) who best meet(s) the needs and requirements of the Board.

The Board recognizes a strong correlation between success on probation or parole and reentry services provided immediately after release from incarceration or sentenced to probation. With this premise in mind, the Board is strategically expanding its Day Reporting Center network to target those areas of the state with most critical reentry service needs. The broad goal of this project is to significantly reduce recidivism by providing intensive services for those medium to high risk individuals with identifiable needs to be addressed by the program in these geographic areas with additional DRC sites to come.

The DRC concept is a non-residential program that will provide people under supervision with the Board—whether on probation, parole, or mandatory release—access to needed resources to successfully prevent recidivism, thus, positively impacting the state’s prison population. The concept of day reporting relies on evidence-based practices applied in an intensive format to individuals recently released from incarceration or sentenced to probation, while allowing them to remain in the community. The day reporting center is a “one stop shop” for medium to high risk people assigned to the program. Through the DRC, the Board also seeks to divert people from jail/prison. Evidence-based programming will be provided to reduce criminal thinking/behavior, eliminate substance abuse, and increase educational levels and employability to feed the local workforce. Basic program components will involve intensive substance abuse treatment, mental health counseling, cognitive behavioral therapy to reduce criminal thinking, basic adult education, life skills, employment enhancement, intensive supervision, restitution, and community service.

The DRC program will consist of three (3) phases:

Phase 1 (30-45 days): Focus on detoxification and cognitive reconstruction, screening, curfew compliance, assessment, orientation/case management, participants are regularly drug tested, 40 hours of community service completed, family/faith-based community involvement.

Phase 2 (2-6 months, although length of phase dependent upon individual): Focus on maintaining sobriety: Surveillance by officer, 40 hours of community service completed, GED/basic adult literacy, employment readiness, AA/NA meetings, relapse prevention, and continued cognitive behavioral therapy. This program is at night, because people under supervision are at work during the day, although day programming is available.

Phase 3 (6 months of aftercare, although length dependent upon individual): Maintaining recovery: Continued sobriety, drug testing, community support-AA/NA, supervision, and may require weekly staffing meetings and continued employment. Then once successful, meetings are stepped down to every other week. This period is still composed of curfews and closer supervision than normal parole/probation supervision. After completion, the person would be placed on normal supervision.

Supervision of participants is provided by the Board's probation and parole officers and support staff members. Some components of the program will be managed through collaboration with community partners.

Each Day Reporting Center will serve both male and female probationers, parolees, and mandatory releases. Participants will be medium to high risk as determined by their risk assessment performed by the Board's officers. All participants will have some degree of involvement with the criminal justice community. Some may have Class A felonies on their record.

Contract services for evidence-based criminal thinking interventions, drug/alcohol outpatient (OP) and intensive drug/alcohol outpatient treatment (IOP), mental health counseling, and re-entry services will play an integral part of the Day Reporting Center program. Comprehensive and evidence-based service that produces maximum results for those served will be required.

The following is a description of required services:

Vendor must be certified through the Department of Mental Health to provide substance abuse treatment services. Vendor shall submit evidence of such certification along with its proposal.

Vendor will provide a minimum of three (3) professional references, including the reference's name and phone number. References should be capable of speaking to similar contracts/services rendered by Vendor.

Each center is similarly structured to a college campus as participants attend classes throughout the day. Certified Probation and Parole officers may conduct certain cognitive behavioral programming to target criminal thinking. Educational services, including a GED program, will be provided through a community partner on site. Other community service providers will assist with housing assistance, resume building, and interview skills, among other things. Treatment, counseling services, and criminal thinking interventions—the subject of this RFP— will be provided by a contract entity through awarded contracts for DRC participants. Vendor's services will be required for the first two phases of the program.

Each parolee/probationer/mandatory release's participation in the program shall be based on an individualized assessment of their risk and needs. ABPP DRC staff will conduct an assessment using the appropriate tool from the Ohio Risk Assessment System (ORAS) and will provide copies to the vendor to guide services. ABPP staff will also conduct initial screenings for substance abuse using UNCOPE and mental illness using the agency adopted mental health screening tool. Based on the responses to the screening tool, a referral to the vendor for a complete assessment may be made. Copies of UNCOPE for referrals will likewise be provided to vendor. Vendor will conduct a complete assessment for individual participants and assign each individual to an appropriate or specialized treatment group. Assessments must be used to identify the needs of each participant to ensure appropriate placement. Vendor will conduct assessments based on Alabama Administrative 589-9-44. The treatment program shall be certified and use the Department of Mental Health's (DMH) approved assessment tool that includes all 6 dimensions per ASAM.

The successful vendor will create a drug treatment program based on approved, evidence-based practices for the scope of the services vendor is going to provide. The population will consist of a combination of approximately 60-70 recently paroled participants (leaving prison), mandatory releases (leaving prison), and probationers accepted from the local court systems through a referral from the local probation and parole office. The treatment program must be structured to meet the needs of the criminal justice-involved participant population, including those that are co-occurring enhanced and co-occurring capable.

The Board encourages the use of and works with local and statewide charitable organizations, resources, and service providers. The successful candidate will have relationships with local, state, charitable, and federal agencies for housing, Social Security benefits, aftercare, mental health needs and other services that will benefit DRC participants. Specifically, AA and NA groups may be conducted by local organizations that provide services to the community.

Vendor will participate in weekly staffing with DRC staff, participants, and stakeholders.

The Board is also interested in family reunification programs for residents who have been incarcerated or otherwise separated from their families. The successful candidate will specifically offer programs to reunite families and help participants develop parenting skills.

Participants are available for group and individual counseling five days a week and on weekends. Vendor must meet the Alabama Department of Mental Health's minimum requirements for the number of group hours and individual sessions provided for each individual participating in an outpatient (OP) and intensive outpatient (IOP) treatment program or substance abuse program. The center's hours of operation are from 8:00 am through 8:00 pm on Monday through Friday. Weekends are available if necessary. ABPP will provide classroom space and times of programming/service provision will be mutually agreed upon.

The provider is encouraged to make use of all available resources. However, all offsite activities must be scheduled in advance and are subject to the discretion of the Board's DRC Center staff to ensure public and participant safety.

The successful Vendor will be tasked with making treatment referrals for participants with mental illness and/or mental health related issues, including not limited to: (1) treatment with a psychiatrist that holds a license as a medical doctor in the State of Alabama and is otherwise qualified to practice psychiatry in the State of Alabama and (2) scheduling psychiatric appointments for participants with that psychiatrist.

Vendor must assist the Board in creating specialized treatment groups for those participants suffering from mental illness and shall be responsible for providing the Board's DRC personnel with records of those participants suffering from mental illness for the purpose of developing appropriate treatment plans.

Vendor shall address in a responsive proposal a plan for promptly handling participants who may be identified as posing a potential threat of harm to themselves or others, including referral and access to inpatient mental health treatment as deemed appropriate. Vendor must possess adequate resources to implement the same. The successful vendor will have access to inpatient drug treatment for participants needing detoxification services, which may include Medication-Assisted Therapy (MAT). Preference may be given to vendors with established protocols for effecting such referrals and/or formal arrangements with existing local or regional inpatient treatment providers/facilities. Inpatient treatment, itself, will not be covered under the scope of any contract awarded through this RFP.

Only qualified personnel will serve in positions onsite. Vendor will be responsible for recruiting qualified personnel to ensure the availability and maintenance of adequate staffing levels, including the prompt assignment of qualified substitutes in the absence of assigned contract personnel. Vendor will ensure staffing levels meet the requirements of the DRC population. Vendor will notify DRC staff immediately of any disruption in service. Also, the Department of Mental Health mandates certain requirements for these positions and Vendor will be responsible for compliance. Vendor must provide along with the proposal an up-to-date resume of any individual, including any subcontractors, who would be performing services under any executed contract. Vendor must also submit evidence of appropriate licensure or certifications of any individual, including any subcontractors, who would be performing services under any executed contract.

Vendor's personnel serving onsite must be certified to perform the services of relevant positions, including any specialized certifications required for performing assessments and handling specialized groups of participants, i.e., those with mental illness as required by the Alabama Department of Mental Health, Alabama law, and any other applicable federal, state, and local, laws, rules, and regulations.

In its proposal, Vendor must adequately address each of the following:

- (1) Please provide a summary of services to be provided by Vendor that meet the above requirements, highlighting any of Vendor's strengths and identifying any known weakness or inability to provide part or all of the services requested (whether mandatory or preferred).
- (2) Describe Vendor's experience relative to providing required services.
- (3) Discuss Vendor's plans, goals, philosophies, and objectives.
- (4) Explain how Vendor measures treatment outcomes for services rendered; provide specific methods/processes and explain specifically how such methods/process are evidence-based.
- (5) Provide a detailed description of services and methods proposed by Vendor.
- (6) Describe Vendor's assessment process, including any instruments and procedures to be used, as well as how data collected will be integrated into the delivery and measurement of services.
- (7) Describe Vendor's treatment plan and planning process, including methods employed for engaging participants and any involvement or requirements of individual participants, participants' families, the justice system, community, etc. Treatment plans must reflect the above requirements and address the needs of the target population. Treatment provided must be grounded in theory based upon verifiable research and/or data.
- (8) Describe how specific planned internal and/or external collaborative relationships will enhance services provided. List all agencies, organizations, community, and/or other resources with which you have formal collaborative agreements, the specific needs of DRC participants these resources will address, and how the services will be accessed. Vendor must include a copy of any collaborative agreements. If formal agreements are not in place, please include letters of intent, along with a detailed description of the arrangement. A formal agreement may be required by the Board depending on the type of arrangement and service at issue.
- (9) Describe procedures Vendor will use to assure participants are discharged with a strong support system, including services to be employed to provide a continuation of mental health and or drug/alcohol treatment/care.
- (10) Discuss any limits of Vendor to participation by participants, as well as any discharge criteria.
- (11) Discuss mechanisms used by Vendor to monitor fiscal responsibility, clinical, physical, and quality control, including how Vendor will incorporate input/feedback from DRC participants, DRC ABPP staff, and other stakeholders into the planning, design, improvement, and implementation of services. Vendor must minimally evaluate the following key program indicators: satisfaction of participants, satisfaction of DRC staff, satisfaction of community linkage agencies, budget compliance, number of participants successfully completing, re-arrests, re-incarcerations, maintenance of sobriety, stable mental and emotional functioning, and family reunification.

(12) Identify all personnel that will contribute, in any way, to services provided by Vendor, including whether positions are full-time or part-time and/or contract or subcontract arrangements, providing job descriptions for those positions. Describe Vendor's plan to maintain adequate personnel, as well as Vendor's initial and ongoing staff training and development process. Vendor must provide an organizational chart showing how those personnel providing services under any executed contract are organized within Vendor's organization. Vendor must identify credentials and qualifications of all personnel included in the staffing plan and provide evidence of required licensure or certification and applicable training.

(13) Provide the earliest "start date" by which Vendor could begin providing services under any executed contract (irrespective of requisite state government approvals and processes by which to obtain them). Identify potential barriers or anticipated delays.

(14) Provide a detailed, line-item, annual budget for Vendor's planned services and an accompanying budget justification/explanation per the specified terms/conditions of this RFP.

TERMS AND CONDITIONS

General Terms and Conditions provided by the Alabama Department of Finance through the STAARS Purchasing System are hereby incorporated into this RFP by this reference.

Facilities will be provided by the Board for group sessions and staff offices at the DRC to the extent they are available, including Internet and phone service. However, items such as computers, equipment, treatment materials, transportation and office supplies will be the responsibility of Vendor.

Liability insurance will be the responsibility of the contract provider. Vendor must provide evidence of adequate insurance with its proposal and maintain adequate insurance coverage for the entire duration of any executed contract.

Vendor must include with its proposal a proposed detailed, itemized, annual budget, including maximum, anticipated program start-up and personnel costs. Vendor must specify anticipated time requirements for services and provide all applicable hourly rates and any breakdown of costs (direct and indirect) based on the services that will be required. Vendor will identify applicable, individual per hour contract rates for services, which will include all direct and indirect costs for the service. If multiple individuals would provide service under an executed contract, this information must be provided for each such individual. All costs included in the budget must additionally be broken down and itemized with an explanation for each item. All costs must be all-inclusive of any outsourced or subcontracted work. Vendor shall propose a price that reflects any business risk it perceives in the way the proposal specifications are stated.

Vendor shall not anticipate nor rely on clarifications, discussions, redefinition, or further negotiations with the Board after the contract award to adjust the price contained in its proposal for the work required by the RFP. Any efforts to limit, qualify, caveat, restrict, or place conditions upon the price being proposed shall be considered non-compliant and shall result in the proposal being rejected as non-responsive.

Vendor must be capable of collecting and providing for analysis of certain data to measure program performance. The Vendor will be required to coordinate with ABPP to determine what specific data metrics will be needed/collected and to establish and comply with the process for transferring data to ABPP. Vendor must also be responsible for supplying the Department of Mental Health certain statistical data as required to meet and maintain certification responsibilities.

Data received from the Board shall be treated as private, confidential information. The successful Vendor will be considered an agent of the Board and will be required to uphold those privileges governing the Board's files and records as if it were the Board, itself. *See Ala. Code §§ 15-22-36(b), 38, 53; Ex parte Alabama Board of Pardons and Paroles*, 814 So. 2d 870, 873 (Ala. 2001); Ala. Op. Atty. Gen. No. 2002-143 15-22-38. Data obtained or collected by the successful Vendor under the scope of the Board's DRC project shall not be reproduced for or furnished to outside sources in any manner without prior permission of the Board and the third party must execute a separate agreement with the Board. Data collected and analyzed shall only be used for program evaluation purposes that meet the objectives of the Board and the Board's DRC project. All data collected and provided shall be maintained securely. All data contained on disk, hard copy, etc. shall be maintained in a secure, locked environment. The transfer of data shall be by secure means. Data containing identifying information shall not be transmitted via e-mail without being encrypted and password protected. Secure transmission includes the mailing of data disks using companies such as Federal Express, which track shipments and require proof of delivery. All data provided to the Board in a hardcopy format such as a disk or portable flash-drive will be destroyed once the data are transferred to an encrypted computer. All data pertaining to the Board's DRC project shall be password protected with access limited to individuals who have completed and signed an "Acknowledgement of Responsibility to Uphold Statutory Privileges Governing Alabama Board of Pardons and Paroles' Files and Records" form.

Each individual associated with the successful Vendor will be required to sign an Acknowledgement form in addition to the successful Vendor executing a contract for services for the Board before any individual will be permitted to access Board data and records and perform any work.

One (1) original paper or hard copy of the proposal must be submitted along with five (5) paper or hard copy proposals, including copies of completed/notarized required documents. Vendors must additionally submit an electronic copy of responsive proposals and all attachments on a USB drive. The proposal package must be sealed and properly labelled with Vendor's name, proposal opening date, and RFP name. Failure to submit the required number of copies in this requested format will prevent a vendor's proposal from being evaluated.

An authorized representative of Vendor must sign the original proposal with any changes made in ink in all required places.

If the organization submitting a proposal intends to outsource or subcontract any work to meet the requirements contained herein, such must be clearly stated in the proposal and details must be provided, including a name and description of the organization(s) being contracted. All requirements of Vendor per this RFP shall equally pertain to any subcontractor(s).

Proposals submitted by "Express/Overnight" services must be in a separate sealed inner envelope/package and identified as stated above. Packages hand delivered must also be sealed and labeled.

Vendor's proposal must include the complete name, address, mailing address, e-mail address and direct telephone number of the person the Board should contact regarding the proposal. Vendor's proposal must include an original signature on a cover letter demonstrating authorization of Vendor to submit its proposal.

Along with its proposal, Vendor shall submit a Vendor Disclosure Statement with the "Proposal Box" checked. {Please note: a separate Vendor Disclosure Statement (with the "Contract Box" checked) must be completed by the successful vendor to accompany any executed contract.} An electronic copy of the Vendor Disclosure Statement is available through the Alabama Attorney General's website: <http://www.ago.state.al.us/Page-Vendor-Disclosure-Statement-Information-and-Instructions>, along with additional directions for completion. A copy of the successful Vendor's completed disclosure statement shall be filed with the Board and the Alabama Department of Examiners of Public Accounts and submitted to the Contract Review Permanent Legislative Oversight Committee. Any disclosure statement filed pursuant to Alabama Code Section 41-16-85 will be public record.

Vendor must be registered to conduct business in the State of Alabama. Vendor will be required to submit with any executed contract a completed Corporate Acknowledgment Statement, if applicable, or include an explanation of inapplicability. A copy of the vendor's Certificate of Authority (issued by the Secretary of State of Alabama) must be included as an attachment to the Corporate Acknowledgment Statement.

Vendor will complete and submit an "Immigration Status" form and a Certificate of Compliance with any executed contract. Vendor specifically warrants by submitting a proposal that Vendor does not and will not knowingly employ, hire, or continue to employ an unauthorized alien within the State of Alabama. Vendor must additionally provide documentation establishing enrolment in the e-Verify program administered by the U.S. Department of Homeland Security. Specifically, Vendor must provide a copy of its e-verify MOU.

A valid tax ID (W-9 is attached as RFP Appendix I) must be submitted with Vendor's proposal using a W-9 form.

The proposal must address all requirements of this RFP and provide all information requested. Failure to comply with the requirements of the RFP will result in the disqualification of Vendor's proposal. Proposals submitted on reduced and/or mutilated forms will be rejected.

The Board reserves the right, however, to seek and receive necessary clarification/supplementation from Vendors within five (5) days of receiving responsive proposals and prior to awarding any contract. Clarification/supplementation during this time period will be limited to ensuring compliance with requirements, forms, and certifications and is not the opportunity for a Vendor to modify its proposal.

All responsive vendors must be registered to perform business with the State of Alabama. A copy of the State Vendor Application and information pertinent to doing business with the State of Alabama is available at: <https://procurement.staars.alabama.gov/>. Registration is required every two (2) years. Applications should be submitted to the Purchasing Division of the Alabama Department of Finance through the website above. The applicable commodity code for this RFP is PRF15000037 - MEDICAL/PROF SOCIAL MANAGEMENT SERVICES.

By submitting a proposal, Vendor warrants acceptance and agreement with all terms and conditions presented in this RFP and further certifies that Vendor is legally authorized to conduct business within the State of Alabama and to comply with providing the services described.

Vendor warrants by submitting a proposal that all statements contained in the proposal are true and correct.

By submitting a proposal, Vendor warrants that neither Vendor nor any of Vendor's trustees, officers, directors, employees, agents, servants, volunteers, subcontractors, etc. is a current employee of the Board of Pardons and Paroles and that no such individuals have been employed by the Board within a two (2) year window preceding the issuance of this RFP. During the term of any awarded contract, Vendor shall be responsible for ensuring compliance with this requirement.

Vendor certifies by submission of a proposal that Vendor has not publicly or privately colluded with any other vendor.

Vendor certifies by submission of a proposal that it has disclosed and agrees to be held by a continuing obligation to disclose financial and other interests (public or private, direct or indirect) that may pose a potential conflict of interest, or which may conflict in any manner with Vendor's obligations and performance of an awarded contract. Vendor shall not employ any individual with a conflict of interest to perform any service described in this RFP.

Proposals will be received until 4:30 pm CST on Monday, August 28, 2017. Proposals must be received by this date and time to be considered by the Board.

Return Proposals to:

ATTN: Meridith H. Barnes
Alabama Board of Pardons and Paroles,
Legal Division
301 S. Ripley Street, Bldg. D
P.O. Box 302405
Montgomery, Alabama 36130

{Note: Proposals may be returned via Express/Overnight mail to street address only.}

Properly identified proposals will be securely kept and will remain unopened until time of proposal opening planned for Tuesday, August 29, 2017 at 8:30AM. The Board does not accept responsibility for the premature openings of a proposal not properly identified or the late arrival of a proposal for whatever reason. Proposal opening will be in the ABPP Board Room at the Board's Montgomery Central Office (same address as above). Proposal opening will be in an Open Public Meeting, making information public to those interested respondents who may be present either in person or by representative. Proposal opening is not to be construed as meaning any vendor meets all specifications as set out in the proposal.

Vendor may make a written request to modify or withdraw the offer at any time prior to opening. No oral modifications will be allowed. Such requests must be addressed and labeled in the same manner as the original proposal and plainly marked

Modification to (or Withdrawal of) Proposal. Only written requests received by the Board prior to the scheduled opening time will be accepted. The Board will supplement original proposals received with accepted, written modification requests.

If a vendor suspects an error, omission, or discrepancy in this solicitation, Vendor must immediately notify the Board's designee in writing, Meridith H. Barnes, at the above stated address or by e-mail (Meridith.Barnes@paroles.alabama.gov). ABPP will issue written instructions if appropriate and make any necessary changes available to all interested parties by posting the same on the Board's website, <http://www.paroles.alabama.gov/>. It is the responsibility of all interested vendors to monitor this webpage for announcements regarding this RFP.

If a vendor considers any part of the RFP unclear, that vendor is expected to make a written request for clarification, prior to the submission of the proposal. The Board will respond in writing or by e-mail to all such requests if a response is deemed appropriate. The Board's response will state the request for clarification followed by a statement of clarification. A copy of the response will be provided to all eligible vendors by posting the same on the Board's website, <http://www.paroles.alabama.gov/>. It is the responsibility of all interested vendors to monitor this webpage for announcements regarding this RFP.

The deadline for submitting such questions is 4:30 pm on Thursday, August 31, 2017. ABPP's response to questions will be provided no later than 48 hours from this submission deadline.

Amendments to this RFP, if issued, will be made available to all interested vendors registered through the Alabama Department of Finance's Purchasing Division as required by posting the same on the Board's website, <http://www.paroles.alabama.gov/>. The amendment(s) will incorporate the clarification or change and provide a new date and time for new or amended proposals, if applicable. It is the responsibility of all interested vendors to monitor this webpage for announcements regarding this RFP.

The proposal will remain firm and unaltered after opening for one-hundred and twenty (120) days after the proposal due date or until ABPP signs a contract with another vendor, whichever is earlier. ABPP may accept Vendor's proposal at any time during the proposal firm time, subject to successful contract negotiations.

By responding to this solicitation, Vendor will be held to have read and thoroughly examined the RFP. Failure to read and thoroughly examine the RFP will not excuse any failure to comply with the requirements of the RFP or any resulting contract, nor will such failure be the basis for any claim for additional compensation.

ABPP will consider the person who signs Vendor's proposal to be the contact person for all matters pertaining to the proposal unless Vendor expressly designates another person in writing. By signing the proposal, Vendor agrees to be bound by all terms and conditions of the RFP. Any exceptions to the specified terms and conditions must be clearly set forth within Vendor's proposal. Vendor may be deemed non-responsive if its proposal contains exceptions to the terms and specifications of the RFP.

The selected vendor may be required to enter into contract negotiations at the discretion of ABPP. If an agreement cannot be reached to the satisfaction of ABPP, the Board may reject the vendor's proposal or revoke the selection and begin negotiations with another qualified vendor. Any proposed changes, as well as the final contract, must be approved and signed by the appropriately authorized State of Alabama and ABPP official(s).

Upon acceptance of Vendor's proposal by the Board, the parties will execute a formal contract, in writing, duly signed by the proper parties thereto, which shall be subject to review by the Legislative Contract Review Oversight Committee of the State of Alabama and the approval and signature of the Governor of the State of Alabama. Vendor will assume responsibility for providing services under the executed contract on the effective date of the contract, which will be the date of approval and signature of the Governor of Alabama or his designee. The executed contract will not be effective until it has received all requisite state government approvals. Vendor shall not begin performing services thereunder until notified by the Board. Vendor will not be entitled to compensation for work or services performed prior to the effective date of the contract.

This RFP does not, by itself, obligate the Board; such obligation shall commence only upon the execution of any approved contract. However, part or all of this RFP may be incorporated into any executed contract, along with Vendor's proposal. The Board hereby reserves the right to add terms and conditions during contract negotiations, all within the scope of this RFP

If Vendor begins any billable work prior to final approval and execution of a contract, Vendor does so at its own risk. Vendor's contract, itself, will not be effective until it has received all requisite state government approvals, which includes the signature of the Governor of the State of Alabama, and Vendor is entitled to no compensation for work or services performed prior to the effective date of the contract.

The Board anticipates submitting any executed contract to the Legislative Oversight Review Committee (LCRC) for approval by the deadline for the applicable Contract Review Meeting. As such, any awarded contract must be timely executed by ABPP and the successful vendor and all requisite forms and documentation must be received by the Board, for timely submission to the LCRC clerk.

A standard agency contract will be required. Standard agency Acknowledgement Forms will be required for any individual associated with the successful vendor to perform services under an executed contract.

This RFP does not, by itself, obligate the Board; such obligation shall commence only upon the execution of any approved contract.

The anticipated contract term for this RFP is a two (2) year period. The Board reserves the right, however, to include up to three (3), one-year renewal options, at its discretion, in any initially awarded contract. When provided for in any executed contract, ABPP has the sole option to exercise renewal options.

Unless otherwise provided by any executed contract, the holding over of the contract, excluding any exercised renewal options, will be considered a month-to-month extension and all other terms and conditions shall remain in full force and effect. To be effective, any renewals must also be submitted and approved by the Alabama Legislative Contract Review Oversight Committee and require the approval and signature of the Governor of the State of Alabama to be effective.

ABPP anticipates awarding a contract to the most responsible, substantially compliant, and lowest-priced Vendor. However, ABPP hereby reserves the right to cancel this RFP, reject any or all proposals, to reject individual proposals for failure to meet any requirement; to award by item, part or portion of an item, group of items, or total; and to waive minor defects and/or seek additional proposals and also reserves the right to award one or more professional service contracts that ABPP determines to be in the best interest of the state and ABPP. All services may be awarded to one professional service provider or ABPP may award different services described in the RFP to different/multiple providers.

ABPP reserves the right to award the contract to a vendor other than the lowest-priced vendor if a higher-priced proposal provides the best value as determined by ABPP.

Submission of a proposal confers on Vendor no right to a selection or to a subsequent contract. This process is only for the benefit of ABPP and is to provide ABPP with competitive information to assist in the selection process. All decisions on compliance, evaluation, terms, and conditions will be made solely at the discretion of ABPP.

ABPP is not responsible for and will not pay or reimburse any associated cost incurred by Vendor in the preparation and submission of Vendor's proposal or in any processes associated with Vendor's participation, regardless of whether Vendor is selected.

The Board will designate a Proposal Evaluation Committee to be made up of at least four (4) members of ABPP Senior Staff to evaluate proposals using the following criteria: 35% for Experience, Expertise, Knowledge, Stability, and Reputation of Vendor, certified by DMH; 25% for Understanding and Responsiveness to RFP (25%); and 40% Proposed Budget (40%).

Vendor selection will be based on the proposal that meets or exceeds the requirements set forth in this RFP. Proposals will be evaluated based on the quality and completeness of the information provided. Vendors must provide comprehensive statements that illustrate their understanding of the proposed contractual requirements. ABPP may seek clarification of a proposal from any vendor at any time; Vendor's failure to timely respond is cause for rejection. Clarification is not an opportunity to modify a proposal.

ABPP may request an oral presentation or conduct interviews to support vendor's written proposal.

Any vendor whose proposal does not meet the mandatory requirements and does not provide a primary proposal that meets all the required specifications of the RFP will be considered non-compliant.

Proposal evaluations will be scored and based on the response to the requirements of this RFP and held as the primary proposal. Alternative proposals will not be considered as the basis for the evaluation of the successful vendor. All proposals received will become the property of ABPP. ABPP further reserves the right to use for its benefit the ideas contained in proposals received. After the evaluation of proposals received and selection of the successful vendor, the selection and the award will be posted on the agency's website.

Upon ABPP selecting a vendor's proposal for contract negotiations, ABPP will send vendor written notice. Notice letters sent or posted during proposal firm time, or during any extension thereof, will extend the proposal firm time until such time as ABPP signs a contract or determines negotiations with vendor have failed. Receipt or posting of a notice of award is not the equivalent of a contract with ABPP. ABPP anticipates making a vendor selection within no more than 24 hours from the date scheduled for proposal opening, but reserves the right for an extension of time as required.