



ROBERT BENTLEY  
GOVERNOR

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)



JIM REDDOCH, J.D.  
COMMISSIONER

October 22, 2014

Dear Vendor:

The AL Department of Mental Health (DMH) is requesting proposals from individuals to work as a Mental Health Workers. **This advertisement is opened until further notice.**

Employees of DMH and current State employees **may not** respond to this Request for Proposal (RFP).

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.

**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. Postmarks of the date mailed are insufficient; the proposal must actually be received at the above listed office by the date/time specified.**

If you have any questions, please contact us at 334-353-7440.

Sincerely,

Joey Kreauter, Director  
Office of Contracts & Purchasing

# Request for Proposal (RFP)

**Organization:** Alabama Department of Mental Health

**RFP closing date:** This advertisement is opened until further notice. **Emailed or faxed responses are not accepted.**

**RFP Contact Info:** Leola Rogers  
Office of Contracts & Purchasing  
Alabama DMH  
RSA Union Building  
100 North Union Street, Suite 570  
Montgomery, AL 36104  
Telephone Number (334) 353-7440  
Fax Number (334) 353-7090  
Email: [leola.rogers@mh.alabama.gov](mailto:leola.rogers@mh.alabama.gov)  
*Submit all RFP questions to the email above.*

## 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. 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. Postmarks of the date mailed are insufficient; the proposal must actually be received at the above listed office by the date/time specified.

## 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.
4. All vendors must enroll in the E-Verify System with Homeland Security.  
\*Domestic means within the State of Alabama. \*\*Foreign means out-of-state.

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The Alabama Department of Mental Health (DMH) is seeking qualified individuals to provide services as Mental Health Workers as a part of a Flexi Pool in the State of Alabama.

Contract positions available at the following location(s):

1. Bryce Hospital, Tuscaloosa, AL
2. Mary S. Harper Geriatric Center, Tuscaloosa, AL
3. Taylor Hardin Secure Medical Facility, Tuscaloosa, AL
4. North Alabama Regional Hospital, Decatur, AL

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**REQUIRED QUALIFICATIONS**

**Mental Health Worker (MHW)**

- Must have a minimum of one-year experience as a Mental Health Worker and/or a Nursing Assistant.

**Scope of Work for Mental Health Worker:**

- A. Will provide direct nursing care to adult and geriatric patients under the supervision of licensed and/or paraprofessional nursing staff in a state mental health facility and for the same patient population at community hospitals as assigned by the facility.
- B. Will follow the job description and duties of the facility for a MHW and follow directions from nursing management and facility director/designee.
- C. Will work as many hours per month as needed by the facility.
- D. Must follow all DMH and facility policies/procedures in performing patient care and other job related duties.

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**PROPOSAL CONTENT**

**Instructions must be followed or responses will not be considered.**

Each proposal is to contain specific responses to each of the following requests and respondents are encouraged to respond fully to each inquiry, but be as concise as possible. **Respondents must specify facility of interest. Each facility position proposal must be submitted in a separate envelope**, i.e.: all Bryce copies in one envelope, all Taylor Hardin copies in one envelope, etc.

1. Submit a cover letter summarizing your proposal. Limit the cover letter to no more than one page. **Specify facility of interest.**
2. Attach complete contact information to include your legal name, address, and telephone.
  - Include previous experience.
  - Include knowledge of 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.
3. Attach an hourly budget.
4. Clearly mark the outside of the envelope **MHW for DMH.**
5. Submit one (1) original and one (1) copy for each facility of interest.

**One signed original and one copy** *for each facility* you are submitting a response for must be received at the following address. **This advertisement is opened until further notice.**

Mail to

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

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 conditions that are more favorable.

**Evaluation Process**

The DMH may elect to conduct interviews with the responders.

**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 a familiarity with the project locale.
5. Proposed project management techniques.
6. Ability and proven history in handling special project contracts.

**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 responses will be reviewed according to the following ways:

1. Experience, stability and reputation
2. Understanding of and responsiveness to the Request for Proposal
3. Expertise and knowledge of the requested services
4. Budget

Created 10/19/2011  
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