

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

February 6, 2018

RFP #2018-31

Dear Vendor:

The Alabama Department of Mental Health (DMH) is soliciting proposals from qualified accounting professionals to prepare **Cost Allocation Plans**. Proposals will be accepted until **Tuesday, February 20, 2018 by 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 through 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: Tuesday, February 20, 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

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 through 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? Accounting Firms and/or Individuals
2. Who **may not** respond to this RFP? Staffing Agencies, Employees of ADMH, 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 proposals from qualified accounting professionals to prepare **Cost Allocation Plans** for the Bureau of Finance.

A. Applicant Qualifications:

1. Be knowledgeable and experienced in performing and preparing accurate and complete Indirect Cost Allocation Plans in accordance with all applicable Federal and State laws, including but not limited to the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards; i.e.: Super Circular, OMB Circular A-87, as well as Medicaid and other federal funding requirements.
2. Have considerable experience preparing cost allocation plans for state government entities.

Cost Allocation Requirement:

- **Must** include a list of three (3) references that include at least one engagement the vendor's organization performed in each of the past two years that confirms its specific knowledge and experience providing this specific service for state and/or local government entity.
- Each of the referenced engagements **must** have been for a governmental entity wherein more than five (5) allocations were required.

B. Scope of Work:

1. Prepare the annual Central Office Indirect Cost Allocation Plans for the DMH for FY 2019 and FY 2020.
2. The Central Office Indirect Cost Allocation Plans must provide fixed rates for each facility and eligible Central Office Program area. Each plan will provide fixed rates for two categories: **(1)** salaries/benefits and **(2)** all other costs. Said plans shall be developed in accordance with all Federal and State of Alabama laws, regulations, and guidelines, including the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards; i.e.: Super Circular and OMB Circular A-87.
3. The plans should be completed and mailed to DMH by September 24, 2018 and 2019.

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. **Each facility proposal must be submitted in a separate envelope.** 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 Cost Allocation Plans 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 two (2) copies of your entire proposal.
 7. Clearly print on the outside of the envelope **RFP 2018-31 Cost Allocation**.

Your entire proposal must be received at the following address no later than 2:00 pm on February 20, 2018. **Please review the mailing note.**

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 March 12, 2018.

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 DATES and DEADLINES

RFP #2018-31

Item	Date	Methods of Notification
RFP Release	February 6, 2018	USPS, ADMH Website, and STAARs website
Deadline to submit RFP questions or requests for clarification	February 9, 2018 by 3:00 pm CST	Email to leola.rogers@mh.alabama.gov
RFP Questions Posted	February 13, 2018	ADMH website www.mh.alabama.gov/adcp
RFP Submissions	1 original & 2 copies	USPS or FedEx or UPS <i>(Review mailing note)</i>
RFP Submissions Due	February 20, 2018 by 2:00 pm	USPS or FedEx or UPS <i>(Review mailing note)</i>
Notification of selection status	March 12, 2018 Approximately	USPS (In writing)
<p>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</p> <p style="text-align: center;">Emailed or faxed responses are NOT ACCEPTED. All proposals received after the deadline will be deemed untimely and will not be reviewed.</p>		