

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

June 6, 2018

RFP #2019-04

Dear Vendor:

The Alabama Department of Mental Health (ADMH) is soliciting proposals from staffing agencies to provide temporary nursing personnel to the facilities located in Tuscaloosa, AL. Proposals will be accepted until **Friday, June 29, 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 Kreuter

Joey Kreuter, Director
Office of Contracts & Purchasing

Organization: ALABAMA DEPARTMENT OF MENTAL HEALTH (ADMH)

RFP Closing Date & Time: **Friday, June 29, 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 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? Temporary Staffing Agencies.
2. Who **may not** respond to this RFP? Individuals, 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 proposals from staffing agencies to provide **temporary nursing** personnel to the DMH Facilities in Tuscaloosa, AL.

Please **specify facility of interest**. Each facility determines the contract vendor for their location.

1. Bryce Hospital (Bryce)
2. Mary S. Harper Geriatric Center (Harper Center)
3. Taylor Hardin Secure Medical Facility (THSMF)

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Required Qualifications

A. For Bryce and Harper:

1. Be a licensed agency employing graduates from an accredited school of nursing and who possess a license to practice issued by the Alabama Board of Nursing for registered nurses and licensed practical nurses.
2. Employ temporary personnel that are trained in first-aid and CPR by a certified instructor with written proof provided to the facility.
3. Employ temporary personnel with the knowledge of principles, practices, and techniques in professional nursing with the ability to understand and follow written and oral orders and instructions in exact detail and administer accurate records and charts.

B. For THSMF:

1. Be a licensed agency employing graduates from an accredited school of nursing and who possess a license to practice issued by the Alabama Board of Nursing for registered nurses and licensed practical nurses.
2. Employ temporary personnel that are trained in first-aid and CPR by a certified instructor with written proof provided to the facility.
3. Employ temporary personnel with the knowledge of principles, practices, and techniques in professional nursing.

Scope of Work for Bryce Hospital:

1. Contractor shall provide temporary personnel services, specifically Registered Nurses and Licensed Practical Nurses, as needed and requested by **Bryce** to supplement the facility’s permanent work force.
2. Temporary personnel shall be required to care for psychiatric clients, in designated observation areas, or within other areas of the facility for periods of time to be determined by the facility.
3. Contractor must have temporary personnel available to work within forty-eight (48) hours of request. Contractor must have available an adequate number of personnel, including administrative, to oversee services to be provided under the contract. Contractor must at all times

maintain and make available to the facility a roster by shift of individuals who are available for duty. Failure to maintain an adequate and up-to-date list of quality temporary employees, to provide appropriate and timely administrative assistance, or to provide personnel in the timeframe specified shall be cause for cancellation of contract.

4. Contractor agrees to provide an administrative contact person(s) for scheduling of personnel on a twenty-four (24) hour, seven (7) days per week basis, including weekends and holidays. Administrative contact shall respond to telephone calls within one (1) hour of receipt of call. Administrative duties shall not be performed by temporary employees while on duty at facility.
5. Contractor shall provide supervision of personnel to include ensuring that they arrive at the designated area on time and remain for the entire period of time agreed upon by the facility and contractor. Supervision will not be performed by the temporary employee while on duty at facility.
6. Contractor agrees that temporary personnel will be required to satisfactorily complete orientation provided by the facility which are specific to services provided to persons with mental illness and procedural requirements for the facility. These will include administration of medications, method of assignment for client care, chart documentation, transcription of orders, master treatment plan, emergency team procedures, fire and other safety procedures, and other policies and procedures deemed necessary by the facility.
7. Contractor must be able to furnish personnel that can work long term. Long term is defined as a period between eight (8) weeks and thirteen (13) weeks with the option to extend any or all for up to an additional 13 weeks.
8. Contractor agrees that it is expressly understood that the facility, at its discretion, may deny acceptance of or terminate the service of any temporary employee whose service is unacceptable, or for other reasons, may be unsuitable for employment.
9. Contractor agrees that all services provided by temporary employees shall be performed by competent, and efficient employees in an accepted, professional manner and that each employee is fully qualified to serve in the capacity specified by the facility. No personnel shall be provided until character and reputation as to honesty, sobriety, truthfulness, and reliability have been carefully investigative by the contractor.
10. Contractor agrees to provide biographical and professional information about the temporary personnel, to include full name, verification of current professional licensure and proof of current basic compliance.
11. Contractor agrees that temporary personnel will be required to wear uniforms and picture identification provided by Contractor.
12. Contractor shall evaluate the job performance of all temporary personnel at least semi-annually. Contractor shall at intervals contact the facility to determine the manner in which personnel are discharging their duties. Job performance evaluations and annual competency evaluations shall be open to inspection and reproduction by the facility.
13. Contractor shall be responsible for background checks on all temporary personnel. Background checks shall include local, ABI (Alabama) and FBI (Federal) data. Contractor shall provide written proof of background check to the facility on each temporary employee. It is the

contractor's responsibility to ensure that no contract employee has been convicted of a felony prior to or during his or her employment with the contractor. If at any time the contractor becomes aware that an employee has been convicted of a felony or criminal offense involving dishonest, breach of trust, or illegal use of drugs, the contractor is to immediately notify the facility of the offense, and remove said employee from the premises. Contractor shall not allow said employee to return to the property of the facility.

14. Contractor shall be in compliance with Department Policy for a drug-free workplace. Contractor shall require a drug screen for all temporary personnel prior to employment. Written proof of drug screen results must be provided to the facility by the Contractor for each temporary employee before the employee may begin work at the facility.
15. Contractor shall provide for basic employee health measure. Employees must receive tuberculosis screening prior to assignment of work and receive routine screenings thereafter. A copy of the results of the screenings shall be provided to the facility. The cost for basic employee health measures, including TB screenings, shall be the sole responsibility of the Contractor. Should the facility require that temporary personnel receive Hepatitis B screenings for immunizations, facility shall reimburse the Contractor for the cost. Employees must receive and/or have offered to them influenza vaccines.
16. Temporary employees must sign a non-disclosure agreement to protect the confidentiality of information to which they may be exposed. Failure to abide by non-disclosure statement shall be deemed grounds to terminate the service of any temporary contract employee.
17. Contractor shall be required to provide proof of employment tests, job performance evaluations, reference checks, and background checks for all temporary employees. Failure to provide this information as required or requests shall be cause for termination of contract.

Scope of Work for the **HARPER CENTER**

- A. Contractor shall provide temporary personnel services, specifically Registered Nurses and Licensed Practical Nurses, as needed and requested by the **Harper Center** to supplement the facility's permanent work force. Temporary personnel shall be required to care for **geriatric psychiatry** clients, in designated observation areas, or within other areas of the facility for periods of time to be determined by the facility.
- B. Contractor must conduct nursing source verification of licensure and present this to the Facility designated person(s) prior to an RN or LPN working at the Harper Center.
- C. Contractor agrees that LPN's and RN's will be responsible for supervising/monitoring and assisting in the delivering of patients care given to geriatric patients so that patients are assured of receiving nursing care and treatment per nursing standard of care and Joint Commission on Accreditation of Healthcare/Medicare/Medicaid standards.
- D. Contractor must have temporary personnel available to work within forty-eight (48) hours of request. Contractor must have available an adequate number of personnel, including administrative, to oversee services to be provided under the contract. Contractor must at all times maintain and make available to the facility a roster by shift of individuals who are available for duty. Failure to maintain an adequate and up-to-date list of quality temporary employees, to provide appropriate and timely administrative assistance, or to provide personnel in the timeframe specified shall be cause for cancellation of contract.
- E. Contractor shall provide an administrative contact person(s) for scheduling of personnel on a twenty-four (24) hour, seven (7) days per week basis, including weekends and holidays. Administrative contact shall respond to telephone calls within one (1) hour of receipt of call. Administrative duties shall not be performed by temporary employees while on duty at facility.
- F. Contractor shall provide supervision of personnel to include ensuring that they arrive at the designated area on time and remain for the entire period of time agreed upon by the facility and contractor. Supervision will not be performed by the temporary employee while on duty at facility.
- G. Temporary personnel will be required to satisfactorily complete orientation provided by the facility which are specific to services provided to persons with mental illness and procedural requirements for the facility at the contractor's expense. These will include administration of medications, method of assignment for client care, chart documentation, transcription of orders, master treatment plan, emergency team procedures, fire and other safety procedures, and other policies and procedures deemed necessary by the facility.
- H. It is expressly understood that the facility, at its discretion, may deny acceptance of or terminate the service of any temporary employee whose service is unacceptable, or for other reasons, may be unsuitable for employment.
- I. Contractor shall guarantee that all services provided by temporary employees shall be performed by competent, and efficient employees in an accepted, professional manner and that each employee is fully qualified to serve in the capacity specified by the facility. No personnel shall be provided until character and reputation as to honesty, sobriety, truthfulness, and reliability have been carefully investigative by the contractor.

- J. Contractor shall provide biographical and professional information about the temporary personnel, to include full name, verification of current professional licensure and proof of current basic compliance.
- K. Temporary personnel will be required to wear uniforms and picture identification provided by Contractor.
- L. Contractor shall evaluate the job performance of all temporary personnel at least semi-annually. Contractor shall at intervals contact the facility to determine the manner in which personnel are discharging their duties. Job performance evaluations and annual competency evaluations shall be open to inspection and reproduction by the facility.
- M. Contractor shall be responsible for background checks on all temporary personnel. Background checks shall include local, ABI (Alabama) and FBI (Federal) data. Contractor shall provide written proof of background check to the facility on each temporary employee. It is the contractor's responsibility to ensure that no contract employee has been convicted of a felony prior to or during his or her employment with the contractor. If at any time the contractor becomes aware that an employee has been convicted of a felony or criminal offense involving dishonest, breach of trust, or illegal use of drugs, the contractor is to immediately notify the facility of the offense, and remove said employee from the premises. Contractor shall not allow said employee to return to the property of the facility.
- N. Contractor shall be in compliance with Department Policy for a drug-free workplace. Contractor shall require a drug screen for all temporary personnel prior to employment. Written proof of drug screen results must be provided to the facility by the Contractor for each temporary employee before the employee may begin work at the facility.
- O. Contractor shall provide for basic employee health measure. Employees must receive tuberculosis screening prior to assignment of work and receive routine screenings thereafter. A copy of the results of the screenings shall be provided to the facility. The cost for basic employee health measures, including TB screenings, shall be the sole responsibility of the Contractor. Should the facility require that temporary personnel receive Hepatitis B screenings for immunizations, facility shall reimburse the Contractor for the cost. Employees must receive and/or have offered to them influenza vaccines. If influenza vaccine is made a mandatory requirement, it shall be the sole responsibility of the contractor. Documentation would be required from contractor.
- P. Temporary employees must sign a non-disclosure agreement to protect the confidentiality of information to which they may be exposed. Failure to abide by non-disclosure statement shall be deemed grounds to terminate the service of any temporary contract employee.
- Q. Contractor shall be required to provide proof of employment tests, job performance evaluations, reference checks, and background checks for all temporary employees. Failure to provide this information as required or requests shall be cause for termination of contract.
- R. Contracted service providers will participate in the Quality Assurance Program for Contracted Services: Any item related to the contracted service may be added for quality assurance.

Scope of Work for Taylor Hardin:

- A. Contractor shall provide temporary personnel services, specifically Registered Nurses (RN) and Licensed Practical Nurses (LPN), as needed and requested by the facility to supplement the facility's permanent work force. Temporary personnel shall be required to care for forensic/ psychiatric patients.
- B. Contractor agrees to conduct nursing source verification of licensure and present this to the Facility designated person(s) prior to an RN or LPN working at THSMF.
- C. Contractor agrees that RN's and /or LPN's will be responsible for supervising/monitoring and assisting in the care of patients so that patients are assured of receiving nursing care per nursing standard of care and the Joint Commission on Accreditation of Healthcare Organization's standards.
- D. Contractor agrees to provide temporary personnel available to work within forty-eight (48) hours of request. Contractor must have available an adequate number of personnel, including administrative, to oversee services to be provided under the contract. Contractor must at all times maintain and make available to the facility a roster by shift of individuals who are available for duty. Failure to maintain an adequate and up to date list of quality temporary employees, to provide appropriate and timely administrative assistance, or to provide personnel in the timeframe specified shall be cause for cancellation of contract.
- E. Contractor shall provide an administrative contact person(s) for scheduling of personnel on a twenty-four (24) hour, seven (7) days per week basis, including weekends and holidays. Administrative contact shall respond to telephone calls within one (1) hour of receipt of call. Administrative duties shall not be performed by temporary employees while on duty at facility.
- F. Contractor shall provide supervision of personnel to include ensuring that they arrive at the designated area on time and remain for the entire period of time agreed upon by the facility and contractor. Supervision will not be performed by the temporary employee while on duty at the facility.
- G. Contractor agrees temporary personnel will be required to satisfactorily complete orientation provided by the facility which are specific to services provided to persons with mental illness and procedural requirements for the facility at the contractor's expense. These will include administration of medications, method of assignment for patient care, chart documentation, transcription of orders, master treatment plan, emergency team procedures, fire and other safety procedures, and other policies and procedures deemed necessary by the facility.
- H. Contractor agrees and understands that the facility, at its discretion, may deny acceptance of or terminate the service of any temporary employee whose service is unacceptable, or for other reasons, may be unsuitable for employment.
- I. Contractor shall guarantee that all services provided by temporary personnel shall be performed by competent, and efficient employees in an accepted, professional manner and that each person is qualified to serve in the capacity specified by the facility. No personnel shall be provided to the facility until character and reputation as to honesty, sobriety, truthfulness, and reliability have been carefully investigated by the contractor.

- J. Contractor shall provide biographical and professional information about the temporary personnel, to include full name, verification of current licensure and proof of current basic compliance.
- K. Contractor agrees temporary personnel will be required to wear uniforms and picture identification provided by the contractor.
- L. Contractor shall evaluate the job performance of all temporary personnel at least semi-annually. Contractor shall at intervals contact the facility to determine the manner in which personnel are discharging their duties. Job performance evaluations and annual competency evaluations shall be open to inspection and reproduction by the facility.
- M. Contractor shall be responsible for background checks on all temporary personnel. Background checks shall include local, ABI (Alabama) and FBI (Federal) data. Contractor shall provide written proof of background check on each temporary worker. It is the contractor's responsibility to ensure that no contract worker has been convicted of a felony prior to or during their employment with the contractor. If at any time the contractor becomes aware that an employee has been convicted of a felony or criminal offense involving dishonest, breach of trust, or illegal use of drugs the contractor is to immediately notify the facility of the offence, and remove the worker from the facility's premises. Contractor shall not allow said worker to return to the property of the facility.
- N. Contractor shall be in compliance with the Department Policy for a drug-free work place. Contractor shall require successfully passing a ten panel drug screen for all temporary personnel prior to placement at Taylor Hardin. Written proof of drug screen results must be provided to the facility by the contractor for each temporary person before they may begin their assignment at the facility.
- O. Contractor shall provide for basic health measure. Contractor employees must receive tuberculosis screening prior to assignment of work and receive routine screenings thereafter. A copy of the results shall be provided to the facility. The cost for basic employee health measures, including TB screenings, shall be the sole responsibility of the Contractor. Should the facility require that temporary personnel receive Hepatitis B screenings for immunizations, facility shall reimburse the Contractor for the cost. Employees must receive and/or have offered to them, influenza vaccines.
- P. Temporary employees must sign a non-disclosure agreement to protect the confidentiality of information to which they may be exposed. Failure to abide by a non-disclosure statement shall be deemed grounds to terminate the service of any temporary contract employee.
- Q. Contractor shall provide proof of employment tests, job performance evaluations, reference checks, and background checks for all temporary employees. Failure to provide this information as required or requested shall be cause for termination of contract.
- R. Quality Assurance Program for Contracted Service: Any item related to the contracted service may be added for quality assurance. Contract review will be performed periodically and performance review forms will consider these for evaluations: 1) Quality of Clinical care items reviewed through periodic review. 2) Review of timeliness and quality of follow through on items that need correction or improvement when applicable.

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. **Specify facility of interest.** **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. **Specify facility of interest.**
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 two (2) copies of your entire proposal for each facility of interest.
7. Clearly print on the outside of the envelope **RFP for Temporary Nursing #2019-04.**

Your entire proposal for each facility must be received at the following address no later than **2:00 pm** on **June 29, 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 July 20, 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

DEADLINES:
Temporary Nursing Personnel RFP #2019-04

Item	Date	Methods of Notification
RFP Release	June 6, 2018	USPS, ADMH Website, and STAARs website
Deadline to submit RFP questions or requests for clarification	June 13, 2018 by 2:00 pm CST	Email to leola.rogers@mh.alabama.gov
RFP Questions Posted	June 15, 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 Closing Date	June 29, 2018 2:00 pm	USPS or FedEx or UPS <i>(Review mailing note)</i>
Notification of selection status	July 20, 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 align="center">Emailed or faxed responses are NOT ACCEPTED.</p> <p align="center">All proposals received after the deadline will be deemed untimely and will not be reviewed.</p>		