Dear Vendor:

The Alabama Department of Mental Health (ADMH) is soliciting proposals to provide foot-care services. Request for Proposals (RFP) will be accepted until 2:00 pm on Friday, June 28, 2019.

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 on 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. 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 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 **physically** 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: 2:00 pm on Friday, June 28, 2019

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

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ADDITIONAL INFORMATION

1. Who may respond to this RFP? Nursing Professionals
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:
   *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.
The Alabama Department of Mental Health (ADMH) is soliciting proposals from nursing professionals to provide foot-care services to ADMH facilities in Tuscaloosa, Alabama.

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SECTION I
Contract position is currently available at the following location(s): Specify facility of interest.

1. Bryce Hospital (Bryce)
2. Taylor Hardin Secure Medical Facility (THSMF)

Required Qualifications:
1. Have an active license to practice nursing in Alabama.
2. Have significant experience providing podiatric/foot care services to adolescents, adults, and geriatric patients.
3. Have previous experience providing foot care to individuals with Diabetes and be able to recognize foot care problems that require referral to the patient’s physician.

Scope of Work:
1. Provide foot care for the facility residents as requested by the Administrator, Medical Doctor, Doctor/Certified Registered Nurse Practitioner, or Director of Nursing.
2. Provided services to include special diabetic foot care, trimming of nails, corns, calluses, and applying special solutions, ointments and dressings as ordered or required.
3. Provide treatment documentation in the medical record as well as reporting resident status to appropriate personnel.
4. Agrees to report and/or refer resident for additional care or follow-up as needed.
5. Provide a monthly summary of work performed to the Administrator/designee of the facility.

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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. 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. Attach the Vendor Contact Page.
3. A Table of Contents of the submitted information.
4. Attach vendor information to include:
   - 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.
5. Attach a **detailed** budget (frequency, pay rate, or detailed price list etc.).

6. All pages should be numbered consecutively beginning with **number 1** after the cover letter.

7. Submit one (1) original and one (1) copy of your entire proposal for each facility of interest.

8. Clearly print on the outside of the envelope **RFP 2020-11: Footcare.**

Your entire proposal for each facility must be received at the following address no later than **2:00 pm on Friday, June 28, 2019.** Please review the mailing note. All proposals received after the deadline will be deemed untimely and will not be reviewed. Emailed or faxed responses are not accepted.

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

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**

ADMH will examine each proposal submitted and may elect to conduct interviews with finalists. The department expects a final selection on or before July 26, 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

#### RFP 2020-11

**DATES and DEADLINES**

<table>
<thead>
<tr>
<th>Item</th>
<th>Date</th>
<th>Methods of Notification</th>
</tr>
</thead>
<tbody>
<tr>
<td>RFP Release</td>
<td>June 5, 2019</td>
<td>USPS, ADMH Website, and STAARs website</td>
</tr>
<tr>
<td>Deadline to submit any RFP questions</td>
<td>June 10, 2019</td>
<td>Email to <a href="mailto:leola.rogers@mh.alabama.gov">leola.rogers@mh.alabama.gov</a></td>
</tr>
<tr>
<td>RFP Q&amp;A to be posted for review</td>
<td>June 12, 2019</td>
<td>ADMH website <a href="http://www.mh.alabama.gov">www.mh.alabama.gov</a></td>
</tr>
<tr>
<td>RFP Submissions</td>
<td>1 original &amp; 1 copy</td>
<td>USPS or FedEx or UPS (Review mailing note)</td>
</tr>
<tr>
<td>RFP Closing Date</td>
<td>June 28, 2019 2:00 pm</td>
<td>USPS or FedEx or UPS (Review mailing note)</td>
</tr>
<tr>
<td>Notification of selection status</td>
<td>July 26, 2019</td>
<td>USPS (In writing)</td>
</tr>
</tbody>
</table>

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.

All proposals received after the deadline will be deemed untimely and will not be reviewed.
RFP # 2020-11 Footcare Services

Legal Name: _____________________________________________________

Address: ________________________________________________________
_________________________________________________________________

Agency Contact: ____________________________________
(If applicable)

Phone: __________________________________________________________

NOTE: Attach this page to the front of the RFP submission.