

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

September 19, 2019

RFP #2020-21

Dear Vendor:

The Alabama Department of Mental Health (ADMH) is soliciting proposals from qualified vendors to provide **consultation** services for service system transformation. Request for Proposals (RFP) will be accepted until **2:00 pm on Friday, October 18, 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,

Cedric Harrison

Cedric Harrison, Purchasing Director
Office of Contracts & Purchasing

Organization: ALABAMA DEPARTMENT OF MENTAL HEALTH (ADMH)

RFP Closing Date & Time: **2:00 pm on Friday, October 18, 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

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.

ADDITIONAL INFORMATION

1. Who **may not** respond to this RFP? Staffing agencies, Employees of ADMH, and current state employees.
2. 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.
3. 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>
4. 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.

SECTION I

The Alabama Department of Mental Health (ADMH) is soliciting proposals from qualified vendors to provide **consultation** services for service system transformation to include Early and Periodic Screening Diagnostic Treatment (EPSDT) in the State of Alabama.

Applicant Qualifications:

- Experience in working with the State of Alabama Medicaid.
- Experience in working DMH and CMS.
- Experience in working with public mental health and substance abuse providers.
- Experience working with diverse groups including other service agencies such as hospitals, state and local consumer organizations.

Knowledge

- Knowledge of ADMH MHSA (Mental Health Substance Abuse Division), Alabama Medicaid and relationship between the two Departments.
- Knowledge of Medicaid funding within ADMH MHSA and other funding streams.
- A summary description of your understanding of the evaluation needs of the mental illness treatment services in the State of Alabama;
- A description of ability to address the responsibilities and tasks of evaluation;
- Examples of prior work within the four consulting activities listed above.

Scope of Work:

- Provide consultation to ADMH in the development of the
 - 1) infrastructure necessary to maximize and maintain existing housing resources,
 - 2) enhancing children's mental health services,
 - 3) strategic plan for meaningful Day Services, and
 - 4) Pay for Performance (P4P) Strategy.
- Work with public mental health providers to develop training and/or direct assistance with previous paragraph's four consultation activities
- Discuss Goals, Objectives and Strategy four consultation activities.
- Review and recommend policy related to four consultation activities.
- Research and provide sample materials from other states with similar initiatives. Deliverable: Summary of key research findings.
- Assist in developing plan for collecting public/stakeholder input in four consultation activities, assist with public meetings, and summarize public input.
- Recommended Quality Measures.
- Perform ad-hoc analysis per the direction of ADMH.
- Ability to devote up to 600 hours to this work.
- Ability to work flexible hours.

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. 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 one page.
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. Provide a detailed, line item annual budget for this project.
 - A listing of all personnel, by position for this project, inclusive of level of effort, that will contribute in any way to the operation of this project, salaries, fringe benefits, and full-time equivalency status
 - All proposed costs are justifiable; and
 - A narrative budget justification for each line item.
6. All pages should be numbered consecutively beginning with **number 1** after the cover letter.
7. Submit one (1) original and two (2) copies of your entire proposal.
8. Clearly print on the outside of the envelope **RFP 2020-21-EPSDT RFP.**

Your entire proposal must be received at the following address no later than **2:00 pm on Friday, October 18, 2019. 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

ADMH will examine each proposal submitted and may elect to conduct interviews with finalists. The department expects a final selection on or before November 8, 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 #2020-21

DATES and DEADLINES

Date	Item	Methods of Notification
September 19, 2019	RFP Release	USPS, ADMH Website, and STAARs website
October 3, 2019 by 2:00 pm CST	Deadline to submit RFP questions or requests for clarification	Email to leola.rogers@mh.alabama.gov
October x, 2019	RFP Q&A to be posted	ADMH website www.mh.alabama.gov
October 18, 2019 2:00 pm	RFP Submissions: 1 original & 2 copies	USPS or FedEx or UPS <i>(Review mailing note)</i>
October 18, 2019 2:00 pm	RFP Closing Date	USPS or FedEx or UPS
November 8, 2019 Approximately	Notification of selection status	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.</p> <p style="text-align: center;">All proposals received after the deadline will be deemed untimely and will not be reviewed.</p>		

CONTACT PAGE

RFP # 2020-21: EPSDT Consultant Services

Legal Name: _____

Address: _____

Agency Contact: _____
(If applicable)

Phone: _____

Email: _____

NOTE: Attach this page after the cover letter.