March 3, 2020

RFP 2020-28

Dear Vendor:

The Alabama Department of Mental Health (ADMH) is soliciting proposals to provide support and training focusing on Motivational Interviewing. Proposals will be accepted until 2:00 pm on Tuesday, March 31, 2020.

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 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 Tuesday, March 31, 2020
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.) Website: www.sos.alabama.gov

3. If contracted with the State of Alabama, all vendors must enroll and actively participate in E-Verify. Website: https://www.e-verify.gov/

4. All vendors must register with STAARS Vendor Self Service. Website: 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.
Request for Proposal (RFP)

The Alabama Department of Mental Health (DMH), Division of Mental Health and Substance Abuse Services (DMHSAS), Office of Substance Abuse Treatment Services is seeking proposals from individuals or organizations who provide training and technical assistance. DMH intends to support statewide trainings and technical assistance in the area of Motivational Interviewing to improve programmatic treatment services at the state and local level.

I. INTRODUCTION

Alabama Acts 1965, No. 881, section 22-50-2. Its purpose is to provide for the diagnosis, treatment, rehabilitation, follow-up care, prevention and research into causes of all forms of mental or emotional illness, which includes alcoholism, drug addiction, epilepsy, and intellectual disabilities. DMH has the statutory authority to supervise, coordinate, and establish standards for all operations and activities of the state related to mental health and the provision of mental health services.

The DMH/DMHSAS desires to contract with an experienced individual and/or entity to implement training and technical assistance that will provide the necessary resources to enhance service provision as it relates to the treatment of alcohol, tobacco and other drugs. The DMH/DMHSAS is committed to providing certified agencies in our state with supports to encourage the use of Evidence Based Practices in the delivery of substance use treatment services. Motivational Interviewing is an Evidence Based Practice. (American Journal of Nursing: October 2007 - Volume 107 - Issue 10 - p 50-58; Motivational Interviewing and Psychiatry: Use in Addiction Treatment, Risky Drinking and Routine Practice (Cole, Bogenschutz, Hungerford). Up to $125,000 may be available through the Substance Abuse and Mental Health Services Administration (SAMHSA) to fund training and technical assistance in the area of Motivational Interviewing.

II. BACKGROUND

The Substance Abuse and Mental Health Services Administration (SAMHSA) is the Federal agency charged with improving the quality and availability of prevention, treatment, and rehabilitative services in order to reduce illness, death, disability, and costs to society resulting from substance abuse and mental illnesses. SAMHSA was established by Congress under Public Law 102-321 on October 1, 1992, to strengthen the nation's health care capacity to provide prevention, diagnosis, and treatment services for substance abuse and mental illnesses. SAMHSA works in partnership with states, communities, and private organizations to address the needs of people with substance abuse and mental illnesses as well as the community risk factors that contribute to these illnesses.

SAMHSA serves as the umbrella under which substance abuse and mental health service centers are housed, including: The Center for Mental Health Services (CMHS), The Center for Substance Abuse Prevention (CSAP), and The Center for Substance Abuse Treatment (CSAT).

SAMHSA announced the availability of supplemental funding to provide technical assistance at the state level. The allocation is intended to help address specific identified needs as it relates training and technical assistance.
The ADMH substance abuse training and technical assistance seeks to enhance the treatment services offered through specific ADMH certified treatment programs, assist in identifying and implementing evidence-based programming, equip programs' abilities to offer Motivational Enhanced services and to develop a Train the Trainer Model in the area of Motivational Interviewing.

III. TARGET POPULATION

Motivational Interviewing Training and Technical Assistance will support treatment efforts at the state and community level.

Through the Motivational Interviewing support and training opportunity, the DMH/DMHSAS is striving to accomplish the following goals:

1. Provide resources, training and support as it relates to use of Motivational Interviewing skills in ADMH certified substance abuse treatment programs, specifically medication assisted treatment and trauma responsive care;
2. Provide logistical support to assist the state and communities in specific areas of advanced and ongoing Motivational Interviewing training for counselors both new to Motivational Interviewing and those seeking to improve their skills.
3. Improve treatment measures in the areas of client retention, client satisfaction, treatment completion outcomes, and decreasing staff burnout and care-fatigue incidents among service providers.
4. Develop workgroups based on level of specialization to include (1) Introductory training in Motivational interviewing with specialty populations to include Peer Specialists, medical personnel, new direct care employees, working in the MAT setting, etc.; (2) provide training, supervision, and guidance for those seeking to become expertise in the area of Motivational Interviewing toward and through the experiences of becoming a MINT member/certified trainer, (3) Provide “Train the Trainer” opportunities to assure quality of training is transferable to other providers on an on-going basis, (4) assist in developing, implementing and supporting a Motivational Interviewing fellowship/organization tasked with assisting with updates, enrichment activities, and model fidelity supports beyond the limits of the contract.

IV. GOALS

The contractor is expected to possess the following qualifications:

1. Must verify knowledge of and expertise in the use of Motivational Interviewing.
2. Must have the ability to facilitate trainings and technical support at the state and local level.
3. Must have the ability to research and develop customized trainings and reference materials.
4. Must be able to conceptualize project implementation in a cost effective and efficient manner.
5. Must be able to provide training and technical assistance in a culturally competent manner.
6. Must be able to demonstrate the ability to provide technical assistance and training to federal project-specific grantees who have received an award related to medication assisted treatment.

The contractor will provide the following services:

1. Provide support and resources through in-person and conference call.
2. Develop specific materials as it relates to identified priority areas of focus.
3. Develop a Motivational Interviewing Training and Technical Assistance Plan.
4. Access and implement quality and effective Train the Trainer resources.
5. Conduct trainings and technical assistance to state and community level professionals and stakeholders.
6. Assist in the identification of state specific needs and identify and deliver appropriate materials and resources.

**Expected Goals and Outcomes**

<table>
<thead>
<tr>
<th>Training classification</th>
<th>Brief description of effort</th>
<th>Expected outcomes</th>
<th>Follow-up</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Train direct care staff identified by ADMHSA providers to include counselors, case-managers, peer specialists</td>
<td>Provide regular (min. of four trainings) on the essentials and basic elements of Motivational Interviewing to include practical application measures, education regarding burnout prevention, and data collection for EBP for each unique groups of providers</td>
<td>Broaden and expand the knowledge and use of MI in our state, particularly with our ADMH certified providers and their affiliates. To increase and strengthen skills of direct care staff in the use of MI language, tools, and delivery. From this group identify those for advance training opportunities.</td>
<td>Ongoing supervision and monitoring for evidence of use; assistance provided in the implementation of consistent use of MI in practice.</td>
</tr>
<tr>
<td>2. From those with a minimum of two (2) documented introductory trainings, identify 10 individuals to become expert in the area of MI training, to include the establishment of contracts toward MINT membership and certification</td>
<td>Assist identified individuals in pursing MINT membership, to include coaching, reviewing, supervising, and advising in all aspects of MINT membership; to serve as a liaison with ADMH staff to coordinate efforts in acquiring additional MINT members in the state of Alabama.</td>
<td>To increase the number of appropriately trained individuals to provider accurate and appropriate training assistance services in Motivational Interviewing. To more fully build and saturate treatment services in the use of MI consistently in practice. To develop an approved training module for consistency of use and information in training.</td>
<td>Following and assisting members through the membership and approval and MI training/certification process.</td>
</tr>
<tr>
<td>3. Utilization and implementation of The contractor will identify and provide a</td>
<td>Members would be required to participate in Enhanced delivery of training services</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
a “Train the Trainer” course for participants. verifiable, reliable “Train the Trainer” model to providers and others identified to assist in training across the state. several modules to become equipped with effective communication skills toward being better leaders, speakers, trainers and presenters. on an ongoing basis.

4. Establish a State of Alabama fellowship of Motivational Interviewing

With the Contractor’s guidance and help, trainers will form an organization for ongoing support and continued education transfer of knowledge regarding all aspects of Motivational Interviewing. This organization will have an ADMH staff member as a permanent project leader.

Creation of such a group or organization will provide a way for expertly trained professionals to continue skill development, support, and resources complicit with MINT and Motivational Interviewing practices. Support and on-going resources for change.

V. CONTRACTUAL LIMITATIONS

Any and all contracts resulting from this RFP shall be annual, expiring with the end of the state fiscal year, September 30. All contracts shall be subject to availability of funds and continuation of this project. Continuation of this project is anticipated through September 30. Should the funding or service requirements relative to this project be altered, contracts will be amended, accordingly.

VI. VENDOR ELIGIBILITY

Applicants must meet the following eligibility criteria in order to submit a proposal in response to this RFP:

1. State of Alabama vendor requirements;
2. A minimum of 5 years’ experience in training and technical assistance;
3. Experience in writing training guides and reference materials;
4. Knowledge of Motivational Interviewing in a substance use related setting;
5. Familiarity with federal grant requirements; and
6. Enthusiasm and demonstrated interest in the project.

VII. PROPOSAL REQUIREMENTS

The Alabama Department of Mental Health (DMH), Division of Mental Health and Substance Abuse Services (DMHSAS), Office of Substance Abuse Treatment is seeking proposals from training and technical assistance individuals and/or agencies expert in the delivery of Motivational Interviewing skill development, practice, recording, and implementation.

The proposal shall be developed following the outline below. Each section, A-D, in the Statement of Work must be addressed, and appendices provided where indicated.
The information provided under each heading explains the intent of the section and/or describes the minimum information you are required to provide. Although minimum requirements must be addressed, it is the responsibility of the applicant to insure that each response thoroughly describes the strategies, and approaches, or provides other relevant information to insure that the topic of the section is fully and distinctly addressed.

Information in **Bold Type** in each section provides the evaluation criteria for review and scoring of the application. The proposal should be single-spaced, using a standard 12-point font (Times New Roman is preferred) with 1-inch margins, and should **not exceed the page requirements listed below. Appendices are not included in the page restrictions.**

**STATEMENT OF WORK**

**A. Cover Page**
Applicants should provide a cover page that includes:
- The name of the entity or individual;
- Contact person;
- Address, phone number, fax number, email of contact person, and
- Date of submission.

Not to exceed 1 page.

**Review Criteria: 5 Points**
The applicant organization provides the listed requirements within the page limit specified.

**B. Knowledge**
Applicants must provide a narrative that includes:
- A summary description of your understanding of required elements for Motivational Interviewing training and technical assistance needs as it relates to substance abuse treatment;
- A description of ability to address the responsibilities and tasks of Motivational Interviewing training and technical assistance;
- Examples of prior training and technical assistance with grantees

Not to exceed 10 pages.

**Review Criteria: 40 Points**
The plan is clear, containing appropriate plans and procedures to meet responsibilities and deliverables. The listed requirements are included within the page limit specified.

**C. Qualifications, Experience, Prior Work**
Motivational Interviewing and Technical Assistance Team includes key personnel with:
- Experience in developing and facilitating Motivational Interviewing trainings and technical assistance;
- Evidence of advanced certification and/or supervisory/advisory qualifications;
- Experience in establishing Motivational Interviewing Training and Technical Assistance Plans;
Considerable knowledge of medication assisted treatment and the use of Motivational Interviewing and Motivational enhanced skills in service delivery;

- Inclusion of the names and contact information of three former clients as references (Provide contact information for at least current or former clients as references, designated separately as Appendix I); and

- Samples of Training and technical assistance written product that summarizes experience with substance use and/or train the trainer models, processes, and outcomes (Provide separately as Appendix II)

Not to exceed 5 pages.

Review Criteria: 40 Points
The team qualifications are clearly demonstrated through a concise summary of current or previous work with experience in similar projects, addressing the requirements within the page limit specified.

D. Budget

Please provide a detailed, line item annual budget for this project.

- All expenditures shall be identified by individual line items (i.e. personnel, fringe benefits, travel, equipment, supplies, consultants/contracts, other, etc.);
- Budget includes minimum administrative overhead;
- 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 (Resumes for these personnel will be designated separately as Appendix III);
- All proposed costs are justifiable; and
- A narrative budget justification for each line item. (The budget will be designated separately as Appendix IV.)

Review Criteria: 15 Points
The budget reflects realistic and justifiable cost for the provision of Evaluation services.

VIII. REVIEW CRITERIA

The DMH reserves the right to request necessary amendments, reject any and all proposals received, or cancel this RFP according to the best interest of the DMH.

The DMH, also, reserves the right to waive any informality in this process, providing such is in the best interest of the DMH. Where the DMH may waive any informality, such waiver shall in no way modify the RFP requirements or excuse the applicant from full compliance with the contract.

All proposals, which satisfactorily meet the submission requirements specified in item “IX” below, will be evaluated based upon the criteria indicated in each section of the Statement of Work.
IX. SUBMISSION REQUIREMENTS

Proposals shall be submitted in the following written format:

TABLE OF CONTENTS:

Page numbers shall be listed for each of the major sections of the proposal, including all items listed under the Statement of Work, and for each Appendix.

STATEMENT OF WORK:

Each item listed in the RFP under the statement of work must be addressed.

LITERATURE CITATIONS:

Complete citations shall be provided for any literature referenced in your proposal.

APPENDICES:

Include each appendix listed in the guidelines for the Statement of Work.

In the event it becomes necessary to revise any portion of the RFP, DMH will post these changes on its web site: www.mh.alabama.gov.

This announcement does not commit DMH to award a contract or pay any costs incurred in the preparation of proposals. DMH reserves the right to accept or reject, in whole or in part all proposals submitted, and/or to cancel this announcement. The contract award(s) shall be based upon the proposal(s) most advantageous to DMH.

*************************************************************************************************************

Proposal Content

Each proposal is to contain specific responses to each of the requests listed in section A-D, and respondents are encouraged to respond fully to each inquiry, but to be as concise as possible. Submit the response as instructed in the proposal.

One original and two copies of your proposal must be received at the following address no later than 2pm on Tuesday, March 31, 2020.

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

Proposals must be clearly marked RFP: 2020-28 SA MI Training & TA. All proposals received after the deadline will be deemed untimely and will not be reviewed. Postmarks of the date mailed are insufficient.
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 more favorable conditions.

**Evaluation Process**

A review committee will examine each eligible proposal submitted. The DMH may elect to conduct interviews with finalists. DMH expects a final selection on or around May 1, 2020.

**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:

<table>
<thead>
<tr>
<th>STATEMENT OF WORK</th>
<th>Page Limit</th>
<th>Total Points Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Cover Page</td>
<td>Not to exceed 1 page</td>
<td>5 Points</td>
</tr>
<tr>
<td>B. Knowledge</td>
<td>Not to exceed 10 pages</td>
<td>40 Points</td>
</tr>
<tr>
<td>C. Qualifications, Experience, Prior Work</td>
<td>Not to exceed 5 pages.</td>
<td>40 Points</td>
</tr>
<tr>
<td>D. Budget</td>
<td>NA</td>
<td>15 Points</td>
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**Selection Criteria**

Selection shall be based on the 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 knowledge, qualifications, experience, prior work, and the budget to meet the training and technical assistance requirements.
2. Resources available to perform the work, including any specialized experience in substance abuse training and technical assistance.
3. Record of past performance, quality of work, ability to meet schedules, cost control and contract administration.
4. Ability to meet deliverables and provide services.
5. Ability and proven history in handling special project contracts.
# DATES and DEADLINES

## RFP 2020-28

<table>
<thead>
<tr>
<th>Date</th>
<th>Item</th>
<th>Methods of Notification</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 3, 2020</td>
<td>RFP Release</td>
<td>USPS, ADMH Website, and STAARs website</td>
</tr>
<tr>
<td>March 9, 2020</td>
<td>Deadline to submit RFP questions or requests for clarification</td>
<td>Email to <a href="mailto:leola.rogers@mh.alabama.gov">leola.rogers@mh.alabama.gov</a></td>
</tr>
<tr>
<td>March 11, 2020</td>
<td>RFP Q&amp;A to be posted for review</td>
<td>ADMH website <a href="http://www.mh.alabama.gov">www.mh.alabama.gov</a></td>
</tr>
<tr>
<td>1 original &amp; 2 copies</td>
<td>RFP Submissions</td>
<td>USPS or FedEx or UPS (Review mailing note)</td>
</tr>
<tr>
<td>March 31, 2020</td>
<td>RFP Closing Date</td>
<td>USPS or FedEx or UPS (Review mailing note)</td>
</tr>
<tr>
<td>May 1, 2020</td>
<td>Notification of selection status</td>
<td>USPS (In writing)</td>
</tr>
</tbody>
</table>

Emailed or faxed responses are NOT ACCEPTED.

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
RFP 2020-28 Motivational Interviewing Support & Training

Legal Name: __________________________________________________________

Address: __________________________________________________________

Contact Person: _____________________ Phone: ______________________

NOTE: Attach this page after the cover letter.