



KAY IVEY
GOVERNOR

STATE OF ALABAMA
DEPARTMENT OF MENTAL HEALTH
RSA UNION BUILDING
100 NORTH UNION STREET
POST OFFICE BOX 301410
MONTGOMERY, ALABAMA 36130-1410
WWW.MH.ALABAMA.GOV



KIMBERLY G. BOSWELL
COMMISSIONER

April 11, 2023

Dear Vendor:

The AL Department of Mental Health (ADMH) is requesting proposals from individuals to work as a **Mental Health Workers**. This advertisement is opened until further notice.

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 by the department.

Sincerely,

Cedric Harrison

Cedric Harrison, Purchasing Director
Office of Contracts & Purchasing



Request for Proposal (RFP)

Organization: Alabama Department of Mental Health (ADMH)

RFP closing date: **This RFP is opened until further notice.**
Emailed or faxed responses are not accepted.

RFP Contact Info: Leola Rogers
Office of Contracts & Purchasing
AL Dept. of Mental Health
RSA Union Building
100 North Union Street, Suite 570
Montgomery, AL 36104
Telephone Number (334) 353-7440
Email: leola.rogers@mh.alabama.gov
Submit all RFP questions to the email above.

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 by the department.

ADDITIONAL INFORMATION

1. Who **may** respond to this RFP? Individual Certified Nursing Assistants and MH Workers.
2. Who **may not** respond to this RFP? Staffing Agencies, Employees of ADMH, and current State employees.
3. In order to transact 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
4. If contracted with the State of Alabama, all vendors must enroll and actively participate in E-Verify. Website: <https://www.e-verify.gov/>
5. All vendors must register with STAARS Vendor Self Service. Website: <https://procurement.staars.alabama.gov/webapp/PRDVSS1X1/AltSelfService>
6. 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.
7. Specify facility of interest (**if applicable and listed**). Each facility determines the contract vendor for their location.

8. Protest (Effective 10/1/2022) A bona fide prospective bidder or offeror who is aggrieved in connection with the solicitation of a contract may protest to ADMH Director of Purchasing **within 14 days of the date of issuance** of the solicitation or any amendment to it, if the amendment is at issue.

(2)a. Except as provided in paragraph b., a bona fide actual bidder or offeror who is aggrieved in connection with the intended award or award of a contract may protest to ADMH Director of Purchasing **within 14 days of the date the award or notification of intent to award**, whichever is earlier, is posted in accordance with this article.

b. A matter that could have been raised under subdivision (1) as a protest of the solicitation may not be raised as a protest of the award or intended award of a contract.

(3) A protest filed under subdivision (1) or (2) shall be in writing, be filed with ADMH, and set forth the grounds of the protest and the relief requested with enough particularity to give notice of the issues to be decided.

(b) ADMH, or his or her designee, may settle and resolve the protest of a bona fide actual or prospective bidder or offeror concerning the solicitation or award of a contract in accordance with rules adopted under this article.

(c) If the protest is not resolved by mutual agreement **within 10 days after** the protest is filed, ADMH shall commence an administrative review of the protest and issue a decision in writing within 14 days of the review.

(d) A copy of the decision under subsection (c) shall be mailed or otherwise furnished immediately to the protestor and any other party intervening.

(e) A decision under subsection (c) shall be final and conclusive, unless fraudulent, or a party adversely affected by the decision appeals administratively to the Director of Finance in accordance with Section 41-4-164.

(f) In the event of a timely protest under subsection (a) or an appeal under Section 41-4-164, the state may not proceed further with the solicitation or with the award of the contract until five days after notice of the final decision is provided to the protestor, except that solicitation or award of a protested contract is not stayed if ADMH, after consultation with the head of the using agency or the head of a purchasing agency, makes a written determination that the solicitation or award of the contract without further delay is necessary to protect the best interests of the state.

RFP Submissions: Two (2)—1 original and 1 copy.

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

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The Alabama Department of Mental Health (ADMH) is seeking qualified individuals to provide services as Mental Health Workers as a part of a Flexi Pool in the State of Alabama.

Contract positions available at the following location(s):

1. Bryce Hospital, Tuscaloosa, AL
2. Mary S. Harper Geriatric Center, Tuscaloosa, AL
3. Taylor Hardin Secure Medical Facility, Tuscaloosa, AL

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REQUIRED QUALIFICATIONS

Mental Health Worker (MHW)

- Must have a minimum of one-year experience as a Mental Health Worker and/or a Nursing Assistant.

Scope of Work for Mental Health Worker:

- A. Will provide direct nursing care to adult and geriatric patients under the supervision of licensed and/or paraprofessional nursing staff in a state mental health facility and for the same patient population at community hospitals as assigned by the facility.
- B. Will follow the job description and duties of the facility for a MHW and follow directions from nursing management and facility director/designee.
- C. Will work as many hours per month as needed by the facility.
- D. Must follow all ADMH and facility policies/procedures in performing patient care and other job related duties.

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PROPOSAL CONTENT

Instructions must be followed or responses will not be considered.

Each proposal is to contain specific responses to each of the following requests and respondents are encouraged to respond fully to each inquiry but be as concise as possible. **Respondents must specify facility of interest. Each facility position proposal must be submitted in a separate envelope**, i.e.: all Bryce copies in one envelope, all Taylor Hardin copies in one envelope, etc.

1. Submit a cover letter summarizing your proposal. Limit the cover letter to no more than one page. **Specify facility of interest.**
2. Attach complete contact information to include your legal name, address, and telephone.
 - Include previous experience.
 - Include knowledge of 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.
3. Attach an hourly budget.
4. Clearly mark the outside of the envelope **MHW for ADMH.**
5. Submit two copies: **1 original and 1 copy** for each facility of interest.

Two copies for each facility you are submitting a response for must be received at the following address. **This RFP is opened until further notice.**

Mail to:

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

The ADMH assumes no responsibility for expenses incurred in the preparation of the proposal. The ADMH reserves the right to reject any and all proposals. Additionally, the 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 conditions that are more favorable.

Evaluation Process

The ADMH may elect to conduct interviews with the responders.

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 a familiarity with the project locale.
5. Proposed project management techniques.
6. Ability and proven history in handling special project contracts.

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 responses will be reviewed according to the following ways:

1. Experience, stability and reputation
2. Understanding of and responsiveness to the Request for Proposal
3. Expertise and knowledge of the requested services
4. Budget