

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](http://www.mh.alabama.gov)

March 22, 2024

Dear Vendor:

The Alabama Department of Mental Health (ADMH) is soliciting proposals to provide **Testing and Evaluation**. Request for Proposals (RFP) will be accepted **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.

Sincerely,

*Leola Rogers*

Leola Rogers  
Office of Contracts & Purchasing

**Organization:** ALABAMA DEPARTMENT OF MENTAL HEALTH (ADMH)

**RFP Closing Date & Time:** **This RFP is opened until further notice**  
**Emailed or faxed responses are not accepted.**

**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](mailto: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.

**ADDITIONAL INFORMATION**

1. Who **may not** respond to this RFP? Employees of DMH and current State employees.
2. 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](http://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 vendor payments are processed thru the State of Alabama Accounting and Resource System (STAARS). All vendors must register with STAARS Vendor Self Service. Website: <https://procurement.staars.alabama.gov/webapp/PRDVSS1X1/AltSelfService>
5. The ADMH 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. **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.

7. **Records Request:** ADMH recognizes and supports the public's right to inspect/request copies of public records in accordance with State law. Many public records and resources are available on the ADMH website: [www.mh.alabama.gov](http://www.mh.alabama.gov) for review. Please view the website prior to submitting a request for records as your request may be satisfied by the information contained therein.

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**RFP Submissions:** Two (2) Copies: 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

The Alabama Department of Mental Health (ADMH) is soliciting proposals to provide **testing and evaluation** for the Division of Developmental Disabilities (DD) in the State of Alabama. **This RFP is opened until further notice.**

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## SECTION I

### A. Eligibility:

1. Interested RFP applicants must show evidence of an active and unrestricted State of Alabama applicable license or certification (or PsyPact credential) with documented competence and qualification to provide **testing and evaluation** to either children and adolescents or adults, or both populations.
2. Applicants must have at least two years of professional experience as a qualified evaluating professional performing **testing and evaluation** that includes intellectual assessments. Preferred applicants will have experience in working with individuals who have intellectual and/or developmental disabilities.
3. Applicants must be proficient at administering and interpreting, as well as produce concise work samples of the following assessments:
  - Standardized Intelligence Tests (e.g. most current versions of the Wechsler Scales, Stanford Binet, and/or Differential Abilities Scale).
  - Standardized Adaptive Measures (e.g. most current versions of the ABAS and/or Vineland).
4. Applicants must be able to perform referred evaluations in person, within the State of Alabama.
5. If RFP response is from a group practice or locum tenens service, each qualified professional who will be performing the evaluations must be clearly identified. Their accompanying license/certification that allows them to practice within the State of Alabama must also be provided as well.

### B. Scope of Work:

1. Provide **Testing and Evaluation** to Home and Community Based Settings Waiver program applicants/participants referred by ADMH- Division of Developmental Disabilities within the State of Alabama.
  2. Conduct evaluations and produce concise written reports that include standardized measures of intellectual ability and adaptive functioning, review of records, pertinent history, and rule out of differential diagnoses including mental health conditions or ADHD when applicable. Assessments will include: Standardized Intelligence Tests (e.g., most current versions of the Wechsler Scales, Stanford Binet, and/or Differential Abilities Scale) and Standardized Adaptive Measures (e.g., most current versions of the ABAS and/or Vineland).
  3. Ability to verify and interpret all test and evaluation results. Tests should be administered, scored, and interpreted by the qualified evaluating professional according to the publishers' recommendations and consistent with established test administration standards.
  4. Show evidence of the qualified evaluating professional's active license or certification by a state/national credentialing body, with documented competence and qualification to provide testing and evaluation to the population referred in the State of Alabama.
  5. Ability to ensure provisions are made for the use of and security of all testing materials, as well as the security of, access to, and retention of the evaluation report and raw data.
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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. 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.
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 (i.e.: 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 two (2) copies: 1 original and 1 copy of your entire proposal. **Note: Make sure at least one copy is single-sided.**
8. Clearly print on the outside of the envelope **RFP for Testing Evals.**

Your entire proposal must be received at the following address for consideration.

**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.

### 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 responses will be reviewed according to the following:

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

Updated March 20,2024

## RFP CONTACT PAGE

Vendor's Legal Name	
Street Address	
City, State & Zip Code	
Contact Person	
Contact Phone # and email address	

**NOTE:** Attach this page after the cover letter.