

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

May 29, 2024

RFP 2025-02
EXTENDED to June 28th

Dear Vendor:

The Alabama Department of Mental Health (ADMH) is soliciting proposals to provide **Psychiatry** Locumtenens. Request for Proposals (RFP) will be accepted until **2:00 pm on Friday, June 28, 2024**.

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. **All proposals received after the deadline will be deemed untimely and will not be reviewed.**

Sincerely,

Leola Rogers

Leola Rogers
Office of Contracts & Purchasing



Organization: ALABAMA DEPARTMENT OF MENTAL HEALTH (ADMH)

RFP Closing Date & Time: **2:00 pm on Friday, June 21, 2024 Extended to June 28, 2024.**
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. **All proposals received after the deadline will be deemed untimely and will not be reviewed.**

ADDITIONAL INFORMATION
1. Who may respond to this RFP? Locumtenens and Staffing Agencies.
2. Who may not respond to this RFP? 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 <u>and</u> actively participate in E-Verify. Website: https://www.e-verify.gov/
5. 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
6. 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.
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.

9. **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 for review. Please view the website prior to submitting a request for records as your request may be satisfied by the information contained therein.

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

The Alabama Department of Mental Health (ADMH) is soliciting proposals from qualified firms and/or individuals to provide **Psychiatry** Locumtenens.

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SECTION I

A. Contract service locations: Specify facility of interest

1. Mary S. Harper Geriatric Center (Harper Center)
2. Taylor Hardin Secure Medical Facility (THSMF)

B. Qualifications for Harper Center and THSMF:

1. Contractor must be able to provide psychiatrists who possess a current Alabama medical license issued by the State of Alabama and hold Board Certification or be Board eligibility in psychiatry.
2. Contractor must be able to provide psychiatrists who possess federal and state registration for the prescription of controlled substances.
3. Contractor must be able to provide psychiatrists who have a current DEA Certification.
4. Contractor must be able to provide psychiatrists who possess an Alabama Controlled Substance Certification.
5. Contractor must be able to provide psychiatrists who are board certified in Psychiatry by the Board of Psychiatry and Neurology.
6. **Additional qualification for Harper Center ONLY:**
Contractor must be able to provide board eligible Psychiatrist with at least 5 years Geriatric experience.

C. Scope of Work for Harper Center:

- 1) Contractor agrees to use best efforts to source, screen, present, and coordinate certain logistics for independent contractor locum tenens psychiatrists (each, a “Psychiatrist”) to provide part time or full-time psychiatrist medical services for locum tenens or locum tenens to permanent placement to patients at the **Mary Starke Harper Geriatric Psychiatry Center** as requested.
- 2) Contractor agrees to use best efforts to assist with locating a full time Geriatric Boarded Psychiatrist or board eligible Psychiatrist with at least 5 years Geriatric experience for locums to **permanent placement** for Mary Starke Geriatric Psychiatry Center as requested.
- 3) Contractor agrees to use best efforts to present Psychiatrists to provide psychiatrists services as requested on a Locumtenens basis.
- 4) Contractor agrees to use best efforts to present psychiatrists to provide evaluations, diagnosis, and treatment of patients with mental health problems and/ or needs.
- 5) Contractor agrees to use best efforts to present psychiatrists to provide services during regular and after hours so that patients reach a maximum level of stability and functionality in a timely manner.

- 6) Contractor agrees to use best efforts to present psychiatrists to provide timely documentation in the patient's health record to include physician's orders, progress notes, treatment notes, initial psychiatric evaluations, and discharge summaries as it relates to patient's admission, progress, and discharges as per Mary Starke Harper Geriatric Psychiatry's policies and procedures.
- 7) Contractor agrees to use best efforts to present psychiatrists to prescribe treatment, including medications and other therapeutic measures to control or relieve symptomatic or harmful behaviors.
- 8) Contractor agrees to use best efforts to present psychiatrists to attend and monitor assigned multidisciplinary treatment team meetings/processes to ensure mandated functions are completed per policies and standards.
- 9) Contractor agrees to use best efforts to present psychiatrists to who can and will provide psychiatric opinion orally and in writing to the courts as ordered.
- 10) Contractor agrees to use best efforts to present psychiatrists who will comply with all Alabama Department of Mental Health (ADMH), Mary Starke Harper Center, Joint Commission and CMS specific policies, procedures, and standards.
- 11) Contracted service providers will participate in the Quality Assurance Program for Contracted Service: Any item related to the contracted service may be added for quality assurance. Contract review will be done periodically, and performance review forms will consider these for evaluations:
 1. Quality of Clinical care-items reviewed through peer review.
 2. Review of timeliness and quality of follow-through on items that need correction or improvement when applicable.

D. Scope of Work for THSMF

- A. Contractor agrees to use best efforts to source, screen and present psychiatrists who can provide day-to-day psychiatry services to a caseload of forensic acutely mentally ill patients at THSMF, including but not limited to; performing psychiatric admissions; performing evaluations on new patient admissions; responding to psychiatric emergencies while working on site and on call; evaluating/documenting patient needs for seclusion and restraint; evaluating patients on close observation; performing psychiatric evaluations/treatment program consultations on individual patients, providing on-going medication management of caseloads and providing direction to multidisciplinary team.
- B. Contractor agrees to use best efforts to source, screen and present psychiatrists who will work on-call duty and promptly return to the hospital after hours on an as needed basis, as may be required.
- C. Contractor agrees to use best efforts to source, screen and present psychiatrists who can provide treatment to adult forensic psychiatric patients.
- D. Contractor agrees to use best efforts to source, screen and present psychiatrists who can work independently.
- E. Contractor agrees to require the selected psychiatrists to comply by the rules and regulations of THSMF including the medical staff by-laws.

- F. Contractor agrees to require the selected psychiatrists to comply with and adhere to The Joint Commission standards.
- G. Contractor agrees to provide liability insurance to the psychiatrists assigned to THSMF, in an amount requested by THSMF.
- H. Contractor agrees to use best efforts to source, screen and present psychiatrists who will perform related duties as needed.
- I. Contractor agrees to use best efforts to source, screen and present psychiatrists who can present the mandatory time documentation to track services rendered.
- J. Contractor agrees to use best efforts to source, screen and present psychologists who can perform forensic evaluations and complete reports for the courts, and provide expert testimony as required.
- K. Contractor agrees to use best efforts to source, screen and present psychologists who can perform psychological evaluations and assessments, using a variety of tests and techniques as appropriate, and complete reports of these evaluations/assessments.
- L. Contractor agrees to use best efforts to source, screen and present psychologists who can lead psychotherapy groups and do individual psychotherapy with patients.
- M. Contractor agrees to use best efforts to source, screen and present psychologists who can provide input regarding patients' assessments and treatment needs as part of a treatment team.
- N. Contractor agrees to use best efforts to source, screen and present psychologists who can develop and monitor contingency management and other special treatment plans as needed.

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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. **Each facility proposal must be submitted in a separate envelope. Specify facility of interest.** 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 for services (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: one (1) original and one (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 2025-02 Psych Locumtenens.**

Your entire proposal must be received at the following address no later than **2:00 pm on Friday, Extended to June 28, 2024. Please review the mailing note.**

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, 2024.

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
SCHEDULE OF EVENTS**

RFP 2025-02 Psychiatry Locumtenens

The following RFP Schedule of Events represents the ADMH’s best estimate of the schedule that shall be followed. Except for the deadlines associated with the vendor question and answer periods and the proposal due date, the other dates provided in the schedule are estimates. ADMH reserves the right, at its sole discretion, to adjust this schedule as it deems necessary. Notification of any adjustment to the Schedule of Events shall be posted on the RFP website at www.mh.alabama.gov for review.

Please note the date for submitting any questions. ADMH will not accept any questions after this date. All times are in Central Time.

Date	Event	Notification
May 29, 2024	RFP Release	USPS, ADMH Website, and STAARs website
June 6, 2024 by 2:00 pm	Deadline for RFP questions. Submit in Word—No tables	Email to leola.rogers@mh.alabama.gov
June 10, 2024	RFP Q&A to be posted for review	ADMH website www.mh.alabama.gov
June 28, 2024 2:00 pm	RFP Submissions: Two (2) One original & one copy	USPS or FedEx or UPS (Review mailing note)
June 28, 2024 2:00 pm	RFP Closing Date	USPS or FedEx or UPS (Review mailing note)
July 31, 2024 Approximately	Notification of selection status	USPS (In writing)
The RFP is posted on ADMH website at www.mh.alabama.gov for review.		
<p>Submit RFP Responses To: AL Department of Mental Health Office of Contracts & Purchasing RSA Union Building 100 N. Union St., Suite 570 Montgomery, AL 36104</p>		

**RFP 2025-02
CONTACT PAGE**

Legal Name	
Street Address	
City, State & Zip Code	
Contact Person	
<u>Contact Phone</u>	
Email	

NOTE: Attach this page after the cover letter.