

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)

July 24, 2024

RFP 2025-09

Dear Vendor:

The Alabama Department of Mental Health (ADMH) is soliciting proposals to provide **residential withdrawal management** services through the ADMH Opioid Settlement Grant Program. Request for Proposals (RFP) will be accepted until **2:00 pm on Monday, September 23, 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.

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 Monday, September 23, 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](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. 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.**

<b>ADDITIONAL INFORMATION</b>
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1. Who **may** respond to this RFP?  
Public or private non-profit organizations who are certified by ADMH to provide substance use treatment services and have been certified for a minimum of 2 (two) years.
2. Who **may not** respond to this RFP?  
Employees of ADMH, current State employees, and agencies who have not been certified by ADMH for at least 2 years.
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](http://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 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. **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.

1. **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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## ALABAMA DEPARTMENT OF MENTAL HEALTH

### REQUEST FOR PROPOSAL (RFP) 2025-09

Leading Alabama's efforts to enhance the health and well-being of individuals, families, and communities impacted by mental illness, developmental disabilities, substance use, the Alabama Department of Mental Health (ADMH) is seeking proposals for the use of the ADMH Opioid Settlement Grant Program. Funds allocated for The ADMH Opioid Settlement Grant Program are appropriated through Act 2023-384. The purpose of this grant program is to provide residential withdrawal management, formally known as detoxification services.

In accordance with the Alabama Administrative Code (580-9-44-.28, Level 3.7-WM is an organized service delivered by medical and nursing professionals, which provides 24-hour medically supervised evaluation and withdrawal management in a permanent facility with residential beds for those individuals with a diagnosed opioid use disorder, alcohol use disorder or sedative, hypnotic, or anxiolytic use disorder. Services are delivered under a defined set of physician-approved policies and physician-monitored procedures or clinical protocols. This level provides care to recipients whose withdrawal signs and symptoms are sufficiently severe to require 24-hour inpatient care with observation, monitoring and treatment being available.

#### A. FUNDING INFORMATION AND REPORTING REQUIREMENTS

One (1) award will be offered for a residential withdrawal management program.

The award granted is the sum of the Opioid Settlement Funds allotted to ADMH at the time of this RFP for residential detox (\$1,000,000.00). Unused funds may be carried over from one year to the next until the awarded grant amount contracted is exhausted. All awards will be subject to reporting and monitoring requirement by ADMH.

Applicants should have a plan in place to ensure sustainability beyond the first year awarded as there is not a guarantee of funding after the initial award. Additionally, applicants must demonstrate they are not supplanting existing funding and should avoid using the dollars in areas where other funds are available. For example, Medicaid and other insurance programs should be used as a payment source for treatment wherever possible.

Funding does not include amounts for building, construction or remodeling. All new and existing provider applicants must adhere and begin the certification process (instructions located at [www.mh.alabama.gov](http://www.mh.alabama.gov)) within 30 days of the award announcement. Application fees cannot be waived and cannot be included within the budget of this request. The applicable level of care for this application is Level III.7-D Medically Monitored Residential Detoxification Treatment Program 580-9-44-.28

The program must be located in one of the counties within ADMH's Region 1 Substance Use Planning Regions (<https://mh.alabama.gov/wp-content/uploads/2021/11/SU-Planning-Region-Map-7-18-24.jpg>). Additional considerations will be given to applicants who apply for one (1) of the following counties:

- Lawrence
- Limestone
- Madison
- Morgan

- Marshall

## **B. REPORTING REQUIREMENTS**

All grantees will be required to submit monthly invoices, program outcomes and financial reports. Reporting templates, reporting requirements, reporting formats, and deadlines will be identified at time of contracting. Failure to comply with reporting requirements may result in withholding of funds.

Reports may include but are not limited to:

- Detailed account of funding spent on approved uses.
- Services provided.
- Number of individuals served.
- Aggregated and de-identified demographic information for individuals served.
- Summary of impact(s), successes, barriers or challenges of the project funded with opioid settlement funds this project period.
- Objective measures of success to include data collection outlined per grant initiatives, assessments, surveys, rates of change, or other outcome measures.

### Submission Specifications

#### 1. Technical Formatting Requirements

Proposals shall be submitted in the following format to qualify for review:

- (a) Proposals shall be received by the established deadline.
- (b) Proposals shall be responsive to the guidance provided within this RFP and include sufficient information for review.
- (c) Proposal pages shall be typed on white 8.5” x 11” paper in black ink, single-spaced, using the Times New Roman twelve (12) point font. All margins (left, right, top, and bottom) shall be equal to one inch (1”).
- (d) Each page of the proposal shall be sequentially numbered, beginning with the Cover Page and ending with the final page of Exhibit 8.
- (e) The proposal shall be assembled in the following order:

SECTION I. Cover Page

SECTION II. Table of Contents

SECTION III. Assurance of Understanding of General Requirements for Participation

SECTION IV. Profile of Applicant Organization

SECTION V. Program Descriptions

SECTION VI. Proposed Budget

SECTION VII. Exhibits

Exhibit 1: 12-month Budget

Exhibit 2: Budget Narrative

Exhibit 3: Timeline

2. **SECTION I** - Cover Page (Limit to One Page)

The Proposal Cover Page must include the following information:

- (a) Title of proposal: Residential Withdrawal Management Program
- (b) Legal name of Applicant Organization.
- (c) Applicant's legal business organizational structure.
- (d) Applicant's address, telephone number
- (e) Applicant's website address, if operational.
- (f) Applicant's contact for the proposal: Name, Address, Telephone, Email Address.
- (g) Substate Region and City, County, State in which the proposed program will be located.
- (h) Date of submission.

3. **SECTION II** - Table of Contents (Limit to One Page)

The table of contents shall identify each proposal component in the order listed, as specified in Section F.1. (e), and by sequential page number. Each specific Exhibit shall be identified in the table of contents by Exhibit number, name, and page number.

4. **SECTION III** - Assurance of Understanding of General Requirements for Participation (Limit to One Page)

The applicant submitter must provide ADMH with signed assurance that the Applicant Organization:

- (a) Understands the basic requirements to qualify to provide the proposed program and
- (b) Has the experience and capacity to implement the program components identified, and
- (c) Completion of Appendix A will suffice for this section.

5. **SECTION IV** - Profile of Applicant Organization (Limit to 2 Pages)

The Applicant shall provide sufficient information for ADMH to determine that the agency has the knowledge, skills, abilities, and resources to provide the services specified in this proposal. Agencies currently certified by ADMH to provide other levels of care must refer to the Alabama Administrative Code for Operational Guidelines for the new proposed level of care and apply and consult with the Alabama Department of Mental Health Office of Certification regarding the submission of appropriate applications. At a minimum, this information shall include:

(a) A brief history of the organization, including:

- Number of years in business under the present business name, and under other business names.
- Services currently provided, including physical addresses of each location.
- Number of years providing services for the substance use population and a description of the services provided to the substance use population.
- Explanation of how ADMH will benefit if the Applicant is selected to perform the work specified in this RFP.
- Identification and explanation of any past or current litigation, governmental, or regulatory action, including debarment, suspension, exclusion, or contract termination, involving the Applicant organization, its staff, and/or members of its governing body.

6. **SECTION V – Program Description (Limit to 10 pages)**

- a) Describe why residential withdrawal management services are relevant to the substance use disorder population, and how it is incorporated into the Applicant Organization’s mission, values, and current work.
- b) Identify the strategies to be used to identify and inform the community of the services available and facilitate admission into the proposed program.
- c) Describe your agency’s philosophy of treatment to demonstrate the delivery of client centered treatment and implementation of recovery management principles.
- d) Describe the proposed program’s admission criteria and processes admission. This includes the referral, assessment, provision of interim treatment services, and admission process.
- e) Describe the policies, practices, and dedicated resources who need linguistic assistance. This would include clients with limited English proficiency, those who have low literacy skills or are not literate, those with disabilities, or those who are deaf or hard of hearing.
- f) Provide a detailed description of the withdrawal management services in which your agency proposes to provide. Describe how the agency will implement these evidence-based programs to assure fidelity to the practice. Include training, ongoing supervision plans and any planning for staff turnover.
- g) Describe the evidence-based treatment model for trauma specific services practiced by the agency and how that model will be implemented throughout the treatment episode. Describe how your agency will assess and respond to the trauma needs of clients.

- h) Describe how transportation, medical services and case management services will be provided. Detail specific services that will be offered.
- i) Describe how your agency will provide for discharge planning and a full continuum of care. Describe your plan to ensure step down care to services in the community upon discharge.
- j) Describe your agency's plan to work collaboratively with various social service agencies to provide a full continuum of care for the individuals served.
- k) Identify the strategies to be used to identify and inform the community of the services available and to facilitate admission into the proposed program. The agency will develop a written Outreach plan along with training requirements for staff providing outreach services in the surrounding community.
- l) Describe the strategies to be utilized to ensure the program is, at all levels, responsive to the diverse cultural beliefs and practices of participants.
- m) Describe the timeline and process for implementation of services. Proposed services must start no later than 120 days after date of award. (Timeline must also be submitted as **EXHIBIT 3**).
- n) Describe the strategies to be utilized to ensure the program is, at all levels, responsive to the diverse cultural beliefs and practices of participants.

7. **SECTION VI - Proposed 12-month Budget and Budget Narrative (Limit to Two Pages)**

- (a) Provide a proposed twelve-month budget for the proposed facility plan, staffing, and program, and submit as **EXHIBIT 1**, Twelve Month Budget. A budget narrative shall be included as **EXHIBIT 2**.

8. **SECTION VII – Exhibits**

The Applicant shall clearly label each EXHIBIT, specifying the EXHIBIT number and name.

**C. BASIS OF AWARD**

- 1. ADMH intends to offer contracts to Applicants whose proposals best demonstrate the organizational capability to provide a quality program that meets the terms and conditions specified in this RFP.
- 2. ADMH reserves the right to reject any or all proposals in whole or in part, to advertise for new proposals; to abandon the need for such services; and to cancel this RFP, if any such actions are in the best interest of the State.
- 3. All proposals submitted in response to this RFP will be screened by the ADMH Office of Contracts and Purchasing to establish technical compliance and completion. Applications that are not in compliance with each screening criterion below will not be reviewed. Screening criteria to assess eligibility for formal review is as follows:



- (a) The proposal has been properly formatted, as according to instructions provided in this RFP;
  - (b) All required Exhibits have been included;
  - (c) The Statement of Assurance has been properly executed by a member of the governing body;
  - (d) The proposal was received on or before the submission deadline.
4. Proposals remaining after completion of the screening process will be evaluated by a review team who have expertise in the provision of substance use disorder treatment services. Each proposal will be scored and ranked on the basis of the following criteria:
- (a) Understanding of and responsiveness to the RFP;
  - (b) Organizational experience serving the target population;
  - (c) Quality, completeness, and responsiveness of the Service Description relative to the needs of the target population;
  - (d) Readiness to implement the proposed services;
  - (e) Appropriateness of funding request, fiscal controls, and accountability.

## SCORING CRITERIA

Scoring Criteria and Evaluation Questions	Potential Points
<p><u>Understanding of and Responsiveness to the Request for Proposal</u></p> <ul style="list-style-type: none"> <li>▪ Does the proposal clearly articulate an understanding of the concept of residential withdrawal management services?</li> <li>▪ Does the information provided in the proposal correspond to the information requested?</li> <li>▪ Is the information provided in the proposal articulated in a clear and concise manner?</li> <li>▪ What impact will any proposed deviations or exceptions have on the target population?</li> </ul>	20
<p><u>Organizational Experience in providing Substance Use Treatment Services</u></p> <ul style="list-style-type: none"> <li>▪ Has the Applicant documented experience in serving individuals with substance use disorders?</li> <li>▪ Are the proposed benefits to ADMH for the selection of this Applicant to provide the work realistic?</li> <li>▪ Does the Applicant have adequate resources to perform the required work?</li> <li>▪ Does the Applicant have a history of successfully performing the required work?</li> </ul>	15
<p><u>Quality, Completeness, and Responsiveness of the Program Description Relative to the Needs of individuals in need of Residential Withdrawal Management</u></p> <ul style="list-style-type: none"> <li>▪ Has the applicant conveyed the operation of a safe, therapeutic environment that enhances the self-esteem of program’s residents, and maximizes opportunities for recovery?</li> <li>▪ Are plans for engagement of individuals reflective of the needs for residential withdrawal management?</li> <li>▪ Are the services planned and organized in a manner to support attainment of the project’s goals?</li> <li>▪ Are the specific evidence-based practices to be utilized clearly articulated in the proposal?</li> <li>▪ Are best practices relative to individuals with substance use disorders identifiable in the proposed services?</li> <li>▪ Are the needs of clients who have co-occurring disorders adequately addressed?</li> <li>▪ Is cultural competency clearly distinguishable throughout each aspect of the service description?</li> <li>▪ Is linguistic competency clearly distinguishable throughout each aspect of the scope of work?</li> <li>▪ Is there an adequate description of the program’s responsibilities after discharge from treatment?</li> </ul>	35
<p><u>Readiness to Implement Proposed Services</u></p> <ul style="list-style-type: none"> <li>▪ Does the implementation plan provide realistic targets in relation to the tasks to be performed?</li> <li>▪ Does the proposed staffing pattern reflect the needs of the target population?</li> </ul>	15

<u>Budget and Budget Narrative</u> <ul style="list-style-type: none"> <li>▪ Does the proposed budget appear realistic for the services proposed?</li> <li>▪ Does the budget narrative provide a clear explanation of all proposed costs and expenses?</li> <li>▪ Is Indirect Cost Rate at 10% or lower?</li> </ul>	15
<u>Program location is proposed for one of the identified preferred counties</u>	+5
<b>Total Points possible</b>	<b>105</b>

APPENDIX A

**Alabama Department of Mental Health  
Proposal for Residential Withdrawal Management**

**STATEMENT OF ASSURANCE OF UNDERSTANDING OF THE  
GENERAL REQUIREMENTS FOR PARTICIPATION**

As a duly authorized member of the governing body of (Insert Legal Name of Applicant Organization), I certify that (Insert Legal Name of Applicant Organization):

1. Has carefully read all sections and Appendices of the Request for Proposal (RFP) entitled Residential Withdrawal Management issued by the Alabama Department of Mental Health;
2. Has fully informed itself as to all specifications, conditions, terms, and limitations, specified, therein; and
3. Understands the basic requirements to qualify to provide the services described, in the RFP.

I, further, certify that (Insert Legal Name of Applicant Organization), has the experience and capacity to carry out the scope of work described as referenced in the RFP.

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**APPLICANT ORGANIZATION**

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**PRINTED NAME OF AUTHORIZED CERTIFYING OFFICIAL**

**TITLE**

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**SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL**

**DATE SUBMITTED**

**D. SCHEDULE OF EVENTS**

**RFP 2025-09 Residential Withdrawal Management**

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](http://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
July 24, 2024	RFP Release	USPS, ADMH Website, and STAARs website
August 1, 2024 12:00 pm	Bidders Conference	Via Zoom <a href="https://mhalabama.zoom.us/j/81758158142">https://mhalabama.zoom.us/j/81758158142</a>
August 9, 2024 by 12:00 pm	Deadline for RFP questions. <b>Submit in Word—No tables</b>	Email to <a href="mailto:leola.rogers@mh.alabama.gov">leola.rogers@mh.alabama.gov</a>
August 15, 2024	RFP Q&A to be posted for review	ADMH website <a href="http://www.mh.alabama.gov">www.mh.alabama.gov</a>
September 23, 2024 2:00 pm	RFP Submissions: <b>Four</b> (4): One original, two copies, & 1 digital copy on a USB flash drive	USPS or FedEx or UPS <b>(Review mailing note)</b>
September 23, 2024 2:00 pm	RFP Closing Date	USPS or FedEx or UPS <b>(Review mailing note)</b>
End of October 2024 Approximately	Notification of selection status	USPS (In writing)
The RFP is posted on ADMH website at <a href="http://www.mh.alabama.gov">www.mh.alabama.gov</a> for review.		
<p><b>Submit RFP Responses To:</b>  AL Department of Mental Health  Office of Contracts &amp; Purchasing  RSA Union Building  100 N. Union Street, Suite 570  Montgomery, AL 36104</p>		