

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 2025-11

Dear Vendor:

The Alabama Department of Mental Health (ADMH) is soliciting proposals to provide **treatment or recovery support** 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 meet one of the following:
  - Certified by ADMH to provide substance use treatment services;
  - Approved by ADMH to provide recovery support services; or
  - Can be certified or approved by ADMH to provide such services within four months of award.
  - Were awarded Opioid Settlement Funds in FY24 through the ADMH grant process and are applying for continuation funding.
  
2. Who **may not** respond to this RFP?  
Employees of ADMH, current State employees, and agencies, entities, or establishments awarded as direct recipients of funds as a result of litigation awarded in State suits in conjunction with pharmaceutical companies and local municipalities.
  
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

### OPIOID SETTLEMENT FUNDS REQUEST FOR PROPOSAL (RFP) 2025-11

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 prevent, reduce, treat, or mitigate the effects of opioid substance use and has a total grant amount of \$8,000,000.

#### A. OPIOID IMPACT

The opioid epidemic has taken an enormous toll on our country. In the United States over a million lives have been lost to drug overdose since 1999. It is estimated that in 2021, over 107,000 people died of a drug overdose in the US; opioids were involved in 75% of these deaths. Nation-wide over 100,000 people died to overdose from September 2020 to September 2021. From 1991-2021 overdoses involving opioids were documented at 80,411; overdoses from all substances during the same period reached 106,699. These were the years of the greatest increase in opioid related overdoses, according to the CDC.

From 2012 to 2017, Alabama was ranked number one in the nation for prescription opioids— a key contributor to the rising misuse of opioids and ultimately opioid overdose deaths. In 2021, overdose deaths were up 31%; Alabama had one of the highest increases in overdose rates in the country – the primary culprit being fentanyl overdoses from a then unknown tainted drug supply. The crisis worsened during the COVID-19 pandemic; an estimated 106,000 people died from opioid overdoses in 2020 alone - more than in any other year. The number of overdose deaths in Alabama rose from 739 to 979 in 2020. Approximately 75,000 of those deaths involved opioids, most of which were due to synthetic opioids such as fentanyl. Most recently, from 2021 to 2022, the CDC estimates nearly 110,000 lives lost from drug overdose deaths, largely driven by synthetic opioids. By the end of 2021, opioid prescriptions in Alabama were down by 38%.

According to the National Survey on Drug Use and Health, in 2020, an estimated 5.1 million people misused stimulants. While opioids and stimulants are separate classes of substances, trends showed increases in the use of stimulants as many opioid users would attempt to balance the highs and lows between these two different substances. However, these drugs are linked: people who use one may be introduced to the other, one may be substituted for the other, or mask the withdrawal effects of the other. The concurrent use of stimulants and opioids has led to higher rates of dependence and riskier use linking both substances to increased overdose rates.

Nationally, nonfatal opioid overdoses increased between 2022 and 2023 by a margin of 1%, based on emergency department visit rates - fueled by fentanyl contamination of other illicit

substances. For that same period, Alabama saw a 9% increase in the rate of suspected opioid overdoses, demonstrating a significant increase from previous years. Provisional data from CDC's National Center for Health Statistics indicate there were an estimated 107,543 drug overdose deaths in the United States during 2023—a decrease of 3% from the 111,029 deaths estimated in 2022. This is the first annual decrease in drug overdose deaths since 2018. Alabama remains below the national average in the percent of positive change to the number of opioid related deaths (July 2024).

## **B. CATEGORIES OF FUNDING**

For the purposes of this RFP, applicants must select one of the two primary categories and clearly identify which category is being chosen for the request of funds.

### **Primary Categories:**

#### Treatment services:

Treatment services: Treatment services refer to a broad range of resources, amenities, and solutions provided by qualified professionals to individuals with substance use disorder (SUD). Treatment services can include identification, intervention, assessment, diagnosis, counseling, family services, social services, case management services, and continuing or follow-up services for individuals with SUDs. The overall goal of treatment is to reduce or eliminate the problematic use of alcohol and/or drugs as a contributing factor to physical, psychological, and social dysfunction and to impede and/or reverse the progression of any associated problem. The treatment process is comprehensive and addresses the multiple and complex needs of individuals and their families impacted by substance use. The treatment delivery process assures that all necessary and available services are delivered to address individuals' needs relating to substance use. Treatment proposals should follow the ASAM (American Society of Addiction Medicine) model.

Examples of treatment services that would be appropriate for the scope of this RFP:

- MAT services for the target population in a residential or outpatient setting
- Placement assessments provided in jails and prisons
- Women's re-entry services including the use of MAT
- Expansion of OTP hours
- Enhancement of treatment services for criminal justice involved populations
- Treatment services, including MAT, for underserved and vulnerable populations such as pregnant and post-partum people, aging adults, and individuals transitioning from stabilization and withdrawal services or inpatient or residential treatment services
- Treatment services for women in a primary care setting

Please note this is not a comprehensive list.

## Recovery Support Services

Recovery is the process of gaining control over one's life—and the direction one wants that life to go—on the other side of substance use disorder and all the losses usually associated with it. Recovery supportive services are nonclinical services that assist individuals and families to recover from substance use disorder. They include social support, linkage to and coordination among allied service providers, peer services and a full range of human services that facilitate recovery and wellness contributing to an improved quality of life. These services can be flexibly staged and may be provided prior to, during, and after treatment. Recovery Supportive Services may be provided in conjunction with treatment, and as separate and distinct services, to individuals and families who desire and need them. Professionals, faith-based and community-based groups, and other recovery support service providers are key components of Recovery Oriented Systems of Care.

Examples of recovery support services that would be appropriate for the scope of this RFP:

- Recovery support services within a recovery community organization
- Faith based communities/coalitions providing recovery support services
- College recovery programs
- Sober events and community programs
- Outreach and engagement activities
- Recovery housing supports (AARR or Oxford Houses)

Please note this is not a comprehensive list.

## **C. TARGET POPULATION**

Applicants must identify a minimum of one target population and clearly identify how the target population will receive services. Applicants may choose more than one target population.

Examples of Target Populations:

- Individuals involved with foster care/kinship either directly or indirectly
- Justice Involved individuals
- Veterans
- Pregnant/Parenting women
- People who inject drugs
- Youth/Adolescent/Transition age individual
- Rural populations
- Older adults
- Individuals with a diagnosed opioid use or stimulant use disorder
- Individuals at-risk for developing an opioid or stimulant use disorders

## **D. DESCRIPTION OF PROPOSED PROGRAM AND BUDGET REQUEST FOR NEW PROPOSALS**

### **SECTION I – Completed COVER SHEETS (1 page maximum)**

The Proposal Cover Page must include the following information:

- (a) Title of proposal: Opioid Settlement-Treatment or Recovery Support Services
- (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) City, County, State in which the proposed program will be located.
- (h) Date of submission.

### **SECTION II – Profile of Applicant Organization (2 pages)**

The Applicant shall provide sufficient information for ADMH to determine the agency has the knowledge, skills, abilities, and resources to provide the services specified in this proposal. At a minimum, this information shall include:

- (a) The Applicant's legal business name and legal organizational structure.
- (b) 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. Include in your description a list of all currently certified services and levels of care provided; clearly describe all funding provided to support those services, including grants and existing contracts.
  - Number of years providing services for the target population specified in this RFP, and a description of the services provided to target population.



- A copy of the Applicant’s current or proposed organizational chart, indicating the number of FTEs per title.
  - A list of all members of the Applicant’s current or proposed Board of Directors. Also indicate whether any members are officers, agents, or employees of the Applicant organization.
  - A description of all other grants (whether from Opioid Settlement Funds or other moneys) received by the organization within the past five (5) years and if the funded project for each such grant was completed within its terms.
- (c) Explanation of how the target population will benefit if the Applicant is selected to perform the work specified in this RFP.
- (d) 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.

**SECTION III – Program Description (10 pages)**

- a) Describe why the services to be provided are relative to the target population, and how it will be incorporated into the Applicant Organization’s mission, values, and current work.
- b) Describe where the program will be located (city, county) and what information was used to decide on the location (needs assessment, overdose data rates, or other valid data reporting elements used in the justification of need for the services proposed).
- c) Identify and describe the strategies to be used to identify and inform the target population of the services available.
- d) Identify the number of individuals to receive the proposed services in the target population.
- e) Identify the promising practices, best practices, and/or evidenced based practices that will be used in the provision of services and how they are related to the target population identified. Provide sufficient background information on any practices to be used. 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.
- f) Describe the proposed program’s admission criteria and processes for each

service that will be implemented. This should include information on how services may be accessed by the target population and how the target population may be referred for identified services. Populations should include those underserved and under-resourced.

- g) Detail the plan the organization has of engaging the historically underserved communities within the state.
- h) 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.
- i) Describe how trauma specific services will be practiced by the agency and how that model will be implemented throughout the program. Describe how the agency will assess and respond to the trauma needs of the target population.
- j) Describe your agency's plan to work collaboratively with various social service agencies to provide additional referrals or services for the target population.
- k) Describe the strategies to be utilized to ensure the proposed services, project, or program is, at all levels, responsive to the diverse cultural beliefs and practices of participants.
- l) Describe the timeline and process for implementation of services. Proposed services must start no later than 120 days after date of award. (Timeline with dates must be listed as EXHIBIT 3).
- m) Outline community organizations, providers, etc. with whom the organization collaborates, or intends to collaborate, with this initiative.
- n) If the proposed program will utilize any personnel that will be shared with, or co-assigned to other programs, describe this arrangement. Identify each position to be shared, along with the percentage of the staff's time assigned to the proposed program.
- o) Describe how the target population will be made aware that the program services will not have an associated cost and how such information will be documented.
- p) Describe specific, measurable, time specific goals for the program and the specific processes for achieving the goals.
- q) Indicate the metrics which will be utilized to evaluate the success of the program.
- r) Describe your method for compliance with state and other reporting

requirements.

- s) Describe how the program will be evaluated including outcome measures.
- t) Identify any anticipated barriers, challenges, etc. relative to the proposal requirements and plans to address such.

**SECTION IV- Proposed 12-month Budget and Budget Narrative (2 pages)**

- (a) Provide a proposed twelve-month budget and narrative for the proposed program (Include as EXHIBIT 1, Twelve Month Budget and Exhibit 2, Budget Narrative).
- (b) Budget may include indirect costs with a percentage of 10% or less. Indirect costs should be described in the budget narrative.

**Continuation Funding Awards** - Grants may be awarded to agencies having received prior Opioid Settlement Funding awards through ADMH's previous RFP based on a review of the outcomes of the previous project and proposal for continuation of previous project. Funding will be limited to the fiscal caps noted in this RFP.

Continuation of funding will require and be contingent on the agency's ability to provide established, documented outcomes from the use of previously awarded funds in the first round of Opioid Settlement Funding through ADMH's grant process. Agencies were required to complete an evaluation process. Questions that were to be answered as part of the Evaluation section are located in D, Section IV below. These questions must be fully answered and show measurable results for the continuation:

- Explained how the applicant plans to evaluate the project: i.e., how will they measure the project did or did not achieve the goal(s) outlined above.
- What does the applicant organization expect will be different in a year because of the funding? In two years? For instance, what systems will be changed? What populations will benefit? Be specific.

In order to be considered for continuation funding, agencies must answer these questions as related to the project for which they were funded.

## **E. DESCRIPTION OF PROPOSED PROGRAM AND BUDGET REQUEST FOR CONTINUATION PROPOSALS ONLY**

### **SECTION I – Completed COVER SHEET (1 page maximum)**

The Proposal Cover Page must include the following information:

- (a) Title of proposal: Opioid Settlement Grant
- (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.

### **SECTION II – Profile of Applicant Organization (2 pages)**

The Applicant shall provide sufficient information for ADMH to determine the agency has the knowledge, skills, abilities, and resources to provide the services specified in this proposal. At a minimum, this information shall include:

- (1) The Applicant's legal business name and legal organizational structure.
- (2) A brief history of the organization, including:
  - i. Number of years in business under the present business name, and under other business names.
  - ii. Services currently provided, including physical addresses of each location. Include in your description a list of all currently certified services and levels of care provided; clearly describe all funding provided to support those services, including grants and existing contracts.
  - iii. Number of years providing services for the target population specified in this RFP, and a description of the services provided to target population.
  - iv. A description of any and all other grants (whether from

Opioid Settlement Funds or other moneys) received by the organization within the past five (5) years and if the funded project for each such grant was completed within its terms.

- (3) Explanation of how the target population will continue to benefit if the Applicant is selected to perform the work specified in this RFP which is a continuation from the previous year.
- (4) 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.

### **SECTION III – Program Description (10 pages)**

- a) Describe why the services from the previous RFP application should continue and how they are to be provided, and how it will be incorporated into the Applicant Organization's mission, values, and current work.
- b) Describe if the current location of the program will change. If so, provide that information. If the location is to change, provide what information was used to decide on the location (needs assessment, overdose data rates, or other valid data reporting elements used in the justification of need for the services proposed). If the program will remain in the same location, state that in this section.
- c) Identify and describe the any strategies that may be changed from the previous application and why they are changing. If any new strategies are to be added, please describe them and why you are using them. If the strategies will remain the same, state that in this section.
- d) Identify the number of individuals to receive the proposed services in the target population.
- e) Identify if the promising practices, best practices, and/or evidenced based practices identified in the first proposal will continue to be used. If adding new practices, please identify those that will be used in the provision of services and how they are related to the target population identified. If removing any practices, please note those and the reason for the removal. If practices will remain the same, state that in this section.
- f) Describe the proposed program's admission criteria and processes for each service that will be implemented. This should include information on how services may be accessed by the target population and how the target population may be referred for identified services. Describe any changes to the previous

proposal in this section.

- g) 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.
- h) Describe how trauma specific services will be practiced by the agency and how that model will be implemented throughout the program. Describe how the agency will assess and respond to the trauma needs of the target population.
- i) Describe your agency's plan to work collaboratively with various social service agencies to provide additional referrals or services for the target population.
- j) Describe the strategies to be utilized to ensure the proposed services, project, or program is, at all levels, responsive to the diverse cultural beliefs and practices of participants.
- k) Describe the timeline and process for implementation of services. Proposed services must start no later than 120 days after date of award. (Timeline with dates must be listed as EXHIBIT 3).
- l) Identify any new community organizations, providers, etc. with whom the organization collaborates, or intends to collaborate, with the continuation of this initiative.
- m) If the proposed program will utilize any personnel that will be shared with, or co-assigned to other programs, describe this arrangement. Identify each position to be shared, along with the percentage of the staff's time assigned to the proposed program.
- n) Describe how the target population will be made aware that the program services will not have an associated cost and how such information will be documented.
- o) Describe specific, measurable, time specific goals for the program and the specific processes for achieving the goals.
- p) Indicate the metrics which will be utilized to evaluate the success of the program.
- q) Describe how the program will be evaluated including outcome measures.
- r) Identify any anticipated barriers, challenges, etc. relative to the proposal requirements and plans to address such.

**SECTION IV- Evaluation (2 pages)**

- a) Explain how the applicant evaluated the previous project. Identify the goals and objectives of the project for which continuation funding is being requested and did the project achieve those goals. Describe how an outside entity would know that the project achieved the goals.
- b) Describe if anything will be done differently if funded and the reason for the changes. Be specific in your answer.

**SECTION V- Proposed 12-month Budget and Budget Narrative (2 pages)**

- a. Provide a proposed twelve-month budget and narrative for the proposed continuation program (Include as Exhibit 1, Twelve Month Budget and Exhibit 2, Budget Narrative).
- b. Budget may include indirect costs with a percentage of 10% or less. Indirect costs should be described in the budget narrative.

**F. FUNDING INFORMATION AND REPORTING REQUIREMENTS**

Awards will be offered in each of the two identified categories: Treatment and Recovery Support Services. Of the total funding allocated by the legislature for treatment and recovery support grants in this 2024 Opioid Settlement funding round, the total designated for Treatment services is \$5,600,000; the designated amount for Recovery Support is \$800,000. Each area has a cap with the following designated limits:

<b>Category</b>	<b>Max requested amounts in identified category</b>
Treatment	\$350,000.00 per award
Recovery Support	\$150,000.00 per award

All grants are subject to the limits of the amounts awarded. 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. **Applicants must certify that funds, if awarded, will not supplant expenditures from other Federal, State, or local sources or funds generated by the grantee. Applicants must also certify that funds, if awarded, will not supplant for existing services for which funds have already been provided. Supplementing occurs when opioid settlement funds are used to enhance services and program activities for which funding has previously been provided. To**

**supplant funds means utilizing funds to take the place of an original funding stream and replace it with opioid settlement funds.** For example, Medicaid and other insurance programs should be used as a payment source for treatment wherever possible.

### **Reporting Requirements (for new proposals and continuation proposals)**

All grantees will be required to submit monthly 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.
- Demographical information to include race, ethnicity, age, gender/identity, pregnancy, treatment episodes, etc.
- Aggregated and de-identified demographic information for individuals served.
- Summary of impact(s), successes 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.



**G. SCORING CRITERIA (100 total points)**

<p align="center"><b>Scoring Criteria and Evaluation Questions for <b>New</b> Proposals</b></p>	<p align="center"><b>Potential Points</b></p>
<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 the treatment or recovery support services being proposed?</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>	<p align="center">20</p>
<p>Organizational Experience in providing Substance Use Treatment Services or Recovery Support Services</p> <ul style="list-style-type: none"> <li>▪ Has the Applicant documented experience in serving individuals in need of substance use treatment services or recovery support services?</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>	<p align="center">15</p>
<p><u>Quality, Completeness, and Responsiveness of the Program Description Relative to the Needs of individuals in need of treatment services or recovery support services</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 individuals, and maximizes opportunities for recovery?</li> <li>▪ Are plans for engagement of individuals reflective of the needs for the identified services?</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 needs 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> </ul>	<p align="center">35</p>

<u>Readiness to Implement Proposed Services</u> <ul style="list-style-type: none"> <li>▪ Does the implementation plan provide realistic targets in relation to the tasks to be performed?</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
<b>Total Points possible</b>	<b>100</b>

<b>Scoring Criteria and Evaluation Questions for <b>Continuation</b> Funding Requests</b>	<b>Potential Points</b>
<u>Understanding of and Responsiveness to the Request for Proposal</u> <ul style="list-style-type: none"> <li>▪ Does the proposal clearly articulate an understanding of the concept of services for which continuation funding is being requested?</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> </ul>	15
<u>Organizational Experience in providing Substance Use Treatment Services</u> <ul style="list-style-type: none"> <li>▪ Has the Applicant documented experience in serving individuals of the identified target population?</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
<u>Quality, Completeness, and Responsiveness of the Program Description Relative to the Needs of individuals in need of Residential Withdrawal Management</u> <ul style="list-style-type: none"> <li>▪ Does the applicant adequately explain the program description and any changes that may be made as a result of their experience with implementation with the previous funding?</li> <li>▪ If no changes are to be made to the proposed project, does the applicant adequately explain why no changes are being made and how this will benefit the target population and the community at large?</li> </ul>	15
<u>Readiness to Implement Proposed Services</u> <ul style="list-style-type: none"> <li>▪ Does the implementation plan provide realistic targets in relation to the tasks to be performed?</li> </ul>	10

<u>Evaluation of Previous Project</u> <ul style="list-style-type: none"> <li>▪ Does the evaluation describe if goals of previous project were achieved and how those goals were achieved? Would an outside agency be able to see the results of the goals?</li> <li>▪ Does the narrative describe how the project will change or not change if funded for a second time? Is the plan specific to the changes?</li> </ul>	30
<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
<b>Total Points possible</b>	<b>100</b>

**APPENDIX A**

**Alabama Department of Mental Health  
Proposal for Use of State Opioid Settlement Funding**

**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 Opioid Settlement Funding Proposal 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, as specified 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 in the above referenced 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**

## H. SCHEDULE OF EVENTS

### RFP 2024-11: Opioid Settlement Funds Proposal

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**.

#### **NOTICE OF BIDDER’S CONFERENCE:**

ADMH will host a Bidder’s Conference one week for the date of publication of the Request for Proposals. The Conference is provided via virtual link to all interested parties. The purpose of the Bidder’s Conference is to review and clarify guidelines for submission, allow potential vendors the opportunity to ask questions regarding the proposal prior to submission, and provide an opportunity to review the certification and contract process.

<b>Date</b>	<b>Event</b>	<b>Method of Notification</b>
July 24, 2024	RFP Release	USPS, ADMH Website, and STAARs website
<b>August 1, 2024 12:00pm</b>	BIDDER’S 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	RFP questions deadline. <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 (4): 1 original, 2 copies, & 1 complete electronic copy on a USB 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)
<b>Submit RFP Responses To:</b> AL Department of Mental Health Office of Contracts & Purchasing RSA Union Building 100 N. Union Street, Suite 570 Montgomery, AL 36104		

## NEW PROVIDERS

If the event the that a provider has been awarded funds based on RFP, as a new provider, the following need to be submitted and/or completed:

- Registered with Secretary of State.
  - Need Tax ID number
  - Legal Business name
  - There is a cost of approx. \$200.00
  - SOS will do the name registration. This is good for 12 months. Then the provider will complete the registration and will be assigned an entity ID number.
- Must enroll in eVerify Memorandum of Understanding (MOU) for employers:
  - Once enrolled, verify produces an eVerify MOU.
  - Submit a copy of the eVerify to ADMH. This is about 15-17 pages.
- Must enroll in State of Alabama Accounting and Resource System (STAARS):
  - [https://procurement.staars.alabama.gov/LoginExternal/Pages/register\\_for\\_a\\_new\\_account.htm](https://procurement.staars.alabama.gov/LoginExternal/Pages/register_for_a_new_account.htm)
  - STAARS should have the correct billing address for invoice processing.
  - STAARS will issue a vendor number.
- Submit a copy of the TAX ID letter to ADMH.
  - Legal business name must match Tax ID name. if there are any name changes, provide any information to support the changes. Since all information should correspond with IRS.
  - If a provider is “doing business as” (DBA), DBA must be on TAX ID letter.
- Submit a copy of Certificate of Insurance. If it’s a community provider, submit a copy of the liability insurance.