

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

January 24, 2025

RFP 2025-14

Dear Vendor:

The Alabama Department of Mental Health (ADMH) is soliciting proposals provide **prevention** services through the **ADMH Partnership for Success (PFS) for Marijuana**. Request for Proposals (RFP) will be accepted until **2:00 pm on Tuesday, February 18, 2025**.

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
Office of Contracts & Purchasing



Organization: ALABAMA DEPARTMENT OF MENTAL HEALTH (ADMH)

RFP Closing Date & Time: **2:00 pm on Tuesday, February 18, 2025**
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?
 - Public or private non-profit organizations who meet one of the following: **1)** Certified by ADMH to provide substance use prevention service; or
 - **2)** Can be certified by ADMH to provide such services within four months of award.
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 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 for review. Please view the website prior to submitting a request for records as your request may be satisfied by the information contained therein.

Request for Proposal (RFP)

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 **Partnership for Success (PFS) for Marijuana. The purpose of this grant program is to prevent, reduce, or mitigate the effects of marijuana use for 18-25 year olds** and has a total grant amount of \$1,014,176. The top three counties have been identified in each of the four regions for a total of twelve counties in the state. Each county will have a minimum of \$51,369 up to \$115,000 to utilize for the purpose of this grant. The Strategic Prevention Framework (SPF) will be utilized for the development of the execution of planning and implementation of these strategies. Utilization of the SPF will lead to implementing evidence-based programs, policies and practices (EBPPPs). The EBPPPs will coincide with the CSAP strategies.

Additionally, applicants must demonstrate they are not supplanting existing funding and should avoid using the dollars in areas where other funds are available.

I. INTRODUCTION

Alabama Acts 1965, No. 881, section 22-50-2. Its purpose is to provide for the diagnosis, treatment, rehabilitation, follow-up care, prevention and research into causes of all forms of mental or emotional illness, which includes alcoholism, drug addiction, epilepsy, and intellectual disabilities. ADMH has the statutory authority to supervise, coordinate, and establish standards for all operations and activities of the state related to mental health and the provision of mental health services.

The ADMH/Division of Mental Health and Substance Use Services (ADMHSUS), Office of Prevention is seeking proposals from ADMH certified prevention providers to implement prevention services aimed at preventing the onset and reducing the progression of substance use and reduction of substance use-related problems at the community level through utilization of the Substance Abuse Mental Health Services Administration's (SAMHSA) Center for Substance Abuse Prevention's (CSAP) strategies for prevention to impact large numbers of people, based on identified risk and protective factors.

II. BACKGROUND

The Substance Abuse and Mental Health Services Administration (SAMHSA) is the Federal agency charged with improving the quality and availability of prevention, treatment, and rehabilitative services in order to reduce illness, death, disability, and costs to society resulting from substance use and mental illnesses. SAMHSA was established by Congress under Public Law 102-321 on October 1, 1992, to strengthen the nation's health care capacity to provide prevention, diagnosis, and treatment services for substance use and mental illnesses. SAMHSA works in partnership with states, communities, and private organizations to address the needs of people with substance use and mental illnesses as well as the community risk factors that contribute to these illnesses.

SAMHSA serves as the umbrella under which substance use and mental health service centers are housed, including: The Center for Mental Health Services (CMHS), The Center for Substance Abuse Prevention (CSAP), and The Center for Substance Abuse Treatment (CSAT).

Awareness of risk and protective factors are key. Embedded within the theory of risk and protective factors is to seek to modify risk factors and build upon existing protective factors. The risk and protective factor framework should be utilized in the effective planning of prevention programming.

During a previous Alabama Substance Use Prevention and Synar System Review, the Substance Abuse and Mental Health Services Administration's (SAMHSA) Center for Substance Abuse Prevention

(CSAP) identified challenges, potential enhancements, and areas for strengthening Alabama’s prevention system. As a result, ADMH developed approaches and implemented strategies to address areas such as the following:

- Ensure all citizens have access to prevention services;
- Stabilize and strengthen the State’s prevention system—including funding and other resources;
- Leverage resources to build the capacity of providers;
- Prioritize current high needs areas and emerging issues when making funding decisions;
- Demonstrate significant improvements in reducing the problems and consequences related to substance use;
- Establish funding structure to achieve population-level outcomes;
- Implement strategies to reach the people in the greatest need;
- Expand the reach of prevention funds;
- Prioritize community and environmental approaches; and
- Implement outcome-based performance resource allocation.

As a result of the review, the state’s prevention system addressed state needs to improve substance use indicators and outcomes measured by SAMHSA’s National Outcome Measures. As a result, Alabama implemented an approach to align closer with a needs based approach that could incorporate outcome-based performance resource allocation.

A hybrid funding allocation model combining population and highest need is utilized to support the prevention system in the state of Alabama. For Alabama’s funding allocation process, the total population estimates from the United States Census Bureau, 2022 Population Estimates were used. Alabama consists of sixty-seven counties. These counties are contained in 22 catchment areas.

The second component used in the allocation of funding was need. The first step of assessing the counties in Alabama was to determine the criteria for inclusion for need. To help determine need as in relation to substance use the OPP looked at substance use indicators as well as social and economic indicators within a county. The process for choosing indicators was determined by:

- Availability of indicators on the county level
- Relative Importance
- Current and Updated periodically (On at least an annual basis)

Based off the criteria, the following indicators were selected to assess Epidemiological Need:

- Marijuana Use
- Substance Use Treatment Admission
- Graduation Rates
- Poverty
- Suicides

A percentage (\$85,000) of the available funding is set aside for a separate contract for evaluation services. A portion (\$1,014,176) is to be utilized for the funding allocation model. Funding allocation for three counties, per region, provides an equitable population and weighted need consideration for each region. Funding allocation allows a weighted need consideration for each catchment (30% of available funding allows \$1,474,409.00 to be used for need with each county receiving between \$51,369 - \$115,000). Upon subsequent notice of awards, funding allocation amounts may be adjusted accordingly. See Appendix 2 for the specific award amount by catchment and the allocation per county(ies) within the catchment.

The Office of Prevention supports SAMHSA’s Interim Strategic Plan which looks to the evolving behavioral health needs.¹ The Office of Prevention seeks programs that practice evidenced-based prevention activities. These activities must be carried out in an intentional, comprehensive, and systematic way, in order to impact a large number of people based on identified risk and protective factors. A mix of CSAP strategies for prevention must be employed to successfully prevent the onset and reduce the progression of substance misuse and reduction of substance misuse-related problems. Greatest emphasis should be placed on environmental strategies, community based processes, and then followed by the other strategies (information dissemination, alternatives, education, and problem identification and referral).

In keeping with SAMHSA’s strategic initiative of prevention of substance misuse, promote mental health and achieve well-being, proposals should consider how to focus efforts primarily on high-risk populations and those with behavioral health disparities:

1. high-risk population;
2. college students;
3. transition-age youth;
4. American Indian/Alaska Natives;
5. ethnic minorities experiencing health and behavioral health disparities;
6. service members, veterans, and their families;
7. LGBT;
8. Other: _____

The five steps of SAMHSA’s Strategic Prevention Framework along with sustainability and cultural competence are designed to help states and communities build prevention competencies and the infrastructure necessary to implement and sustain effective prevention programs, policies and practices. For more detailed information on the SPF process, go to <http://www.samhsa.gov/resource/ebp/strategic-prevention-framework>

III. TARGET POPULATION

The Counties identified for this proposal include the following:

| Region | County | Population | Allocation |
|--------|------------|------------|------------|
| 1 | Madison | 403,565 | \$ 115,000 |
| | Colbert | 58,033 | \$ 51,369 |
| | Etowah | 71,998 | \$ 51,369 |
| 2 | Tuscaloosa | 236,780 | \$ 97,535 |
| | Jefferson | 665,409 | \$ 115,000 |
| | Calhoun | 115,788 | \$ 75,000 |
| 3 | Autauga | 59,759 | \$ 51,369 |
| | Lee | 180,773 | \$ 94,999 |
| | Elmore | 89,563 | \$ 75,000 |
| 4 | Baldwin | 246,435 | \$ 97,535 |
| | Mobile | 411,411 | \$ 115,000 |
| | Houston | 108,079 | \$ 75,000 |

The proposal must address the following priority: prevent and reduce marijuana use and its negative consequences among young adults aged 18-25 with health disparities through evidence-based or evidence-informed programs or strategies.

Applications must reflect a clear understanding of the priority and demonstrate an ability to utilize the SPF to implement and sustain culturally specific EBPPPs that will address the identified priority(ies) with consideration given to high-risk youth, youth in tribal communities; and/or military families.

IV. PROGRAM GOALS

Through implementation of this project, the ADMH/ADMHSUS is striving to accomplish the following goals:

- (1) Prevent and reduce young adult marijuana use in communities with health disparities;
- (2) Reduce marijuana-use related problems in Alabama communities that have less access to care and poorer behavioral health outcomes; and
- (3) Improve prevention capacity, coordination and infrastructure at the state and community levels.

V. CONTRACTUAL LIMITATIONS

Any and all contracts resulting from this RFP shall be annual, expiring with the end of the state fiscal year, September 30. All contracts shall be subject to availability of funds and continuation of this project is subject to one time funding. All contract awards will be contingent upon the successful submission and approval of a prevention plan containing SPF steps 1-5 post initial award notification and prior to the execution of the contract (Oct. 1, 2025¹). Should the funding or service requirements relative to this project be altered, contracts will be amended, accordingly.

VI. VENDOR ELIGIBILITY

Applicants must meet the following eligibility criteria in order to submit a proposal in response to this RFP:

1. Certified by ADMH to provide substance use prevention service.
2. Can be certified by ADMH to provide such services within four months of award.

VII. PROPOSAL REQUIREMENTS

The ADMH/ADMHSUS, Office of Prevention is seeking proposals from ADMH certified prevention providers or an agency that can be certified by ADMH within four months of award to implement prevention services aimed at preventing the onset and reducing the progression of marijuana use. The aim is to reduce marijuana use-related problems at the community level through utilization of the SAMHSA's CSAP strategies for prevention to impact large numbers of people, based on identified risk and protective factors. Proposals are sought for counties represented within the state of Alabama. Each agency may request up to the amount indicated by county as indicated in Section III (Target Population).

The proposal shall be developed following the outline below. Each section, A-I, in the Statement of Work must be addressed, and appendices provided where indicated.

¹ No funds will be released without the timely successful submission and acceptance of a prevention plan in accordance with Prevention Standards. Upon notification of award, the prevention plan due date and parameters will be communicated.

The information provided under each heading explains the intent of the section and/or describes the minimum information you are required to provide. Although minimum requirements must be addressed, it is the responsibility of the applicant to ensure that each response thoroughly describes the strategies, and approaches, or provides other relevant information to ensure that the topic of the section is fully and distinctly addressed.

Information in **Bold Type** in each section provides the evaluation criteria for review and scoring of the application. The proposal should be single-spaced, using a standard 12-point font (Times New Roman is preferred) with 1-inch margins, and should **not exceed the page requirements listed below.**

STATEMENT OF WORK

A. Cover Page (Applicant cover page includes the name of the submitting agency; contact person; address, phone number, fax number, email of contact person; and area of focus (county, city, or community). **Not to exceed 1 page.**) **(2 Points)**

B. Abstract (Applicant must provide a single page abstract that includes: the prevention of marijuana being addressed by county, city, or community; the prevention strategies to address the priority(ies) by county, city, or community; who the priority(ies) will primarily focus on *i.e.* high-risk population; college students; transition-age youth; American Indian/Alaska Natives; ethnic minorities experiencing health and behavioral health disparities; service members, veterans, and their families; LGBT individuals; or other data driven population by county, city, or community; an overview of the goals for the priority(ies) by county; anticipated number of people to be served by county, city, or community. **Not to exceed 1 page.**) **(6 Points)**

C. Organizational Capacity and Project Overview (Applicant must address the following: 1). Provide a brief description of the organization, including a brief overview of the organization's history, key programs, and services. 2). Describe the organization's capacity to implement the proposed project and any relevant experience with similar projects or programming, including past achievements and evidence of impact. 3). Describe the purpose of the proposed project, types of services to be provided, and how services will be delivered. Included a description of how the proposed project is science and data driven. 4). Describe the population to be served by this project, including an estimated number of individuals to be served and any relevant demographic information related to individuals to be served. **Not to exceed 3 pages.**) **(20 Points)**

D. Goals (Applicant must address the following: 1). Identify reasonable goals with a timeline for completion of the proposed project. (Goals should be specific, measurable, achievable, relevant, and time-bound *i.e.*, SMART goals). 2). Describe the process(es), plan(s), and/or project activities to be completed to meet goal(s) and to deliver the proposed project/services. 3). List what project outcome(s) would be expected and how the applicant plans to measure. **Not to exceed 2 pages.**) **(15 Points)**

E. Need (Applicant must address the following: 1). Description of the need for the proposed project, including quantitative and/or qualitative data as appropriate, how the proposed project will address the need, and what the organization is currently doing to address the need was included. 2). Describe how the proposed project is innovative in its approach to addressing the impact of marijuana use. 3). Identify potential barriers to implementation and how the organization will work to mitigate them. In addition, must also complete Appendix 1. **Not to exceed 3 pages.**) **(25 Points)**

F. Resources (Applicant must address the following: 1). List the key staff that will be responsible for the project and what role each of them will play, including their relevant experience. 2). Described any

additional resources and/or funding that will be used to support this project or related projects. Applicant list any relevant funding sources the organization receives for associated programming such as SOR, OD2A, Block Grant, SB123, SPF Rx, SAMHSA, CDC, HRSA, BJA, Community funding or other funding source. 3). Described how the organization is/will collaborate with other organizations to accomplish implementation of this project. The Applicant described how the organization will ensure activities are not duplicated. In addition, must also complete Appendix 2. Not to exceed 2 pages. (15 Points)

G. Sustainability (Applicant must address the following: 1). Include plans for sustaining the project after the grant period ends. As a result of the grant funding, what work will be sustained, enhanced, or expanded? **Not to exceed 1 page.** (6 Points)

H. Evaluation (Applicant must address the following: 1). Explain 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. 2). 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. **Not to exceed 1 page.** (6 Points)

I. Budget (Using the provided template, applicants provide a detailed budget that demonstrates by line item the proposed utilization of funding towards the CSAP strategies (information dissemination, environmental, community-based processes, education, problem identification and referral and alternatives), travel, contractual, and operating expense utilizing the form provided. A narrative justifying the travel, contractual, and operating expense should be included.) See Appendix 3. (5 Points)

VIII. REVIEW CRITERIA

The ADMH reserves the right to request necessary amendments, reject any and all proposals received, or cancel this RFP according to the best interest of the ADMH.

The ADMH, also, reserves the right to waive any informality in this process, providing such is in the best interest of the ADMH. Where the ADMH may waive any informality, such waiver shall in no way modify the RFP requirements or excuse the applicant from full compliance with the contract.

All proposals, which satisfactorily meet the submission requirements specified in item “IX” below, will be evaluated based upon the criteria indicated in each section of the Statement of Work.

IX. SUBMISSION REQUIREMENTS

Proposals shall be submitted in the following written format:

STATEMENT OF WORK:

Each item listed in the RFP under the statement of work (A-I) must be addressed. Section dividers shall delineate each area with the required cover pages titled accordingly.

COVER PAGE:

Shall include the submitting agency; contact person; address, phone number, fax number, and email of contact person; and county, city, or community.

TABLE OF CONTENTS:

Page numbers shall be listed for each of the major sections of the proposal, including each Appendix.

ABSTRACT:

Shall include the items listed from section B of the RFP.

ORGANIZATIONAL CAPACITY AND PROJECT OVERVIEW:

Shall include the items listed from section C of the RFP using the template provided from Appendix 3.

GOALS:

Shall include the items listed from section D of the RFP.

NEED:

Shall include the items listed from section E of the RFP.

RESOURCES:

Shall include the items listed from section F of the RFP.

SUSTAINABILITY:

Shall include the items listed from section G of the RFP.

EVALUATION:

Shall include the items listed from section H of the RFP.

BUDGET:

Shall include the items listed from section I of the RFP using the template provided from Appendix 4.

LITERATURE CITATIONS:

Complete citations shall be provided for any literature referenced in your proposal.

APPENDICES:

Include any appendix(es) listed in the guidelines for the Statement of Work.

In the event it becomes necessary to revise any portion of the RFP, ADMH will post these changes on its web site: www.mh.alabama.gov.

This announcement does not commit ADMH to award a contract or pay any costs incurred in the preparation of proposals. ADMH reserves the right to accept or reject, in whole or in part all proposals submitted, and/or to cancel this announcement. The contract award(s) shall be based upon the proposal(s) most advantageous to ADMH.

Proposal Content

Instructions must be followed or responses will not be graded.

Each proposal is to contain **specific responses** to each of the requests listed in section **A-I**, and respondents are encouraged to respond fully to each inquiry, but to be as concise as possible. **Submit the response as instructed in the proposal.**

Three (3)—1 original, 1 copy, and 1 USB drive of your proposal must be received at the following address no later than **2pm** on **Tuesday, February 18, 2025.**

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

Proposals must be clearly marked **RFP 2025-14 Prevention/PFS (list county)**. All proposals received after the deadline will be returned unopened. **Postmarks of the date mailed are insufficient.**

The ADMH assumes no responsibility for expenses incurred in the preparation of the proposal. The ADMH reserves the right to reject any and all proposals. Additionally, the ADMH reserves the right to waive irregularities in any proposals and request clarification of any information, and negotiate with the firm and/or individual submitting the best proposal to secure more favorable conditions.

Evaluation Process

A review committee will examine each eligible proposal submitted. The ADMH may elect to conduct interviews with finalists. ADMH expects a final selection on or around **March 28, 2025.**

Evaluation Criteria

| Evaluation Criteria | Page Requirement | Points |
|---|-------------------------|---------------|
| A. Cover page | Not to exceed 1 pg. | 2 |
| B. Abstract | Not to exceed 1 pg. | 6 |
| C. Organizational Capacity and Project Overview | Not to exceed 3 pgs. | 20 |
| D. Goals | Not to exceed 2 pgs. | 15 |

| | | |
|-------------------|----------------------|------------|
| E. Need | Not to exceed 3 pgs. | 25 |
| F. Resources | Not to exceed 2 pgs. | 15 |
| G. Sustainability | Not to exceed 1 pg. | 6 |
| H. Evaluation | Not to exceed 1 pg. | 6 |
| I. Budget | NA | 5 |
| Total | | 100 |

Selection Criteria

Selection shall be based on the factors to be developed by the procuring state entity, which may include among others, the following:

1. Specialized expertise, capabilities, and technical competence, as demonstrated by the proposed approach and methodology to meet project requirements.
2. Resources available to perform the work, including any specialized services within the specified time limits for the project.
3. Record of past performance, quality of work, ability to meet schedules, cost control and contract administration.
4. Availability to a familiarity with the project locale.
5. Proposed project management techniques.
6. Ability and proven history in handling special project contracts.

**SECTION III
SCHEDULE OF EVENTS**

RFP 2025-14 Prevention PFS Services

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 |
|--|---|--|
| January 24, 2025 | RFP Release | USPS, ADMH Website, and STAARs website |
| January 31, 2025 by 12:00 pm | Deadline for RFP questions. Submit in Word—No tables | Email to leola.rogers@mh.alabama.gov |
| February 5, 2025 | RFP Q&A to be posted for review | ADMH website www.mh.alabama.gov |
| February 18, 2025 2:00 pm | RFP Submissions: Three (3): One original, one copy, & 1 digital copy on a USB flash drive | USPS or FedEx or UPS (Review mailing note) |
| February 18 2025 2:00 pm | RFP Closing Date | USPS or FedEx or UPS (Review mailing note) |
| March 28, 2025 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 Street, Suite 570 Montgomery, AL 36104</p> | | |

Appendix 1 – Assessment

- 1. Why did you select Marijuana as a priority area for this county? (Please describe the data sources from your needs assessment worksheet that indicate the magnitude of the problem, the populations at greatest risk, the consequences of marijuana use, and the risk and protective factors related to marijuana use). Use local data as much as possible when answering this question.**

- 2. What long-term outcomes would you expect to see in this county in 5 years as a result of prioritizing Marijuana use prevention?**

Long-term outcomes are the impact on the problem you are trying to address. Some examples include % change in marijuana use rates.

Appendix 2 – Capacity

1. From the list below please identify your community partners/stakeholders in this county and indicate their level of involvement in working with you or otherwise supporting your substance use prevention efforts. If you are not engaged with a community partner listed, leave all selections for that row empty.

| Community Partner | Please check if working with this group/organization | Indicate level of involvement | | |
|--|--|-------------------------------|--------------------------|--------------------------|
| | | Low | Medium | High |
| Advisory Board | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Business community | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Children’s Policy Council | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Civic or volunteer organizations | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Clergy/faith-based organizations | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Coalition | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| County Prevention Planning Committee | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Courts/judiciary system | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Health care professionals/agencies | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Law enforcement agencies | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Media (radio/TV stations; newspapers) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Mental health professionals/agencies | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Military/Veterans | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Organizations serving LGBTQ individuals | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Other youth-serving organizations | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Parents/family/caregiver groups | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Schools/school districts | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Substance abuse prevention organizations | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Substance abuse treatment organizations | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Tribal leaders or elders | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Youth groups/representatives | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Other (Describe below): | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Other (Describe below): | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Other (Describe below): | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

2. Below are questions around building capacity to implement interventions/programs and policies to address substance use issues in Enter County Name. Please indicate your level of agreement with each statement when thinking about this county, either for previously funded substance use prevention projects or in preparing for the FY2024-2025 funding cycle.

| | Strongly Disagree | Disagree | Agree | Strongly Agree |
|---|--------------------------|--------------------------|--------------------------|--------------------------|
| Our organization has enough staff to implement prevention activities in this county. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Our organization has staff with the right skills to implement prevention activities in this county. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Our organization has enough fiscal/financial resources to implement prevention activities in this county. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Our organization has experience with the target populations identified for prevention interventions in this county. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Our organization has experience with relevant prevention interventions being implemented in this county. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Our organization has experience collaborating with other organizations on relevant prevention interventions in this county. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Our organization has identified and recruited the key partners/stakeholders needed for successful implementation of prevention activities in this county. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Our organization meets with key partners/stakeholders on a regular (at least quarterly) basis to review progress and plan next steps to ensure follow-through on planned activities in this county. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Our organization has the capability to use data in prevention planning for this county. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Our organization has the capability to use data in evaluating and making course corrections or adaptations for prevention interventions in this county. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Our organization has developed a plan to sustain prevention efforts and outcomes over time in this county. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Our organizational mission and project goals are clear and well documented. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Our organization ensures important decisions are recorded and tasks are clearly assigned to individuals, work groups/committees, and/or community partners. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Our organization communicates information and data regarding issues and goals to the general public and to diverse public sectors. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Our organization has developed relationships, including in-person or virtual meetings, with local and state policy makers. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Appendix 3 – Budget Template

This template is a MS Excel document. A copy is available on the ADMH website, <http://mh.alabama.gov/prevention-budget-request-template/> listed as Prevention Budget Request template.

Appendix 4 – Additional Requirements for New Providers

In the event 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
 - 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.