

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 2025-15

Dear Vendor:

The Alabama Department of Mental Health (ADMH) is soliciting proposals provide **prevention evaluator** services. 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

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 not** respond to this RFP? ADMH Certified and/or Contracted Prevention Providers, Employees of ADMH, and current State employees.
2. In order to transact business in the State of Alabama all businesses domestic and foreign must be registered with the Alabama Secretary of State Office. (Domestic means within the State of Alabama. Foreign means out-of-state.) Website: www.sos.alabama.gov
3. If contracted with the State of Alabama, all vendors must enroll and actively participate in E-Verify. Website: <https://www.e-verify.gov/>
4. ALL vendor payments are processed thru the State of Alabama Accounting and Resource System (STAARS). All vendors must register with STAARS Vendor Self Service. Website: <https://procurement.staars.alabama.gov/webapp/PRDVSS1X1/AltSelfService>
5. The ADMH reserves the right to reject any and all proposals if RFP instructions are not adhered to, such as: received after deadline (see mailing note), requested # of submissions not received.
6. **Protest** (Effective 10/1/2022): A bona fide prospective bidder or offeror who is aggrieved in connection with the solicitation of a contract may protest to ADMH Director of Purchasing **within 14 days of the date of issuance** of the solicitation or any amendment to it, if the amendment is at issue.

(2)a. Except as provided in paragraph b., a bona fide actual bidder or offeror who is aggrieved in connection with the intended award or award of a contract may protest to ADMH Director of Purchasing **within 14 days of the date the award or notification of intent to award**, whichever is earlier, is posted in accordance with this article.

b. A matter that could have been raised under subdivision (1) as a protest of the solicitation may not be raised as a protest of the award or intended award of a contract.

(3) A protest filed under subdivision (1) or (2) shall be in writing, be filed with ADMH, and set forth the grounds of the protest and the relief requested with enough particularity to give notice of the issues to be decided.

(b) ADMH, or his or her designee, may settle and resolve the protest of a bona fide actual or prospective bidder or offeror concerning the solicitation or award of a contract in accordance with rules adopted under this article.

(c) If the protest is not resolved by mutual agreement **within 10 days after** the protest is filed, ADMH shall commence an administrative review of the protest and issue a decision in writing within 14 days of the review.

(d) A copy of the decision under subsection (c) shall be mailed or otherwise furnished immediately to the protestor and any other party intervening.

(e) A decision under subsection (c) shall be final and conclusive, unless fraudulent, or a party adversely affected by the decision appeals administratively to the Director of Finance in accordance with Section 41-4-164.

(f) In the event of a timely protest under subsection (a) or an appeal under Section 41-4-164, the state may not proceed further with the solicitation or with the award of the contract until five days after notice of the final decision is provided to the protestor, except that solicitation or award of a protested contract is not stayed if ADMH, after consultation with the head of the using agency or the head of a purchasing agency, makes a written determination that the solicitation or award of the contract without further delay is necessary to protect the best interests of the state.

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.

RFP Submissions:

Three: One original and two copies.

The Alabama Department of Mental Health (DMH), Division of Mental Health and Substance Use Services (DMHSUS), Office of Prevention is seeking proposals from qualified individuals to provide **Evaluation Services** to support the Substance Use Prevention Systems in the state of Alabama.

Contract position is currently available at the following location(s): Statewide

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I. INTRODUCTION

The Alabama Department of Mental Health, hereinafter, referred to as DMH, was established by 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. DMH 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 DMH and the DMHSUS desires to contract with an experienced individual and/or entity to conduct evaluation to support the Partnership for Success program that addresses Marijuana in the state of Alabama. Up to \$85,000 (per year up to five years) has been made available to fund evaluation services to support Substance Use Prevention efforts in 12 counties. Successful candidate acknowledges that the first year of the award is compressed due to the release and execution of the contract.

II. BACKGROUND

At the state level, prevention services are managed through the ADMH. The ADMH was established by Alabama Acts 1965, No. 881, Section 22-50-2. Act 881 defines “mental health services” as the diagnosis of, treatment of, rehabilitation for, follow-up care of, prevention of and research into the causes of all forms of mental or emotional illness, including but not limited to, alcoholism, drug addiction, or epilepsy in combination with mental illness or intellectual disability. Among its designated powers, ADMH is authorized to plan, supervise, coordinate, and establish standards for all operations and activities of the State of Alabama, including the provision of services, related to intellectual disability and mental health.

ADMH is designated as the Single State Agency (SSA) in Alabama authorized to receive and administer any and all funds available from any source to support the provision of services and other activities within the scope of its statutory authority. However, ADMH does not operate any substance use prevention, treatment, or recovery support programs or directly provide any related services.

Through contractual relationships, prevention providers deliver services through a mix of prevention strategies. Proposed plans to deliver services are provided through a prevention plan

that follows the steps in the Strategic Prevention Framework (assessment, capacity, plan, implementation and evaluation). Below is an explanation of the five (5)-step process:

- *Assessment* consists of data collection and use to identify substance use related problems; gathering experienced individuals to discuss methods to solve the problems; setting priorities; and deciding what resources the state will need to be ready to move forward with a strategic plan.
- *Capacity* involves individuals identifying resources to address needs pointed out by the data; creating partnerships with key state and community leaders who can help to create a strategic plan; as well as providing training and education for leaders.
- *Planning* consists of the development a strategic plan based on data collection that addresses priority substance use related problems.
- *Implementation* is where everything is to be put into action from steps 1-3 and implemented.
- During *Evaluation*, there is a continuation of the process to measure the impact of the strategic plan; analyze data; and identify areas for improvement.

Evidence based prevention activities are aimed at preventing the onset and reducing the progression of substance use and reduction of substance use-related problems at the community level. These activities create prevention prepared communities that promote emotional health through substance use shared protective factors and reduce the likelihood of comorbidity of mental illness, suicide, and substance use where individuals, families, schools, faith-based organizations, and workplaces take action to promote emotional health and reduce the likelihood of comorbidity issues associated with substance use. Greatest emphasis of these services is placed on environmental strategies, community-based processes, and then followed by the other strategies (information dissemination, alternatives, education, and problem identification and referral).

The Partnerships for Success (PFS) for States project seeks to prevent and reduce marijuana use and the negative consequences associated with it while improving capacity and infrastructure in communities with health disparities, less access to care, and poorer behavioral health outcomes in young adults in the identified high need populations within the state. The targeted counties will have high concentrations of individuals with significant health disparities, elevated levels of substance use, poverty, and less access to care resulting in poorer behavioral health outcomes. The population of focus will be young adults aged 18-25. This project seeks to continue utilization of a structured approach set forth by the existing strategic prevention planning framework and implementation of evidence-based practices and programs with sound evaluation to reach identified populations. The goals of the project are to:

- (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.

Specific goals, objectives, and activities to accomplish the prevention priorities are encompassed in the prevention plans along with evaluation performance indicators and descriptions for collecting and measuring change in performance indicator. Evaluation services are needed to

develop and sustain a comprehensive evaluation system for substance use prevention services in the state of Alabama that at a minimum track the implementation and evaluation of prevention plan goals, objectives, activities and performance indicators; development, execution, an evaluation of a state survey. To review the prevention system more, epidemiological data and the prevention provider directory, visit <https://mh.alabama.gov/prevention/>.

III. TARGET POPULATION

The Evaluator will target evaluation efforts to support the Substance Use Prevention system in the state of Alabama.

IV. GOALS

The Evaluator is expected to operate within the Guiding Principles for Evaluators. The American Evaluation Association has identified the following principles:

- Conduct systematic, data-based inquiries about whatever is being evaluated;
- Provide competent services;
- Ensure the honesty and integrity of the entire evaluation process;
- Respect the security, dignity and self-worth of the respondents, program participants, clients and other stakeholders with whom they interact; and
- Articulate and take into account the diversity of interests and values that may be related to the general and public welfare.

With regard to the first two principles listed, the Evaluator will be expected to have both training and experience that equips them to:

1. Develop appropriate evaluation designs (e.g., experimental, quasi-experimental) based on meaningful evaluation questions;
2. Evaluate the technical characteristics of assessment instruments and protocols and help staff select appropriate instruments;
3. Develop valid and reliable surveys, interview protocols, or other desired instruments;
4. Implement the collection and management of evaluation data;
5. Analyze quantitative and qualitative data;
6. Write evaluation reports and communicate findings to diverse audiences; and
7. Translate findings into specific program recommendations.

In support of the principles and expertise discussed above, the tasks the Evaluator will perform but may not be limited to include:

1. Develop and/or review and/or revise the comprehensive evaluation system (plan) for substance use prevention services in the state of Alabama;
2. Assess the overall effectiveness of the implementation of prevention services in the state of Alabama;

3. Contribute to the identification of effective evaluation policies, practices, etc. for use with the substance use prevention service system in the state of Alabama;
4. Advise on the current means utilized to collect prevention plan goals, objectives, activities and performance indicators;
5. Monitor/track the implementation and evaluation of prevention plan goals, objectives, activities and performance indicators;
6. Develop/design and/or incorporate an annual report;
7. Implement sound data collection methods and procedures;
8. Assist with execution plan of state survey;
9. Evaluate data from state survey to include development of an abstract and report that synthesizes analyzed findings that may include annual reports;
10. Conduct state and community level process and outcome evaluation activities;
11. Provide periodic presentations as needed and/or requested to the Office of Prevention Services and the state of Alabama substance use prevention system;
12. Attend and/or facilitate local, state, and or national meetings or conference calls as needed;
13. Evaluate the cost-efficiency of achieving prevention program goals; and
14. Provide quarterly progress reports to the Office of Prevention (written).

The Evaluator shall provide all tasks as described to fulfill the evaluation goals as well as additional requirements that may arise through progression of evaluation relationship. The Evaluator shall meet all service and delivery timelines as indicated post contract award in a timely manner.

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. 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 characteristics and abilities criteria in order to submit a proposal in response to this RFP:

1. Preferred Ph.D. degree (or equivalent) in social science, public health, or a related area;
2. A minimum of 5 years' experience in evaluation;
3. Experience in evaluating substance use prevention programs preferred or similar comparable prevention evaluation experience;
4. Ability to write a comprehensive evaluation report (e.g., literature review, methods, analysis, conclusions);
5. Ability to conduct a reasonably rigorous evaluation;
6. Objectivity (i.e., the absence of any roles or relationships that might pose a conflict of interest with their role as an evaluator) and unbiased in reporting evaluation data;
7. Knowledge of database and data systems design;

8. Proficiency with statistical software (e.g., SPSS, SAS, STATA);
9. Understanding of Federal and State reporting requirements;
10. Knowledge of Federal and local regulations regarding the protection of human subjects (e.g., Institutional Review Board regulations and applications);
11. Familiarity with a variety of evaluation techniques (quantitative and qualitative);
12. Familiarity with the development of logic models, strategic plans, and evaluation plans;
13. Experience evaluating complex programs;
14. Ability to work collaboratively with community representatives;
15. Sensitivity and competence in working with diverse target populations;
16. Enthusiasm and demonstrated interest in the project;
17. Understanding of prevention science, outcomes-based prevention, utility of logic models, and knowledge of the strategic prevention framework;
18. Excellent writing skills; and the
19. Ability to assist various audiences in interpreting and understanding evaluation findings by communicating in simple and practical terms and their implications for program improvement.

VII. PROPOSAL REQUIREMENTS

The DMH, DMHSUS, Office of Prevention desires to fund Evaluator Services with an individual and/or entity to conduct evaluation to support the state of Alabama Substance Use Prevention system.

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

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. Appendixes are not included in the page restrictions.**

STATEMENT OF WORK

A. Cover Page

Applicants should provide a cover page that includes:

- The name of the entity or individual;
- Contact person;
- Address, phone number, fax number, and email of the contact person; and
- Date of submission.

Not to exceed one (1) page. Review Criteria: 5 Points
The applicant organization provides the listed requirements within the page limit specified.

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B. Knowledge

Applicants must provide a narrative that includes:

- a summary description of your understanding of the evaluation needs of the substance use prevention system in the state of Alabama;
- a description of ability to address the responsibilities and tasks of evaluation;
- examples of prior work in program evaluation, including a summary of experience with various evaluation methods; and

Not to exceed 10 pages. Review Criteria: 45 Points
The plan is clear, containing appropriate plans and procedures to meet responsibilities and deliverables. The listed requirements are included within the page limit specified.

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C. Qualifications, Experience, Prior Work

Evaluation team includes key personnel with:

- experience in designing and conducting evaluations to include, but not be limited to, the preparation/administration of questionnaires, preparation/administration of evaluation instruments, analysis of evaluation results;
- experience in conducting formative and summative evaluations and using appropriate methods and techniques;
- experience in providing sound, reliable, and meaningful information to be used in making thoughtful and reasonable recommendations and decisions;
- experience in evaluating collaborative initiatives;
- experience in conducting presentations and facilitating training; and the
- inclusion of the names and contact information of three former clients as references (Provide contact information for at least current or former clients as references, designated separately as Appendix I); and
- sample evaluation written product that summarizes and synthesizes process and outcome data, lessons learned, and implications for practice and/or systems changes (Provide separately as Appendix II).

Not to exceed 5 pages. Review Criteria: 40 Points
The team qualifications are clearly demonstrated through a concise summary of current or previous work with experience in similar projects, addressing the requirements within the page limit specified.

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D. Budget

Please provide a detailed, line item annual budget for this project.

- All expenditures shall be identified by individual line items (i.e. personnel, fringe benefits, travel, equipment, supplies, consultants/contracts, other, etc.);
- Budget includes minimum administrative overhead;
- A listing of all personnel, by position for this project, inclusive of level of effort, that will contribute in any way to the operation of this project, salaries, fringe benefits, and full-time equivalency status (Resumes for these personnel will be designated separately as Appendix III);
- All proposed costs are justifiable; and
- A narrative budget justification for each line item. (The budget will be designated separately as Appendix IV.)

Review Criteria: 10 Points

The budget reflects realistic and justifiable cost for the provision of Evaluation services.

VIII. REVIEW CRITERIA

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

The DMH, also, reserves the right to waive any informalities in this process, providing such is in the best interest of the DMH. Where the DMH may waive any informalities, 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:

TABLE OF CONTENTS:

Page numbers shall be listed for each of the major sections of the proposal, including all items listed under the Statement of Work, and for each Appendix.

STATEMENT OF WORK:

Each item listed in the RFP under the statement of work must be addressed.

LITERATURE CITATIONS:

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

APPENDICES:

Include each appendix listed in the guidelines for the Statement of Work.

In the event it becomes necessary to revise any portion of the RFP, DMH will post these changes on its web site: <https://mh.alabama.gov/>.

This announcement does not commit DMH to award a contract or pay any costs incurred in the preparation of proposals. DMH 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 DMH.

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Three copies of your entire proposal must be received at the following address no later than **2:00 pm on Tuesday, February 18, 2025**. Please review the mailing note.

Submit RFP Responses To:
AL Department of Mental Health
Office of Contracts & Purchasing
RSA Union Building
100 N. Union Street, Suite 570
Montgomery, AL 36104

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

A. Evaluation Process

ADMH will examine each proposal submitted and may elect to conduct interviews with finalists. The department expects a final selection on or before March 28, 2025.

B. Selection Criteria

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

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

C. Evaluation Criteria

Proposals will be evaluated based on their responsiveness to the items contained in the content section of this Request for Proposal. It is expected that the review committee will rate responses according to the following ways:

STATEMENT OF WORK	Page Limit	Total Points Available
A. Cover Page	Not to exceed 1 page	5 Points
B. Knowledge	Not to exceed 10 pages	45 Points
C. Qualifications, Experience, Prior Work	Not to exceed 5 pages.	40 Points
D. Budget	NA	10 Points

**SECTION III
SCHEDULE OF EVENTS**

RFP 2025-15 Prevention Evaluator

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 and two copies.	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>		