

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, 2025

RFP 2026-06

Dear Vendor:

The Alabama Department of Mental Health (ADMH) is soliciting proposals to provide **evaluation services** of the Community Waiver Program (CWP). Request for Proposals (RFP) will be accepted until **1:00 pm on Monday, August 11, 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. **Any contract obtained from this RFP will start on October 1.**

When submitting a proposal, please read the entire RFP document and return your proposal in the requested format. All proposals should be submitted in ink or typed and contain an original signature. Submissions should be delivered to:

AL Department of Mental Health  
Office of Contracts & Purchasing  
100 North Union Street, Suite 570  
Montgomery, AL 36104

**MAILING NOTE:** Proposals may be sent via Regular US Postal Service (USPS) Mail, Express/Overnight USPS Mail, commercial delivery service such as FedEx or UPS, or hand delivered by the closing date and time. Emailed or faxed responses are **not** accepted. Also, please note: All US Postal mail, including express/overnight mail that is dispatched to any State agency is processed thru the State mail facility before it is forwarded to the appropriate State agency, thus delaying its arrival to the department. By using the USPS, you assume the risk of delay that may result in your proposal being received late and therefore being determined to be untimely and will not be reviewed. Postmarks of the date mailed are insufficient; the proposal must **physically** be received at the listed office by the date and time specified regardless of the delivery service used. **All proposals received after the deadline will be deemed untimely and will not be reviewed.**

Sincerely,

*Leola Rogers*

Leola Rogers  
Office of Contracts & Purchasing



**Organization:** ALABAMA DEPARTMENT OF MENTAL HEALTH (ADMH)

**RFP Closing Date & Time:** **1:00 pm on Monday, August 11, 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](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.**

**ADDITIONAL INFORMATION**

1. Who **may** respond to this RFP? Eligible entities may include governmental agencies, non-governmental public or private organizations and individuals who: 1) are legally authorized to conduct business within the State of Alabama; 2) possess a high degree of professional skill in the area of service described in this document to include: principal investigator has minimum of PhD in relevant field and five (5) years' experience with application design, development, and implementation of Medicaid program evaluation of similar size, scope, and complexity; 3) possess the skills needed to perform the services described in this RFP; and, 4) meet the terms and conditions of the RFP. In addition, applicants must demonstrate the ability to manage Department funds in accordance with Federal and State regulations and guidelines.
2. Who **may not** respond to this RFP? Employees of ADMH, current state employees, and vendors who do not meet the requirements outlined in 1. above. Any organization or agency providing services or otherwise having a direct role in implementation of the Community Waiver Program.
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.
8. **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.

**RFP Submissions:** Three (3)—1 original, 1 copy, and 1 complete copy on a USB flash drive.

**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

## **Request for Proposal Standard Terms and Conditions**

### **1. Authority**

Division 4 of the Department of Finance Administrative Code (Chapters 355-4-1 through 355-4-6), effective October 1, 2022, is incorporated by reference and made a part of this document. To view the relevant provisions of the Administrative Code, visit our website <https://purchasing.alabama.gov/>

### **2. Prohibited Contacts; Inquiries regarding this RFP**

From the Release Date of this Request for Proposal (hereafter referred to as RFP) until a contract is awarded, parties that intend to submit, or have submitted, a Proposal are prohibited from communicating with any members of the Soliciting Party's Team for this transaction who may be identified herein or after the Release Date, or other employees or representatives of the Soliciting Party regarding this RFP or the underlying transaction except the designated contact(s).

### **3. Nonresponsive Proposals**

Any Proposal that does not satisfy requirements of the RFP may be deemed non-responsive and may be disregarded without evaluation. Supplemental information, including information necessary to clarify a proposal, may be required from any Proposer.

### **4. Changes to RFP; Changes to Schedule**

The Soliciting Party reserves the right to change or interpret the RFP prior to the Proposal Due Date. Changes will be communicated to those parties receiving the RFP who have not informed the Soliciting Party's designated contact that a Proposal will not be submitted. Changes to the deadline or other scheduled events may be made by the Soliciting Party as it deems to be in its best interest. **Review the Schedule of Events for the RFP.**

### **5. Expenses of Proposal**

A Proposer will not be reimbursed for any expenses incurred in preparation of a proposal.

### **6. Rejection of Proposals**

The State reserves the right to reject any and all proposals and cancel this Request if, in its sole discretion, it deems such action to be in its best interest.

### **7. The Final Terms of the Engagement**

Issuance of this RFP in no way constitutes a commitment by the State to award a contract. The final terms of engagement for the service provider will be set out in a contract which will be effective upon its acceptance by the State as evidenced by the signature thereon of its authorized representative. Provisions of this RFP and the accepted Proposal may be incorporated into the terms of the engagement should the State so dictate. Notice is hereby given that there are certain terms standard to commercial contracts in private sector use which the State is prevented by law or policy from accepting, including indemnification and holding harmless a party to a contract or third parties, consent to choice of law and venue other than the State of Alabama, methods of dispute resolution other than negotiation and mediation, waivers of subrogation and other rights against third parties, agreement to pay attorney's fees

and expenses of litigation, and some provisions limiting damages payable by a vendor, including those limiting damages to the cost of goods or services.

**8. Choice of Law; Venue**

This Contract will be governed by laws of the State of Alabama and the sole venue for litigation and alternative dispute resolution activities will be the City of Montgomery in the State of Alabama. No other court shall have jurisdiction.

**9. Not to Constitute a Debt of the State**

The terms and commitments contained in the solicitation, or any contract resulting from this solicitation, shall not constitute a debt of the State of Alabama, the incurring of which is prohibited by Section 213 of the Official Recompilation of the Constitution of Alabama, 1901, as amended.

**10. Proration**

Any provision of a contract resulting from this bid to the contrary notwithstanding, in the event of failure of the State to make payment hereunder as a result of partial unavailability, at the time such payment is due of such sufficient revenues of the State to make such payment (proration of appropriated funds for the State having been declared by the governor pursuant to Section 41-4-90 of the Code of Alabama 1975), the supplier shall have the option, in addition to the other remedies of the contract, of renegotiating the contract (extending or changing payment terms or amounts) or terminating the contract.

**11. Non-appropriation of funds**

Section 41-4-144(c) of the Code of Alabama 1975 states: “(c) When funds are not appropriated or otherwise made available to support continuation of performance in a subsequent fiscal period, the contract shall be cancelled, and the supplier shall be reimbursed for the reasonable value of any non- recurring costs incurred but not amortized in the price of the supplies or services delivered under the contract. The cost of cancellation may be paid from any appropriations available for that purpose.”

**12. Dispute Resolution**

In the event of any dispute between the parties arising from this solicitation and any agreement with a dispute involving the payment of money, supplier’s sole remedy is the filing of a claim with the Board of Adjustment of the State of Alabama. For any and all other disputes arising under the terms of this contract which are not resolved by negotiation, the parties agree to utilize appropriate forms of non-binding alternative dispute resolution including, but not limited to, mediation. Such dispute resolution shall occur in Montgomery, Alabama, utilizing where appropriate, mediators selected from the roster of mediators maintained by the Center for Dispute Resolution of the Alabama State Bar Association.

**13. No Indemnification**

Supplier acknowledges and agrees that, under the terms of this solicitation and agreements relating to purchases or leases resulting therefrom, the State is prohibited from indemnifying the supplier. The State does not agree to and will not indemnify the supplier for any reason.

The State of Alabama does not release or waive, expressly or implied, the State of Alabama's right to assert sovereign immunity or any other affirmative defense right it may have under law. The State of Alabama shall control the defense and settlement of any legal proceeding on behalf of the State, including the selection of attorneys.

**14. Conflict of Law**

If any provision of this solicitation and any subsequent award shall contravene any statute or Constitutional provision or amendment, either now in effect or which may, during the course of this agreement, be enacted, then that conflicting provision shall be deemed null and void.

**15. Internet Website Links**

Internet and/or website links **will not** be accepted in RFP responses as a means to supply any requirements stated in this solicitation.

**16. Solicitation Responses and Results**

The complete bid file will be made available for review as provided by (or as outlined) in Section 41-4-115 of the Code of Alabama 1975 and Rule 355-4-1-.04 of the Department of Finance Administrative Code.

**17. Exception to Terms and Conditions**

Suppliers may place any qualifications, exceptions, conditions, reservations, limitations, or substitutions in their bid or proposal concerning the contract terms and conditions. However, the State is not obligated to accept any changes to the published terms and conditions of the solicitation.

**18. Confidentiality**

Procurement information is a public record to the extent provided by state law and shall be available to the public. Section 41-4-115 of the Code of Alabama 1975 defines what is exempt from disclosure. Additional rules are included in Rules 355-4-1-.03(4) and 355-4-1-.04 of the Alabama Department of Finance Administrative Code.

**19. Click Wrap**

The State of Alabama acknowledges that additional terms between the supplier and the State or third-party terms may apply but does not agree to be bound by them unless provided for review and separately agreed to in writing by an authorized official of the State of Alabama. If the purchase or use of the supplies or services provided utilizes a computer interface, no State of Alabama end user shall be deemed to have agreed to any clause by virtue of it appearing in an "I agree" click box or other comparable mechanism ("click-wrap" or "browse-wrap"); rather the terms and conditions, such as End User License Agreements, may only be accepted by inclusion in an agreement and signature by an authorized official of the State of Alabama. If the terms and conditions or any other third-party terms and conditions are invoked through click wrap, execution by any unauthorized individual shall not bind the end user or the State of Alabama to such clause. Any clause which requires the State of Alabama to indemnify another party or clause which assigns jurisdiction to any state other than Alabama which is contained in such click-wrap is deemed to be stricken from the terms and conditions unless expressly agreed in writing and under the signature of an authorized individual.

**20. Debarment and Suspension**

Supplier certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any governmental department or agency. If supplier cannot certify this statement, supplier must attach a written explanation for review by the Chief Procurement Officer.

**21. Merit System Exclusion**

It is understood and agreed that supplier is an independent supplier and as such all services rendered by supplier and its agents and employees thereof shall be as an independent supplier and not as an employee, Merit or otherwise, of the State of Alabama, and supplier or its agents and employees thereof shall not be entitled to or receive Merit System benefits.

**22. Severability**

In the event any provision of this solicitation or resulting contract shall not be enforceable; the remaining provisions shall continue in full force and effect.

**23. Volume of Business**

Except as otherwise stated in this solicitation, the State of Alabama cannot and does not guarantee any volume of business.

**24. Legislative Contract Review Committee**

Personal and professional services contracts with the State may be subject to review by the Contract Review Permanent Legislative Oversight Committee in accordance with Section 29-2-40, et seq. of the Code of Alabama 1975. The vendor is required to be knowledgeable of the provisions of that statute and the rules of the committee. These rules can be found at <https://alison.legislature.state.al.us/contract-review>. If a contract resulting from this RFP is to be submitted for review the service provider must provide the forms and documentation required for that process.

**By submitting a response, I hereby affirm the following:**

I acknowledge receipt of the solicitation and all amendments (new rounds). I have read the solicitation and agree to provide each item or service offered. I will comply with all terms and conditions contained within this solicitation. I have not been in any agreement of collusion among bidders in restraint of freedom of competition by agreement to bid or to refrain from bidding. I further certify that I am not barred from bidding or entering into a contract and acknowledge that the State may declare the contract void if this certification is false.

The Alabama Department of Mental Health, hereinafter, referred to as ADMH, 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/developmental disability. 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 Alabama Department of Mental Health (ADMH), Division of Developmental Disabilities (DDD) is soliciting proposals for external **evaluation** for Medicaid Section 1115 Demonstration Waiver (called the Community Waver Program (CWP) in five designated pilot geographic areas of

1. Region I (Madison, Morgan, Limestone),
2. Region II (Tuscaloosa, Walker),
3. Region III (Mobile, Baldwin),
4. Region IV (Montgomery, Elmore, Houston, Geneva), and
5. Region V (Jefferson).

Request for Proposals (RFP) will be accepted until **1:00 pm on Monday, August 11, 2025**.

=====  
**SECTION I: VENDOR QUALIFICATIONS**

A. Vendor Minimum Qualifications:

- A Principal Investigator shall be identified and is mandatory to possess a Ph.D. from an accredited institution in Public Health, Special Education, Social Work, Business Administration, Public Administration, Psychology, or another Human Services field.
- Principal Investigator shall have five (5) years or more experience with application design, development, and implementation of Medicaid program evaluation of similar size, scope, and complexity.
- Must maintain an adequate number of qualified personnel to carry out the duties specified in the RFP.
- Must provide adequate supervision to all personnel working under the RFP.

B. Preferred Vendor Qualifications:

- Principal Investigator with five (5) years or more experience with application design, development, and implementation of Medicaid program evaluation specific to intellectual and developmental disability long-term care population.
- Applicants experience specific to Medicaid Home and Community-Based Waiver program evaluations.
- Experience with design and implementation of 1115 demonstration waiver evaluations.

**SECTION II. SCOPE OF WORK**

The Alabama Medicaid Agency (Alabama Medicaid), working closely with the Alabama Department of Mental Health (ADMH) and its Division of Developmental Disabilities (DDD), Community Waiver Program for home and community-based services (HCBS) program serving individuals with intellectual disabilities (ID) in a way that is specifically geared toward maximizing the capabilities of Alabamians with ID, supporting their full participation in their communities including opportunities for integrated employment, and ensuring supports for preserving their natural and existing living arrangements to the

fullest extent possible. This HCBS program known as the Community Waiver Program through the concurrent operation of an 1115 Demonstration application, a waiver application under Section 1915(c) of the Social Security Act, and a State Plan Amendment application under Section 1915(i) of the Social Security Act.

The Community Waiver Program will enable the state to provide HCBS to 500 individuals with ID: approximately 25% of the current waiting list. This aligns with a core objective of the Medicaid program, to provide healthcare access and coverage to low-income Alabamians. Further, the Community Waiver program is specifically designed to enable the State to maximize the financial resources available in order to reduce the waiting list over time, more rapidly than would be possible without this new program.

The Community Waiver program will enable the State to serve individuals with ID in HCBS rather than in institutions, and best ensure the State is operating Medicaid-funded long-term services and supports (LTSS) for people with ID in full compliance with the Medicaid HCBS Settings Rule promulgated by the Centers for Medicare and Medicaid Services (CMS) in March 2014. Additionally, the Community Waiver program will fully comport with standards applicable to person-centered planning under Section 1915(c) of the Social Security Act including conflict-free case management.

Additional information about the 1115 Demonstration Waiver and the two concurrent HCBS authorities can be found at:

[https://medicaid.alabama.gov/content/6.0\\_LTC\\_Waivers/6.1\\_HCBS\\_Waivers/6.1.9\\_Community\\_Waiver\\_Program.aspx](https://medicaid.alabama.gov/content/6.0_LTC_Waivers/6.1_HCBS_Waivers/6.1.9_Community_Waiver_Program.aspx)

The scope of work covered by this RFP is specific to the federal requirement for 1115 demonstration waivers to be independently evaluated. The scope of work shall include: (1) developing an evaluation design that meets CMS requirements<sup>1</sup> and garners CMS approval; ; (2) leading implementation of five-year evaluation based on design approved by CMS; (3) facilitating data collection and providing technical assistance/training to other parties providing and/or collecting data for the evaluation; (3) analyzing data to complete evaluation per design and prepare required evaluation reports; and (4) related activities necessary for full implementation of the evaluation design.

The evaluation design must ensure that appropriate hypotheses for evaluation of the 1115 demonstration waiver are devised, and the following requirements are met:

- A. Details for evaluating each hypothesis to include:
  - a. Identification of process and outcome measures associated with each hypothesis;
  - b. Proposed measures associated with each hypothesis, selected from nationally-recognized sources and national measures sets where possible. Measures sets could include CMS's Core Set of Health Care Quality Measures for Children in Medicaid and Children's Health Insurance Plan, Consumer Assessment of Health Care Providers and Systems (CAHPS), the Initial Core Set of Health Care Quality Measures for Medicaid-Eligible Adults and/or measures endorsed by National Quality Forum (NQF);
  - c. Measure specifications for non-standard measures and measure calculation methodology; and
  - d. Proposed baselines and comparison groups;
- B. Quantitative and qualitative research methodologies utilizing the prevailing standards of scientific evaluation and academic rigor, as appropriate and feasible for each aspect of the evaluation, including standards for the evaluation design, conduct, and interpretation and reporting of findings.

---

<sup>1</sup> <https://www.medicaid.gov/medicaid/section-1115-demonstrations/1115-demonstration-monitoring-evaluation/1115-demonstration-state-monitoring-evaluation-resources/index.html>

- C. A description of how the effects of the demonstration will be isolated from those other changes occurring in the state at the same time through the use of comparison or control groups, regarding significant aspects of the demonstration.
- D. A description of data sources and collection frequency;
- E. Utilization of the best available data;
- F. Identification of controls and adjustments for and reporting of the limitations of data and their effects on results;
- G. Discussion of the generalizability of results.

**Key Hypotheses the state is proposing in its 1115 demonstration waiver application:**

Program Goal	Hypothesis	Anticipated Measure	Data Source(s)	Evaluation Approach
Effectively address the need to expand coverage and reduce, and eventually eliminate, the waiting list.	The Community Waiver program design will result in increased pace at which eligible individuals will be removed from the waiting list.	The average annual number of eligible individuals with ID enrolled from the waiting list during the ten-year period before the Community Waiver program compared to the average number annually thereafter, less those enrolled in either period as a result of new appropriations.	Enrollment data; program funding source data.	Compare historical annual enrollment from waiting list to annual enrollment from waiting list beginning on date of Community Waiver program opening.
Increase percentage of HCBS recipients able to sustain family and natural support living arrangements.	The Community Waiver program design will result in higher percentage of individuals served living with family or natural supports than in residential placements.	The percentage of enrollees in the Community Waiver program living with family or natural supports and living in residential placements compared to the same measures for the legacy waiver program.	Person-Centered Plans; service utilization and claims data.	Compare percentage of enrollees living with natural supports or living residential placements for Community Waiver program and Legacy Waiver program.
Increase percentage of HCBS recipients able to achieve/sustain independent living or supported living in settings that are not provider owned or controlled.	The Community Waiver program design will result in higher percentage of individuals living in independent or supported living settings not owned or controlled by providers than in the ID and LAH waivers.	The percentage of enrollees in the Community Waiver program receiving a type of residential supports and living in settings that are not provider owned or controlled as compared to the same percentage for the legacy waiver program.	Person-Centered Plans; service utilization and claims data; Individual Experience Assessments.	Compare percentage of enrollees in the Community Waiver program receiving a type of residential supports and living in settings that are not provider owned or controlled as compared to the same percentage for the legacy waiver program.

Program Goal	Hypothesis	Anticipated Measure	Data Source(s)	Evaluation Approach
Reduce incidence of crisis among individuals with ID known to ADMH/DDD.	Where the Community Waiver program operates, the annual number of crises among individuals with ID known to ADMH/DDD will be lower than in areas where the Community Waiver program does not operate.	Number of individuals enrolled in the Community Waiver program, or on waiting list and living in area where, the Community Waiver program operates, who experience a documented crisis in each waiver year as compared to same for legacy waiver program.	Criticality Assessments; Reserve Capacity Enrollments; Support Coordination and Case Manger Documentation	Compare annual number as percentage of total known to ADMH/DDD for Community Waiver and for legacy waiver program.
Prevent escalation of needs for individuals who do not currently require an institutional level of care.	At least 75% of Individuals who do not meet institutional level of care who are enrolled in the Community Waiver program will not progress to meeting institutional level of care.	Number of 1915(i) State Plan HCBS program enrollees who transition to the 1915(c) Community Waiver in each year, as a percentage of the total number enrolled in the 1915(i) State Plan HCBS program.	Disenrollment Data; Enrollment Data; Transitions Data.	Measure percentage of 1915(i) State Plan HCBS program enrollees who do not transition to the 1915(c) Community Waiver in each program year. Threshold for meeting goal is at least 75%, after excluding disenrollments for other reasons.
Increase the percentage of HCBS recipients who contribute to their community through participation in integrated competitive employment.	The Community Waiver program design will result in a higher percentage of working-age individuals (22-64) enrolled working in integrated competitive employment.	Number of enrollees in Community Waiver program and legacy waiver program, aged 22 to 64, who worked in integrated, competitive employment during at least one month of the waiver year.	Employment Outcome Data; Person-Centered Plans.	Compare number of enrollees in Community Waiver program and legacy waiver program, aged 22 to 64, who worked in integrated, competitive employment during at least one month of the waiver year.
Increase use of self-direction	The Community Waiver program design will result in higher utilization of self-direction by participants than in the ID and LAH waivers.	Percentage of enrollees in Community Waiver program and legacy waiver program who: (1) have services in their Plan of Care that can be self-directed; and (2) are utilizing self-direction for one or more services.	Plans of Care; FMS Enrollment Data	Compare percentage of enrollees in Community Waiver program and legacy waiver program who: (1) have services in their Plan of Care that can be self-directed; and (2) are utilizing self-direction for one or more services.

Program Goal	Hypothesis	Anticipated Measure	Data Source(s)	Evaluation Approach
Use of self-direction will result in higher wages and lower turnover among direct support providers.	The Community Waiver program design will result in self-direction workers with higher average wages and lower average turnover rates than direct support workers employed by provider agencies.	Average hourly wage and turnover rate for self-direction workers in the Community Waiver program in each program year with the average hourly wage and turnover rate for agency-employed direct support professionals providing the same service type during the same time period.	NCI Staff Stability Survey (with supplement); FMS Data	Comparison of average hourly wage and turnover rate for self-direction workers in the Community Waiver program with the average hourly wage and turnover rate for agency-employed direct support professionals providing the same service type.
Increase provider agency stability through incremental statewide roll out of program.	The Community Waiver program design will result in participating provider agencies reporting greater stability than prior to program implementation.	Self-reported rating by provider agency leadership on a standardized set of indicators of organizational stability.	Provider Survey	Pre-survey to establish baseline for providers participating in the Community Waiver program and annually re-administer survey to measure change over time in provider self-reported organizational stability.
Increase quality service delivery by limiting provider network.	The Community Waiver program design will result in higher performance by providers on service delivery quality measures as compared to providers operating only in the legacy waiver program.	Provider certification quality measures for like services that are provided in both the Community Waiver program and the legacy waiver program.	Certification Surveys	Comparison of providers only operating in legacy waiver program to providers who are operating in the Community Waiver program exclusively or in both programs. Comparison of provider certification quality measures for like services that are provided in both the Community Waiver program and the legacy waiver program.

Program Goal	Hypothesis	Anticipated Measure	Data Source(s)	Evaluation Approach
Increase continuity of support coordination services	The Community Waiver program design will result in higher retention and lower turnover of support coordinators as compared to support coordinators in the legacy waiver program.	Average retention and turnover rates for support coordinators in the Community Waiver program in each program year with the average retention and turnover rates for support coordinators in the legacy waiver program during the same time period.	NCI Staff Stability Survey (with supplement).	Comparison of average retention and turnover rates for support coordinators in the Community Waiver program with the average retention and turnover rate for support coordinators in the legacy waiver program.
Increase in satisfaction rates concerned support coordination services among waiver enrollees and their families/guardians.	The Community Waiver program design will result in higher rates of satisfaction with support coordination services among Community Waiver Program enrollees and their families/guardians as compared to legacy waiver program enrollees and their families/guardians.	Average rates of satisfaction with support coordination services among Community Waiver Program enrollees and their families/guardians as compared to legacy waiver program enrollees and their families/guardians.	Waiver enrollee survey; family/guardian survey.	Comparison of average rates of satisfaction with support coordination services among Community Waiver Program enrollees and their families/guardians as compared to legacy waiver program enrollees and their families/guardians.
Increased incorporation of non-waiver supports and services in person-centered plans to address individual goals and outcomes.	The Community Waiver program design will result in higher incidence of non-waiver supports and services being identified and included in person-centered plans to address individual goals and outcomes as compared to person-centered plans for legacy waiver participants.	Prevalence of non-waiver supports and services being identified and included in person-centered plans to address individual goals and outcomes as compared to person-centered plans for legacy waiver participants.	Person-Centered Plans and Assessments	Comparison regarding prevalence of non-waiver supports and services being identified and included in person-centered plans to address individual goals and outcomes as compared to person-centered plans for legacy waiver participants.

Program Goal	Hypothesis	Anticipated Measure	Data Source(s)	Evaluation Approach
--------------	------------	---------------------	----------------	---------------------

Increased utilization of the full range of services and supports available, consistent with individual goals and outcomes, and decreased utilization of unnecessary or inappropriate services, given individual goals and outcomes.	The Community Waiver Program design will result in increased utilization of the full range of services and supports available, consistent with individual goals and outcomes, and decreased utilization of unnecessary or inappropriate services, given individual goals and outcomes, as compared to the legacy waiver programs.	Prevalence of service utilization spanning the full range of services and supports available, consistent with individual goals and outcomes. Prevalence of utilization of services determined to be unnecessary or inappropriate, given individual goals and outcomes.	Person-Centered Plans and assessments; utilization and claims data.	Comparison of Community Waiver Program and legacy waiver programs with regard to utilization across the full range of services and supports available, consistent with individual goals and outcomes. Comparison of Community Waiver Program and legacy waiver programs with regard to decreased utilization of unnecessary or inappropriate services, given individual goals and outcomes.
---	---	--	---	---

**ADDITIONAL INFORMATION**

The selected Vendor must have experience developing the evaluation design, to assist the state with obtaining CMS approval and then implement the five-year evaluation, consistent with the approved evaluation design.

The selected Vendor must host conference calls regarding the project with ADMH staff throughout the development of the Evaluation Design. The calls will be bi-weekly, unless the selected Vendor and ADMH determine a different frequency is more appropriate.

The selected Vendor must have experience with the Evaluation Designs for the Department as a designee for review and approval no later unless timeline extended for submission to CMS, per the standard terms and conditions for the approved 1115 waiver.

Upon the parties’ receipt of CMS’ review and findings of the draft Evaluation Design, the selected Vendor must, in collaboration with the ADMH, review the CMS response and consult on needed design changes. The selected Vendor must develop a revised Evaluation Design for the Department’s review, approval and resubmission to CMS within 30 days of receipt of CMS response to initial submission.

The selected Vendor must participate in conference calls with CMS as needed to answer questions CMS may have about the proposed Evaluation Design. The selected Vendor must consult with the Department and provide any further revisions as may be needed to ensure final CMS approval of the Evaluation Design.

The selected vendor will implement the evaluation, per the terms of the approved Evaluation Design. The selected Vendor must host conference calls regarding the implementation of the evaluation with ADMH staff. The calls will be quarterly, unless the selected Vendor and ADMH determine a different frequency is more appropriate.

## SECTION III

### A. Proposal Content

**Instructions must be followed or responses will not be graded.**

Each proposal is to contain specific responses to each of the following requests and respondents are encouraged to respond fully to each inquiry, but to be as concise as possible. Submit the response to each item with the item reproduced at the top of the page(s) of the response.

1. Submit a cover letter summarizing your proposal. Limit the cover letter to no more than one page.
2. Attach the Vendor Contact Page.
3. A Table of Contents of the submitted information.
4. Attach vendor information to include:
  - a. Statement of the vendor's mission, philosophy, and purpose.
  - b. Documentation of vendor's current qualifications including how the vendor meets the minimum qualifications described in this RFP and how the vendor may meet one or more of the preferred vendor qualifications described in this RFP
5. Details on the leadership of the vendor including, as applicable, the board of directors, owners, and operational leadership team
  - a. Documentation of any accolades or awards bestowed upon the vendor in recognition previous work or work products.
  - b. Description of the vendor's financial position (attach most recently completed audited financial statements).
6. Description of knowledge and previous experience relevant to the Scope of Work described in this RFP
  - a. Training or qualifications that the vendor's staff have relevant to the Scope of Work (attach resumes of key staff including Principal Investigator).
  - b. Include any information pertaining to the respondent's abilities to provide the scope of work for this RFP.
7. Include work products from current and/or former clients. \*  
\* Work products may be submitted as a separate document(s) but must be labeled Appendix 1, Appendix 2, etc. and must be listed on the Work Products page in the main document.
8. Tentative Start Up Plan
9. Budget proposal (FY 2026 thru FY2027 - October 1 to September 30)
  - a. A budget for the evaluation which will include but not be limited to the total estimated cost; a breakdown of estimated staff, administrative and other costs for all aspects of the project including but not limited to any survey and measurement development, quantitative and qualitative data collection and cleaning, analyses and report generation.
10. All pages should be numbered consecutively beginning with **number 1** after the cover letter.
11. Submit **3 copies**: one (1) signed original, one (1) copy, and one (1) complete copy on a USB Flash Drive.
12. Clearly print on the outside of the envelope **RFP 2026-06 Evaluator Services**.

Your entire proposal must be received at the following address no later than **1:00 pm on Monday, August 11, 2025**. Please review the **mailing note**. All proposals received after the deadline will be deemed untimely and will not be reviewed. Emailed or faxed responses are not accepted.

**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 proposal submitters to secure more favorable conditions.

**B. Evaluation Process**

ADMH will examine each proposal submitted and may elect to conduct interviews with finalists. The department expects a final selection on or before August 29, 2025.

**C. Selection Criteria**

Selection shall be based on factors to be developed by the procuring state entity, which shall include, but not be limited to, the following:

1. Vendor qualifications including any preferred vendor qualifications;
2. Vendor experience;
3. Vendor leadership;
4. Vendor ability to commit resources necessary to provide services;
5. Vendor’s knowledge and understanding of the evaluation processes and tools
6. Relevant expertise, capabilities, technical competence, and/or any experience, training or qualifications that the vendors staff have relevant to the scope of work;
7. Work product samples;
8. Evidence of ability to undertake necessary steps to begin providing services in the **first quarter of FY2026.**

**D. Evaluation Criteria**

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

1. Vendor’s minimum and preferred qualifications and experience	25%
2. Vendor’s leadership and ability to commit resources necessary to provide services.	15%
3. Vendor’s knowledge and understanding of the services to be provided, relevant expertise, capabilities, technical competence, and/or any experience, training or qualifications that the vendor and/or vendor’s staff have relevant to the Scope of Work.	40%
4. Work samples.	10%
5. Evidence of ability to undertake necessary steps to begin providing services in the <b>first quarter of FY2026.</b>	10%
<b>Total</b>	<b>100</b>

**SECTION IV  
SCHEDULE OF EVENTS**

**RFP 2026-06: Evaluator for Community Waiver Program (CWP)**

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

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

Date	Event	Notification
July 24, 2025	RFP Release	USPS, ADMH Website, and STAARs website
July 30, 2025 by 12:00 pm	Deadline for RFP questions. <b>Submit in Word—No tables</b>	Email to <a href="mailto:leola.rogers@mh.alabama.gov">leola.rogers@mh.alabama.gov</a>
August 1, 2025	RFP Q&A to be posted for review	ADMH website <a href="http://www.mh.alabama.gov">www.mh.alabama.gov</a>
August 11, 2025 1:00 pm	RFP Submissions: <b>THREE (3)</b> One signed original, one copy, & 1 copy on a USB flash drive	USPS or FedEx or UPS <b>(Review mailing note)</b>
August 11, 2025 1:00 pm	RFP Closing Date	USPS or FedEx or UPS <b>(Review mailing note)</b>
August 29, 2025 Approximately	Notification of selection status	USPS (In writing)

The RFP is posted on ADMH website at [www.mh.alabama.gov](http://www.mh.alabama.gov) for review.

**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

**RFP 2026-06  
CONTACT PAGE**

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

Enter your agency contact for this RFP and attach after the cover letter. ADMH will contact this person with any RFP questions.