

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

October 7, 2026

RFP 2027-09

Dear Vendor:

The Alabama Department of Mental Health (ADMH) is soliciting proposals for the provision of **Adolescent Early Intervention and/or Outpatient Substance Use Treatment Services in Region 4**. Request for Proposals (RFP) will be accepted until **2:00 pm on Monday, December 7, 2026**.

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. 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. All proposals received untimely 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. **RFPs that are improperly submitted or received late* will be documented for record and will not be returned nor will the bidder be notified.**

***Late:** any submission received AFTER the specified RFP closing date and time.

Sincerely,

Leola Rogers

Leola Rogers
Office of Contracts & Purchasing



Organization: ALABAMA DEPARTMENT OF MENTAL HEALTH (ADMH)

RFP Closing Date & Time: **2:00 pm on Monday, December 7, 2026**
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: ContractingOffice.DMH@mh.alabama.gov

ADDITIONAL INFORMATION

1. Who **may** respond to this RFP?
ANY Public or Private organizations who meet the following:
 - Agencies and/or organizations certified by ADMH to provide prevention or substance use treatment services.
 - 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, current State employees, and/or Agencies, entities, or establishments awarded as direct recipients of funds as a result of litigation awarded in State suits in conjunction with pharmaceutical companies and local municipalities.
3. In order to transact business in the State of Alabama, ALL businesses domestic and foreign must be registered with the Alabama Secretary of State Office. (Domestic means within the State of Alabama. Foreign means out-of-state.) **NOTE: This registration is not contingent upon an award.** 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 late submissions received after deadline (see mailing note), requested # of submissions not received. ADMH reserves the right to issue multiple awards.

RFP submissions: Four (4)—1 original, 2 copies, and 1 USB drive.	
Submission Addresses	
<u>PO Box</u> AL Department of Mental Health Office of Contracts & Purchasing RSA Union Building PO Box 301410 Montgomery, AL 36130	<u>Street</u> AL Department of Mental Health Office of Contracts & Purchasing RSA Union Building 100 N. Union St., Suite 570 Montgomery, AL 36104

7. Authority to Resolve Protested Solicitations and Awards

Presumption of Correctness. Decisions by the Chief Procurement Officer or Head of a Procurement Agency during the procurement process are presumed lawful and reasonable unless proven otherwise. The burden of proof is on a protestor to show not just mere error in the procurement process, but error causing it prejudice to the satisfaction of the Chief Procurement Officer or head of a Purchasing Agency for a protest to be sustained and relief to be granted.

8. Filing of Intent to Protest or Protest.

(a) **When Filed.** An intent to protest or a protest is considered filed when received by the Chief Procurement Officer.

(b) **Timing and Manner of Intent to Protest or Protest.** Intent to protest a solicitation, an amendment to a solicitation, or an intent to award, must be filed within five calendar days of the issuance of such solicitation, amendment to a solicitation, or intent to award. Thereafter, a formal protest must be filed no later than seven calendar days from the filing of the notice of intent to protest (i.e., no later than twelve days from the action being protested). An intent to protest is not required if a formal protest is filed in lieu of an intent to protest within the initial five days permitted.

(b) **Subject of Intent to Protest or Protest.** As set forth in this rule, protesters may file an intent to protest or protest on any phase of solicitation or award including but not limited to, specifications preparation, bid solicitation, or award. Protesters may also protest the disclosure of information marked confidential in the bid or offer if the disclosure provided a party with an unfair competitive advantage.

(c) **Form.** The written protest shall include as a minimum the following:

1. the name and address of the protester and the email address of the protester's representative;
2. appropriate identification of the procurement, and, if a contract has been awarded, its number;
3. a statement of the grounds of the protest and the relief requested with enough particularity to give notice of the issues to be decided; and
4. supporting exhibits, evidence, or documents to substantiate any claims unless not available within the filing time in which case the expected availability date shall be indicated.

(d) An intent to protest or protest that does not contain the information required by subsection (c) must be denied.

(e) **Stay of Procurements During Protest.** When a protest has been timely filed and before an award has been made, the Chief Procurement Officer or the head of a Purchasing Agency shall make no award of the contract until the protest has been settled unless the Chief Procurement Officer makes a

written determination, after consulting with the head of the Using Agency or the head of the Purchasing Agency, that the award of the contract without delay is necessary to protect substantial interests of the State.

(f) Receipt, Review, and Decision by the Chief Procurement Officer. Upon receipt of a protest containing all information required by this Rule, if the protest is not resolved by mutual agreement within 10 days in accordance with Code of Ala. 1975, §41-4-16l(c), the Chief Procurement Officer will conduct an administrative review of the protest and the procurement record. Upon the completion of the administrative review, the Chief Procurement Officer shall issue a written decision as expeditiously as possible. During the administrative review of a protest, the Chief Procurement Officer may request information from the using agency and any interested party.

(g) Effect of Judicial or Administrative Proceedings. If an action concerning the protest has commenced in court, the Chief Procurement Officer shall not act on the protest but refer the protest to the Attorney General. After consulting with the Attorney General, the Chief Procurement Officer may proceed with a solicitation or award of a contract in accordance with Code of Ala. 1975, §41-4-16l(f). This Section shall not apply where a court requests that a decision be made on a protest by the Chief Procurement Officer or the head of a Purchasing Agency. *Effective 5/16/2026*

9. **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. Anyone seeking copies of records and/or information from ADMH must complete a records request form. The form is located on ADMH website at www.mh.alabama.gov for review and completion.

Request for Proposals 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 RFP Schedule of Events.**

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.

ADOLESCENT TREATMENT SERVICES

The Alabama Department of Mental Health is seeking proposals for **agencies to support the provision of Adolescent Early Intervention and/or Outpatient Substance Use Treatment Services in Region 4** where there is limited access to adolescent treatment providers.

Region 4 Counties include Washington, Clarke, Monroe, Conecuh, Butler, Crenshaw, Covington, Coffee, Dale, Geneva, Barbour, Houston and Henry Counties in Alabama.

Applicants who are approved and awarded a contract are expected to work together, and collaboratively in partnership to deliver the substance use treatment needs of adolescents in the 13 identified counties that comprise Region 4. The selected applicants are expected to work collaboratively with partnering agencies to directly serve OR refer adolescents to other awardees to initiate age-appropriate screening tools, administer the adolescent version of the ADMH Approved Integrated Placement Assessment, deliver core substance use treatment services based on the individual needs of the adolescent and their families using person centered and family centered approaches to care.

Currently, ADMH certified and non-certified providers are eligible to apply for funding to support the alcohol, and other drug treatment needs of adolescents between the age of 13 – 19. Adolescents who have a current substance use disorder diagnosis should meet the ADMH modified American Society for Addiction Medicine (ASAM) criteria for early intervention, outpatient and intensive outpatient treatment services.

The applicant of this funding is required to demonstrate the capacity to deliver core substance use treatment services that follow Adolescent Program Specific Criteria as outlined in Chapter 580-9-44 of the Alabama Administrative Code for the Level of Care proposed. Adolescent Specific Criteria includes but is not limited to the following:

1. Enrollment and admission criteria;
2. Core treatment services to be provided;
3. Adolescent specific evidence based therapeutic interventions; and
4. Personnel requirements.

IMPORTANT NOTE REGARDING CERTIFIED AND NON-CERTIFIED APPLICANTS:

- **CERTIFIED APPLICANTS:** Applicants should plan to begin delivering services within 120 days of the signed contract.

- **UNCERTIFIED APPLICANTS:** Applicants should plan to initiate the certification process immediately (or within 48 hours) of notification of the grant awards. Applicants should plan to begin delivering services within 120 days of the signed contract.

A. SUBSTANCE USE IMPACT ON ADOLESCENTS

- ADMH certified treatment programs report alcohol, tobacco and marijuana use as the top three most common reported substances of choice by adolescents who are screened and assessed for substance use treatment services in Alabama.
- Alabama currently has two adolescent treatment providers in the southwestern area of Region 4 which results in limited access to ADMH treatment services for adolescents and family members in the remaining unserved 14 counties.
- According to the 2025 Alabama Children’s Policy Council (CPC) Needs Assessment:
 - The top three urgent needs for adolescents were identified and rank ordered as: (1)mental health; (2)substance use; (3)parent involvement and family engagement.
 - Substance use was ranked as the #1 need by 14 CPC’s out of 64 and ranked #2 by 20 (31.2%) CPC’s resulting in the second most ranked priority area.
 - 1,269 juvenile delinquency cases were filed for drug and substance violations in Alabama.
 - Parental involvement and family engagement tied with substance use as the second most #1 ranked need as 14 out of 64 (21.9%).
- According to the 2024 Alabama Children’s Policy Council Needs Assessment:
 - 1,519 delinquency cases were filed for drug and substance violations in Alabama
 - 1,298 children were removed from their homes due to parent drug use in Alabama.
- According to SAMHSA, National Survey on drug Use and Health, 2012-2025, the substance use rate in adolescents between the ages of 12-17 in Region 4 has consistently decreased by approximately 10%.
 - Alcohol Use in the past month slightly decreased by 6.83% compared to the state rate of 6.35%.
 - Marijuana Use in the Past month region 4 rate is 6.20% and increased higher than the state rate of 4.82%.
 - Alcohol use disorder in the past year for Region 4 rate is 3.49 compared to the state rate is 3.26%

B. PROJECT EXPECTATIONS

Goals:

- Provide holistic treatment to adolescents and families with substance use and mental health needs by utilizing an integrative and coordinated approach to care within community treatment agencies, social service organizations, academic, and family settings.
- Address transportation barriers that impact access to co-occurring treatment services

- Integrate the use of safe tele-behavioral health services to adolescents and families in rural communities.

Approach:

Awardees are expected to utilize the following approaches to achieve the program goals:

- **School-Based and Rural Outreach** – Increasing access to early intervention, outpatient substance use treatment and recovery supports for adolescents in schools and hard-to-reach rural counties.
- **Tele Behavioral Health Platforms** – Leveraging technology to deliver early intervention and high-quality outpatient services to adolescents using a hybrid format that includes both in-person and virtual services based on client appropriateness and safety considerations.
- **Integrated Care for Co-Occurring Disorders** – Promoting coordination of care and collaboration among community mental health centers, juvenile justice providers, lead education agencies, youth and adolescent coalitions and service providers to ensure appropriate referrals and wraparound support for adolescents with both substance use and mental health needs.
- **Family Intervention and Support Services** – Integrating trained professionals to work with adolescents and their families inside the home to address co-occurring issues, facilitate family involvement, and build a stable environment for recovery.
- **Establish and Maintain Targeted Community Outreach and Engagement** – Facilitate referrals and promote the availability of substance use treatment services with the county Children’s Policy Council, County Juvenile Justice Task Force, Administrative Office of Courts – Juvenile Probation Officers, School Based Mental Health Coordinators and Therapists, Lead Education Academy, Juvenile Court Liaisons, and other to be determined by the service provider.

C. PROJECT FUNDING

The Alabama Department of Mental Health will award a total of \$250,000 each to two applicants who demonstrate the administrative, programmatic and clinical operational capacity to deliver adolescent early intervention and/or outpatient treatment services across ADMH Substance Use Planning Region 4 which is comprised of 12 counties. A total of \$500,000 will be awarded through this RFP. This award is a one-time funding opportunity.

Funding will support the provision of early intervention and outpatient services for adolescents who are at risk for future substance use OR who have been identified to be currently using alcohol, tobacco and other drugs. ADMH aims to provide the awardee(s) with the resources needed to adopt and integrate evidence-based treatment practices for adolescents and their families across the continuum of care from the initial screening, to core treatment, to discharge, and to aftercare. Other ADMH assistance may include financial support through the grant award, technical assistance with the certification process (*if needed*), training assistance, and contract compliance monitoring.

Payments to Contractors who are selected to provide services under this RFP shall be made on an expense-based (cost) reimbursement schedule during the funding cycle. Agencies awarded contracts under this RFP by ADMH will be required to adhere to specific requirements set forth as applicable to the contracts. This includes but is not limited to data collection, record keeping and program reporting requirements.

The project cycle for this award is 12-months and begins after the contract has been fully executed.

Program Initiation: Utilization of funds awarded for the first year should be detailed in a twelve-month projected budget proposal. The budget should contain program initiation funding that considers the following expenses (as applicable): facility rental, use of existing local properties, insurance, staff salaries, office items, etc.

Data reporting: Proposal budgets should account for anticipated costs associated with timely data reporting requirements of ADMH:

- a. Monthly reports: The agency must submit a monthly report to ADMH. The report, at a minimum, will include data for the number of persons served, data related to population served, possible treatment outcomes; costs related to the provision of services, expenditures, disbursements, and descriptions. Additional items may be added based on the proposal awarded. The monthly report shall be received on the fifth day of each month for the provision of services provided in the previous month.
- b. The submission format for the required Monthly Report will be provided by ADMH after the contract has been awarded and executed. Monthly reporting data will be submitted through a customized narrative template OR reporting link.

D. GENERAL PROPOSAL REQUIREMENTS FOR APPLICANTS

1. Once awarded, the applicant must obtain an appropriate facility in which to house the outpatient services.
2. Once a facility is obtained, the facility must meet the Minimum Standards of Physical Facilities pursuant to ADMH regulations published in the Alabama Administrative Code, Chapter 580-3-22.
3. The selected Contractor will be required to execute a contract with ADMH, indicating understanding and agreement with the terms specified, therein. Current terms of the contract are specified in the RFP.
4. Applicants are required to meet the requirements stated in their executed contract.
5. Applicants should meet the requirements outlined in the Administrative Code for the level(s) of care in which they are proposing to develop **(580-9-44-.14, 580-9-44-.15 OR**

580-9-44-.17).

6. Only one proposal may be submitted by each applicant organization. The selected Contractor must offer and provide Early Intervention and/or Outpatient Treatment services. The proposal should include program descriptions for each proposed level of care. If the selected Contractor is an existing outpatient treatment provider of services, the newly proposed program must be established at a different site, with a different physical address.
7. The issuance of this RFP neither commits the ADMH, its officers, employees, or agents to award a contract, to pay any costs incurred in the preparation of a proposal or subsequent negotiations, nor to procure a contract for the proposed services. ADMH reserves the right to reject or accept any or all proposals or any portion, thereof, to cancel in part or in its entirety this RFP, or to delay implementation of any contract which may result, as may be necessary, to meet the Department's funding limitations or processing constraints.
8. Applicants who are selected for this funding are expected to provide an action plan for project sustainability that details how the project will be sustained after the conclusion of the 12 month funding period.

PROJECT SUSTAINMENT

ADMH will award 2 applicants up to \$250,000 for a combined total of \$500,000 for adolescent services. The Recipient(s) of this award is solely responsible for identifying options for continued funding beyond the twelve-month funding period. Applicants should not rely on the ADMH to sustain funding beyond the twelve months. Any remaining funds may carry over to the next fiscal year until spent.

As part of the proposal, applicants should clearly describe project sustainability efforts by addressing the following financial and program elements:

- a. List multiple options for identifying and securing financial revenue ***prior*** to the end of the project cycle;
- b. Identify the staff position that will be responsible for exploring financial revenue options;
- c. Explain how agency stakeholders including leadership and management, staff and community partners will be engaged in the sustainability planning processes;
- d. Discuss organizational readiness for effective workflow integration and implementation after the funding cycle has ended; and,
- e. Discuss plans for process and outcome monitoring to assure sustainability after the project cycle.

E. DESCRIPTION OF PROPOSED PROGRAM AND BUDGET REQUEST

SCOPE OF PROPOSAL

Applicants must agree to provide and implement core adolescent substance use treatment services under this RFP. The required services may be delivered in a clinically appropriate

setting that accommodates the therapeutic needs of the adolescent, and protects the privacy, wellbeing, and welfare of the adolescent. Services may be delivered through a face-to-face in-person method, AND virtually through a HIPAA protected platform if the client is clinically appropriate for virtual tele-behavioral health therapy services.

Tele-behavioral health services should only be considered at the request of the adolescent and guardian as an option to eliminate access to care barriers including but not limited to a lack of transportation, availability of technology and limited treatment resources in the service area(s). Adolescents should first be screened for clinical appropriateness prior to delivering tele-behavioral health services to minimize potential safety risks associated with virtual service delivery. *The use of tele-behavioral health as a delivery format should be client/family driven, and not imposed based on the preference and convenience of the service provider.*

NOTE: The outline below constitutes your proposal cover page and the order in which the proposal should be submitted. Follow this format in the development of your proposed program.

SECTION I, page 1 – Completed COVER PAGE (1 page maximum)

The Proposal Cover Page **must** include the following information **in the following order:**

- a. Title of the Proposal
- b. Clearly state the counties in Region 4 where services will be provided.
- c. State the amount of award being requested, consistent with the budget request.
- d. Legal name of Applicant Organization
- e. Applicant's address, telephone number and website address (if operational)
- f. Applicant's point of contact for the proposal: Name, address, telephone number and email address.

SECTION II – Applicant Organizational History (2 pages maximum)

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

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

- A copy of the Applicant's current program and staffing chart. If the program and staffing chart will change under this proposed plan, also include the proposed plan, indicating the number of FTEs per title. The proposed program and staffing chart should contain names of staff and positions to be vetted in the Certification process – where available.
- A list of all members of the Applicant's current or proposed Board of Directors. Also indicate whether any members are officers, agents, or employees of the Applicant organization.

SECTION III – Program Description (5 pages maximum)

- a) Describe why the services to be provided are relative to the target population, and how they will be incorporated into the Applicant Organization's mission, values, and current work.
- b) Identify the targeted number of adolescents who will receive services through these funds.
- c) Describe how the service location will reflect a supervised, drug free, therapeutic environment that fosters safety, respect and dignity for each adolescent and their family.
- d) Explain how the program will implement a clinical and programmatic service workflow that is organized in a manner to maintain structure and consistency for adolescents and their families.
- e) Discuss how the program will ensure that an adequate number of adolescents are assigned to a qualified staff member who is appropriately trained and credentialed within a specified timeframe prior to delivering substance use services AND how assigned program staff will prioritize client monitoring to assure the health, safety and welfare of the adolescent.
- f) Identify how the program will establish a staffing pattern that assures that service providers are equipped with the clinical and therapeutic skills needed to address the complex issues of adolescents, deliver core substance use treatment services, and monitor program performance and improvement.
- g) Explain how adolescents and family members will be oriented to telehealth as an optional method of service delivery AND screened to determine clinical appropriateness PRIOR to using tele-behavioral health for substance use treatment services.
- h) Explain how adolescents who fall within the target population groups will be prioritized, screened, assessed and admitted timely into treatment services with minimal to no delays.

- i) Describe how the agency will provide a timely, seamless transfer from one level of care to another based on a continuous assessment of the needs of the adolescent and their family.
- j) Discuss how the program will ensure access to gender responsive and age-appropriate early intervention, outpatient or outpatient treatment services that support the individual needs of each adolescent. At a minimum, these services must consist of the following:
 - i. Evidence-based practices to care;
 - ii. Strength-based service planning and approaches to care;
 - iii. Culturally sensitive and responsive approaches to care;
 - iv. Client education on key adolescent development issues including but not limited to:
 - a. Adolescent brain development and its impact on substance use;
 - b. Emotional and social influences on behavior;
 - c. Value System Development;
 - d. Puberty/physical Development;
 - e. Sexuality; and,
 - f. Self-Esteem
- k) Describe how the program will establish the appropriate level of care for adolescents based on the criteria outlined by the American Society of Addictions Medicine (ASAM) and the ADMHSU Alabama Administrative Code.
- l) Explain how the program will deliver the core substance use treatment services below within the approved level of care outlined in the Alabama Administrative Code.
 - a. Behavioral Health Screening (CRAFT+N, HONC and others as determined)
 - b. ADMH Placement Assessment based on ASAM criteria
 - c. Individual, Group and Family Counseling
 - d. Psychoeducation
 - e. Mental Health Consultation
 - f. Recovery Support Services
 - g. Peer Counseling Services
 - h. Medication Management
 - i. Alcohol and/or drug testing
 - j. Smoking Cessation Services
 - k. Sign Language Interpreter Services
 - l. STD Early Intervention Services
 - m. Case Management
 - i. Case Planning
 - ii. Linkage
 - iii. Advocacy
 - iv. Monitoring
 - n. Activity Therapy
 - o. Academic and Vocational Services

- m) Discuss how adolescents who are identified to have co-occurring disorders will receive the following core services:
 - a. Basic Living Skills
 - b. Crisis Intervention Services
 - c. Intensive Case Management
 - d. Academic and Vocational Services.
- n) Describe how adolescents will be administered the Human Services Needs Assessment prior to the initiation of case management services with continuation throughout treatment and commencing at the time of discharge if needed.
- o) Explain how the program will promote active engagement in agency or community aftercare after discharge to support long term and sustained recovery.
- p) Discuss how the program will disseminate information on recovery support services and other social service resources for adolescents and their family members to access after treatment if needed.
- q) Describe the plan to collaborate and appropriately coordinate care through the establishment of Memorandums of Agreement with state human service agencies, community organizations, and other social service providers to facilitate referrals and access to wrap around services as needed. This may include but not limited to residential services, vocational and technical workforce development programs, preventive health care, substance use and mental health services, adolescent and family services and support services.
- r) Identify and discuss options for program sustainability after the funding ends. See sustainability strategies listed in Section D, 1 through 8 (General Requirements for Applicants).

SECTION IV- Proposed Detailed 12-month Budget and Budget Narrative – *See Section C - Project Funding.* (1 page maximum)

- a) Provide a proposed, detailed twelve-month budget and narrative for the proposed program (Include as **Exhibit 2**, a Budget Narrative and a Twelve-Month detailed Budget).
- b) Budget may include indirect costs with a percentage of 15% or less. Indirect costs should be described in the budget narrative.

Proposals Scoring Criteria and Evaluation Questions	Potential Points
A. Understanding of and Responsiveness to the Request for Proposal ▪ Does the proposal clearly and concisely articulate an understanding of the concept of adolescent treatment services for which funding is being requested? ▪ Does the information provided in the proposal clearly correspond to the description of funding and information requested? ▪ Is the information provided in the proposal presented in an organized manner? ▪ Did the proposal clearly describe how adolescents with substance use disorders will be served in the proposed treatment program?	20
B. Organizational Experience in providing Substance Use Treatment Services ▪ Does the Applicant have documented experience in serving adolescents in need of behavioral health and substance use treatment services? ▪ Are the proposed program goals, approach to perform the work, and method of service delivery reasonable and achievable? ▪ Does the Applicant have adequate resources to perform the required work and implement the project? ▪ Does the Applicant have a history of successfully performing the required work?	20
C. Quality, Completeness, and Responsiveness of the Program Description Relative to the Needs of individuals in need of substance use treatment services: ▪ Has the applicant described the operation of a safe, therapeutic environment that supports the adolescent's welfare and fosters holistic well-being? ▪ Do the proposed services adequately address the true needs of adolescents? ▪ Do the treatment strategies align with the core services being proposed? ▪ Are the services planned and organized in a manner to support attainment of the project's goals?	25

▪ Are the specific evidence-based practices to be utilized clearly articulated in the proposal? Are the best practices relative to adolescents with substance use needs identifiable in the proposed services? ▪ Is an approach to the use of tele-behavioral health services clearly described as an optional method of service delivery in addition to the screening process needed. ▪ Does the project address a plan to establish community partnerships to provide wrap around services for other supportive needs.	
D. Readiness to Implement Proposed Services ▪ Is the implementation plan realistically aligned with project goals and proposed tasks to be performed? ▪ Is the service level of care (LOC) clearly identified? ▪ For non-ADMH certified agencies, are the timelines and strategies for obtaining the required approvals for certification from ADMH clearly explained? ▪ Does the proposed staffing pattern reflect the needs of adolescents in the service area? ▪ Does the staffing plan reflect adequate staff to accomplish the program's data and reporting functions? ▪ Is a sustainability plan clearly explained?	20
E. Budget and Budget Narrative ▪ Does the proposed budget appear realistic for the proposed program? ▪ Does the budget clearly identify program needs and services described in the proposal? ▪ Does the budget narrative provide a clear explanation of all proposed costs and expenses? ▪ Are there any unallowable costs in the budget? ▪ Is Indirect Cost Rate at 15% or lower?	15
TOTAL POTENTIAL POINTS	100

SECTION V: SCHEDULE OF EVENTS

RFP 2027-09: Adolescent Treatment 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
October 7, 2026	RFP Release	USPS, ADMH Website, and STAARs website
October 22, 2026 by 11:00 am	Deadline for RFP questions. Submit in Word—No tables	Email to ContractingOffice.DMH@mh.alabama.gov
October 30, 2026 Tentatively	RFP Q&A completion	ADMH website www.mh.alabama.gov
December 7, 2026 2:00 pm	RFP Closing Date	USPS or FedEx or UPS (Review mailing note)
December 7, 2026 2:00 pm	Four (4) RFP Submissions: One original, two copies, & 1 USB drive	USPS or FedEx or UPS (Review mailing note)
Early February 2027 Tentatively	Award Selection and Notification	USPS (In writing)
The RFP is posted on ADMH website at www.mh.alabama.gov for review.		
Submission Addresses		
AL Department of Mental Health Office of Contracts & Purchasing RSA Union Building PO Box 301410 Montgomery, AL 36130	AL Department of Mental Health Office of Contracts & Purchasing RSA Union Building 100 N. Union St., 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. 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. All proposals received untimely 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. **RFPs that are improperly submitted or received late* will be documented for record and will not be returned nor will the bidder be notified.**

***Late: any submission received AFTER the specified RFP closing date and time.**