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 22, 2026

RFP 2027-11

Dear Vendor:

The Alabama Department of Mental Health (ADMH) is soliciting proposals for **Evaluator Services**. Request for Proposals (RFP) will be accepted until **1:00 pm on Monday, November 23, 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: **1:00 pm on Monday, November 23, 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 NOT** respond to this RFP?
   ADMH Certified and/or Contracted Treatment and Prevention Providers, Employees of ADMH, and current State employees.

2. In order to transact business in the State of Alabama, ALL businesses domestic and foreign must be registered with the Alabama Secretary of State Office. (Domestic means within the State of Alabama. Foreign means out-of-state.) **NOTE: This registration is not contingent upon an award.** Website: www.sos.alabama.gov

3. If contracted with the State of Alabama, all vendors must enroll and actively participate in E-Verify. Website: https://www.e-verify.gov/

4. ALL vendor payments are processed thru the State of Alabama Accounting and Resource System (STAARS). All vendors must register with STAARS Vendor Self Service. Website: https://procurement.staars.alabama.gov/webapp/PRDVSS1X1/AltSelfService

5. The ADMH reserves the right to reject any and all proposals if RFP instructions are not adhered to, such as late submissions received after deadline (see mailing note), requested # of submissions not received. ADMH reserves the right to issue multiple awards.

6. **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.

7. **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*

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 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 Reponses 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 (ADMH), Division of Mental Health and Substance Use Services (ADMHSUS), Office of Substance Use Treatment Services (OSUTS) is seeking proposals to provide **Evaluation Services** to support the Office of Substance Use Treatment Services (OSUTS) in the state of Alabama. Evaluation services will support Alabama's State Opioid Response IV (SOR4) funded substance use treatment, recovery, overdose prevention, and related system activities.

==========

I. INTRODUCTION

The Alabama Department of Mental Health (ADMH), 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 the causes of all forms of mental or emotional illness, including substance use disorders, alcoholism, drug addiction, epilepsy, and intellectual disabilities. ADMH has the statutory authority to supervise, coordinate, and establish standards for all operations and activities of the state related to mental health and the provision of behavioral health services.

ADMH and the Division of Mental Health and Substance Use Services (ADMHSUS) seek to contract with an experienced individual and/or entity to serve as the independent evaluator for the State Opioid Response IV (SOR4) grant. The evaluator will support ADMH in assessing the implementation, effectiveness, outcomes, and impact of SOR4-funded activities designed to address opioid use disorder, stimulant use disorder, overdose prevention strategies, treatment, recovery support services, workforce development, and related system improvement efforts throughout Alabama.

The evaluator will assist ADMH in meeting federal reporting requirements, monitoring performance outcomes, evaluating program effectiveness, identifying areas for improvement, and providing data-driven recommendations to strengthen SOR4 funded services and systems. Evaluation activities will support continuous quality improvement and demonstrate the impact of SOR4 investments on individuals, programs, providers, and Alabama's behavioral health system. Up to $300,000 is available for evaluation services for the initial contract period to begin at time of signed contract and end September 30, 2027. The contract may be extended for one additional year, subject to funding availability, satisfactory contractor performance, continued programmatic need, and ADMH approval. Any funding associated with an additional contract year will be determined separately and is not included in the $300,000 available for the initial one-year contract period. The potential additional contract year is not guaranteed.

The successful candidate acknowledges that all contract activities and deliverables must be completed within established grant and contract timelines and in accordance with all applicable federal and state requirements.

II. BACKGROUND

ADMH serves as Alabama's Single State Agency (SSA) responsible for administering federal substance use disorder funding and overseeing a statewide network of treatment, recovery support, overdose prevention, and related behavioral health services.

The State Opioid Response IV (SOR4) grant, funded through the Substance Abuse and Mental Health Services Administration (SAMHSA), supports evidence-based and evidence-informed strategies to address opioid use disorder (OUD), stimulant use disorder (StUD), and co-occurring substance use disorders. SOR4 funding expands access to treatment, recovery support services, overdose prevention strategies, workforce development, and other approved activities designed to reduce overdose deaths and improve outcomes for individuals and communities affected by substance use disorders.

ADMH contracts with community-based providers, treatment organizations, recovery organizations, healthcare providers, and other partners to implement SOR4-funded services and activities throughout Alabama. These services and activities may include medication-assisted treatment (MAT), recovery housing, peer support services, care coordination, transportation assistance, workforce initiatives, overdose prevention education, naloxone distribution, and other approved grant activities.

Evaluation services are needed to develop and maintain a comprehensive evaluation system that measures implementation, service utilization, client outcomes, program effectiveness, system-level improvements, and progress toward SOR4 goals and objectives. Evaluation findings will be used to support continuous quality improvement, federal reporting requirements, grant monitoring, and strategic planning throughout the grant period.

III. TARGET POPULATION

The Evaluator will support evaluation efforts for the State Opioid Response IV (SOR4) grant and associated programs serving individuals with opioid use disorder, stimulant use disorder, co-occurring substance use disorders, and individuals at risk of overdose throughout the State of Alabama.

The evaluation shall encompass SOR4-funded providers, recovery support organizations, healthcare partners, and other entities receiving SOR4 funding to implement approved grant activities.

IV. GOALS

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

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

With regard to the first two principles listed above, the Evaluator will be expected to have the training and experience necessary to:

1. Develop appropriate evaluation designs (e.g., experimental and quasi-experimental) based on meaningful evaluation questions;

2. Evaluate the technical characteristics of assessment instruments and protocols and assist staff in selecting appropriate instruments;
3. Develop valid and reliable surveys, interview protocols, and other evaluation instruments;
4. Implement the collection and management of evaluation data;
5. Analyze quantitative and qualitative data;
6. Prepare evaluation reports and communicate findings to diverse audiences; and
7. Translate evaluation findings into specific program recommendations.

V. EVALUATOR RESPONSIBILITIES

In support of the principles and expertise discussed above, the Evaluator shall perform, but not be limited to, the following tasks:

1. Develop, implement, and maintain a comprehensive SOR4 evaluation plan consistent with SAMHSA requirements.
2. Assess the effectiveness of SOR4-funded treatment, recovery support, overdose prevention strategies, workforce development, and system improvement activities.
3. Analyze and report findings at the statewide, system, program, provider, service, geographic, and population levels, as appropriate and supported by available data.
4. Monitor grant performance measures and outcomes required by SAMHSA and ADMH.
5. Develop and maintain data collection and reporting methodologies that support federal and state reporting requirements.
6. Conduct process and outcome evaluations of SOR4-funded programs and services.
7. Analyze program data to identify trends, strengths, challenges, and opportunities for improvement.
8. Evaluate the effectiveness and impact of recovery support services, including recovery housing, peer support services, transportation assistance, and care coordination.
9. Assess access to and utilization of medication-assisted treatment and other evidence-based treatment services.
10. Evaluate program implementation and fidelity to approved SOR4 requirements, as applicable.
11. Prepare quarterly, annual, and other evaluation reports as requested by ADMH.
12. Present evaluation findings to ADMH leadership, SOR4 stakeholders, providers, and federal partners, as requested.
13. Support continuous quality improvement efforts through data-driven recommendations.
14. Evaluate the cost-effectiveness and sustainability of SOR4-funded initiatives, as appropriate.
15. Assist ADMH with federal reporting requirements, grant monitoring activities, and special evaluation projects, as needed.
16. Provide written quarterly progress reports to the Office of Substance Use Services.
17. Translate evaluation findings into actionable recommendations regarding program improvement, resource allocation, service delivery, and sustainability.

VI. REQUIRED DELIVERABLES

The Evaluator shall provide ADMH with clear, timely, and usable deliverables throughout the contract period. At a minimum, the Evaluator shall provide the following:

1. Evaluation Plan

The Evaluator shall develop and submit a comprehensive SOR4 Evaluation Plan for ADMH review and approval. The Evaluation Plan shall identify:

- Evaluation goals and objectives;
- Key evaluation questions;
- Evaluation methodology and design;
- Data sources and collection methods;
- Performance measures and outcomes;
- Data analysis methods;
- Reporting processes and timelines;
- Quality assurance procedures; and
- Strategies for communicating evaluation findings.

The Evaluation Plan shall be updated as necessary to reflect changes in SOR4 requirements, program activities, evaluation methodology, or ADMH priorities.

2. Quarterly Evaluation Reports

The Evaluator shall provide written quarterly evaluation reports to ADMH. Reports shall, at a minimum, address:

- Progress toward SOR4 goals and objectives;
- Program and service implementation;
- Service utilization;
- Performance measures and outcomes;
- Data quality and collection issues;
- Trends and significant findings;
- Challenges or barriers identified through the evaluation;
- Recommendations for improvement; and
- Other information requested by ADMH.

3. Annual Evaluation Report

The Evaluator shall prepare an annual evaluation report summarizing evaluation activities and findings for the applicable grant period. The report shall include, as appropriate:

- Evaluation methodology;
- Program implementation findings;
- Service utilization;
- Participant outcomes;
- Performance against established goals and objectives;
- Analysis of program effectiveness;
- System-level findings;
- Significant trends and findings;
- Lessons learned;
- Recommendations for continuous quality improvement; and
- Recommendations regarding sustainability and future program planning.

4. Interim or Biannual Reports

ADMH may request interim or biannual evaluation reports when needed to support grant monitoring, program management, federal reporting, or other administrative requirements. The Evaluator shall provide these reports within the timeframe established by ADMH.

5. Presentations
The Evaluator shall prepare and deliver presentations of evaluation findings to ADMH leadership, program staff, SOR4-funded providers, stakeholders, and other audiences identified by ADMH.
Presentations may include:

- Quarterly evaluation findings;
- Annual evaluation findings;
- Performance and outcome trends;
- Program strengths and challenges;
- Recommendations for improvement; and
- Other evaluation-related findings requested by ADMH.

6. Data and Evaluation Materials
The Evaluator shall provide ADMH with appropriate supporting evaluation materials, including data summaries, analyses, instruments, methodologies, presentations, reports, and other documentation developed as part of the evaluation, subject to applicable confidentiality, privacy, and federal and state requirements.

7. Evaluation Requests
The Evaluator shall provide additional evaluation analyses, data summaries, presentations, reports, or other evaluation-related deliverables reasonably requested by ADMH during the contract period.
The Evaluator shall meet all established deadlines for required deliverables and shall promptly communicate any anticipated delays or barriers to ADMH.

VII. CONTRACT PERIOD

The initial contract period for the SOR4 independent evaluator will begin at the time of signed contract and end September 30, 2027. ADMH may extend the contract for one additional year, subject to funding availability, satisfactory contractor performance, continued programmatic need, and ADMH approval. The potential additional contract year is not guaranteed, and any funding associated with an additional year will be determined separately and is not included in the $300,000 available for the initial contract period.

Any extension will be subject to applicable state contracting requirements and approval processes. The Evaluator shall continue to meet all established reporting, evaluation, and deliverable requirements throughout any approved contract extension.

The Evaluator shall perform all tasks necessary to fulfill the evaluation goals and objectives described above, as well as additional evaluation requirements that may arise during the course of the contractual relationship. All services and deliverables shall be provided in accordance with the approved evaluation plan, SOR4 grant requirements, applicable federal and state requirements, and timelines established by ADMH.

VIII. CONTRACTUAL LIMITATIONS

Any and all contracts resulting from this RFP shall be annual, expiring with the end of the state fiscal year, September 30. All contracts shall be subject to availability of funds and continuation of this project. Should the funding or service requirements relating to this project be altered, contracts will be amended accordingly.

IX. VENDOR ELIGIBILITY

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

1. A minimum of 5 years' experience in evaluation;
2. Experience in evaluating substance use treatment programs preferred or similar comparable treatment evaluation experience;
3. Ability to write a comprehensive evaluation report (e.g., literature review, methods, analysis, conclusions);
4. Ability to conduct a reasonably rigorous evaluation;
5. Objectivity (i.e., the absence of any roles or relationships that might pose a conflict of interest with their role as an evaluator) and unbiased in reporting evaluation data;
6. Knowledge of database and data systems design;
7. Proficiency with statistical software (e.g., SPSS, SAS, STATA);
8. Understanding of Federal and State reporting requirements;
9. Knowledge of Federal and local regulations regarding the protection of human subjects (e.g., Institutional Review Board regulations and applications);
10. Familiarity with a variety of evaluation techniques (quantitative and qualitative);
11. Familiarity with the development of logic models, strategic plans, and evaluation plans;
12. Experience evaluating complex programs;
13. Ability to work collaboratively with community representatives;
14. Sensitivity and competence in working with diverse target populations;
15. Enthusiasm and demonstrated interest in the project;
16. Understanding of treatment science, outcomes-based treatment modalities, utility of logic models, and knowledge of the strategic treatment framework;
17. Excellent writing skills; and the
18. Ability to assist various audiences in interpreting and understanding evaluation findings by communicating in simple and practical terms and their implications for program improvement.

X. PROPOSAL REQUIREMENTS

The ADMH, Office of Substance Use Treatment Services (OSUTS) desires to fund Evaluator Services with an individual and/or entity to conduct evaluation to support the state of Alabama Substance Use Treatment and Prevention system.

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

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

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

STATEMENT OF WORK

A. Cover Page

Applicants should provide a cover page that includes:

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

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

B. Knowledge and Understanding

Applicants must provide a narrative that includes:

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

Not to exceed 10 pages. Review Criteria: 15 Points
The plan is clear, containing appropriate plans and procedures to meet responsibilities and deliverables. The listed requirements are included within the page limit specified.

C. Proposed Evaluation Approach and Work Plan

Applicants must describe their proposed approach for conducting the SOR4 evaluation, including:

- Evaluation design and methodology;
- Data collection and analysis;
- Performance measures and outcomes;
- Evaluation of SOR4-funded activities;
- Quality assurance;
- Approach to identifying findings and recommendations; and
- Timeline for completing required activities and deliverables.

No to exceed 10 pages. Review Criteria: 35 Points

The proposed approach is clear, feasible, comprehensive, and responsive to the SOR4 evaluation requirements and Statement of Work.

D. Qualifications, Experience, Prior Work
Evaluation team includes key personnel with:

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

Not to exceed 5 pages. Review Criteria: 35 Points
The team qualifications are clearly demonstrated through a concise summary of current or previous work with experience in similar projects, addressing the requirements within the page limit specified.

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

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

Review Criteria: 10 Points
The budget reflects realistic and justifiable cost for the provision of Evaluation services.

XI. REVIEW CRITERIA

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

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

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

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

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

XII. SUBMISSION REQUIREMENTS

Proposals shall be submitted in the following written format:

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

STATEMENT OF WORK: Each item listed in the RFP under the statement of work must be addressed.

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

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

Your entire proposal must be received in the Office of Contracts & Purchasing no later than **1:00 pm on Monday, November 23, 2026.**

RFP submissions: Three (3)—1 original and 2 copies.	
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

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

A. Evaluation Process

ADMH will examine each proposal submitted and may elect to conduct interviews with finalists. The department expects a final selection on or before January 2027.

B. Selection Criteria

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

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

C. Evaluation Criteria

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

STATEMENT OF WORK	Page Limit	Total Points Available
A. Cover Page	Not to exceed 1 page	5 Points
B. Knowledge and Understanding	Not to exceed 10 pages	15Points
C. Proposed Evaluation and Plan	Not to exceed 10 Pages	35 Points
D. Qualifications, Experience, Prior Work	Not to exceed 5 pages.	35 Points
E. Budget	NA	10 Points
		100 Points

SECTION V: SCHEDULE OF EVENTS

RFP 2027-11: Evaluator 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 22, 2026	RFP Release	USPS, ADMH Website, and STAARs website
October 30, 2026 by 11:00 am	Deadline for RFP questions. **Submit in Word—No tables**	Email to ContractingOffice.DMH@mh.alabama.gov
November 6, 2026 Tentatively	RFP Q&A completion	ADMH website www.mh.alabama.gov
November 23, 2026 1:00 pm	RFP Closing Date	USPS or FedEx or UPS (Review mailing note)
November 23, 2026 1:00 pm	**Three** (3) RFP Submissions: One original, and two copies.	USPS or FedEx or UPS (Review mailing note)
January 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.**