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Evaluator (SOR4) RFP 2027-11 Q&A

1. Page 10 of the RFP states that the Evaluator shall "Develop and maintain data collection and reporting methodologies that support federal and state reporting requirements." Given that SUPRT Forms A and C are significant federal reporting requirements:
   - Do you currently use a system from an external vendor for SUPRT data collection? If so, what vendor operates your SUPRT data collection system? No external vendor currently collects SUPRT data on behalf of ADMH. Participating providers submit completed SUPRT tools to ADMH, and designated SOR staff enter the information into SPARS.
   - If you do not use an external vendor for SUPRT data collection, how are data collected and submitted to SPARS? The SUPRT tools are emailed by each provider to the GPRA email address provided by ADMH, from there our SOR staff input the SUPRT data into SPARS. SPARS do have a data collection component within the system.
   - Is ADMH amenable to the Independent Evaluator proposing their own SUPRT data collection system as part of the proposed services under this RFP? ADMH does not anticipate allowing the Independent Evaluator to implement an alternative SUPRT data collection system. Providers currently submit completed SUPRT tools to a centralized email account overseen by ADMH staff, and SOR staff enter the information into SPARS. The Independent Evaluator will be expected to utilize SPARS as the designated system for accessing and analyzing applicable data. The SUPRT tool will not serve as the primary source for tracking overall program performance and outcomes.

2. Where/in what form are the current SOR IV SUPRT data stored? The current data is stored within the SPARS system.

3. Will GPRA data from first year of SOR IV funding be available for inclusion or will this be beginning with the SUPRT forms? This will begin with the SUPRT tools.

4. Should additional evaluation requests be included as part of the overall budget?
   Yes. Proposals should account for additional evaluation activities and deliverables reasonably anticipated within the scope of work (SOW), including interim analyses, data summaries, and presentations requested by ADMH. Requests that materially exceed the contracted scope would be subject to review and applicable contract modification procedures.

5. Are the quarterly progress reports to the Office of Substance Use Services the same or different from the quarterly evaluation reports to ADMH? The quarterly progress reports and quarterly evaluation report are the same report. This information captures specific questions for each quarter. The questions do not change quarter to quarter.

6. Please clarify: The deliverables for each year include four quarterly evaluation reports to ADAMH, one annual evaluation report to ADAMH, and four quarterly progress reports to the Office of Substance Use Services, as well as interim and biennial reports and presentations as requested by ADAMH. Is that correct? If incorrect, please note the correct list of reports. SOR has a bi-annual report, annual report, and quarterly reports that are due throughout the fiscal year.

The evaluator will be responsible for the reporting requirements and deliverables outlined in Sections V and VI of the RFP, including quarterly and annual evaluation reports. Quarterly progress reporting may be incorporated into the quarterly evaluation reports. Additional interim reports, presentations, and evaluation-related deliverables may be requested by ADMH based on program needs and in accordance with the approved scope of work.

7. Is a list and description of SOR4 funded programs available? Yes, both treatment and prevention providers are listed on the Substance Use Provider Directory, Recovery Services (PEIR and ROSS).

8. How many providers/organizations that receive SOR4 funding will be included in the evaluation? Roughly 65 providers total, Treatment, Prevention, and Peer Services

9. What is the existing data collection and reporting system for SOR4 data? SOR4 data are currently collected and reported by designated individuals responsible for specific grant areas. The designated individuals submit the required information to the Project Director, who compiles the data for reporting purposes.

10. What additional data is collected from SOR4-funded sites besides the SUPRT? In addition to SUPRT data, ADMH collects data from SOR4-funded sites related to prevention services, treatment services, Level 1.0 services provided in jails, re-entry services, services for pregnant and postpartum women, veterans' services, and peer support services.

11. Is there an incumbent/current SOR4 evaluator? No

12. Are in-person presentations required?
Presentations may be conducted virtually or in person, depending on program needs and as determined by ADMH

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11. Is there an incumbent/current SOR4 evaluator? No

12. Are in-person presentations required? Yes

13. The solicitation notes that, “Budget includes minimum administrative overhead." Is there a defined or set minimum overhead rate? No

14. Section D requests the names and contact information of three former clients but also refers to “at least current or former clients.” Can ADMH confirm whether three references are required and whether current clients are acceptable? Yes, three references are required. Yes, current clients are acceptable.

15. Is a specific budget template or format required, or may applicants use their own format provided all required budget information is included? Applicants can use their own format.

16. Section X specifies a standard 12-point font. May smaller font sizes be used in tables, charts, figures, footnotes, and headers/footers, provided the text remains legible? The standard 12-point font requirement applies to proposal narrative sections. Smaller fonts may be sued for tables, charts, figures, footnotes, and headers or footers, provided the information remains legible.

17. Section II, Additional Information, item 2, requires all businesses to register with the Alabama Secretary of State and states that registration is not contingent upon award. Must businesses be registered with the Alabama Secretary of State at the time of proposal submission, or may registration be completed after submission but before contract award? Applicants must comply with the Alabama Secretary of State registration requirements outlined in the RFP and all applicable state requirements. As stated in the RFP, registration is not contingent upon contract award.

18. p. 15, Section X.E – Budget
Would ADMH permit an offeror to submit a fixed-price or deliverable-based budget showing only the proposed price for each major task/deliverable, in lieu of the detailed budget information requested in Section X.E? Specifically, under this approach, may offerors omit the underlying personnel-level and other detailed cost breakdowns? Applicants may propose a budget structure that aligns with their proposed evaluation approach; however, all proposals must address the detailed budget requirements outlined in Section X.E of the RFP, including applicable personnel costs, expenditures, and budget justifications. The proposed budget must demonstrate that costs are reasonable and appropriate for the services and deliverables described.

19. p. 15, Section X.E – Budget
If ADMH requires personnel-level budget detail, may offerors use approved, market-based fully loaded labor rates inclusive of salaries, benefits, federally approved indirect costs, and fee/profit? Applicants may propose fully loaded labor rates as part of their budget submission, provided the proposed costs are appropriately identified, justified, and consistent with the detailed budget requirements outlined in Section X.E of the RFP. All proposed costs will be subject to review for reasonableness and compliance with applicable federal and state requirements

20. p. 6, Sections 16 and 18; p. 15, Section X.E

Because proposals and procurement files may be subject to public disclosure, please confirm whether proprietary pricing information may be clearly marked as confidential/proprietary and withheld from public disclosure to the extent permitted by Alabama Code §41-4-115 and the cited procurement rules. Please also provide the required marking or redaction procedure, if any. Applicants may identify information they consider confidential or proprietary in their proposals. However, such designation does not automatically exempt the information from public disclosure. Any requests for confidentiality or redaction will be considered in accordance with applicable Alabama law and the procurement requirements outlined in the RFP.

21. pp. 9–12, Sections III, V, and VI

The RFP requires evaluation of cost-effectiveness and sustainability 'as appropriate,' while also requiring a detailed evaluation of numerous treatment, recovery, overdose prevention, workforce, and system-improvement activities. Please clarify which SOR4-funded programs, providers, initiatives, and geographic areas are expected to be included in the evaluation at contract start, including the approximate number of funded providers/programs and whether ADMH expects all SOR4-funded activities to be evaluated within the initial contract period. Approximately 65 providers and organizations representing treatment, prevention, recovery support, and related SOR4-funded activities are anticipated to be included in the evaluation.

22. pp. 10–12, Sections V and VI

Please identify the principal data sources that ADMH expects to make available to the selected evaluator, including existing SOR4 performance data, provider reports, client-level data, administrative/claims data, prior evaluation materials, and SAMHSA reporting files. Please also clarify whether ADMH will be responsible for securing provider participation and data access necessary to perform the evaluation. ADMH anticipates making available existing SOR4 program and performance data, provider reports, and other relevant information necessary to support the evaluation, as appropriate and subject to availability and applicable confidentiality requirements. ADMH will coordinate with participating providers and relevant program staff to facilitate access to available information. Specific data sources, access arrangements, and reporting methodologies will be established during the evaluation planning process.

23. p. 12, Section VI.6–7; p. 12, Section VII

The RFP requires the evaluator to provide supporting evaluation materials and additional evaluation analyses, data summaries, presentations, reports, or other deliverables 'reasonably requested' during the contract period. Please confirm that material requests outside the approved evaluation plan or materially beyond the assumptions and level of effort in the awarded scope will be addressed through mutual agreement and, where appropriate, a contract amendment or equitable adjustment. Yes. Additional requests that materially exceed the approved scope of work will be reviewed by ADMH and addressed through applicable contract modification procedures, subject to available funding and required approvals.

24. p. 16, Section XI; pp. 13 and 16–17, Sections IX and XII

Section XI states that proposals meeting the submission requirements specified in item 'IX' will be evaluated, while the proposal submission requirements are presented in Section XII and Section IX addresses Vendor Eligibility. Please confirm that this cross-reference is intended to refer to Section XII and that compliance with Section XII will govern proposal submission responsiveness. p. 15, Section X.D. Yes. The reference to Section IX regarding proposal submission requirements should refer to Section XII. Applicants must comply with the submission requirements outlined in Section XII, as well as all other applicable RFP requirements

25. Section D requires the names and contact information of three former clients as references, but the parenthetical states 'at least current or former clients.' Please confirm that three references are required and that either current or former clients are acceptable. Yes. Three references are required. References may be from either current or former organizational clients.

26. 9) The RFP states that ADMH may conduct interviews with finalists, but the Schedule of Events does not identify an interview period. If interviews are conducted, will ADMH provide finalists reasonable advance notice and an opportunity to participate virtually? p. 17, Section XII.A; p. 18, Schedule of Events. Yes.

27. 10) The Selection Criteria includes 'availability to and familiarity with the project locale,' while the Statement of Work does not specify routine onsite work. Please clarify whether ADMH requires any minimum amount or frequency of in-person work in Alabama. May evaluation activities, analysis, meetings, and presentations be performed remotely when effective, with travel occurring only when specifically needed and approved?
ADMH does not establish a minimum frequency of in-person evaluation activities. Meetings, analyses, and presentations may be conducted virtually when appropriate. In-person activities may be requested based on evaluation needs and coordinated with ADMH.

28. p. 17, Section XII.B; pp. 10–12, Sections V–VI
11) Please confirm whether the page limits for Sections A–D apply only to the narrative content of those sections and that the table of contents, literature citations, and Appendices I–IV are excluded from those limits. Please also confirm whether the Budget/Appendix IV has no page limit.
Applicants should adhere to the page limits established for Sections A–D of the Statement of Work. As specified in the RFP, required appendices are excluded from these page limitations. The budget and supporting documentation should address all requirements outlined in Section X.E of the RFP.

29. pp. 14–17, Sections X and XII
Section D asks for "three former clients" as references but also refers to "current or former clients." Please confirm that three references are required and that current clients are acceptable.
Three references are required and may include current or former organizational clients.

30. Does ADMH anticipate the need for translation or interpretation of evaluation materials in languages other than English? If yes, which languages? Should translation be included in the evaluation budget, or will ADMH provide it? No, just in English

31. Are incentives allowed for participants in evaluation data collection (e.g., interviews or focus groups with SOR4 participants or peer staff)? If so, is there a cap per participant, or a restriction on format such as gift cards?
Participant incentives associated with existing SOR4 activities are administered in accordance with established program requirements. Any proposed incentives specifically related to

evaluation activities must be identified and justified in the applicant's proposed budget and will be subject to ADMH review and applicable federal and state funding requirements.

32. Given an anticipated January 2027 start, is the full $300,000 available for the period through September 30, 2027? Should the budget reflect roughly nine months of work?
Up to $300,000 is available for the initial contract period, beginning upon execution of the contract and ending September 30, 2027. Applicants should develop their proposed budgets based on the anticipated contract period and required deliverables outlined in the RFP.

33. Can ADMH share an anticipated funding level for the potential extension year? Would the extension align with a SOR4 no-cost extension or with a subsequent SOR award?
Funding for a potential extension year has not been determined. As outlined in the RFP, any extension will be contingent upon funding availability, satisfactory contractor performance, continued programmatic need, and ADMH approval. The funding source and amount for any extension will be determined at that time

34. To what extent is in-person engagement desired from the evaluation team? This includes meetings with ADMH, presentations to providers and stakeholders, and site visits or in-person data collection. Are virtual meetings and presentations acceptable?
Yes. Virtual meetings and presentations are acceptable. ADMH may request in-person engagement when appropriate to support evaluation activities, including stakeholder meetings or site visits.

35. Approximately how many SOR4-funded providers, recovery organizations, and other partners will fall within the scope of the evaluation? Approximately 65 providers. How are they distributed across the state? In every region based on Treatment, Prevention, and Recovery scope.

36. To what extent will ADMH facilitate access to existing data for the SOR4 evaluation? This includes SUPRT/SPARS data, state treatment and recovery service data, naloxone distribution data, and overdose surveillance data. ADMH will facilitate data for treatment, prevention, recovery, overdose, naloxone, and distribution data. Also, goals that have or have not been met and why.

37. Will the evaluator receive client-level data, allowing analysis by provider, region, and subpopulation as requested in Task 3? Or only aggregate data?
The evaluation is expected to utilize available program-level, provider-level, regional, and aggregate performance data to assess SOR4 implementation and outcomes. The availability and use of additional data will be determined based on evaluation needs, existing data sources, and applicable confidentiality and data-sharing requirements. Specific data access arrangements will be established in coordination with ADMH during the evaluation planning process.

38. What data collection tools or platforms are already in place for SOR4-funded services and/or SUPRT data collection? Will the evaluator be responsible for designing new

instruments? Monthly reports, bi-annual reports, annual reports, quarterly reports. No, not for the SUPRT tool.

39. Is there an incumbent evaluator for SOR, and are they eligible to respond to this RFP? No

40. Is the evaluator expected to conduct or submit SUPRT baseline and reassessment surveys (e.g., through batch upload)? Is the evaluator responsible for tracking reassessment rates and open windows? Or is that handled by providers and ADMH, with the evaluator responsible only for analysis?

ADMH and participating providers currently maintain responsibility for SUPRT data collection, reassessments, and submission processes. The evaluator is expected to utilize available data to assess program performance and outcomes in accordance with the RFP. Specific responsibilities related to data analysis, reporting, and evaluation support will be established through the approved evaluation plan and coordinated with ADMH.

41. Task 14 references evaluating cost-effectiveness "as appropriate." What level of economic analysis does ADMH anticipate? Will cost and expenditure data by provider or service type be available to the evaluator?

ADMH anticipates that the evaluator will assess cost-effectiveness, as appropriate, by examining program expenditures in relation to services provided, program performance, and measurable outcomes. Available financial and expenditure data may be provided to support these analyses, subject to data availability and applicable reporting requirements.

42. Are the quarterly and annual evaluation reports intended to be public documents for dissemination?

Quarterly and annual evaluation reports are intended to support ADMH program oversight, performance monitoring, continuous quality improvement, and federal reporting requirements. Any additional dissemination or use of evaluation findings will be determined by ADMH in accordance with applicable requirements.

43. Is there an existing SOR4 (or prior SOR) evaluation plan, logic model, or evaluation report that the selected evaluator will build on? If so, can ADMH share the most recent evaluation report with prospective bidders?

Existing SOR evaluation materials and reports may be made available, as appropriate and subject to availability and applicable requirements. The selected evaluator will be expected to review relevant existing materials and incorporate applicable findings into the SOR4 evaluation planning process..

44. Will the evaluator be responsible for supporting or completing SAMHSA-required data and program reporting, including SOR/TOR program instrument and SURPTS-A and SURPTS-C client-level data?

ADMH maintains responsibility for the submission of required SAMHSA grant reports and associated program data. The evaluator will be expected to support federal reporting

requirements through data analysis, evaluation findings, and other activities consistent with the responsibilities and deliverables outlined in the RFP. Specific reporting support activities will be coordinated with ADMH as part of the evaluation planning process.

45. What existing data, datasets, and reporting information will the State make available to the evaluator to support the required evaluation activities? Previous bi-annual, annual, quarterly, and monthly reports will be available.

46. Approximately how many SOR4-funded providers, programs, recovery support organizations, healthcare partners, and other entities will be included in the evaluation?

    Approximately 65 providers and organizations are anticipated to be included in the evaluation, representing treatment, prevention, recovery support, and related SOR4-funded activities statewide

47. Does ADMH expect experimental or quasi-experimental evaluation designs for specific SOR4 activities, or should proposers recommend the most appropriate methodologies based on available data and program activities? The RFP specifically identifies experimental and quasi-experimental designs among the evaluator competencies.

    ADMH expects applicants to propose evaluation methodologies appropriate to the SOR4 program objectives, available data, and activities being evaluated. Experimental or quasi-experimental designs are not specifically required for every activity. Proposed methodologies should be scientifically appropriate, feasible, and capable of assessing program implementation, performance, and outcomes.

48. Can ADMH provide an estimate of the anticipated number and scope of interim reports, special analyses, presentations, or other evaluation requests beyond the required quarterly and annual deliverables? The RFP permits ADMH to request these additional deliverables during the contract period.

ADMH has not established a specific number of additional interim reports, special analyses, presentations, or other evaluation requests beyond the required quarterly and annual deliverables. Any additional requests will be based on program needs and will remain consistent with the scope of work outlined in the RFP.

49. Approximately how many stakeholder/provider meetings, presentations, site visits, or other engagements should proposers anticipate, and which, if any, are expected to occur in person in Alabama?

The number of stakeholder meetings, presentations, and site visits has not been predetermined. Applicants should propose an appropriate engagement strategy based on the evaluation scope and anticipated deliverables. Virtual engagement is acceptable, with in-person activities coordinated with ADMH as needed.

50. Does ADMH have an anticipated contract execution/start date and a required timeframe for delivery of the initial Evaluation Plan? The contract will begin upon execution and end September 30, 2027.

The anticipated contract start is January 2027, subject to completion of the procurement and contract approval processes. The contract will begin upon execution and end September 30, 2027. The timeline for submission of the initial Evaluation Plan will be established in coordination with ADMH following contract execution.