



Kay Ivey
GOVERNOR

Alabama Department of
REHABILITATION SERVICES



Jane Elizabeth Burdeshaw
COMMISSIONER

August 13, 2025

REQUEST FOR PROPOSAL

Purpose of RFP

The Alabama Department of Rehabilitation Services in Montgomery, Alabama, is seeking proposals from qualified professionals, to provide psychological consulting and training for the office located in the Montgomery area.

The Alabama Department of Rehabilitation services mission is to enable Alabama's children and adults with disabilities to achieve their maximum potential. The division of Vocational Rehabilitation Services (VRS) provides individualized employment and education-related services and training to assist youth and adults with disabilities achieve their employment goals.

All interested consultants are invited to submit a proposal in accordance with the requirements specified in this RFP.

Qualifications

Consultants must meet the following minimum professional qualifications:

The supplier fulfilling these responsibilities must be a clinical psychologist licensed by the State of Alabama. In addition, the person must have extensive knowledge to include two or more years of experience working with individuals with cognitive and learning disabilities. The psychologist must also have knowledge to include two or more years in pharmacology associated with physical and mental disabilities. The supplier must provide a resume outlining the number of years of experience and knowledge working as a psychologist with individuals with disabilities. The resume must also include experience and knowledge in pharmacology working with individuals with disabilities.

SERVING ALABAMA'S CHILDREN AND ADULTS WITH DISABILITIES

Services Required

These services will consist of consultation with Vocational Rehabilitation counselors and other staff at least once a month at the Vocational Rehabilitation office located at 560 South Lawrence Street, Montgomery, AL for the purpose of confirming or diagnosing cognitive and mental impairments. The consultant will participate in diagnostic staffing for consumers at least once per month and sometimes more than once per month. Also, this consultant will provide in-service training for staff on an as-needed basis.

The successful consultant will be required to meet all needs requested by ADRS. As stated below.

Consultant will review existing psychological information to determine if information is adequate to determine eligibility for rehabilitation services. Consultation forms will be completed within two (2) weeks with an appropriate diagnosis checked. Consultant will review psychological reports, advise, interpret, and make recommendations to rehabilitation counselors regarding psychological treatment for rehabilitation of clients with psychological disabilities. Consultant will provide in-service training on psychological aspects of disabilities.

All services provided will be paid on an hourly basis. Consultant will provide 2 – 5 hours of service per month.

Services will be provided on site at the Montgomery location. Consultant will be responsible for any overnight accommodations as well as transportation to and from the facility.

The Alabama Department of Rehabilitation Services intends to execute an initial contract with Contractor for a period of two (2) years, with up to three (3) one-year renewal options, pending written agreement of the vendor and Alabama Department of Rehabilitation Services, dependent upon required state approvals, availability of funds, performance evaluations of the project, at the full discretion of the Alabama Department of Rehabilitation Services. The contract will commence pending CPO signature, Legislative Review Committee approval, and Governor's signature. Each contract renewal will be presented to the Legislative Oversight Committee for approval.

Evaluation Criteria

Submissions will be reviewed by three local VR Supervisors. They will be evaluated based on consultant qualifications, level of experience and knowledge working with individuals with disabilities and hourly rate.

- Consultant Qualifications 40%
- Level of experience and knowledge working with individuals with disabilities 40%
- Price 20%

Proposals can be submitted by email to Andrew Richards, VR Supervisor at andrew.richards@rehab.alabama.gov. Please include a complete resume outlining your experience as it relates to the requirements, a copy of your state certificate that will be contracted, and an hourly rate for the services requested within this RFP. **Submissions must be received by noon on September 3, 2025.**

Questions pertaining to this RFP may be submitted to Andrew Richards at andrew.richards@rehab.alabama.gov by 10:00 a.m. on August 20, 2025. Responses to questions will be posted publicly to STAARS as an amendment to the RFP.