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**STATE OF ALABAMA  
DEPARTMENT OF MENTAL HEALTH**

RSA UNION BUILDING  
100 N. UNION STREET  
POST OFFICE BOX 301410  
MONTGOMERY, ALABAMA 36130-1410  
[www.mh.alabama.gov](http://www.mh.alabama.gov)

September 12, 2025

RFP 2026-07

Dear Vendor:

The Alabama Department of Mental Health (ADMH) is soliciting proposals for **competency- based training and technical assistance initiative** to continue to support DDD provider agencies selected to provide services in the Community Waiver Program (CWP). Request for Proposals (RFP) will be accepted until **12:00 pm on Monday, September 29, 2025**.

The submission of a proposal does not guarantee the award of a contract. Any contract resulting from the proposal is not effective until it has received all required governmental approvals and signatures. In addition, the selected vendor shall not begin performing work under this contract until notified to do so by the departmental contracting agent.

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

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

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

Sincerely,

**Leola Rogers**

Leola Rogers

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Office of Contracts & Purchasing

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

**RFP Closing Date & Time:** **12:00 pm on Monday, September 29, 2025**

Review the mailing note.

**RFP Contact Info:** Leola Rogers

ADMH

Office of Contracts & Purchasing

RSA Union Building

100 North Union Street, Suite 570

Montgomery, AL 36104

Telephone Number (334) 353-7440

Email: [leola.rogers@mh.alabama.gov](mailto:leola.rogers@mh.alabama.gov)

### **MAILING NOTE:**

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

### **ADDITIONAL INFORMATION**

1. Who **may** respond to this RFP? Eligible entities may include non-governmental public or private organizations who: **a)** are legally authorized to conduct business within the State of Alabama; **b)** possess a high degree of professional capacity, experience and skill in the area of service described in this RFP to include: ten (10) years of organizational experience in the development and delivery of competency-based training and technical assistance for providers of direct services to individuals with disabilities; **c)** experience recruiting, subcontracting and working collaboratively with national subject matter experts and other providers of online and in-person training and technical assistance to meet unique customer needs and goals; and, **d)** meet the terms and conditions of the RFP. In addition, applicants must demonstrate the ability to manage Department funds in accordance with Federal and State regulations and guidelines.
2. Who **may not** respond to this RFP?  
Employees of ADMH, current state employees, and vendors who do not meet the requirements outlined in 1. above.
3. In order to transact business in the State of Alabama all businesses domestic and foreign must be registered with the Alabama Secretary of State Office. (Domestic means within the State of Alabama. Foreign means out-of-state.) Website: [www.sos.alabama.gov](http://www.sos.alabama.gov)
4. If contracted with the State of Alabama, all vendors must enroll and actively participate in E-Verify. Website: <https://www.e-verify.gov/>
5. ALL vendor payments are processed thru the State of Alabama Accounting and Resource System (STAARS). All vendors must register with STAARS Vendor Self Service. Website: <https://procurement.staars.alabama.gov/webapp/PRDVSS1X1/AltSelfService>
6. The ADMH reserves the right to reject any and all proposals if RFP instructions are not adhered to, such as: received after deadline (see mailing note), requested # of submissions not received.
7. **Protest (Effective 10/1/2022): A bona fide prospective bidder or offeror who is aggrieved in connection with the solicitation of a contract may protest to ADMH Director of Purchasing within**

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**14 days of the date of issuance of the solicitation or any amendment to it if the amendment is at issue.**

(2)a. Except as provided in paragraph b., a bona fide actual bidder or offeror who is aggrieved in connection with the intended award or award of a contract may protest to ADMH Director of Purchasing **within 14 days of the date the award or notification of intent to award**, whichever is earlier, is posted in accordance with this article.

b. A matter that could have been raised under subdivision (1) as a protest of the solicitation may not be raised as a protest of the award or intended award of a contract.

(3) A protest filed under subdivision (1) or (2) shall be in writing, be filed with ADMH, and set forth the grounds of the protest and the relief requested with enough particularity to give notice of the issues to be decided.

(b) ADMH, or his or her designee, may settle and resolve the protest of a bona fide actual or prospective bidder or offeror concerning the solicitation or award of a contract in accordance with rules adopted under this article.

(c) If the protest is not resolved by mutual agreement **within 10 days after** the protest is filed, ADMH shall commence an administrative review of the protest and issue a decision in writing within 14 days of the review.

(d) A copy of the decision under subsection (c) shall be mailed or otherwise furnished immediately to the protestor and any other party intervening.

(e) A decision under subsection (c) shall be final and conclusive, unless fraudulent, or a party adversely affected by the decision appeals administratively to the Director of Finance in accordance with Section 41-4-164.

(f) In the event of a timely protest under subsection (a) or an appeal under Section 41-4-164, the state may not proceed further with the solicitation or with the award of the contract until five days after notice of the final decision is provided to the protestor, except that solicitation or award of a protested contract is not stayed if ADMH, after consultation with the head of the using agency or the head of a purchasing agency, makes a written determination that the solicitation or award of the contract without further delay is necessary to protect the best interests of the state.

1. **Records Request:** ADMH recognizes and supports the public's right to inspect/request copies of public records in accordance with State law. Many public records and resources are available on the ADMH website: [www.mh.alabama.gov](http://www.mh.alabama.gov) for review. Please view the website prior to submitting a request for records as your request may be satisfied by the information contained therein.

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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.

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

**Submit RFP Responses To:**

AL Department of Mental Health  
Office of Contracts & Purchasing  
RSA Union Building  
100 N. Union Street, Suite 570

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Montgomery, AL 36104

## Request for Proposal Standard Terms and Conditions

### 1. Authority

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

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

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

### 3. Nonresponsive Proposals

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

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

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

### 5. Expenses of Proposal

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

### 6. Rejection of Proposals

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

### 7. The Final Terms of the Engagement

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

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## **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.

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## **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.



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## **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.

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The Alabama Department of Mental Health (ADMH), Division of Developmental Disabilities (DDD) is soliciting proposals for the **competency-based training and technical assistance initiative** to assist DDD provider agencies selected to provide services in the Community Waiver Program (CWP).

## SECTION I

### A. Vendor Qualifications:

#### 1. Vendor Minimum Qualifications:

- # Vendor shall possess ten (10) years of organizational experience in the development and delivery of competency-based training and technical assistance for providers of direct services to individuals with disabilities
- # Vendor shall possess experience recruiting, subcontracting, and working collaboratively with national subject matter experts and other providers of online and in-person training and technical assistance to meet unique customer needs and goals
- # Vendor shall possess the skills and infrastructure needed to perform the services described in this RFP.

### B. SCOPE OF WORK

The scope of work covered by this RFP shall include:

1. Providing and managing competency-based training platform for up to 500 CWP provider direct service staff, from across approximately 55 contracted CWP provider agencies) to enroll in the platform to complete required trainings necessary to provide services in the CWP. For training requirements see: [https://mh.alabama.gov/wp-content/uploads/2025/03/Direct-Service-Personnel-Qualifications-and-Training-Requirements\\_Updated-3-19-25.pdf](https://mh.alabama.gov/wp-content/uploads/2025/03/Direct-Service-Personnel-Qualifications-and-Training-Requirements_Updated-3-19-25.pdf) The scope of this RFP includes provision and management of all courses denoted as AL-ECF, AL-ECF success coach course, and courses for direct service staff delivering: Independent Living Skills Training; Family Empowerment & Systems Navigation; Community Integration Connections and Skills Training; Housing Counseling; and Financial Literacy.
2. Provide success coaching for up to 300 CWP provider direct service staff where their employing provider agency does not have trained success coaches on staff or does not have capacity to provide success coaching to new learners entering the training platform.
3. Working closely, via remote technology, with the ADMH/DDD leadership managing the Community Waiver Program and the direct service providers involved with the CWP to develop additional competency-based training courses, to be housed on the training platform, to address requirements for Peer Specialist service and six (6) ninety-minute modules for Support Coordinators. For service definitions for these and other CWP services, see: [Scopes-of-Service-rev.-05.17.2022.pdf](#)
4. Meet monthly with ADMH/DDD and produce regular monthly reports based on metrics identified by ADMH/DDD. For example, identifying direct service staff learners enrolled in the various trainings, progress being made, those who've successfully completed. Also include summary of support, training and technical assistance to provider agencies including demonstration of timely resolution of issues identified by provider agencies. Assist ADMH/DDD with content for quarterly monitoring reports that must be submitted to the Alabama Medicaid Agency.
5. As needed, join CWP Provider monthly meetings to share information, provide training and address provider questions or issues.

## SECTION II

### A. Proposal Content

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

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

1. Submit a cover letter summarizing your proposal. Limit the cover letter to no more than one page.
2. Attach the Vendor Contact Page.
3. A Table of Contents of the submitted information.
4. Attach vendor information to include:
  - a. Documentation of vendor's current qualifications including how the vendor meets the minimum qualifications described in this RFP.
5. Details on the leadership of the vendor including, as applicable, the board of directors, owners, and operational leadership team.
  - a. Attach resumes of key staff.
6. Description of the vendor's financial position,
  - a. Attach most recently completed audited financial statements).
  - b. Vendors experience managing state and/or federal funds.
7. Description of knowledge and previous experience relevant to the Scope of Work described in this RFP, including existing investment in online competency-based education, success coaching maintaining learning management systems, relationships with national subject matter experts and other providers of online training and technical assistance relevant to the services being offered in the Community Waiver Program and the population served by the Program
8. Include vendor satisfaction surveys and/or letters of recommendation from current and/or former clients and letters of intent/commitment from other subject matter experts and/or other providers of online training and technical assistance.
9. Proposed Work Plan with timelines.
10. Budget proposal (FY 2026 to FY 2027) which separates out the vendor's administrative and coordination costs from costs specific to each element of the defined scope of work.
11. All pages should be numbered consecutively beginning with **number 1** after the cover letter.
12. Submit Three (3) copies: 1 original, 1 copy, and 1 complete copy on a USB drive.
13. Clearly print on the outside of the envelope **RFP 2026-07 DD Training & TA**

Your entire proposal must be received at the following address no later than **12:00 pm on Monday, September 29, 2025. Please review the mailing note.**

**Submit RFP Responses To:**  
 AL Department of Mental Health  
 Office of Contracts & Purchasing  
 RSA Union Building  
 100 N. Union Street, Suite 570  
 Montgomery, AL 36104

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

## **B. Evaluation Process**

ADMH will examine each proposal submitted and may elect to conduct interviews with finalists. The department expects a final selection on or before October 31, 2025.

## **C. Selection Criteria**

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

1. Vendor qualifications and experience
2. Relevant expertise, capabilities, technical competence, and/or any experience, training, or qualifications that the vendors staff have relevant to the scope of work

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3. Quality and efficacy of proposed plan for completing the Scope of Work\
4. Cost effectiveness in terms of the vendor's administrative/coordination costs as a percentage of total costs and the total cost of the proposal in relation to value delivered.

#### **D. Evaluation Criteria**

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

1. Vendor's minimum qualifications and experience, recommendations, satisfaction surveys.	15%
2. Vendor's knowledge and understanding of the services to be provided, capabilities, technical competence, and/or any experience, qualifications/ training of vendor's staff and contracted SMEs/other organizations affiliated with the vendor have relevant to the Scope of Work.	30%
3. Quality and efficacy of proposed plan for completing the Scope of Work.	30%
4. Cost-effectiveness effectiveness in terms of the vendor's administrative/ coordination costs as a percentage of total costs and the total cost of the proposal in relation to value delivered.	25%
<b>Total</b>	<b>100</b>

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## SECTION IV SCHEDULE OF EVENTS

### RFP 2026-07 Competency-based Training and Technical Assistance

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

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

Date	Event	Notification
September 12, 2025	RFP Release	USPS, ADMH Website, and STAARs website
September 16, 2025 by 12:00 pm	Deadline to submit RFP questions. <b>Submit in Word—No tables</b>	Email to <a href="mailto:leola.rogers@mh.alabama.gov">leola.rogers@mh.alabama.gov</a>
September 17, 2025	RFP Q&A to be posted for review	ADMH website <a href="http://www.mh.alabama.gov">www.mh.alabama.gov</a>
September 29, 2025 12:00 pm	RFP Submissions: <b>THREE (3)</b> One signed original, one copy, & 1 copy on a USB drive	USPS, FedEx, or UPS <b>(Review mailing note)</b>
September 29, 2025 12:00 pm	RFP Closing Date	USPS, FedEx, or UPS <b>(Review mailing note)</b>
October 31, 2025 Approximately	Notification of selection status	USPS (In writing)
The RFP is posted on ADMH website at <a href="http://www.mh.alabama.gov">www.mh.alabama.gov</a> for review.		
<b>Submit RFP Responses To:</b> AL Department of Mental Health Office of Contracts & Purchasing RSA Union Building 100 N. Union Street, Suite 570 Montgomery, AL 36104		

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**RFP 2026-07**  
**CONTACT PAGE**

Agency’s Legal Name	
Street Address	
City, State & Zip Code	
Agency’s Contact	
Contact Phone	
Email	

Enter your agency contact for this RFP. Attach the page after the cover letter.