



State of Alabama Solicitation

Solicitation RFP 061 2026-02	Document Phase Final	Document Description RFP for Evaluator Services
Procurement Folder 2153402	Creation Date 04/14/25	Print Date 04/14/25

Request for Proposals

CONTACTS

Contact	Name	E-mail	Phone
Requestor:	Theo Munthali	Theo.Munthali@mh.alabama.gov	353-7351
Issuer:	Sundra Courtland	sundra.courtland@mh.alabama.gov	3343537440

Buyer:

Bids will be accepted from: 04/14/25
to: 05/15/25

All Inquiries for Information Regarding Bid Submission Requirements or Procurement Procedures
Should be Directed To The Buyer Contact Listed Above.

COMMODITY INFORMATION

Group: 1 Line: 1 Line Type: Service
Commodity Code: PRF08000027 Quantity:
Commodity Description: Human Services Consulting (To Include Mental Unit:
Extended Description:

RFP for Evaluator Services

SHIPPING AND BILLING

Shipping

DMH CENTRAL PURCHASING CENTRAL PURCHASING
CEDRIC HARRISON
100 N UNION ST, ROOM 570
PO BOX 301410
MONTGOMERY, AL 361301410
USA

Delivery Date:

Billing

DMH DIV OF ADMINISTRATION CONTRACTS/PURCHASING
CEDRIC HARRISON / 334-242-3611
100 N. UNION ST.
SUITE 570
MONTGOMERY, AL 361301410
USA

Delivery Type:

COMMODITY INFORMATION

Group: 1 Line: 2 Line Type: Service
Commodity Code: PRF08000024 Quantity:
Commodity Description: EDUCATIONAL TRAINING CONSULTANT Unit:

Extended Description:

RFP for Evaluator Services

SHIPPING AND BILLING

Shipping

DMH CENTRAL PURCHASING CENTRAL PURCHASING
CEDRIC HARRISON
100 N UNION ST, ROOM 570
PO BOX 301410
MONTGOMERY, AL 361301410
USA

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Delivery Type:

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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.

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

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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. Open Trade/No Boycott

For the term of this contract, supplier represents that it is not currently engaged in, and agrees not to engage in, the boycott of a person or an entity based in or doing business with a jurisdiction with which this State can enjoy open trade.

13. Dispute Resolution

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In the event of any dispute between the parties arising from this solicitation and any agreement relating to purchases or leases resulting therefrom, senior officials of both parties shall meet and engage in a good faith attempt to resolve the dispute. Should that effort fail and the dispute involves 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.

14. Cancellation

A contract for supplies may be canceled by the Chief Procurement Officer, for justifiable cause, by giving the supplier thirty (30) days written notice. A supplier may request cancellation and the Chief Procurement Officer may grant the request, in his or her sole discretion, if performance is prevented by an act of God, act of War, order of legal authority, or other unavoidable circumstances not attributable to the fault or negligence of the supplier. Contracts for services may be cancelled for justifiable cause by the Chief Procurement Officer by giving the vendor at least 72 hours' written notice. The burden of proof for such relief rests with the supplier. All correspondence pertaining to cancellation of a contract must be addressed to the Chief Procurement Officer with a copy to the using agency.

15. Sales Tax Exemption

Pursuant to Section 40-23-4 (a)(11) of the Code of Alabama 1975, the State of Alabama is exempt from paying sales tax. An exemption letter will be furnished upon request.

16. 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.

17. Foreign Corporation – Alabama Secretary of State Registration

Section 10A-1-7.01 to -7.14 of the Code of Alabama 1975 require a foreign entity (an out-of-state company/firm) to register with the Alabama Secretary of State's Office before transacting business in the State.

18. Beason-Hammon Alabama Taxpayer and Citizen Protection Act

A contract resulting from this RFP will include provisions for compliance with certain requirements of the Beason-Hammon Alabama taxpayer and Citizen Protection Act, Sections 31-13-1 through 35, Code of Alabama 1975 as follows:

E- VERIFY ENROLLMENT DOCUMENTATION AND PARTICIPATION. As required by Section 31-13-9(b), Code of Alabama 1975 Contractor that is a "business entity" or "employer" as defined in

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Section 31-13-3, will enroll in the E-Verify Program administered by the United States Department of Homeland Security, will provide a copy of its Memorandum of Agreement with the United States Department of Homeland Security that program and will use that program for the duration of this contract.

As required by Section 31-13-9(k) of the Code of Alabama 1975, the supplier agrees to the following: “By signing this contract, the contracting parties affirm, for the duration of any agreement that they will not violate federal immigration law or knowingly employ, hire for employment, or continue to employ an unauthorized alien within the State of Alabama. Furthermore, a contracting party found to be in violation of this provision shall be deemed in breach of the agreement and shall be responsible for all damages resulting therefrom.”

To enroll in the E-Verify program visit <https://www.e-verify.gov/>

19. 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.

20. Disclosure Statement

A Proposal must include one original Disclosure Statement as required by Code Section 41-16-82, et seq., of the Code of Alabama 1975. The Disclosure Statement, and information, may be downloaded from the State of Alabama Attorney General’s web site at <https://www.alabamaag.gov/Forms>

21. Certification Pursuant to Act No. 2006-557

Section 41-4-142 of the Code of Alabama 1975 (Act No. 2006-557) provides that every bid submitted and contract executed shall contain a certification that the supplier, supplier, and all of its affiliates that make sales for delivery into Alabama or leases for use in Alabama are registered, collecting, and remitting Alabama State and local sales, use, and/or lease tax on all taxable sales and leases into Alabama. By submitting this bid or proposal, the supplier is hereby certifying that they are in full compliance with Section 41-4-142, they are not barred from bidding or entering into a contract as a result and acknowledges that the awarding authority may declare the contract void if the certification is false.

22. Supplier Qualifications

After bid opening, the State reserves the right to request written proof of qualifications including, but not limited to, manufacturer’s reseller authorization, professional licenses, certificates of insurance, etc.

23. Pricing

The State of Alabama reserves the right to conduct analysis based on cost realism and/or price reasonableness for any or all bids as determined necessary in the sole discretion of the Chief Procurement Officer. Such analysis may include requests pursuant to Section 41-4-141 of the Code of Alabama 1975.

24. Product Delivery, Receiving and Acceptance:

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In accordance with the Uniform Commerce Code (Title 7 of the Code of Alabama 1975), after delivery, the State of Alabama shall have the right to inspect all products before accepting. The State will inspect products in a reasonable timeframe. Signature on a delivery document does not constitute acceptance by the State. The State will accept products only after satisfactory inspection.

25. Invoices

Inquiries concerning invoice payments are to be directed to the receiving agency.

26. Late Payments

Penalty for agencies paying invoices late may not exceed the rate charged by State of Alabama Comptroller's Office per Section 41-16-3 of the Code of Alabama 1975 and as established by the Secretary of the Treasury under the authority of 26 U.S.C. §6621.

27. Electronic Payments

Vendors must accept multiple forms of electronic payment at no additional cost to the State. Payment forms include but are not limited to state issued credit cards, P-cards, EFT or other forms of electronic payment.

28. Supplier Registration

Suppliers may receive bid notices by registering for commodities at the Alabama Buys supplier portal, <https://alabamabuys.gov>

29. Internet Website Links

Internet and/or website links will not be accepted in bid responses as a means to supply any requirements stated in this solicitation.

30. Solicitation Responses and Results

The complete bid file will be made available for review as provided by (or as outlined) in Section 41-4-115 of the Code of Alabama 1975 and Rule 355-4-1-.04 of the Department of Finance Administrative Code.

31. 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.

32. Intent to Award

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The State of Alabama Office of the Chief Procurement Officer will issue an 'Intent to Award' before a final award is made. The 'Intent to Award' will continue for a period of fourteen (14) calendar days, after which the award will be final provided there are no protests. A detailed explanation of this process may be reviewed in the Alabama Administrative Code – Chapter 355-4-6-.01. All protest communications filed via email must be sent to: protests@purchasing.alabama.gov

33. 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.

34. 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.

35. Assignment

Any contract which results from this solicitation shall not be assignable by supplier without written consent of the State of Alabama. Any assignment or other transfer in violation of this provision will be null and void.

36. 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.

37. 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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38. 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.

39. Volume of Business

Except as otherwise stated in this solicitation, the State of Alabama cannot and does not guarantee any volume of business.

40. Waiver

The failure of the State of Alabama to require performance of any provisions of this solicitation or resulting contract shall not affect the State's right to require performance at any time thereafter, nor shall a waiver of any breach or default constitute a waiver of any subsequent breach or default nor constitute a waiver of the provision itself.

41. 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.

42. Compliance with Ala. Act No. 2023-409.

In compliance with Ala. Act No. 2023-409, by signing this contract, Supplier provides written verification that Supplier, without violating controlling law or regulation, does not and will not, during the term of the contract engage in economic boycotts as the term "economic boycott" is defined in Section 1 of the Act. Under Section 2 of the Act, the written verification may be waived if the contracting governmental entity determines based on cost and quality factors that such a waiver is clearly in the best interest of the public.

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 furnish each item or service offered at the price quoted. 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 at a fixed price 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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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

April 11, 2025

RFP 2026-02

Dear Vendor:

The Alabama Department of Mental Health (ADMH) is soliciting proposals to provide **Block Grant Evaluator** services. Request for Proposals (RFP) will be accepted until **2:00 pm on Thursday, May 15, 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. **Any contract obtained from this RFP will start on October 1.**

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,

Sundra Courtland

Sundra Courtland
 Office of Contracts & Purchasing

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Organization: ALABAMA DEPARTMENT OF MENTAL HEALTH (ADMH)

RFP Closing Date & Time: **2:00 pm on Thursday, May 15, 2025.**
Review the mailing note.

RFP Contact Info: Sundra Courtland
ADMH
Office of Contracts & Purchasing
RSA Union Building
100 North Union Street, Suite 570
Montgomery, AL 36104
Telephone Number (334) 353-7440
Email: sundra.courtland@mh.alabama.gov

ADDITIONAL INFORMATION

Who **may** respond to this RFP? Individuals

Who **may not** respond to this RFP? Staffing agencies,
Employees of ADMH, and current State employees.

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

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

ALL vendor payments are processed through 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>

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.

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 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.

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(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.

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. Please view the website prior to submitting a request for records as your request may be satisfied by the information contained therein.

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

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 (RFP)

The Alabama Department of Mental Health (DMH), Division of Mental Health and Substance Use Services (DMHSUS), Office of Prevention is seeking proposals from qualified individuals to provide **Evaluation Services** to support the Substance Use Prevention Systems in the state of Alabama.

Contract position is currently available at the following location(s): Statewide

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I. INTRODUCTION

The Alabama Department of Mental Health, hereinafter, referred to as DMH, 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 disabilities. DMH 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.

The DMH and the DMHSAS desires to contract with an experienced individual and/or entity to conduct evaluation to support the Substance Use Prevention system in the state of Alabama. Up to **\$100,000** (per year for two years) has been made available to fund evaluation services to support Substance Use Prevention efforts in its 67 counties. Successful candidate acknowledges that the first year of the award is compressed due to the release and execution of the contract.

II. BACKGROUND

At the state level, prevention services are managed through the ADMH. The ADMH was established by Alabama Acts 1965, No. 881, Section 22-50-2. Act 881 defines “mental health services” as the diagnosis of, treatment of, rehabilitation for, follow-up care of, prevention of and research into the causes of all forms of mental or emotional illness, including but not limited to, alcoholism, drug addiction, or epilepsy in combination with mental illness or intellectual disability. Among its designated powers, ADMH is authorized to plan, supervise, coordinate, and establish standards for all operations and activities of the State of Alabama, including the provision of services, related to intellectual disability and mental health.

ADMH is designated as the Single State Agency (SSA) in Alabama authorized to receive and administer any and all funds available from any source to support the provision of services and other activities within the scope of its statutory authority. However, ADMH does not operate any substance use prevention, treatment, or recovery support programs or directly provide any related services.

ADMH is also charged with the receipt and administration of the Mental Health and Substance Use Prevention Treatment and Recovery Services BG provided by the Substance Abuse and Mental Health Services Administration (SAMHSA). The SUPTRS provided by SAMHSA is the primary funding source for Alabama’s public system of substance use services. Alabama expends block grant funds to maintain a continuum of substance use services. Twenty percent of the SUPTRS BG funds are spent on primary prevention programs for individuals, across the lifespan, who do not require treatment for substance use, specifying the activities proposed for each of the six strategies to include Information Dissemination, Education, Alternatives, Problem Identification and Referral, Community-based Process and Environmental.

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ADMH currently certifies twenty (20) substance use service prevention providers and provides SUPTRS BG funding to sixteen (16) of these providers, underage drinking funding to two (2) providers, Strategic Prevention Framework for Prescription Drugs to four (4) providers, State Opioid Response to ten (10) providers, and Community College Initiative to four (4) providers (as of April 2025). Through contractual relationships, prevention providers deliver services through a mix of prevention strategies. Proposed plans to deliver services are provided through a prevention plan that follows the steps in the Strategic Prevention Framework (assessment, capacity, plan, implementation and evaluation). Below is an explanation of the five (5)-step process:

- # *Assessment* consists of data collection and use to identify substance use related problems; gathering experienced individuals to discuss methods to solve the problems; setting priorities; and deciding what resources the state will need to be ready to move forward with a strategic plan.
- # *Capacity* involves individuals identifying resources to address needs pointed out by the data; creating partnerships with key state and community leaders who can help to create a strategic plan; as well as providing training and education for leaders.
- # *Planning* consists of the development a strategic plan based on data collection that addresses priority substance use related problems.
- # *Implementation* is where everything is to be put into action from steps 1-3 and implemented.
- # During *Evaluation*, there is a continuation of the process to measure the impact of the strategic plan; analyze data; and identify areas for improvement.

Evidence based prevention activities are aimed at preventing the onset and reducing the progression of substance use and reduction of substance misuse-related problems at the community level. These activities create prevention prepared communities that promote emotional health through substance use shared protective factors and reduce the likelihood of comorbidity of mental illness, suicide, and substance use where individuals, families, schools, faith-based organizations, and workplaces take action to promote emotional health and reduce the likelihood of comorbidity issues associated with substance use. Greatest emphasis of these services is placed on environmental strategies, community-based processes, and then followed by the other strategies (information dissemination, alternatives, education, and problem identification and referral). The focus of these efforts primarily centers on high-risk youth; youth in tribal communities; military families; and/or other focuses as specified in the prevention plan. The priorities for the focus are:

1. Promote emotional health and wellness, prevention or delay the onset of complications from substance use and mental illness and identify and respond to emerging behavioral health issues;
2. Prevent and reduce underage drinking and young adult problem drinking, prescription drug and illicit opioid use;
3. Prevent and reduce prescription drug and illicit opioid misuse and use among older adults;
4. Prevent and reduce substance-related attempted suicides and deaths by suicide (emphasis on populations at high risk, especially military families, American Indians and Alaska Natives, and other populations experiencing health disparities).

Specific goals, objectives, and activities to accomplish the prevention priorities are encompassed in the prevention plans along with evaluation performance indicators and descriptions for collecting and measuring change in performance indicator. Evaluation services are needed to develop and sustain a comprehensive evaluation system for substance use prevention services in the state of Alabama that at a minimum track the implementation and evaluation of prevention plan goals, objectives, activities and performance indicators; development, execution, an evaluation of a state survey. To review the prevention system more, epidemiological data and the prevention provider directory, visit <https://mh.alabama.gov/prevention/>.

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III. TARGET POPULATION

The Evaluator will target evaluation efforts to support the Substance Use Prevention system in the state of Alabama.

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 the 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, the Evaluator will be expected to have both training and experience that equips them to:

1. Develop appropriate evaluation designs (e.g., experimental, quasi-experimental) based on meaningful evaluation questions;
2. Evaluate the technical characteristics of assessment instruments and protocols and help staff select appropriate instruments;
3. Develop valid and reliable surveys, interview protocols, or other desired instruments;
4. Implement the collection and management of evaluation data;
5. Analyze quantitative and qualitative data;
6. Write evaluation reports and communicate findings to diverse audiences; and
7. Translate findings into specific program recommendations.

In support of the principles and expertise discussed above, the tasks the Evaluator will perform but may not be limited to include:

1. Develop and/or review and/or revise the comprehensive evaluation system (plan) for substance use prevention services in the state of Alabama;
2. Assess the overall effectiveness of the implementation of prevention services in the state of Alabama;
3. Contribute to the identification of effective evaluation policies, practices, etc. for use with the substance use prevention service system in the state of Alabama;
4. Advise on the current means utilized to collect prevention plan goals, objectives, activities and performance indicators;
5. Monitor / track the implementation and evaluation of prevention plan goals, objectives, activities and performance indicators;
6. Develop / design and/or incorporate a state survey;
7. Implement sound data collection methods and procedures;
8. Assist with execution plan of state survey;
9. Evaluate data from state survey to include development of an abstract and report that synthesizes analyzed findings that may include annual reports;
10. Conduct state and community level process and outcome evaluation activities;
11. Provide periodic presentations as needed and/or requested to the Office of Prevention Services and the state of Alabama substance use prevention system;

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12. Attend and/or facilitate local, state, and or national meetings or conference calls as needed;
13. Evaluate the cost-efficiency of achieving prevention program goals; and
14. Provide quarterly progress reports to the Office of Prevention (written).

The Evaluator shall provide all tasks as described to fulfill the evaluation goals as well as additional requirements that may arise through progression of evaluation relationship. The Evaluator shall meet all service and delivery timelines as indicated post contract award in a timely manner.

V. 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 relative to this project be altered, contracts will be amended, accordingly.

VI. VENDOR ELIGIBILITY

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

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

VII. PROPOSAL REQUIREMENTS

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The DMH, DMHSUS, Office of Prevention desires to fund Evaluator Services with an individual and/or entity to conduct evaluation to support the state of Alabama Substance Use Prevention system.

The proposal shall be developed following the outline below. Each section, A-D, in 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:

- # The name of the entity or individual;
- # Contact person;
- # Address, phone number, fax number, and email of the contact person; and
- # Date of submission.

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

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B. Knowledge

Applicants must provide a narrative that includes:

- # a summary description of your understanding of the evaluation needs of the substance use prevention 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: 40 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.

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C. 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;

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- # 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: 40 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.
=====

D. 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: 15 Points
The budget reflects realistic and justifiable cost for the provision of Evaluation services.

VIII. REVIEW CRITERIA

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

The DMH, also, reserves the right to waive any informalities in this process, providing such is in the best interest of the DMH. Where the DMH 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.

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IX. 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.

Questions relative to this RFP must be received, in writing, no later than **April 22, 2025**.

Questions should be mailed to the above address or emailed to sundra.courtland@mh.alabama.gov.

In the event it becomes necessary to revise any portion of the RFP, DMH will post these changes on its web site: <https://mh.alabama.gov/>.

This announcement does not commit DMH to award a contract or pay any costs incurred in the preparation of proposals. DMH 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 DMH.

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Three (3) copies of your entire proposal must be received at the following address no later than **2:00 pm on May 15, 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 the firm and/or individual submitting the best proposal to secure more favorable conditions.

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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 **June 30, 2025**.

A. 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.

B. 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:

STATEMENT OF WORK	Page Limit	Total Points Available
A. Cover Page	Not to exceed 1 page	5 Points
B. Knowledge	Not to exceed 10 pages	40 Points
C. Qualifications, Experience, Prior Work	Not to exceed 5 pages.	40 Points
D. Budget	NA	15 Points

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SECTION III SCHEDULE OF EVENTS

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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
April 11, 2025	RFP Release	USPS, ADMH Website, and STAARs website
April 22, 2025 by 2:00 pm	Deadline for RFP questions. Submit in Word—No tables	Email to sundra.courtland@mh.alabama.gov
April 30, 2025	RFP Q&A to be posted for review	ADMH website www.mh.alabama.gov
May 15, 2025 2:00 pm	RFP Submissions: THREE (3) One original & two copies	USPS or FedEx or UPS (Review mailing note)
May 15, 2025 2:00 pm	RFP Closing Date	USPS or FedEx or UPS (Review mailing note)
June 30, 2025 Approximately	Notification of selection status	USPS (In writing)
The RFP is posted on ADMH website at www.mh.alabama.gov for review.		
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		

RFP 2026-02 CONTACT PAGE

Enter the agency contact for the RFP and attach after the cover letter.

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Legal Name	
Street Address	
City, State & Zip Code	
Contact Person	
<u>Contact Phone</u>	
Email	