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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

March 19, 2025

RFP 2025-17A
Extended

Dear Vendor:

The Alabama Department of Mental Health (ADMH) is soliciting proposals to provide **Assistive Technology (Smart) Demonstration Homes** in several areas within the state. Request for Proposals (RFP) will be accepted until **2:00 pm on Monday, April 21, 2025. EXTENDED to May 12, 2025. The cap is \$40,000.00 per site location/ project.**

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
 Office of Contracts & Purchasing

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Organization: ALABAMA DEPARTMENT OF MENTAL HEALTH (ADMH)

RFP Closing Date & Time: **2:00 pm on Monday, April 21, 2025. EXTENDED to May 12, 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

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

Who **may not** respond to this RFP? 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 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>

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.

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(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.

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: Four (4)—1 original, 2 copies, 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
Montgomery, AL 36104

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SCHEDULE OF EVENTS

RFP 2025-17A: Assistive Technology (Smart) Demonstration Homes

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. All times are in Central Time.

Date	Item	Methods
March 19, 2025	RFP Release	USPS, ADMH Website, and STAARs website
April 2, 2025 by 2:00 pm	Deadline to submit RFP questions in Word	Email to leola.rogers@mh.alabama.gov
April 7, 2025	RFP Q&A to be available for review	ADMH website www.mh.alabama.gov
April 21, 2025. EXTENDED to May 12, 2025 2:00 pm	RFP Submissions (4): 1 original, 2 copies & 1 complete copy on a USB drive	USPS or FedEx or UPS (Review mailing note)
April 21, 2025. EXTENDED to May 12, 2025 2:00 pm	RFP Closing Date	USPS or FedEx or UPS (Review mailing note)
June 9, 2025 Approximately	Notification of selection status	USPS (In writing)
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		

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The Alabama Department of Mental Health (ADMH) is seeking qualified specialists (both within Alabama and nationwide) to provide Assistive Technology Demonstration Homes to be visited by individuals with intellectual disabilities and the public in the State of Alabama. The ADMH intends to have **Assistive Technology Demonstration Homes** available to individuals statewide (5 locations). **The cap for this project is \$40,000.00 per site location.**

I. INTRODUCTION

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.

ADMH is now accepting proposals to provide Assistive Technology Demonstration Homes for individuals with intellectual and developmental disabilities in the State of Alabama.

II. TARGET POPULATION

The target population for this proposal will be individuals who receive/are eligible to receive Medicaid Waiver services in Alabama who live in community settings and are enrolled in Alabama's Home and Community Based Medicaid Waiver Programs in the Department of Mental Health. These individuals will receive the following opportunities through these demonstration models:

- (1) Education as to what assistive technology/remote supports are available.
- (2) Hands on training opportunities to try out different technology supports to determine what is best for them.

III. PROGRAM GOALS

The ADMH Developmental Disabilities Division is striving to accomplish the following goals:

1. Provide 5 demonstration sites that highlight the use of assistive technology in everyday living.
2. Provide opportunities for self-advocates and families to experience available technology supports.
3. Provide education on available assistive technology and how it can be applied to daily living.
4. Provide training on the proper use, care, and maintenance of assistive technology.
5. Increase the use of technology to increase quality of life and integration into community amongst waiver recipients.

IV. CONTRACTUAL LIMITATIONS

Any and all contracts resulting from this RFP shall be for a one-year period, with an offer of amending for one year expiring with the end of the state fiscal year. 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.

V. VENDOR ELIGIBILITY

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

1. The applicant must have the capability to develop a structure to resemble a home environment that will highlight the different uses and types of assistive technology and remote supports that are available to waiver recipients. This is to include the completion of an "at home" environment for users to test, be educated, and be trained on the usage of assistive technologies.
2. The applicant must indicate if they will engage in this RFP as a single agency or a multi-agency collaborative.

VI. PROPOSAL REQUIREMENTS

1. ADMH desires to contract for Assistive Technology Demonstration Homes to serve individuals statewide. The ADMH reserves the right to select more one or more vendor (s) in each region to provide coverage across the state.
2. The applicant must develop the demonstration home(s) to meet the needs of this initiative.

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3. The program must be available to all individuals receiving waiver services, accessible to all providers, and ADMH staff shall be able to make referrals and visits as needed, in the designated region.
4. It is the intent of this RFP that any proposal shall use the services of the Medicaid Home and Community-based (HCBS) Waivers to the maximum extent possible. The waiver services may be used in any legitimate configuration, so long as payment for one service does not duplicate payment for another. The proposal must address the waiver services it will employ, and how duplication of service and payment will be prevented.
5. The program must meet certification requirements of the Department of Mental Health, Division of Developmental Disabilities.
6. Specific program components shall include, but are not limited to, the following:
 - Development of site locations for Demonstration Homes
 - Homes to resembling everyday living
 - Use and training of assistive technology that will be displayed
 - Maintenance of property and assistive technology within the program site
 - Ensure equal and full access for waiver recipients and their families
7. The proposal shall be developed following the outline below. Each section, A-H, in the Statement of Work must be addressed, and appendices provided where indicated. The information provided in *Italics* 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.

VII. STATEMENT OF WORK

A. Statement of the purpose

(Please state in succinct terms your understanding of the role Assistive Technology Demonstration Homes plays for individuals with intellectual disabilities in a system of care and the need for this service described in this RFP. Provide an overview of the applicant organization that includes the agency's key strengths and a summary of the proposal.)

The applicant organization demonstrates a clear understanding of the purpose to be addressed by this RFP, the need for the specified services, and the role this service plays in the overall system of care for intellectual disabilities.

B. What is your agency's philosophy for addressing the needs of this population?

(This section must present a clear understanding of the needs of those with intellectual disabilities who live in community settings and the immediate and ongoing challenges usually related to these needs. Include in philosophy individuals' rights while receiving services from your agency as it relates to assistive technology.)

The applicant organization's philosophy demonstrates a clear understanding of the needs and rights of individuals with intellectual disabilities.

C. Describe your agency's experience relative to providing services for the target population.

(Describe the capacity in which you have served the target population with assistive technology. How many years your agency has served this population in assistive technology. How many individuals on average your agency has served, and any experience with serving specialty populations. Identify challenges experienced and lessons learned.)

The applicant organization has a minimum of five-years' experience serving in installing assistive technology.

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The target population has demonstrated successful outcomes as a result of services provided by the applicant organization.

D. Provide a Program Description that details the Assistive Technology Demonstration Home(s) you are proposing to address the needs of the target population and include future support services.

A Program Description should include, but not be limited to, the following:

- *Program Structure*
- *Demonstration home layout to include at least: 1 bathroom, 1 bedroom, 1 kitchen, 1 living area*
- *Development and production of demonstration site, including hours of operation and dates of availability*
- *Educational structure for staff and participants*
- *Maintenance schedule for site including AT maintenance and servicing*
- *Patient Rights*
- *Family Participation*
- *Marketing Plan*
- *Daily Operating Schedule*
- *Assessment of facility and technology by visitors*
- *Tracking visitors on a monthly basis*

The proposed Program Description outlines a comprehensive approach to develop, maintain, and operate the Assistive Technology Demonstration Homes.

E. Describe how your agency will cooperate and collaborate with ADMH, ADRS, and other assistive technology providers and supports to ensure individuals are navigated through the system of care in Alabama for appropriate services.

(Describe how these collaborations will directly benefit the target population, promote efficiency, and/or improve effectiveness.)

The applicant organization demonstrates a planned collaborative relationship and ensures that individuals are navigated through the system of care.

F. How will your agency identify strategies to meet the program goals for this project?

(Provide a list of strategies and measurable objectives and describe how these will correlate to the project's goals. Describe the process that will be utilized to monitor progress toward implementation of these strategies and accomplishment of the program goals.)

The applicant organization identifies clear strategies that are appropriate to accomplish the program goals.

G. Indicate how long it will take to initiate this program and what resources will be required.

(Provide the earliest date your agency can begin to provide access for the target population to explore these demonstration homes. Identify any potential barriers that may impact the projected program initiation and plans to address these barriers.)

PLEASE DESIGNATE THE FOLLOWING INFORMATION AS APPENDIX I:

Provide a detailed phase in plan that includes each task that must be accomplished prior to initiation of the project. Indicate resources, staff, etc. required to complete each task, along with a schedule of projected timelines for task completion.

The applicant organization reflects realistic and timely initiation of program and resources required.

H. Projected budget.

(Please provide a detailed, line-item budget for this project. Include a listing of all personnel, and structure development. All other expenditures shall be identified by individual line items.)

PLEASE DESIGNATE THE FOLLOWING INFORMATION AS APPENDIX II:

(1) A LINE-ITEM BUDGET (NOT TO EXCEED \$40,000.00) SHOWING ALL EXPENDITURES FOR THIS PROJECT, AND (2) A NARRATIVE BUDGET JUSTIFICATION FOR EACH LINE ITEM.

Submission Instructions

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Each proposal is to contain **specific responses** to each of the requests listed in **Section VII – Statement of Work**, and respondents are encouraged to respond fully to each inquiry, but to be as concise as possible. **Submit the response as instructed in the proposal.**

Submit one original, two copies, and copy on a thumb drive containing all appendices included in sections A-H of Statement of Work. Proposals must be received at the following address no later than **2:00 p.m. on Monday, April 21, 2025 May 12, 2025** Note: Make sure at least one copy is single-sided. Proposals must be clearly marked **RFP 2025-17 AT Demonstration Homes**. All proposals received after the deadline will be returned unopened. **Postmarks of the date mailed are insufficient.**

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

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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.

Evaluation Criteria/Selection Process

The ADMH will review each eligible proposal and, if selections are made, each will be made in accordance with the general criteria given below. Failure of the applicant to provide information required in the RFP may result in disqualification of the proposal. The ADMH may elect to conduct interviews with applicants submitting eligible proposals. **Note: Make sure at least one copy is single-sided.**

A comparative scoring process will be used to determine the degree to which each proposal meets the following general evaluation criteria, with a maximum of 100 points possible:

- A. Statement of purpose **(10 points) (See Section VII)**
- B. What is your agency's philosophy for addressing the needs of this population? **(10 points) (See Section VII)**
- C. Describe your agency's experience relative to providing services for the target population. **(10 points) (See Section VII)**
- D. Provide a Program Description that details the Assistive Technology Demonstration Home you are proposing to address the needs of the target population. **(10 points) (See Section VII)**
- E. Describe how your agency will cooperate and collaborate with ADMH, community providers and other agencies to ensure individuals are navigated through the system of care in Alabama. **(20 points) (See Section VII)**
- F. How will your agency identify strategies to meet the program goals for this project? **(10 points) (See Section VII)**
- G. Indicate how long it will take to initiate this program and what resources will be required. **(10 points) (See Section VII)**
- H. What is the projected budget? **(20 points) (See Section VII)**

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Statement of Work	
A. Statement of purpose	10 points
B. Agency philosophy for addressing population's needs	10 points
C. Describe your agency's experience relative to providing services	10 points
D. Provide a Program Description of crisis services	10 points
E. How your agency will cooperate and collaborate with partners	20 points
F. How will your agency identify strategies to meet goals	10 points
G. Timeline to initiate program & required resources	10 points
H. Budget	20 points
Total points available 100	

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RFP 2025-17A CONTACT PAGE

Enter your agency’s contact for this RFP.

Vendor’s Legal Name	
Street Address	
City, State & Zip Code	
Contact Person	
Contact Phone #	

Insert after the cover page in the response.