

The scope of work item 3 says "meetings to discuss interventions to help students who face mental health challenges." Is this the same set of meetings described in item 4 "monthly meetings with partnered HBU students and/or item #6 "monthly meetings with ADPH OHEMH"?

No these are individual meetings. The ones with the students, staff, and OHEMH Project Manager, these will be held in person on campus. The meetings with ADPH will be held virtually once a month to go over press, issues, or to answer any questions pertaining to the training.

The scope of work item 5 says "participate in site visits with ADPH staff." Are these site visits to conduct the trainings within the public health districts described in item #1, or the in-person meetings at the HBCUS described in item #4? If there is another set of site visits, please advise on the number of site visits expected, where they are, and the purpose.

The site visits are separate. ADPH OHEMH will visit each partner to conduct these visits to cover any issues going on with invoicing, workplans, et. These will be held once a year at the bidder's worksite.

Are the partner HBCUs focused on the five universities or inclusive of community colleges as well?

The partners HBCUs will focus on all 14 HBCUs within the state. It will include both the four-year colleges as well as the community college system.

Can you verify that the due date for this RFP is on 5/14? Our finance team is helping on this. She can see and download the RFP in the STAARS system, but she doesn't see it in the Alabama Buys site. Should we be able to find it on the Alabama Buys website as well? She shared that while she can see the RFP in the STAARS system, she can't find a way to apply for the opportunity.

The RFP is due on May 23, 2025. She will not be able to apply online. A formal proposal submission should be submitted to latisha.kennebrew@adph.state.al.us. Please see page 5 for this information.

Also, in the sample RFP budget, some lines note "Item 1" and "Item 2." We can't imagine noting multiple items, as your example shows, with only the budget items including items for Item 1 in the budget. Please let me know if we are missing anything related to that separation in the various sections of the budget.

The budget template is an outline to show how to set the proposed budget up. There may on be one item and no need for the other item. If you only have that one item, you would just list that.

The bias and health lit training focused RFP say we must have a Master of Science in Health Admin; the mental health one states we need to have a bachelor's in a behavioral health discipline and certified as a counselor. I feel confident we can do either one, but we do not have anyone on our team with these credentials. Would we need to find someone to qualify or need not apply?

Bidders are still able to apply with a closely related degree. We are open to accepting other closely related fields.

I wanted to confirm eligibility for this RFP. I do not have a Master of Science in Health Administration, but a Master of Science in Health Communication. Does this mean I am ineligible to apply?

Bidders may still be eligible for this opportunity as long as it is a closely related degree.

Will the close date be extended?

The close date is extended to May 30, 2025, at 5:00 CST.

The RFP lists a Master of Science in Health Administration degree as an eligibility requirement. Would ADPH accept proposals from agencies whose staff hold similar degrees (Master of Public Health, Master of Arts, etc.)?

Bidders may still be eligible for this opportunity as long as it is a closely related degree.

The RFP mentions that this project is funded with federal dollars. Can ADPH share any information on whether funding for this project is at risk, given recent funding cuts?

While we cannot give guarantees for federal funding, we have not informed of any cuts as of yet.

The RFP states that “All payments are on a reimbursement basis...” Can ADPH clarify whether this means that the bidders should propose a fixed price budget?

All bidders should propose a fixed price budget. There will not be any additional funding offered outside of the amount listed on the RFP.

The RFP states that the anticipated funding period is May 1, 2025- November 30, 2025. Given that proposals aren’t due until May 23, 2025, would ADPH be open to extending the period of performance through January 2026?

At this time ADPH will not offer any extension on this project. The proposed time will remain the same. Once contracts are signed that will be the official start date and the funds will end on November 30, 2025.

Can ADPH share more information about the goals of the trainings? What would success look like?

The goal is to empower individuals to navigate the healthcare system effectively, make informed health decisions, and improve their overall health outcomes. This includes developing the skills to access, understand, and apply health information, as well as communicating effectively with healthcare providers.

Can ADPH please confirm the desired audience(s) for trainings? The RFP mentions ADPH staff and community members, and also mentions a focus on provider bias.

The health literacy training target audience will be any ADPH staff that deals directly with patients/clients, community members, and stakeholders.

The scope of work states that the vendor will provide:

- ...a minimum of 2 health literacy and provider bias trainings per district throughout the state for **a total of 16 trainings**.
- ...a detailed outline of training session and a timeline for **at least six** sessions across the state.

Can ADPH please clarify the total number of trainings requested?

The total number of trainings will be 16 onsite trainings. The six session men the bullet point will be 6 out of the 16 trainings that will take place. This request is just for the raters to be able to look at 6 of the planned sessions to see what will be covered during the trainings it is not an additional 6 sessions.

Can ADPH confirm whether there's some flexibility to swap out some of the in-person trainings for virtual trainings that may be more accessible to rural participants, and could be recorded for future use?

These trainings will only be conducted in person. We will not have any virtual trainings.

The RFP mentions pre- and post-training evaluation, but those tasks are not included in the scope of work. Can ADPH clarify whether bidders should budget for development of pre- and post-training evaluation surveys and analysis of survey data?

Each bidder should budget for this in their proposal.

The RFP states that funds may not be used for out-of-state travel expenses. Can ADPH confirm it's acceptable to budget travel expenses for trainers who live in other states to travel to Alabama for training delivery (e.g. a trainer who lives in Georgia)?

If the bidder selected is based out of state (not in Alabama), then those travel expenses will be allowed. The bidder will have to include this in their budget narrative.

Can ADPH please confirm if there's a page limit for proposals, excluding resumes and required forms?

There is not a set page limit on the RFP but please make sure you attach everything requested in the proposal format.

Can ADPH confirm it's acceptable to propose personnel costs as fully loaded hourly labor rates inclusive of salary, fringe, overhead, and G&A?

The supplier can submit the proposal for an inclusive hourly labor rate.

Can ADPHP please confirm if an Offeror would receive all 30 points if cost is proposed within budget, or if there is another factor that impacts cost?

Offerors will be judged individually.