

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

July 25, 2019

RFP #2020-17

Dear Vendor:

The Alabama Department of Mental Health (DMH) is soliciting proposals from qualified individuals for **autism compliance officers**. Request for Proposals (RFP) will be accepted until **2:00 pm on Friday, August 9, 2019**.

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 at the State of Alabama's fiscal year which is 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.

Sincerely,

*Joey Kreauter*

Joey Kreauter, Director  
Office of Contracts & Purchasing

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

**RFP Closing Date & Time:** **2:00 pm on Friday, August 9, 2019**  
Review the mailing note.

**RFP Contact Info:** Leola Rogers  
ADMH  
Office of Contracts & Purchasing  
RSA Union Building  
100 North Union Street, Suite 570  
Montgomery, AL 36104  
Telephone Number (334) 353-7440  
Email: [leola.rogers@mh.alabama.gov](mailto:leola.rogers@mh.alabama.gov)

**MAILING NOTE:**

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

**ADDITIONAL INFORMATION**

1. Who **may not** respond to this RFP? Employees of ADMH and current state employees.
2. In order to do 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.
3. If contracted with the State of Alabama, all vendors must:  
\*Enroll in E-Verify System thru Homeland Security.  
\*Register with STAARS Vendor Self Service at <https://procurement.staars.alabama.gov/webapp/PRDVSS1X1/AltSelfService>
4. The Department of Mental Health 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.

The Alabama Department of Mental Health (DMH) is soliciting proposals from qualified individuals to serve as **autism compliance officers** in the State of Alabama for the Division of Developmental Disabilities (DD).

**5 (five) positions** are in the following areas: **DD Region 1, 2, 3, 4, and 5.**

**Region 1 – Huntsville area**

Region 1 counties:

Cherokee  
Colbert  
Cullman  
De Kalb  
Etowah  
Franklin  
Jackson  
Lauderdale  
Lawrence  
Limestone  
Madison  
Marshall  
Morgan

**Region 2 – Tuscaloosa area**

Region 2 Counties:

Bibb  
Choctaw  
Fayette  
Greene  
Hale  
Lamar  
Marengo  
Marion  
Pickens

Sumter  
Tuscaloosa  
Walker  
Winston

**Region 3 – Mobile area**

Region 3 Counties:

Baldwin  
Clarke  
Conecuh  
Dallas  
Escambia  
Mobile  
Monroe  
Perry  
Washington  
Wilcox

**Region 4 – Montgomery area**

Region 4 Counties:

Autauga  
Barbour  
Bullock  
Butler  
Chambers  
Coffee  
Covington

Crenshaw  
Dale  
Elmore  
Geneva  
Henry  
Houston  
Lee  
Lowndes  
Macon  
Montgomery  
Pike  
Russell  
Tallapoosa

**Region 5 – Birmingham area**

Region 5 Counties:

Blount  
Calhoun  
Chilton  
Clay  
Cleburne  
Coosa  
Jefferson  
Randolph  
Shelby  
St. Clair  
Talladega

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**SECTION I**

**Applicant Qualifications:**

- Bachelor's degree in one of the social or behavioral sciences, special education, nursing, criminal justice, or related field.
- 36 months or more paid experience in program monitoring work.
- Must demonstrate knowledge and experience in using a personal computer and related software programs.
- Must have a valid driver's license to operate a vehicle in the State of Alabama. Some daytime travel with some evening or overnight travel is required.

**Scope of Work:**

- Conducts investigations of alleged rights violations and critical incidents.
- Conducts periodic monitoring of rights and program compliance across enrolled ADMH Autism Services providers
- Conducts provider site visits.
- Prepares comprehensive reports of rights investigations, monitoring, site visits, and compliance reviews; resolving issues pertaining to rights of consumers.

- Identifies the need for continued rights education and training for providers & makes referral to Autism Services Trainer or Regional Autism Coordinator
- Participates on workgroups/committees as assigned by the State Autism Coordinator.
- Provides technical assistance as assigned.
- Maintains documentation in an organized and confidential manner.
- If assistance is needed in another region, may be required to participate in monitoring and/or investigations outside of region.
- Services not to exceed 40 hours a week.

*All relevant information is subject to verification. Drug screenings and security clearance will be required and successful completion a condition of the contract.*

## SECTION II

### A. Proposal Content

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

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

1. Submit a cover letter summarizing your proposal. Limit the cover letter to no more than one page.
2. Attach the Vendor Contact Page.
3. A Table of Contents of the submitted information.
4. Attach vendor information to include:
  - Include previous experience.
  - Include knowledge of the requested services and/or any special training.
  - Include any information pertaining to the respondent's abilities to provide the scope of work for this RFP.
5. Attach a **detailed** budget (frequency, pay rate, **or** detailed price list etc.).
6. All pages should be numbered consecutively beginning with **number 1** after the cover letter.
7. Submit one (1) original and one (1) copy of your entire proposal.
8. Clearly print on the outside of the envelope **RFP for Autism Officer.**

Your entire proposal must be received at the following address no later than **2:00 pm on Friday, August 9, 2019. Please review the mailing note.** *All proposals received after the deadline will be deemed untimely and will not be reviewed.* Emailed or faxed responses are not accepted.

**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.

## **B. Evaluation Process**

ADMH will examine each proposal submitted and may elect to conduct interviews with finalists. The department expects a final selection on or before August 30, 2019.

## **C. 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.

## **D. Evaluation Criteria**

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

1. Experience, education, and training –35%
2. Understanding of and responsiveness to the Request for Proposal – 15%
3. Expertise and knowledge of the requested service – 35%
4. Budget – 15%

**SECTION III**

**RFP 2020-17  
DATES and DEADLINES**

<b>Item</b>	<b>Date</b>	<b>Methods of Notification</b>
RFP Release	July 25, 2019	USPS, ADMH Website, and STAARs website
Deadline to submit RFP questions or requests for clarification	July 31, 2019 by 2:00 pm CST	Email to <a href="mailto:leola.rogers@mh.alabama.gov">leola.rogers@mh.alabama.gov</a>
RFP Q&A to be posted for review	August 2, 2019	ADMH website <a href="http://www.mh.alabama.gov">www.mh.alabama.gov</a>
RFP Submissions	1 original & 1 copy	USPS or FedEx or UPS <i>(Review mailing note)</i>
RFP Closing Date	August 9, 2019 2:00 pm	USPS or FedEx or UPS <i>(Review mailing note)</i>
Notification of selection status	August 30, 2019 Approximately	USPS (In writing)
<p><b>Submit RFP Responses To:</b>                      AL Department of Mental Health                      Office of Contracts &amp; Purchasing                      RSA Union Building                      100 N. Union Street, Suite 570                      Montgomery, AL 36104</p> <p style="text-align: center;"><b>Emailed or faxed responses are NOT ACCEPTED.</b></p> <p><b>All proposals received after the deadline will be deemed untimely and will not be reviewed.</b></p>		

**CONTACT PAGE**

**RFP #** 2020-17: Autism Compliance Officer

**Legal Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

**Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**NOTE:** Attach this page to the front of the RFP submission.