



**REQUEST FOR PROPOSAL**  
**RFP # 043-210000000001**

*Issued: April 28, 2021*

**“Seeking proposals from qualified professionals/professional organizations to act as an independent, third party researcher for the successful evaluation of the Bureau’s COSMOSS program.”**

**Alabama Bureau of Pardons and Paroles  
100 Capitol Commerce Boulevard, Suite 310  
Montgomery, AL 36117  
Office: (334) 242-8700  
[www.pardons.alabama.gov](http://www.pardons.alabama.gov)**

**PROPOSALS MUST BE RECEIVED BY JUNE 9, 2021 AT 4:00PM CST**

## **RFP DESCRIPTION AND SPECIFICATIONS**

### **A. Purpose of RFP**

1. The Alabama Bureau of Pardons and Paroles (hereinafter the “ABPP”) is seeking proposals from qualified professionals or professional organizations to act as an independent, third party researcher for the successful evaluation of the ABPP’s COSMOSS program.
2. All interested vendors are invited to submit a proposal in accordance with the requirements specified in this RFP.

### **B. Background**

1. ABPP has received a grant from the U.S. Department of Justice to implement the COSMOSS project. COSMOSS is an acronym for Helping Co-Occurring Substance abuse and Mental health Offenders find Supportive Services. The overarching goals of the COSMOSS project are to assist convicted felons in successful re-entry into free society and reduce recidivism. Specifically, COSMOSS aims to improve services to a population of offenders diagnosed with co-occurring mental health and substance abuse disorders as they leave prison and enter community supervision.
2. The project aims to achieve its goals by identifying individuals who have both a mental illness and a substance abuse disorder and referring them to an intensive treatment program at one of the Day Reporting Centers (DRC) in Birmingham, Mobile, Montgomery, Huntsville, or Tuscaloosa. Each DRC is a non-residential program that provides people under supervision of the ABPP— whether on probation, parole, or mandatory release—access to needed resources to successfully prevent recidivism. The DRC is a “one stop shop” for moderate to high risk people assigned to the program. Evidence-based programming is offered to reduce criminal thinking/behavior, eliminate substance abuse, and increase educational levels and employability. Basic DRC program components involve intensive substance abuse treatment, mental health counseling, cognitive behavioral therapy to reduce criminal thinking, basic adult education, life skills
3. By referring the offenders directly to the day reporting centers, the project aims to ensure that the offenders continue to receive the care they need while incarcerated. The project will monitor the treatment of offenders and provide a continuum of care as the offenders enter community supervision. By providing this continuum of care, the goal is to reduce their likelihood of recidivism.
4. The project includes a robust evaluation and several pre-selected outcome measures. Most importantly, it must establish a baseline recidivism so that the impact of the project can be compared to this recidivism rate at the end of the project period.

### **C. Services Required**

The successful vendor will be required to complete the following tasks:

1. Design an outcome study using appropriate methodology for a minimum of 300 participants and compare the data from participants to the overall recidivism baseline of the five identified counties of operation.

2. Assist ABPP staff in drafting an implementation plan to submit to the Bureau of Justice Assistance.
3. Develop a baseline recidivism rate, gap analysis, process evaluation including needs assessment, asset mapping and priority setting and assisting with a data tracking plan.
4. Provide feedback on process and outcome measures in the form of practitioner-friendly interim reports highlighting the project's progress and interim findings.
5. Engage in ongoing communication with the ABPP on all grant evaluation activities via monthly reports and scheduled meetings.

#### **D. Qualifications**

1. Vendors must provide the services of an individual (or individuals) that meet the following minimum professional qualifications:
  - (a) Vendor must have demonstrated experience in conducting detailed program evaluations on state-wide mental health or community correctional programs.
  - (b) Vendor must have access to their own Institutional Review Board that will review proposed research design and tools.
2. Additionally, the following qualifications are preferred:
  - (a) Experience in evaluation of programs that serve individuals with co-occurring substance abuse and mental illness.

#### **E. Vendor Staffing**

1. Vendor must provide with the proposal an up-to-date resume of any individual who would be performing services under an executed contract.
2. Along with the resume, vendor will provide a minimum of three (3) professional references for each individual, including the reference's name and telephone number. References should be capable of speaking to similar contracts/services rendered by vendor.

#### **F. Anticipated Timeline**

One two (2) year contract term with three (3) possible renewals or extensions of one (1) year each, if needed. The need for any renewal term or extension is within the sole discretion of the ABPP.

## **G. Statement of Work**

Along with the requirements stated herein, proposals should contain a statement of work which adequately addresses each of the following:

1. Please provide a summary of services to be provided by vendor that meet the requirements of this RFP, highlighting any of vendor's strengths and identifying any known weakness or inability to provide the services requested (whether mandatory or preferred).
2. Discuss vendor's philosophy, plan, goals, and objectives.
3. Describe vendor's experience relative to providing required services.
4. Provide a detailed description of services and methods proposed by vendor.
5. Describe vendor's training process, including any instruments and procedures to be used, as well as how data collected will be integrated into the delivery of services.
6. Identify all personnel that will contribute, in any way, to services provided by vendor, including whether positions are full-time or part-time and/or contract or subcontract arrangements, providing job descriptions for those positions. Describe vendor's plan to maintain adequate personnel, as well as vendor's initial and ongoing staff training and development process. Vendor must identify credentials and qualifications of all personnel included in the staffing plan and provide evidence of required licensure or certification.
7. Provide the earliest "start date" by which vendor could begin providing services under any executed contract (irrespective of requisite state government approvals and processes by which to obtain them). Identify potential barriers or anticipated delays.
8. Provide a breakdown of any and all anticipated costs associated with the services requested in this RFP.

## **TERMS AND CONDITIONS**

General terms and conditions provided by the Alabama Department of Finance through the STAARS Purchasing System are hereby incorporated into this RFP by reference.

### **A. STAARS Registration**

To be eligible for the award of a contract, a vendor must be registered and subscribed in the STAARS Vendor Self Service Portal (VSS) at <https://procurement.staars.alabama.gov> .

### **B. Submission of Proposals**

1. All proposals are due no later than **4:00 p.m. CST, Wednesday, June 9, 2021**. Proposals must be received by this date and time to be considered by the Alabama Bureau of Pardons and Paroles ("ABPP").

It is the sole responsibility of the proposer to ensure actual delivery of the proposal prior to the deadline. Submissions must be received by physical delivery (mail, courier, overnight, or in person). Email or facsimile submissions will not be accepted. Submissions that are late or are otherwise not compliant with this Request for Proposal (“RFP”) may be eliminated from consideration.

2. One (1) original paper or hard copy of the proposal must be submitted along with four (4) additional paper or hard copy proposals, including copies of completed/notarized required documents. Vendors must additionally submit an electronic copy of responsive proposals and all attachments on a USB drive.

3. The proposal package must be sealed and properly labelled with vendor’s name, proposal opening date, and RFP number/name. Failure to submit the required number of copies in this requested format may prevent a vendor’s proposal from being evaluated.

4. An authorized representative of Vendor must sign the original proposal with any changes made in ink in all required places.

5. Vendor’s proposal must include the complete name, address, mailing address, e-mail address and direct telephone number of the person ABPP should contact regarding the proposal.

6. Vendor’s proposal must include the following forms which are available for download at: <https://paroles.alabama.gov/resources/request-for-proposals>

(a) RFP Coversheet

(b) Authorization to Submit Proposal

(c) Vendor Disclosure Statement (“Proposal Box” must be checked on this form.) The disclosure statement is a public record.

(d) Corporate Acknowledgement Statement (Must be included with proposal if applicable. If not applicable, vendor must include an explanation of inapplicability with the proposal.)

(e) Certificate of Compliance with Act 2016-312

(f) Immigration Status Form (By submitting a proposal, vendor specifically warrants that vendor does not and will not knowingly employ, hire, or continue to employ an unauthorized alien within the State of Alabama.)

(g) Certificate of Authority (issued by the Alabama Secretary of State)

(h) Certificate of Compliance with the Beason-Hammon Alabama Taxpayer and Citizen Protection Act

(i) E-verify MOU

(j) Completed W-9 form

7. If the entity submitting a proposal intends to outsource or subcontract any work to meet the requirements contained herein, such must be clearly stated in the proposal and details must be provided, including a name and description of the organization(s) being contracted.

8. Proposals must be sent to the following address:

ATTN: Jessica Gratz, Suite 310  
Alabama Bureau of Pardons and Paroles  
100 Capitol Commerce Blvd  
Montgomery, AL 36117

9. Proposals submitted by “Express/Overnight” services must be in a separate sealed envelope/package and identified as stated above. Packages hand-delivered must also be sealed and labelled

10. Failure to comply with the requirements of this RFP may result in the disqualification of vendor’s proposal.

### **C. Opening of Proposals**

1. Properly identified proposals will be securely kept and will remain unopened until time of proposal opening on **Thursday, June 10, 2021 at 10:00 a.m.**

2. Proposal opening will be held in the ABPP Headquarters Executive Suite, 100 Capitol Commerce Blvd., Suite 310, Montgomery, Alabama 36117.

3. ABPP does not accept responsibility for the premature openings of proposals not properly identified or the late arrival of a proposal for whatever reason.

#### **D. Cost of Proposals**

The cost for developing and delivering responses to this RFP and any subsequent presentations of the proposal as may be requested by ABPP are entirely the responsibility of the submitter. ABPP is not responsible for any expense incurred by the submitter in the preparation and submittal of a proposal or any other costs incurred by a submitter prior to execution of a contract.

#### **E. Amendments to RFP**

1. Amendments to this RFP, if issued, will be made available to interested vendors on ABPP's website, <https://paroles.alabama.gov/resources/request-for-proposals/>

2. The amendment(s) will incorporate the clarification or change and provide a new date and time for new or amended proposals, if applicable. It is the responsibility of all interested vendors to monitor this webpage for announcements regarding this RFP.

#### **F. Clarifications and Suspected Errors in RFP**

1. If a vendor suspects an error, omission, or discrepancy in this solicitation, vendor must immediately notify the ABPP's designee, Jessica Gratz, in writing at the above stated address or by e-mail ([jessica.gratz@paroles.alabama.gov](mailto:jessica.gratz@paroles.alabama.gov)). ABPP will issue written instructions, if appropriate, and make any necessary changes available to all interested persons by posting the same on the ABPP's website, <http://paroles.alabama.gov/resources/request-for-proposals/>. It is the responsibility of all interested vendors to monitor this webpage for announcements regarding this RFP.

2. If a vendor considers any part of this RFP unclear, the vendor is expected to make a written request for clarification, prior to submission of the proposal. ABPP will respond in writing or by e-mail to all such requests if a response is deemed appropriate. ABPP's response will state the request for clarification followed by a statement of clarification. A copy of the response will be provided to all eligible vendors by posting the same on ABPP's website, <http://paroles.alabama.gov/resources/request-for-proposals/>. It is the responsibility of all interested vendors to monitor this webpage for announcements regarding this RFP. The deadline for submitting such questions is **4:00 p.m. CST on Monday, May 24, 2021**. ABPP's response to questions will be provided no later than 48 hours from this submission deadline.

## **G. Request to Modify or Withdraw Proposal**

1. Vendor may make a written request to modify or withdraw the proposal at any time prior to opening. No oral modifications will be allowed. Such requests must be addressed and labeled in the same manner as the original proposal and plainly marked Modification to (or Withdrawal of) Proposal.
2. Only written requests received by the Bureau prior to the scheduled opening time will be accepted. ABPP will supplement original proposals received with accepted written modification requests.

## **H. Responsibility to Read and Understand RFP**

By responding to this solicitation, the proposer will be held to have read and thoroughly examined the RFP. Failure to read and thoroughly examine the RFP will not excuse any failure to comply with the requirements of the RFP or any resulting contract, nor will such failure be the basis for additional compensation.

## **I. Point of Contact**

ABPP will consider the person who signs vendor's proposal to be the contact person for all matters pertaining to the proposal unless vendor expressly designates another person in writing.

## **J. Certifications of Vendor**

1. By signing the proposal, vendor agrees to be bound by all requirements, terms, and conditions of the RFP and certified that vendor is legally authorized to conduct business with the State of Alabama.
2. Vendor warrants by submitting a proposal that all statements contained in the proposal are true and correct.
3. By submitting a proposal, vendor warrants that neither vendor nor any of vendor's trustees, officers, directors, employees, agents, servants, volunteers, subcontractors, etc. is a current employee of ABPP and that no such individuals have been employed by ABPP within a two (2) year window preceding the issuance of this RFP. During the term of any awarded contract, vendor shall be responsible for ensuring compliance with this requirement.
4. Vendor certifies by submission of a proposal that vendor has not publicly or privately colluded with any other vendor.
5. Vendor certifies by submission of a proposal that it has disclosed and agrees to be held by a continuing obligation to disclose financial and other interests (public or private, direct or indirect) that may pose a potential conflict of interest or which may conflict in any manner with vendor's obligations and performance of an awarded contract. Vendor shall not employ any individual with a conflict of interest to perform any service described in this RFP.

## **K. Proposals are Firm**



Proposals will remain firm and unaltered after opening for one-hundred and twenty (120) days after the proposal due date or until ABPP signs a contract with another vendor, whichever is earlier.

## **L. Award of Contract**

1. The selected vendor may be required to enter into contract negotiations at the discretion of ABPP. If an agreement cannot be reached to the satisfaction of ABPP, ABPP may reject the vendor's proposal or revoke the selection and begin negotiations with another qualified and responsive vendor.
2. Upon acceptance of vendor's proposal by ABPP, the parties will execute a formal contract, in writing, duly signed by the proper parties thereto, which shall be subject to review by the Contract Review Permanent Legislative Oversight Committee of the State of Alabama and the approval and signature of the Governor of the State of Alabama. Vendor will assume responsibility for providing services under the executed contract on the effective date of the contract, which will be the date of approval and signature of the Governor of Alabama or her designee. The executed contract will not be effective until it has received all requisite state government approvals. Vendor shall not begin performing services thereunder until notified by ABPP. Vendor will not be entitled to compensation for work or services performed prior to the effective date of the contract.
3. This RFP does not, by itself, obligate ABPP; such obligation shall commence only upon the execution of any approved contract. However, part or all of this RFP may be incorporated into any executed contract, along with vendor's proposal. ABPP hereby reserves the right to add terms and conditions during contract negotiations, within the scope of this RFP.
4. If vendor begins any billable work prior to final approval and execution of a contract, vendor does so at its own risk. Vendor's contract, itself, will not be effective until it has received all requisite state government approvals, which includes the signature of the Governor of the State of Alabama, and vendor is entitled to no compensation for work or services performed prior to the effective date of the contract.
5. ABPP anticipates submitting an executed contract to the Alabama Legislative Contract Oversight Review Committee for approval by the deadline for the applicable Committee meeting. As such, any awarded contract must be timely executed by ABPP and the successful vendor and all requisite forms and documentation must be received by the Bureau for timely submission to the committee clerk.
6. The anticipated contract term for this RFP is a two-year period. ABPP may, however, include up to three (3) one-year renewal options, at this discretion, in any initially awarded contract. Any renewals must also be submitted and approved by the Alabama Legislative Contract Review Oversight Committee and require the approval and signature of the Governor.
7. It is anticipated that a contract award resulting from this RFP will be funded through grant funds. The Office of Justice Programs (OJP) has defined a contract resulting from this RFP as a procurement contract under an award between the recipient, ABPP, and the successful vendor. The vendor shall be required to comply with all federal regulations and guidance related to the contract award and receipt of grant funds.

## **M. Contract Cost and Billing**

1. The contract awarded pursuant to this RFP shall be for a fixed fee for the services to be provided and shall not exceed \$200,000.00 for the initial contract term.
2. Vendor will be required to submit invoices to ABPP for services provided pursuant to a professional services contract.
3. Vendor will be responsible for the payment of any and all applicable state, county, municipal, and federal taxes, including sales tax, and any other taxes imposed by other governmental entities so authorized. Vendor shall not bill ABPP for any taxes unless a statement is attached to the bill identifying the tax and showing why it is legally chargeable to ABPP. If it is determined that taxes are legally chargeable to ABPP, ABPP will pay the tax as required. State and federal tax exemption information is available upon request. ABPP does not warrant that the interest component of any payment is exempt from income tax liability.
4. Payments to vendor will conform to State fiscal year requirements. This may include prorating payments that extend beyond the end of ABPP's fiscal year.

**N. Reservation of Rights.**

1. In addition to any other reservations made herein, ABPP hereby reserves the right to cancel this RFP; to reject any or all proposals; to reject individual proposals for failure to meet any requirement; to award by item, part or portion of an item, group of items, or total; and to waive minor defects and/or seek additional proposals; and also reserves the right to award one or more professional service contracts that ABPP determines to be in the best interest of the state and ABPP. All services may be awarded to one (1) professional service provider or ABPP may award different services described in the RFP to different providers.
2. ABPP reserves the right to award the contract to a vendor other than the lowest-priced vendor, if a higher-priced proposal provides the best value as determined by ABPP.
3. Submission of a proposal confers on vendor no right to a selection or to a contract award.

## **O. Evaluation and Method of Selection**

1. ABPP will designate a Proposal Evaluation Committee to be made up of at least four (4) members of ABPP Senior Staff. ABPP reserves the right to include a qualified expert with relevant experience to participate in proposal evaluations. The Proposal Evaluation Committee will then make a recommendation to the Director of ABPP who will make the Final award decision.
2. ABPP may request an oral presentation or conduct interviews to support vendor's written proposal.
3. Any vendor whose proposal does not meet the mandatory requirements and does not provide a primary proposal that meets all the requirements and specifications of the RFP will be considered non-compliant.
4. Proposal evaluations will be scored based on the response to the requirements of this RFP and held as the primary proposal. Alternative proposals will not be considered as the basis for the evaluation of the successful vendor. All proposals received will become the property of ABPP.
5. Upon ABPP selecting a vendor's proposal for contract negotiations, ABPP will send the vendor written notice. Receipt of a notice of award is not the equivalent of a contract with ABPP. ABPP anticipates making a vendor selection within no more than five (5) business days from the date scheduled for proposal opening but reserves the right for an extension of time as required.
6. ABPP's Proposal Evaluation Committee will evaluate proposals using the following criteria:
  - (a) Experience, Expertise, Knowledge, Stability, and Reputation of Vendor (35%)
  - (b) Understanding and Responsiveness to RFP (25%); and
  - (c) Proposed Budget (40%)