

Alabama Board of Pardons and Paroles

**REQUEST
FOR
PROPOSAL
NO. 22000000001**

Issued: November 23, 2021

**Seeking proposals for
psychological evaluations for
probation/parole officer candidates**

**Alabama Board of Pardons and Paroles
100 Capitol Commerce Blvd.
Montgomery, AL 36117
Office: (334) 242-8700
www.pardons.alabama.gov**

**PROPOSALS MUST BE RECEIVED BY
JANUARY 4, 2022**

RFP DESCRIPTION AND SPECIFICATIONS

INTRODUCTION

The Alabama Board of Pardons and Paroles (“ABPP”) announces this Request for Proposal (“RFP”) to all eligible and interested vendors to provide psychological evaluations on ABPP law enforcement officer candidates as required by rules of the Alabama Peace Officers’ Standards and Training Commission (“APOSTC”).

This RFP contains information and instructions to enable interested vendors (“vendors”) to prepare and submit proposals and accompanying material. To be considered responsive, a vendor must submit a complete proposal that satisfies all requirements as stated in this RFP. The RFP outlines the ABPP requirements, evaluation criteria, and vendor’s responsibilities.

Proposals to provide these services must be received by the Board of Pardons and Paroles by **4:00 p.m., Central Standard Time, on Tuesday, January 4, 2022.**

A. Services Required

1. The selected vendor must provide for psychological evaluations of law enforcement officer applicants and/or newly hired law enforcement officers (“applicants/employees”) as required by Rule 650-X-2-.04 of the Rules of the APOSTC. The number of applicants/employees requiring evaluations will vary depending on the needs of ABPP and available funding. No minimum amount of work is guaranteed. The maximum number of psychological evaluations performed shall not exceed 75 per contract year.
2. Psychological evaluation services to be provided include testing, using a validated psychological testing instrument and personal history evaluations. Nationally validated screening methods will be given preference. Interviews may be conducted in-person or electronically via a platform that allows for video conferencing.
3. The selected vendor will provide a written report for each applicant/employee who has been interviewed addressing the mental and emotional health suitability to perform the duties of a law enforcement officer. Following each interview, vendor will provide a verbal summary report to ABPP within seventy-two (72) hours and a full written report within ten (10) calendar days of the conclusion of an in-person or video-conference interview. Written reports will provide in detail the applicant/employee’s strengths and weaknesses and use a scale to indicate whether the applicant/employee exceeds, meets, or does not meet standards required to perform the essential functions of his/her job. ABPP job specifications, duties, and responsibilities will be provided upon request. Each report must provide a recommendation as to whether the applicant/employee should or should not be offered employment or should continue employment in his/her classification. Each report must be unique to each applicant/employee. Each report will contain any reservations the provider has about the validity and reliability of the test results, as well as a disclaimer within the report stating that the information is ONLY valid for the position specified.
4. Each report should, at a minimum, address the following:

- (a) Purpose and nature of assessment
 - (b) Assessment procedure
 - (c) Prior social history
 - (d) Personality attributes
 - (e) Emotional history
 - (f) Personality functioning
 - (g) Motivational level
 - (h) Psychosocial background
 - (i) Any other information pertinent to the evaluation/decision making process.
5. Reports should also include a breakdown of the evaluation summary to show how the applicant/employee scored in specific areas of assessment.
 6. Prior to conducting any test, screening, evaluation, or interview of an applicant/employee, a disclosure/release of information form will be provided to the applicant/employee for his/her review and signature which authorizes the release of protected health information from the psychological evaluation to ABPP.
 7. Vendor must provide in the responsive proposal the applicable fee(s) to be charged ABPP for the services that are required pursuant to this RFP.

B. Qualifications.

1. Individuals providing psychological evaluation services pursuant to this RFP must meet all of the following requirements:
 - (a) Possess a PhD in clinical psychology, philosophy, or a similar field, from an accredited university.
 - (b) Be licensed or certified to practice psychology, psychiatry, or professional counseling in Alabama (proof of licensure/certification must be included with proposal) and in good standing with licensing/certification agency with no previous or current disciplinary issues.
 - (c) Minimum of one (1) year post-graduate experience providing psychological services.

- (d) Experience working with the law enforcement community and in evaluating and interviewing candidates for employment-related purposes.
- (e) Experience conducting pre-employment evaluations in accordance with the Americans with Disabilities Act (ADA).

C. Insurance

Maintaining professional liability and general liability insurance will be the responsibility of the vendor. Vendors must provide evidence of adequate insurance with their proposals and must maintain adequate insurance coverage for the entire duration of any contract awarded pursuant to this RFP.

D. Contracting Period

The contract awarded pursuant to this RFP will be for a two-year period with renewal options available. The total length of the contract with amendments, extensions, and/or renewals shall not exceed five (5) years. The initial contract and any subsequent amendments, extensions, or renewals thereto are subject to review and approval by the Contract Review Permanent Legislative Oversight Committee and the Governor of the State of Alabama.

TERMS AND CONDITIONS

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

B. Content and Submission of Proposals

1. The vendor's proposal must include the following:
 - (a) Describe the methodology and tools used in conducting psychological evaluations required by this RFP and provide the anticipated time requirements for a typical evaluation process.
 - (b) The anticipated location(s) where the services will be performed. Vendor is not to use ABPP facilities or offices to provide services, unless specifically approved by ABPP.
 - (c) Current resumes of individuals who will be performing the psychological evaluations. Provide three 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.

- (d) Documentation that individuals performing psychological evaluations meet the qualification requirements of this RFP including, but not necessarily limited to, State of Alabama professional licensure/certification requirements.
- (e) Certificate(s) of insurance or other proof of insurance coverage (See Subsection C of RFP Description and Specifications Section of RFP).
- (f) An all-inclusive fee to be charged to ABPP for each psychological evaluation performed on an employee/applicant. The fee must include, but is not limited to: licenses, insurances, profit, administering psychological tests, scoring, interviews of the applicant/employee, completing reports and forms, incidental costs, cost to provide space for personal interviews, and all services provided pursuant to this RFP.
- (g) If the vendor 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.
- (h) Vendor must complete and submit with the proposal the following forms which are available for download at: <https://paroles.alabama.gov/resources/request-for-proposals> (Appendixes A-J).
 - (1) RFP Coversheet. The vendor must state the total proposed cost for each psychological evaluation. This is the total amount the vendor may charge for an evaluation for each applicant/employee.
 - (2) Authorization to Submit Proposal
 - (3) Vendor Disclosure Statement. A disclosure statement is required by Act 2001-955. This statement is required to be completed and filed with proposals to the State of Alabama in excess of \$5,000. The completed disclosure statement must be signed and notarized. The "Proposal Box" must be checked on this form.
 - (4) Corporate Acknowledgement. Must be included with proposal if vendor is required to be registered with the Alabama Secretary of State to do business in Alabama. If vendor is not registered, please provide as explanation as to why registration is not required.
 - (5) Certificate of Compliance with Act 2016-312.

- (6) 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. This form is required by the Legislative Contract Review Committee.
 - (7) Certificate of Authority (issued by the Alabama Secretary of State)
 - (8) Certificate of Compliance. Compliance with the Beason-Hammon Alabama Taxpayer and Citizen Protection Act is required by Section 31-13-1, *et seq.*
 - (9) E-verify MOU. A Complete copy of the Vendor's Memorandum of Understanding with DHS showing enrolment in the E-verify System (this can be printed from your business's screen once logged into E-verify).
 - (10) W-9 form/ Complete and attached vendor's W-9 form as required by the State of Alabama Fiscal Policies and Procedures Manual.
2. All proposals are due no later than **4:00 p.m. CST, Tuesday, January 4, 2022**. Proposals must be received by this date and time to be considered by ABPP. It is the sole responsibility of the vendor 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.
 3. 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.
 4. 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.
 5. An authorized representative of Vendor must sign the original proposal with any changes made in ink in all required places.
 6. 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.
 7. Proposals must be sent to the following address:

ATTN: Greg Locklier
Alabama Board of Pardons and Paroles
100 Capitol Commerce Blvd, Suite 310

Montgomery, AL 36117

8. 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.
9. 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 **Wednesday, January 5, 2022 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 a proposal in response to this RFP and any subsequent presentation of the proposal as may be requested by ABPP is entirely the responsibility of the vendor. ABPP is not responsible for any expense incurred by a vendor in the preparation and submittal of a proposal or any other costs incurred by a vendor 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, Greg Locklier, in writing at the above stated address or by e-mail (greg.locklier@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, December 13, 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 ABPP 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 vendor 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 certifies 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 will 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 and after successful contract negotiations, the parties will execute a formal written contract which shall be subject to review by the Contract Review Permanent Legislative Oversight Committee. The selected vendor will assume responsibility for providing services under the executed contract on 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 selected vendor begins any billable work prior to final approval and execution of a contract, vendor does so at its own risk. Selected vendor's contract 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 selected 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 Contract Review Permanent Legislative Oversight 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 ABPP for timely submission to the committee clerk.

6. The contract awarded pursuant to this RFP will be for a two-year period with renewal options available. The total length of the contract with amendments, extensions, and/or renewals shall not exceed five (5) years. Any amendments or extensions to or renewals of the initial contract are subject to review by the Contract Review Permanent Legislative Oversight Committee and approval of the Governor of the State of Alabama.

M. Contract Cost and Billing

1. The contract awarded pursuant to this RFP shall be for a fixed fee for each psychological assessment provided and shall not exceed the total amount of \$100,000.00 (\$50,000.00 per year) for the initial two-year contract term. The maximum amount paid to the vendor per assessment may not exceed \$300.00.
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 of Proposals 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 may 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 ten (10) 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%)