

ANNOUNCEMENT
REQUEST FOR PROPOSALS
Functional Family Therapy

Alabama Department of Youth Services (DYS)

The Alabama Department of Youth Services hereby solicits Proposals from qualified parties to provide the following in-state community-based services for court involved youth:

SERVICE CATEGORY	GENDER	AREA	OVERVIEW
Functional Family Therapy Community-Based Program	Female & Male	South/Southeastern Region: Butler, Covington, Crenshaw, Lowndes, Pike	Functional Family Therapy (FFT) is a nationally recognized evidence-based clinical model designed for troubled adolescents and their families. This community-based model has demonstrated its effectiveness with court involved youth and reduced the number of out-of-home placements for several states across the U.S.

Proposals are due by **3:00 PM CDT on December 7, 2018** at the Department of Youth Services address below. Further details are outlined in the Request for Proposal Package. Submit this form with your Proposal.

For Regular U.S. Mail:
State of Alabama
Department of Youth Services
P.O. Box 66
Mt. Meigs, Alabama 36057
Attention: Pat Pendergast

For Courier Service:
State of Alabama
Department of Youth Services
1000 Industrial School Road
Montgomery, Alabama 36117
Attention: Pat Pendergast

Proposer's Name & Address: _____

Contact Person: _____

Title: _____

Phone: _____ **Fax:** _____

AFFIRMATION

STATE OF ALABAMA DEPARTMENT OF YOUTH SERVICES	REQUEST FOR PROPOSAL DATE ISSUED: November 1, 2018
FOR: FUNCTIONAL FAMILY THERAPY COMMUNITY-BASED DIVERSION PROGRAM	PROPOSAL MUST BE RECEIVED BY: DATE: December 7, 2018 TIME: 3 PM CDT
	NOTIFICATION TO SUCCESSFUL PROPOSER(S): DATE: December 14, 2018

TO BE COMPLETED BY PROPOSER

INFORMATION IN THIS SECTION SHOULD BE PROVIDED AS APPROPRIATE. THIS FORM MUST BE IN INK OR TYPED WITH ORIGINAL SIGNATURE AND NOTARIZATION.

1. PROGRAM CAN BE STARTED WITHIN _____ DAYS AFTER EXECUTION OF CONTRACT.
2. PRICES VALID FOR ACCEPTANCE WITHIN _____ DAYS.
3. FEDERAL EMPLOYER ID NO. (IF NO FEIN, ENTER SSN): _____

SUBMIT THIS FORM WITH YOUR PROPOSAL:

REGULAR U.S. MAIL

State of Alabama
 Department of Youth Services
 P.O. Box 66
 Mt. Meigs, Alabama 36057
 Attention: Pat Pendergast

COURIER SERVICE

State of Alabama
 Department of Youth Services
 Administrative Support Operations
 1000 Industrial School Road
 Montgomery, Alabama 36117
 Attention: Pat Pendergast

SIGNATURE AND NOTARIZATION REQUIRED

I HAVE READ THE ENTIRE REQUEST FOR PROPOSAL AND AGREE TO PROVIDE THE SERVICES PROPOSED AT THE PRICE QUOTED. I HEREBY AFFIRM I HAVE NOT BEEN IN ANY AGREEMENT OR COLLUSION AMONG PROPOSERS IN RESTRAINT OF FREEDOM OF COMPETITION BY AGREEMENT TO SUBMIT A PROPOSAL AT A FIXED PRICE OR TO REFRAIN FROM SUBMITTING A PROPOSAL.

SWORN TO AND SUBSCRIBED BEFORE ME THIS _____ DAY OF _____, 20____ _____ NOTARY PUBLIC	_____ COMPANY NAME _____ MAIL ADDRESS _____ CITY, STATE, ZIP _____ PHONE INCLUDING AREA CODE	_____ AUTHORIZED SIGNATURE (INK) _____ TYPE/PRINT AUTHORIZED NAME _____ TITLE _____ FAX NUMBER
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INTRODUCTION

The Alabama Department of Youth Services (hereinafter referred to as “DYS”), is an agency created by state law and is charged with the responsibility of rehabilitating delinquent youth (Ala. Code § 44-1-1 *et seq.* 1975). The statutory authority of DHS to enter into any contract with any private person, group, organization, or agency capable of contracting for needed services is provided in the Code of Alabama, 1975, § 44-1-24 as amended. Act 2001-955 provides additional mandates that state agencies must follow. Among those requirements is a provision that requires the execution of a disclosure statement by Proposers. Proposers will be required to provide the disclosure statement during contract negotiations. Proposers should follow those provisions when developing their Proposals for this initiative.

This Request for Proposal (RFP) package contains all the information and forms necessary to complete and submit a Proposal for the services indicated herein. The RFP is organized to promote an orderly analysis of the requirements of DHS. The RFP also provides a basis for developing Proposals which should contain all the information necessary for DHS to conduct an evaluation of the Proposals received. The RFP contains several sections and attachments. Each section should be read in its entirety for it establishes the minimum requirements for the format and the contents of the Proposal. The original Proposal and the *Cost Proposal (Attachment 3)* shall be signed by the official authorized to bind the Proposer. For not-for-profit organizations, such authority shall be evidenced by a *Board Resolution (Attachment 1)*.

The term “Proposer” refers to the entity or organization submitting a Proposal in response to this RFP. The term “Proposal” refers to a complete proposal, including the attachments and exhibits herein described, submitted in response to this RFP. The term Vendor refers to a successful Proposer that has entered into a contract with DHS to provide in-state community-based diversion services for court involved youth.

This RFP contains general information and requirements which are applicable to the community-based program services indicated herein. Attachment 3: Cost Proposal is provided in the attachment section of the RFP for the responder to provide the per diem costs for the initiative that the Proposer addresses.

Any amendments to the RFP will be issued to all Proposers receiving the RFP. This will be done sufficiently in advance of the Proposal due date to allow all Proposers to take all changes into account when preparing their Proposal(s).

Alabama Law provides that a foreign corporation (an out-of-state company/firm) may not transact business in the state until it obtains a Certificate of Authority from the Secretary of State (Section 10-2b-15.01, Code of Alabama 1975). To obtain forms for a Certificate of Authority contact the Secretary of State, Corporations Division, (334) 242-5324.

Finance and DHS will not be able to update or correct billing addresses. This will be the responsibility of the Vendor. All Vendors must have an activated account within STAARS. If needed, the account can be activated by verifying the Taxpayer ID Number (TIN) and creating a VSS portal login ID. This can be done by visiting the VSS Portal at <https://procurement.staars.alabama.gov>. Once the account is created, the Vendor will go to www.Vendor.alabama.gov to access the account.

According to STAARS, the name and address on the contract, E-Verify, and invoice must be the same. Please note that if the Vendor is doing business under another company, a Company Profile Page must accompany the E-Verify to associate the two companies.

ACT 2001-955 requires a disclosure statement to be completed and filed with all Proposals, bids, contracts, or grant Proposals submitted to the State of Alabama in excess of \$5000. The form is available at <http://www.ago.state.al.us/Page-Vendor-Disclosure-Statement-Information-and-Instructions>. ACT 2011-535, as amended by Act 2012-491, requires that you enroll in the federal E-Verify program if awarded the contract. A completed form must be attached. Instructions are available at <http://immigration.alabama.gov/eVerify.aspx>.

The evaluation criteria outlined in this RFP are intended to assist DYS in the evaluation of Proposals. The actual award of contracts may also be based upon additional information obtained in interviews with Proposers, additional written information obtained from Proposers, and/or information concerning the Proposer's previous performance in the operation of similar programs. The Executive Director of DYS may choose to negotiate directly with Proposers on the final per diem rate to be paid by the State of Alabama.

DYS reserves the right to reject any and all Proposals submitted in response to this RFP. DYS is not required to accept any Proposal based solely on costs and is not bound to accept the lowest cost Proposal.

PROPOSAL SUBMISSION

One (1) original Proposal and one (1) electronic searchable PDF or MS Word copy of the Proposal saved on a USB flash drive or CD must be received by DYS by 3:00 p.m. CDT on **December 7, 2018** at the address below. Faxed or emailed proposals will not be accepted.

MAILING ADDRESS FOR REGULAR U.S. MAIL DELIVERY:

State of Alabama
Department of Youth Services
P.O. Box 66
Mt. Meigs, Alabama 36057
Attn: Pat Pendergast

OR FOR COURIER SERVICE:

State of Alabama
Department of Youth Services
Administrative Support Operations
1000 Industrial School Road
Montgomery, Alabama 36117
Attn: Pat Pendergast

GENERAL INFORMATION

The Alabama Department of Youth Services (hereinafter referred to as “DYS”) is soliciting Proposals for in-state community-based Functional Family Therapy (FFT) services for youth engaged with the juvenile justice system.

The purpose of the RFP process is to encourage private organizations to develop and implement an FFT program in counties with a disproportionate commitment rate to DYS. The provision of FFT services will provide youth in these counties with a high-quality, evidence-based alternative to out-of-home residential placement. The program model is designed to assist youth exhibiting issues with delinquency, violence, substance abuse, and several conduct related disorders.

Each Proposal will be judged on its own merit. Proposers should assess the need for therapeutic services and staffing levels consistent with the characteristics of the population to be served and FFT program model.

DYS will not provide start-up funds or cash advances to successful Proposers. Therefore, DYS is seeking providers who meet all necessary qualifications and are financially and otherwise capable of immediate response and compliance to the time tables for the beginning of services.

The Proposer must have the financial resources to operate for ninety (90) days as demonstrated by an audited financial statement prepared by a Certified Public Accountant or a letter of credit from a duly recognized financial institution equal to 25% of the first year’s operating budget. Proposal(s) not in compliance will be rejected.

Successful Proposers must furnish a performance bond equal to 25% of the operating budget within ten (10) working days after notice of award. It shall be made payable to DYS and can be a cashier’s check, other type of bank certified check (personal/company checks unacceptable), money order, an irrevocable letter of credit, or surety bond issued by a company authorized to do business in the State of Alabama. Under special circumstances a Proposer may make a request to the Executive Director to waive this requirement.

The Proposer must have a minimum of \$2,000,000 liability coverage with \$1,000,000 for each occurrence and worker’s compensation insurance in accordance with the laws of the State of Alabama. The Proposer is responsible for damage caused by their employees. Insurance must be in effect for the entire length of the contract. The Proposal shall include a statement of insurability as an attachment. At the time of the award, the successful Proposer shall provide an insurance certificate to DYS. This RFP does not commit the State of Alabama or DYS to award contracts or to pay for any costs incurred in the preparation of Proposals. DYS reserves the right to accept or cancel this RFP or any work statement component at any time.

The contract(s) awarded shall be based on the Proposals considered most advantageous to DYS as indicated by the evaluation criteria contained in this RFP.

The award of a contract does not automatically commit DYS to any expenditure. In accordance with state statutes any contract must be approved by the Contract Review Permanent Legislative Oversight Committee (known as the Legislative Contract Review Committee) and signed by the Finance Director and the Governor before a legal commitment can be made to expend public funds for a contract.

The deadline for submission of fully executed contracts to the Legislative Contract Review Committee is January 2, 2019. Therefore, fully executed contracts, along with all required exhibits and attachments, must be submitted by the successful Proposer to the DYS Legal Division by close of business on Friday, December 28, 2019.

DYS may request additional information for the purpose of evaluating the Proposal. The Proposer must submit requested information within **five (5)** working days of the request or the Proposal will be disqualified.

By submission of a Proposal, the Proposer certifies that in conjunction with this Proposal:

- The prices in the Proposal have been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting competition as to any matter relating to such prices with any other Proposer.
- No attempt has been made or will be made by the Proposer to induce any other Proposer to submit or not submit a Proposal for the purpose of restricting competition.

The “Affirmation” document must be executed to confirm that the Proposer has followed these ethical standards.

SUBCONTRACTS:

The Proposer **must** specify in the Proposal which service(s), if any, will be subcontracted. For the purposes of this solicitation, a “subcontractor” is an individual or company who assumes some of the obligations of the Proposer via a contract. DYS will have no direct contractual relationship with the individual or company performing that portion of the program. All subcontracts shall be subject to the same clauses required by law and by the primary contract. All subcontracts must be approved in writing by the Executive Director of DYS if a contract is awarded. Proposer must submit qualifications of any subcontractors.

AFFIRMATIONS:

The Proposal must contain a suitable Affirmative Action Policy to be adopted by Proposers. The policy must comply with all applicable Alabama and federal legal requirements. The Proposal must contain a suitable plan for compliance with the Americans with Disabilities Act. The Proposer must certify that they operate in a “drug-free” environment.

The Proposal should be prepared in a straight forward manner and include a concise description of the Proposer's ability to meet the requirements of the RFP.

DOCUMENTATION REQUIREMENTS:

- **“ANNOUNCEMENT”** of the RFP
- **“Affirmation”** fully completed and executed.
- **Insurance Requirements** - Submit appropriate documentation of insurance for liability coverage at a minimum of \$2,000,000 with \$1,000,000 for each occurrence.

- **Fully Developed Budget** – May be submitted under separate folder as proprietary information. This information will be used in the review process to ascertain cost effectiveness of proposed program.
- *Cost Proposal Summary – Attachment 3*

PROGRAM ADMINISTRATIVE INFORMATION

DATA:

Contracts with DYS will require that Vendors enter youth data in the DYS Grantee Information Management System (GIMS). Programs must establish a system to ensure the necessary information is gathered for entry into GIMS. GIMS updates should occur as youth enter and exit the program or quarterly, whichever occurs most frequently. The youth information needed to open a new GIMS entry includes youth name, ethnicity, gender, citizenship status, social security number, date of birth, address, court referral type, Alabama JU number, current offense, and most serious prior offense (if applicable).

OUTCOMES/YOUTH TRACKING:

To assist in determining the efficacy of FFT programming, Vendors will be required to collect and track specific outcome measures at case closure and six months follow-up. Those outcome measures current include living situation, educational involvement, employment status, and status of court supervision which includes re-offense. DYS may require additional outcome measures to assist in the determination of goal attainment. Vendors may choose to track additional measures as deemed appropriate.

MONITORING VISITS:

Bi-annual site visits will be conducted by DYS and/or authorized representative. Vendor(s) will be expected to work in collaboration with site visit monitors, and provide unimpeded access to all records and facilities as deemed necessary.

ANNUAL REPORTS:

Annual reports detailing program performance, including numbers served and outcome measures, will be due by November 30 of each fiscal year.

FISCAL CONSIDERATION/PAYMENT:

DYS anticipates that a twelve (12) month contract will be awarded beginning March 1, 2019, with an option to issue additional contracts with the same terms and conditions. The second or third contract, if agreed by both parties, would begin the day after the first or second contract expires. Any successive contract must have written approval of both the state and the Vendor no later than ninety (90) days prior to the expiration of the previous contract. A contract may be terminated by either party with a thirty day written notice.

Payment for services will be on a per diem basis (Attachment 3) and remitted to the designated fiscal agent quarterly. Proposers must complete the Program Budget (Attachment 2) and provide the calculation that resulted in the per diem. The calculated per diem on Attachment 2 must match the per diem indicated on Attachment 3.

HIPAA COMPLIANCE AND CONFIDENTIALITY:

Vendors must comply with the requirements of the Health Insurance Portability and Accountability Act and the, as amended. HIPAA involves protecting the privacy and security of Protected Health Information (PHI) of Residents that Vendors will have access to. Vendors must enter a Business

Associate Agreement with DYS. In addition, Vendors must comply with state law preventing the disclosure, except in specific limited circumstances, of any information concerning any youth for whom DYS provides services or care, which information is derived from the records, papers, files, or communications of DYS. (Code of Alabama, § 44-1-39, 1975, as amended).

SPECIAL/MANDATORY REQUIREMENTS:

The Vendor shall abide by all relevant and applicable laws and policy and procedures as they now exist or as they may be amended. The Vendor is responsible for staying abreast and knowledgeable of all applicable state and federal laws and policies of DYS. The Vendor shall hold DYS harmless from any consequences occurring as a result of, arising out of, or as related to any failure on the part of the Vendor to abide by such laws and/or policies. If a Vendor provides sufficient justification that an amended regulation or procedure results in a substantial and unforeseen change in the services the Vendor is required to provide, the Vendor will have the opportunity to discuss adjusting the per diem rate with the Executive Director of DYS.

The Proposer must provide certificate of insurability. The successful Proposer shall be required to obtain and maintain insurance coverage as outlined in this RFP.

PROGRAM SANCTIONS AND TERMINATION:

While it is a goal of DYS for Vendor(s) to administer an FFT program to divert youth from DYS commitment and further involvement in juvenile court, it is necessary to have a system of monitoring to assure program performance at the highest possible level. Sanctions may be imposed on any provider who fails to adhere to any provision of the RFP and/or contract, either intentionally or through gross negligence. These sanctions will/can be issued by DYS or a designated representative. Sanctions are intended to create a positive change of compliance with the RFP and/or contract, and are not intended to cause any negative or detrimental effect on the services available to youth. Continued/repeated sanctions may jeopardize the future of the provider's contract with DYS. Sanctions may include, but are not limited to:

- Develop a corrective plan of action
- Placement on probationary status
- Monetary/financial sanctions as specified by DYS within the contract document
- Wholly or partially suspend or terminate the current award for the Vendor's program
- Take other remedies that are legally available

As indicated above, repeated sanctions may impact a Vendor's contract with DYS. A contract resulting from this RFP may be terminated by DYS for:

- Failure to comply with provisions of the contract
- Un-availability of funds
- Repeated failure to comply with a corrective plan of action
- Unsatisfactory program numbers and/or outcomes

FFT RFP SCHEDULE OF EVENTS

<u>Request for Proposal Announced:</u>	September 7, 2018
<u>Deadline for Letter of Intent (LOI):</u>	September 21, 2018 3:00 p.m.
<u>Survey of Interested Counties:</u>	October 3, 2018 – October 5, 2018 5:00 p.m.
<u>Notification to Counties for FFT Application:</u>	October 5, 2018
<u>FFT Application Due:</u>	October 26, 2018
<u>RFP for FFT Providers:</u>	November 1, 2018
<u>FFT Proposals Due:</u>	December 7, 2018 3:00 p.m.
<u>Review of Proposals:</u>	December 7 – December 13, 2018
<u>Notification of Successful Proposer:</u>	December 14, 2018
<u>Completion of Negotiations and Execution of Contract:</u>	December 28, 2018
<u>Submission of Fully Executed Contracts, with Attachments:</u>	January 2, 2019
<u>Program Recruitment/Local Agreement/DYS TA:</u>	January 3, 2019 – February 28, 2019
<u>Deadline to Begin FFT Operations:</u>	March 1, 2019

DYS reserves the right to deviate from this schedule.

PROPOSAL CONTENT

The Proposal describes the Proposer's scope of work and programs and services to be provided. Thus, the Proposal package is the Proposer's plan for carrying out their work as described within the Proposal. Therefore, the Proposal will be a part of the contractual agreement between the Proposer and DYS. Failure to provide required information and/or documentation may result in disqualification of the proposal.

Proposal Formatting

- One (1) original Proposal and one (1) electronic copy of the Proposal saved on a USB flash drive shall be submitted
- Proposal shall be typed on letter-size white paper, 12pt font size, 1 inch margins, no typeface preference
- Pages shall be numbered consecutively throughout the Proposal
- The original Proposal must be clearly marked "Original"
- The title page shall include the following identifying information: Proposer name, mailing and municipal address, telephone number, federal tax identification number, Proposer status (i.e., non-profit, proprietorship); name, title, telephone number, and email address of authorized representative
- A table of contents page shall indicate page locations for each of the principal sections of the Proposal and additional information as appropriate
- Each page of the Proposal shall include the name of the Proposer in the upper right hand corner. The Proposal shall be tabbed and divided into three parts:
 - Technical: The narrative description of the program (page 12), **must not exceed thirty (30) double-spaced typewritten pages; addenda, if necessary, must not exceed twenty (20) pages, and must be labeled and listed in the table of contents**
 - Qualifications of Proposer: Capability Statement (page 14)
 - Cost (page 15): The completed and signed *Cost Proposal* (Attachment 3) must be included in the Proposal. Failure to submit a completed and signed Cost Proposal will result in automatic disqualification of the Proposal.
- Proposer Disclosure Statement (page 2)
- Federal E-Verify Program Enrollment Verification Form (page 2)
- Proprietary financial information should only be submitted in the original Proposal or may be provided in a separate sealed envelope, which will only be available to DYS. The financial information will be returned to all Proposers upon award or upon completion of the evaluation process.

Documentation Required With Proposal

- Announcement Form Completed
- Affirmation Form Executed
- Cost Proposal Summary (**Attachment 3**)
- Audited Financial Statement
- Budget Format (**Attachment 2**)
- List of Board of Directors
- Narrative description of the program
- Proposer Capability Statement
- Job Descriptions
- Organizational Chart
- Resume or Position Description for Program Director

- Board Resolution (**Attachment 1**)
- List of Agency References
 - A minimum of three (3) references is required. References shall include persons or organizations that have utilized the Proposer to facilitate the services outlined in this RFP. Reference list shall include agency/company name, contact person, mailing address, email address, and telephone number. Proposer's employees and parent companies shall not be listed as qualified references.
- Letter of Tax Exempt Status, if applicable
- Description of Proposed Site including floor plans to scale
- Proposer Disclosure Statement
- Federal E-Verify Program Enrollment Verification Form
- Disclosure of Ownership, Execute affidavit or provide other ownership documents
- Documentation of Insurability
- Agreement of Accountability

Technical: The Program Description

When preparing the program description, extreme care shall be taken to accurately describe the program, services, treatment patterns, etc. Successful Proposers will be held responsible for the continued provision of services as described in the Proposal for the entire contract period. If the Proposer chooses to contract with other service providers to meet any of the requirements outlined in the RFP, then a detailed description of those services is required. It is the Proposer's responsibility to ensure the descriptions meet the guidelines noted within this RFP. For example, if a community mental health center will be used to meet the mental health needs of youth, a detailed description of those services and their scope of work is required.

Literature Support and Need Documentation: The problems the program addresses

The need documentation and research section must provide a clear description of the nature of the problems of the youth being served. Current research literature shall be presented to describe the client and client systems, trauma-informed care and staff education, including the problems confronting the delivery of services to this population. Literature support shall provide the basis for how FFT services will be the most effective model for this population of youth.

The problem statement can use information from the Proposer's own experience with the population to be served, including successes and difficulties in serving the youth being addressed. However, descriptive information, including program design, without the support of research and practice literature, will be deemed insufficient.

Goals, Priorities, and Objectives

Establishing program goals, determining priorities, and developing measurable objectives is a critical aspect of effective program design. Generally, a broad program goal shall be crafted, followed by sub-goals which address the results anticipated for each program component. Each sub-goal will then have a set of objectives which will reflect, with specificity, the measurable attainments anticipated by the specific program component. The goals and objectives shall be based on the needs documentation as described above, and be conceptually linked to the evidence-based research and FFT model provided within the literature review.

Program Referral Process

Describe how program referrals will originate and what documentation is expected at the point of referral. Additionally, explain how program criteria and appropriateness of the referral will be determined. Note: DYS expects youth files to include a referral form, current risk assessment, official court documentation, treatment plan, progress notes, and termination plan.

Assessment and Treatment Plan Development

Discuss what assessment instruments will be utilized at intake and how this information, along with the reason for the referral, will contribute to the development of treatment plan. Proposers shall also describe how youth and their families will be included in the treatment planning process. Other factors that will be taken into consideration should also be delineated.

Service Delivery

The Proposers shall describe the process for service delivery in multiple counties. Consideration shall be given to: staff location and availability, case load capacity, impact of scheduled and unscheduled leave, geographical location of youth and their families, convenience of service delivery to youth and their families (emphasis on the home setting), engagement plan for resistant or reluctant families, methods used to address issues that may arise after service delivery (i.e., familial disengagement and problematic youth behavior during treatment). Proposers shall also discuss plans to assist youth and their families with needs and crises that may hinder or impede participation in FFT services (i.e., food, clothing, shelter, etc.).

Communication Process Between Responsible Parties and Case Updates

Proposers shall describe the method, frequency, and content of updates provided to the referral source. At a minimum, updates shall occur monthly and annual summaries shall be submitted.

Method for Engagement and Collaboration with Other Service Providers

Proposals shall describe the plan for collaboration with other service providers working with youth and their families. This collaboration shall be determined based on individual case needs, protective benefits, continuity of care, and cohesiveness with FFT services. The process for obtaining release of information documents shall also be described.

Case Closure and Recommendations

Proposers shall discuss how case closure is determined, and what criteria is reviewed to determine successful or unsuccessful completion of the program. Proposals shall also describe how post-release recommendations will be determined and communicated to the family and the referral source.

Follow-up Outcome Data

As noted in the Program Administrative Information section, Vendor(s) will be required to collect, enter, and track specific data related to youth cases. Proposers shall discuss plans for collected the necessary outcome data indicated earlier in this RFP. Additionally, proposals shall describe plans to address any impediments in collecting this information.

Action for Start-Up

- Provide a project timeline/action plan matrix showing the steps required to achieve program operation, including target dates. A sample project timeline may be viewed at <http://www.ojjdp.gov/grantees/timelines.html>.
- Explain how action steps relate to the overall mission statement of the program and the Proposer's parent agency if applicable.

Qualifications of the Proposer: Capability Statement

Organizational Structure

- Describe organizational structure to include parent companies and sub-units of organization.
- Include an organizational chart.
- Stated purpose and goals of the organization.

Qualifications of Staff

- Describe staffing patterns, including administrative and programmatic, and give rationale.
- Provide information regarding the qualifications and experience of program and treatment staff. Include copies of job descriptions and resumes/vitae of key personnel.
- Describe the program's plan to achieve cultural competency and culturally diverse staff.
- Professional treatment staff must be appropriately degreed in a human service field. It is highly desirable for a staff member working a mental health professional to possess a graduate degree in a mental health related field and be licensed in their profession. Discuss expectations and rationale for professional staff.
- Proposers shall describe how staff suitability will be determined. All staff (including interns, subcontract providers, and volunteers) must have a criminal records background check completed through the Alabama Bureau of Investigation and receive clearance through the DHR Child Abuse/Neglect (CA/N) Central Registry prior to an offer of employment and contact with youth.

Program and Case Auditing

- The Proposal shall describe the program methods for internal auditing, including how often the internal auditing will occur.
- Identify staff person or committee responsible for conducting internal audits.
- Describe the method of program evaluation to be used to determine the effectiveness of the program.
- Explain how the audit findings will be used to correct any identified program deficiencies.
- Identify staff person responsible for overseeing the implementation of any corrective action measures.

Note: It is understood and agreed that DYS is authorized to conduct service delivery audits of all Vendors as deemed necessary. This includes any designated DYS personnel and/or parties contracted to provide technical assistance to the agency. The Vendor must make provisions to ensure that DYS has access to the full and complete records regarding all features of the facility, administration, expenditures, management, maintenance, and staff training/development information.

Summary Qualifications of Proposer

- The Proposer shall have significant experience in the provision of the program services being offered. Proposals shall provide a brief history discussing the Proposers experience in this service area and the capacity to continue or expand such services.
- Key personnel are well qualified and have experience in performance of similar work.
- The Proposer has access to essential support services (administrative, fiscal, staff development).

Cost Proposal

- Cost Proposal must contain a completed *Budget Format* (Attachment 2) and the itemized statements required therein. Additional information requested by DYS for the purpose of determining the validity of the per diem quoted shall be provided within five (5) working days or the Proposal will be rejected.
- Cost Proposal (Attachment 3) must contain a per diem quote that matches the per diem quote calculated on the Program Budget (Attachment 2).
- Cost Proposals indicating donated goods, services, or additional funding support shall include the following:
 - source of donation including grants, donations from benefactors, or any other subsidies which would serve to offset the cost to the Proposer
 - disclosure of the value of the in-kind donation of goods and services
 - written statement from the donor or grantor guaranteeing that the services, funds, or goods donated will be for the entire term of the contract if it is awarded
- Include any additional information the Proposer feels appropriate to substantiate the fee quoted.

PROPOSAL EVALUATION CRITERIA

Contracts shall be issued based on the best interest of DYS. Weighted values may be assigned to the Technical Approach, Qualifications of Proposer, and Cost sections. Additionally, at a minimum, the following areas will be taken into consideration:

- Completeness of the proposal
- Proposer's understanding of the RFP
- Compliance with the RFP conditions
- Proposal formatting

ATTACHMENT 1

BOARD RESOLUTION

State of Alabama
County of

On the ____ day of _____, 20__ at a meeting of the Board of Directors of:

_____.

with a quorum of the directors present, it was duly moved and seconded that the following resolution be adopted.

BE IT RESOLVED that the Board of Directors of the above corporation do hereby authorize _____(Name & Title) and his/her successors in office to negotiate on terms and conditions that he/she may deem advisable, a contract or contracts with DYS and to execute said documents on behalf of the corporation, and further we do hereby give him/her the power and authority to do all things necessary to implement, maintain, amend or review said documents.

The above resolution was passed by a majority of those present and voting in accordance with the by-laws and articles of incorporation.

I certify that the above and foregoing constitutes a true and correct copy of the part of the minutes of a meeting of the Board of Directors on the above stated date.

President

Date

Secretary

Date

ATTACHMENT 2

PROGRAM BUDGET

DESCRIPTION	ANNUAL BUDGET	Administrative	Programmatic
SALARIES & FRINGES:			
Personnel Salaries *			
Fringe Benefits			
Total Salaries & Fringes			
PERSONNEL TRAVEL:			
Transportation			
Conferences			
Training			
Total Personnel Travel			
OPERATING SERVICES:			
Printing			
Insurance			
Maintenance – Auto			
Janitorial			
Rental - Other *			
Dues & Subscriptions			
Postage			
Data/Internet			
Utilities (Electricity & Water Only)			
Auditing/Accounting			
Total Operating Services			
OPERATING SUPPLIES:			
Office Supplies			
Medical Supplies			
Educational Technology & Maintenance			
Food*			
Automotive Supplies			
Maintenance Supplies			
Janitorial Supplies			
Laundry Supplies			
Dietary Supplies*			
Juvenile/Offender Personal			
Total Operating Supplies			
PROFESSIONAL SERVICES:			
Accounting & Auditing			
Medical			
Consulting *			
Legal *			
Education *			
Other *			
Total Professional			

ATTACHMENT 2

PROGRAM BUDGET

DESCRIPTION	ANNUAL BUDGET	Administrative	Programmatic
ACQUISITIONS:			
Auto *			
Equipment *			
Other *			
Total Acquisitions			
Other			
Interest Expense *			
Miscellaneous Expenses *			
Total Other			
TOTAL ANNUAL BUDGET			

PER DIEM CALCULATION	
Total Annual Budget	\$
Less (other non-Medicaid funding sources):	
Education Grants	\$
Education Foundation Funding	\$
Specialized Treatment Center Funding	\$
ALSDE – Federal Funds (N & D, IDEA, Carl Perkins, etc.)	\$
Child Nutrition Funding	\$
Foundations/Corporations	\$
Other*	\$
Net Annual Budget	\$
Net Annual Budget divided by 365 days	365 days
Net Daily Budget	\$
Net Daily Budget divided by anticipated daily population	___ daily youth
Equals the Daily Per Diem Rate	\$

***Explanation of these line items must be attached to the Budget Format. Positions and salaries for each position must be attached. Indirect costs must be documented.**

ATTACHMENT 3

COST PROPOSAL

This sheet is a **MANDATORY** requirement of the Request for Proposal and must be signed by the person authorized to bind the proposing organization. Proposer may offer a different per diem for each service category or a different per diem for separate programs within a program category. For each program on which you are bidding, provide the per diem in the table below.

PROGRAM	PER DIEM
	2019-2020
Functional Family Therapy Community-Based Diversion Treatment Program	

Name of Proposer

Signature of Contract Officer

Date