



REQUEST FOR PROPOSAL
RFP-22000000010

Issued: September 6, 2022

“Seeking proposals from qualified professionals/professional organizations for psychological services, including: initial screening examinations for applicants and newly appointed law enforcement officers, as well as fitness for duty or return to duty examinations for active agency employees.”

**Alabama Law Enforcement Agency
301 South Ripley Street
Montgomery, AL 36104
Office: (334) 517-2800
www.alea.gov**

PROPOSALS MUST BE RECEIVED BY OCTOBER 6, 2022

RFP DESCRIPTION AND QUALIFICATIONS

The Alabama Law Enforcement Agency (hereinafter “ALEA”) is seeking proposals from qualified professionals or professional organizations to provide psychological services, including initial screening examinations for newly appointed (probationary status) law enforcement officers, fitness for duty or return to duty examinations for active agency employees, and provision of psychological services to ALEA employees, to primarily include law enforcement officers.

All interested vendors are invited to submit a proposal in accordance with the requirements specified in this RFP.

The successful vendor will be required to assess the psychological stability and suitability for a career with ALEA (classified positions under the State Merit System). As ALEA’s law enforcement officer selection process is multi-phased, applicants may be screened out at any point during the process, but ALEA intends the examination to occur subsequent to an offer and acceptance of employment. Fitness for duty assessments and return to duty assessments will be performed on existing merit system classified employees. The number of applicants will vary depending on the needs of ALEA and available funding. The number of employees requiring fitness for duty or return to duty assessments will also vary. No minimum amount of work is guaranteed. The maximum number of evaluations (employment screenings, fitness for duty, and return to duty) shall not exceed 150 in a calendar year.

Vendors must provide the services of an individual (or individuals) that meet the following minimum professional qualifications:

1. PhD in clinical psychology from an accredited university;
2. Licensed or certified to practice psychology (or psychiatry) in Alabama (proof of licensure/certification must be included with proposal);
3. Minimum of three (3) years’ post-graduate experience providing psychological services;
4. Demonstrable testing and assessment experience/expertise in evaluating and interviewing candidates (in-person) for employment purposes; **and**
5. Experience conducting pre-employment and/or fitness for duty evaluations in accordance with the Americans with Disabilities Act (ADA).

Additionally, the following qualifications are **preferred**:

1. Experience with law enforcement psychological assessments, including screening applicants for hire and performing fitness for duty and return to duty evaluations;
2. Demonstrable testing and assessment experience/expertise in evaluating and interviewing candidates virtually for employment purposes; and
3. Use of defensible procedures, conclusions, and recommendations in line with accepted best practices in the field of psychology with demonstrated successful defense of the same in legal proceedings.

Vendor must provide, along with the proposal, an up-to-date resume of any individual who would be performing services under any executed contract.

Along with any resume, vendor will provide a minimum of three (3) professional references for such individuals, including the reference's name and telephone number. References should be capable of speaking to similar contracts/services rendered by vendor.

Liability and/or malpractice insurance will be the responsibility of the contract provider. Vendor must provide evidence of adequate insurance with its proposal and maintain adequate insurance coverage for the entire duration of any executed contract.

SERVICES REQUIRED

The successful vendor will be required to meet all assessment needs requested by ALEA.

The successful vendor must provide for applicant and new hire screening of law enforcement officers (when requested by ALEA), as well as conduct fitness for duty, return to duty, and wellness assessments of ALEA employees to determine their stability and suitability to continue employment with ALEA in their assigned capacity.

Services will include testing, using validated psychological testing instruments and in-depth personal history evaluations. Nationally validated screening methods will be given preference. Vendor will conduct in-person interviews of applicants/employees.

Vendor will provide an individual written report for each applicant/employee who has undergone an in-person interview, regardless of status (*i.e.* applicant, new hire, fitness for duty, or return to duty), addressing the stability and suitability of the applicant/employee. Following each interview, vendor will provide a verbal summary report to ALEA within seventy-two (72) hours and a full written report within ten (10) calendar days of the conclusion of an in-person 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. ALEA job specifications, duties, and responsibilities will be provided upon request. Each report must provide a recommendation as to whether the applicant/employee should be offered employment or 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.

Each report, at a minimum, will address the following:

Purpose and nature of assessment; Assessment procedure; Prior social history; Personality attributes; Emotional history; Personality functioning; Motivational level; Psychosocial background; and any other information pertinent to the evaluation/decision making process.

Reports should also include a breakdown of the evaluation summary to show how the applicant/employee scored in specific areas of the assessment.

Prior to conducting any tests, screening, or interviews of applicants/employees, a disclosure/release of information form will be provided to the applicant/employee explaining that ALEA is the client and the information obtained will be released only to ALEA.

Vendor must specify in the responsive proposal anticipated time requirements for a typical screening process and in-person interview, as well as any other requirements (supplies, materials, etc.) that will be necessary to perform services.

Vendor must provide in the responsive proposal all applicable hourly rates and an itemized breakdown of costs (direct and indirect) based on the services that will be required. If multiple individuals may provide service under an executed contract, this information must be provided for each such individual. Failure to provide hourly rates for all services required in this RFP may result in a proposal being considered non-compliant.

Vendor must specify in the proposal the anticipated location(s) where the work will be performed. Vendor is not to use ALEA facilities or offices to provide services, unless specifically approved by ALEA.

PROPOSED CONTRACT TERMS AND CONDITIONS

General terms and conditions provided by the Alabama Department of Finance through the Alabama Buys purchasing system are hereby incorporated into this RFP by reference.

A standard agency contract will be required. Upon acceptance of Vendor's proposal by ALEA, 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 ALEA. Vendor will not be entitled to compensation for work or services performed prior to the effective date of the contract.

ALEA is not responsible for and will not pay or reimburse any associated cost incurred by vendor in the preparation and submission of vendor's proposal or in any processes associated with vendor's participation, regardless of whether vendor is selected.

This RFP does not, by itself, obligate ALEA; 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. ALEA hereby reserves the right to add terms and conditions during contract negotiations, within the scope of this RFP.

The anticipated contract term for this RFP is a two (2) year period. ALEA reserves the right, however, to include up to three (3), one-year renewal options, at its discretion, in any initially awarded contract. When provided for in any executed contract, ALEA has the sole option to exercise renewal options. Unless otherwise provided by any executed contract, the holding over of the contract, excluding any exercised renewal options, will be considered a month-to-month extension and all other terms and conditions shall remain in full force and effect. To be effective, any renewals must also be submitted and approved by the

Alabama Contract Review Permanent Legislative Oversight Committee and require the approval and signature of the Governor of the State of Alabama.

The selected vendor may be required to enter into contract negotiations at the discretion of ALEA. If an agreement cannot be reached to the satisfaction of ALEA, ALEA may reject the vendor's proposal or revoke the selection and begin negotiations with another qualified and responsive vendor.

FORM AND CONTENT OF PROPOSALS

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. The proposal package must be fully sealed and properly labelled with Vendor's name, proposal opening date, and RFP number. Failure to submit the required number of copies in the requested format will prevent a vendor's proposal from being evaluated.

An authorized representative of Vendor must sign the original proposal with any changes made in ink in all required places. ALEA will consider the person who signs vendor's proposal to be the point of contact for all matters pertaining to the proposal unless vendor expressly designates another person in writing. By signing the proposal, vendor agrees to be bound by all terms and conditions of the RFP. Any exceptions to the specified terms and conditions must be clearly set forth in vendor's proposal and are subject to ALEA's acceptance of the same. Vendor may be deemed non-responsive if its proposal contains exceptions to the terms and specifications of the RFP.

If the organization 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. All forms and requirements of Vendor per this RFP shall equally pertain to any subcontractor(s).

Proposals submitted by "Express/Overnight" services must be in a separate inner envelope/package, sealed, and identified as stated above.

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

Vendor's proposal **must** include the following forms which are available for download at <https://www.alea.gov/RFP>:

(1) Coversheet; (2) Vendor Authorization Form to Submit Proposal; (3) Vendor Disclosure Statement ("Proposal Box" must be checked on this form) (Please note: a separate Vendor Disclosure Statement with the "Contract Box" checked must be completed by the successful vendor to accompany any executed contract and that a copy shall be filed with ALEA and the Alabama Department of Examiners of Public Accounts and submitted to the Contract Review Permanent Legislative Oversight Committee. Pursuant to § 41-16-65, Ala. Code 1975, any disclosure statement filed will be a public record.); (4) Corporate Acknowledgement Statement (Must be included with proposal if applicable. If not applicable, vendor must include an

explanation of inapplicability with the proposal.); (5) Copy of vendor's Certificate of Authority (issued by the Alabama Secretary of State); (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.); (7) Certificate of Compliance with Act 2016-312; (8) Certificate of Compliance with the Beason-Hammon Alabama Taxpayer and Citizen Protection Act; (9) Copy of vendor's full e-verify MOU; and (10) Valid tax ID (W-9 form).

The proposal must address all requirements of this RFP and provide all information requested. Failure to comply with the requirements of the RFP will result in the disqualification of vendor's proposal. Proposals submitted on reduced and/or mutilated forms will be rejected.

Along with the requirements stated herein, proposals should adequately address each of the following:

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).

Discuss vendor's philosophy, plan, goals, and objectives.

Describe vendor's experience relative to providing required services.

Explain how vendor determines whether to recommend that an interviewee is or is not fit for employment as a law enforcement officer; provide specific methods/processes.

Provide a detailed description of services and methods proposed by vendor.

Describe vendor's assessment process, including any instruments and procedures to be used, as well as how data collected will be integrated into the delivery of services.

Discuss mechanisms used by vendor to monitor fiscal responsibility, clinical, physical, and quality control, including how vendor will incorporate input/feedback from interviewees, ALEA staff, and other stakeholders into the planning, design, improvement, and implementation of services.

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 provide a sample weekly chart of staff coverage, as well as an organizational chart showing how those personnel providing services under any executed contract are organized within vendor's organization. Vendor must identify credentials and qualifications of all personnel included in the staffing plan and provide evidence of required licensure or certification.

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.

Proposals should be returned to:

ATTN: Nikita Iverson
Alabama Law Enforcement Agency, Accounting Division
301 South Ripley Street
Montgomery, AL 36104

**Proposals may be returned via Express/Overnight mail to street address only*

The proposal package must be properly sealed and labelled with vendor's name, proposal opening date, and RFP number.

Whether proposals are mailed, hand delivered, or delivered by express mail, they must be delivered to the ALEA Accounting Division at the address shown above.

Faxed, electronic, or oral proposals will not be accepted.

ALEA reserves the right to seek and receive necessary clarification/supplementation from vendors within five (5) days of receiving responsive proposals and prior to awarding any contract. Clarification/supplementation during this time period will be limited to ensuring compliance with requirements, forms, and certifications and is not the opportunity for a vendor to modify its proposal.

Note: ALL responsive vendors must be registered to perform business with the State of Alabama to be awarded a state contract. Vendor information and registration is available on-line at: <https://www.alabamabuys.gov>. Please note: vendors must be registered through Alabama Buys to receive payment for services rendered.

DATE PROPOSALS RECEIVED

Sealed proposals will be received until October 6, 2022 at 4:00 pm. Proposals must be received by this date and time to be considered by ALEA.

All proposals received after the appointed deadline for receipt, whether by mail or otherwise, will be returned unopened. The time of receipt shall be determined by the time received at the address noted above. Vendors have the sole responsibility for assuring that proposals are received by ALEA by the designated date and time.

Proposals will remain firm and unaltered after opening for one-hundred and twenty (120) days after the proposal due date or until ALEA signs a contract with another vendor, whichever is earlier. ALEA may accept vendor's proposal at any time during the proposal firm time, subject to successful contract negotiations.

CERTIFICATIONS BASED ON PROPOSAL SUBMISSION

By submitting a proposal, vendor warrants acceptance and agreement with all terms and conditions presented in this RFP and further certifies that vendor is legally authorized to conduct business within the State of Alabama and will comply with providing the services described.

Vendor warrants by submitting a proposal that all statements contained in the proposal are true and correct.

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 ALEA and that no such individuals have been employed by ALEA 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.

Vendor certifies by submission of a proposal that vendor has not publicly or privately colluded with any other vendor.

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.

By responding to this solicitation, 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 any claim for additional compensation.

PROPOSAL OPENING

Properly identified proposals will be securely kept and will remain unopened until time of proposal opening on October 10, 2022 and 10:00am. ALEA does not accept responsibility for the premature openings of proposals not properly identified or the late arrival of a proposal for whatever reason. Proposal opening will be held in the ALEA IT Conference Room, 201 South Union Street - Suite 341, Montgomery, AL 36130. Proposal opening is not to be construed as meaning any vendor meets all specifications as set out in the proposal.

MODIFICATIONS/SUSPECTED ERRORS/CLARIFICATION

Vendor may make a written request to modify or withdraw the offer 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. Only written requests received by ALEA prior to the scheduled opening time will be accepted. ALEA will supplement original proposals received with accepted written modification requests.

If a vendor suspects an error, omission, or discrepancy in this solicitation, vendor must immediately notify ALEA's designee in writing, Nikita Iverson, at the above stated address or by email (Nikita.Iverson@alea.gov) will issue written instructions if appropriate and make any necessary changes available to all interested parties by posting the same on ALEA's website, www.alea.gov. It is the responsibility of all interested vendors to monitor this webpage for announcements regarding this RFP.

If a vendor considers any part of this RFP unclear, that vendor is expected to make a written request for clarification, prior to the submission of their proposal. Requests for clarification should be sent to Nikita Iverson, via email, Nikita.Iverson@alea.gov. All requests for clarification must be submitted by September 20, 2022 at 4:00 pm. Requests for clarification emails should include in the subject line “RFP 22000000010”. ALEA will respond in writing or by email to all such requests if a response is deemed appropriate. ALEA’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 ALEA’s website, www.alea.gov. It is the responsibility of all interested vendors to monitor this webpage for announcements regarding this RFP.

Amendments to this RFP, if issued, will be made available to all interested vendors registered through the Alabama Department of Finance’s Purchasing Division as required and by posting the same on ALEA’s website, www.alea.gov. The amendment(s) will incorporate the clarification or change and provide a new date and time for new or amended proposals. It is the responsibility of all interested vendors to monitor this webpage for announcements regarding this RFP.

EVALUATION AND METHOD OF SELECTION

ALEA will designate a Proposal Evaluation Committee to be made up of at least three (3) members of ALEA Senior Staff. ALEA 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 Secretary of ALEA or designee who will make the final award decision.

Vendor selection will be based on the proposal that meets or exceeds the requirements set forth in this RFP. Proposals will be evaluated based on the quality and completeness of the information provided. Vendors must provide comprehensive statements that illustrate their understanding of the proposed contract requirements.

ALEA may request an oral presentation or conduct interviews to support vendor’s written proposal.

Any vendor whose proposal does not meet the mandatory requirements and does not provide a primary proposal that meets all the required specifications of the RFP will be considered non-compliant.

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 ALEA. ALEA further reserves the right to use for its benefit the ideas contained in proposals received.

After the evaluation of proposals received and selection of the successful vendor, the selection and the award will be posted on the agency’s website, www.alea.gov. Upon ALEA selecting a vendor’s proposal for contract negotiations, ALEA will send the vendor written notice. Notice letters sent or posted during proposal firm time, or during any extension thereof, will extend the proposal firm time until such time as ALEA signs a contract or determines negotiations with the vendor have failed. Receipt or posting of a notice of award is not the equivalent of a contract with ALEA. ALEA anticipates making a vendor

selection within five (5) business days from the date scheduled for proposal opening but reserves the right for an extension of time as required.

EVALUATION CRITERIA

ALEA's Proposal Evaluation Committee will evaluate proposals using the following criteria:

Experience, Expertise, Knowledge, Stability, and Reputation of Vendor (35%)
Understanding and Responsiveness to RFP (25%)
Proposed Budget (40%)

COST OF RESULTING CONTRACT AND BILLING

The total cost of a resulting contract shall be a fixed fee for the psychological services to be provided throughout the service contract, to be utilized at the sole option of ALEA. The number of psychological evaluations to be performed in a single calendar year shall not exceed 150. The resulting contract shall not exceed the total cost quoted by vendor in its proposal based on the maximum number of evaluations provided herein. No minimum number of evaluations is guaranteed by ALEA.

Vendor will be required to submit invoices to ALEA for services provided pursuant to a services contract.

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 ALEA for any taxes unless a statement is attached to the bill identifying the tax and showing why it is legally chargeable to ALEA. If it is determined that taxes are legally chargeable to ALEA, ALEA will pay the tax as required. State and federal tax exemption information is available upon request. ALEA does not warrant that the interest component of any payment is exempt from income tax liability.

All payments will be made to conform to State fiscal year requirements, notwithstanding any contrary provision in the contract. This may include prorating payments that extend beyond the end of ALEA's fiscal year.

RESERVATIONS

In addition to any other reservations made herein, ALEA 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 ALEA determines to be in the best interest of the state and ALEA. All services may be awarded to one (1) professional service provider or ALEA may award different services described in the RFP to different providers.

ALEA 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 ALEA.

Submission of a proposal confers on vendor no right to a selection or to a subsequent contract.

This process is only for the benefit of ALEA and is to provide ALEA with competitive information to assist in the selection process. All decisions on compliance, evaluation, terms, and conditions will be made solely at the discretion of ALEA.