

ANNOUNCEMENT
REQUEST FOR PROPOSALS
Alabama Department of Youth Services (DYS)

The Alabama Department of Youth Services hereby solicits Proposals from qualified parties to provide the following in-state inpatient psychiatric hospitalization services to juveniles:

| SERVICE CATEGORY | GENDER (NUMBER OF UNITS) | CAPACITY AND AREA | SPECIAL CONDITIONS |
|--|--------------------------------|---|--------------------|
| 1. Inpatient psychiatric hospitalization services to juveniles | Male / Female | 1. Provide in-patient psychiatric hospitalizations for students; and/or 2. Provide residential intermediate therapeutic residential service for students; and/or 3. Provide emergency psychiatric services, including referrals for in-patient hospitalization if not provided. | Medicaid Provider |

Proposals are due by **12:00 PM CDT on July 8, 2026** at the Department of Youth Services address below. Further details and expectations are outlined in the Request for Proposal Package. Submit this form with your Proposal.

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

For Courier Service:
Alabama Department of Youth Services
1000 Industrial School Road
Montgomery, Alabama 36057
Attention: Shawn Stinson

Offeror's Name & Address: _____

Contact Person: _____

Title: _____

Phone: _____

Fax: _____

AFFIRMATION

| | | |
|--|---|---|
| STATE OF ALABAMA DEPARTMENT OF YOUTH SERVICES | REQUEST FOR PROPOSAL | |
| | DATE ISSUED: June 15, 2026 | |
| FOR: INPATIENT SERVICES For JUVENILE OFFENDERS | PROPOSAL MUST BE RECEIVED BEFORE: DATE: July 8, 2026 TIME: 12 PM CDT | |
| TO BE COMPLETED BY OFFEROR 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: | | |
| <u>REGULAR U.S. MAIL</u> Alabama Department of Youth Services P.O. Box 66 Mt. Meigs, Alabama 36057 Attention: Shawn Stinson | <u>COURIER SERVICE</u> Alabama Department of Youth Services 1000 Industrial School Road Montgomery, Alabama 36117 Attention: Shawn Stinson | |
| 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 OFFERORS 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 |

ALABAMA DEPARTMENT OF YOUTH SERVICES

REQUEST FOR PROPOSALS

**Proposals Due By
12 PM CDT on July 8, 2026**

Submit to:

For Regular U.S. Mail:

Alabama Department of Youth Services
P.O. Box 66
Mt. Meigs, Alabama 36057
Attention: Shawn Stinson

or

For Courier Service:

Alabama Department of Youth Services
1000 Industrial School Road
Montgomery, Alabama 36117
Attention: Shawn Stinson

*Please insure that all proposals contain 1 paper copy of all
proposal documents AND a flash drive with all documents in
electronic versions.*

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1. Cost Proposal – **MANDATORY**

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 DYS 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.

This Request for Proposal (RFP) package contains all the information and forms necessary to complete and submit a Proposal for the services indicated herein. This RFP is organized to promote an orderly analysis of DYS’s requirements. The RFP also provides a basis for developing Proposals which should contain all the information necessary for DYS to evaluate the Proposals received. The RFP contains several sections and attachments. The original Proposal and the *Cost Proposal (Attachment 3)* must be signed by the official authorized to bind the Offeror. For not-for-profit organizations, such authority should be evidenced by a *Board Resolution (Attachment 1)*.

The term “Offeror” 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 Supplier refers to a successful Offeror that has entered into a contract with DYS to provide services indicated herein.

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

The deadline for submission of written questions concerning this RFP package is **June 23, 2026**. Questions may be submitted via email to Shawn.stinson@dys.alabama.gov. Questions and answers will be posted as an amendment to the RFP in STAARS.

Information regarding who submitted Proposals will not only be available after award of the contract.

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.

All Suppliers must have an activated account within Alabama Buys. 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://www.alabamabuys.gov/page.aspx/en/usr/login?ReturnUrl=%2fpage.aspx%2fen%2fbuy%2fhomepage> Once the account is created, the Supplier should follow the instructions on the Alabama Buys website to access the account. Finance and DYS will no longer be able to update or correct billing addresses. This will be the responsibility of the Supplier.

According to Alabama Buys, the name and address on the contract, E-Verify, and invoice must be the same. Please note that if the Supplier 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 \$25,000. The form is available at <https://www.alabamaag.gov/wp-content/uploads/2025/10/Alabama-Vendor-Disclosure-Statement.pdf> Instructions to complete the form is available at <https://www.alabamaag.gov/wp-content/uploads/2025/10/Disclosure-Statement-Information-and-Instructions.pdf> 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. Forms can be found at <https://www.uscis.gov/sites/default/files/document/forms/i-9.pdf>. Instructions for form completion are available at <http://www.uscus.gov/sites/default/files/document/forms/i-9instr.pdf> .

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 Offerors, additional written information obtained from Offerors, and/or information concerning the Offeror's previous performance in the operation of similar programs. The Executive Director of DYS may choose to negotiate directly with Offerors 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 Request. DYS is not required to accept any Proposal based solely on costs and is not bound to accept the lowest costs 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 must be received by DYS by 12:00 p.m. CDT on **July 8, 2026** at the address below. Faxed or emailed proposals will not be accepted.

MAILING ADDRESS FOR REGULAR U.S. MAIL DELIVERY:

Alabama Department of Youth Services
P.O. Box 66
Mt. Meigs, Alabama 36057
Attn: Shawn Stinson

OR FOR COURIER SERVICE:

Alabama Department of Youth Services
1000 Industrial School Road
Montgomery, Alabama 36117
Attn: Shawn Stinson

GENERAL INFORMATION

The Alabama Department of Youth Services (hereinafter referred to as “DYS”) is soliciting Proposals for in-state, inpatient psychiatric hospitalization services for juvenile offenders. The purpose of the RFP process is to encourage private organizations to develop program models which will provide cost effective services. These services should be designed to aid DYS in meeting the needs of youth committed to the care and custody of DYS.

Each Proposal will be judged on its own merit. DYS will not provide start-up funds or cash advances to successful Offerors. 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 Offeror 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.

The Offeror 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 Offeror 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 Offeror shall provide an insurance certificate to DYS. This announcement 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 announcement or any work statement component at any time.

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

The award is recommended to the Chief Procurement Officer and the Division of Procurement sends out the intent to award. 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.

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

For this RFP the following definitions shall apply:

- (a) Supplier: A successful offeror that has entered into a contract with DYS to provide in-state inpatient psychiatric services to delinquent youth committed to DYS.
- (b) Affirmative Action Policy: The policy adopted by a Supplier that is in full compliance with applicable provisions of federal law and the Alabama State Law and that ensures equal opportunity in the areas of employee selection, retention, rate of pay, demotion, transfer, layoff, termination, and

promotion regardless of age, disabilities, race, religion, sex, or ethnic origin.

(c) Resident: A Juvenile Delinquent who has been committed to DYS.

DYS and any duly authorized representative of DYS shall have open access to all facilities, records (including electronic files and documentation), and books of Suppliers for audit and compliance purposes pertinent to the contract.

The original Proposal and the *Cost Proposal (Attachment 3)* shall be signed by the official authorized to bind the Offeror. For not-for-profit organizations, such authority shall be evidenced by a *Board Resolution (Attachment 1)*.

By submission of a Proposal, the Offeror 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 Offeror.
- No attempt has been made or will be made by the Offeror to induce any other Offeror to submit or not submit a Proposal for the purpose of restricting competition.

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

SUBCONTRACTS:

The Offeror **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 Offeror via a contract. DYS will have no direct contractual relationship with the individual or company performing that portion of the program. All subcontract

s 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. Offeror must submit qualifications of any subcontractors.

AFFIRMATIONS:

The Proposal must contain a suitable Affirmative Action Policy to be adopted by Offerors. 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 Offeror must certify that they operate in a “drug-free” environment.

The Proposal should be prepared in a straightforward manner and include a concise description of the Offeror'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.
- ***Cost Proposal Summary – Attachment 3***

PROGRAM PERFORMANCE AND SANCTIONS:

While it is a goal of DYS for all Suppliers to administer a program of rehabilitation for youth which meets the performance requirements of this RFP, it is necessary to have a system of monitoring to assure program performance at the highest possible level. A contract resulting from this RFP may be sanctioned or 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

HIPAA COMPLIANCE AND CONFIDENTIALITY:

Suppliers must comply with the requirements of the Health Insurance Portability and Accountability Act. HIPAA involves protecting the privacy and security of Protected Health Information (PHI) of Residents that Suppliers will have access to. Suppliers must enter a Business Associate Agreement with DYS. In addition, Suppliers 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).

HEALTH CARE COVERAGE:

Suppliers must make every reasonable effort necessary to obtain health care coverage for program youth. Each youth in the Supplier's care will be enrolled in the Children's Health Insurance Program (CHIP/Medicaid) through applications provided by DYS. Some youth may also have private health insurance coverage through their guardian. Those youth who are enrolled in ALL Kids will not be eligible for Medicaid coverage. If the youth has private insurance through his/her family, the Supplier will be responsible for collecting information regarding that insurance (i.e. Name of insurance company, policy number and holder, etc.). All routine medical and/or dental services, co-pays, expenses, and medications not paid by Medicaid, private health insurance, or ALL Kids will be the Supplier's responsibility. The cost for non-routine expenses not covered by a youth's designated health care provider will be coordinated between DYS and the Supplier on a case-by-case basis. Anticipated expenses not covered by health care providers must be reflected in the program budget.

MEDICAID REHABILITATIVE SERVICES:

- Suppliers must meet requirements of the most current Medicaid Code for Inpatient Hospitalization.
- The Supplier will be solely responsible for submitting and re-submitting/reversing (when necessary) Medicaid claims. The Supplier is responsible for documenting the provision of rehabilitation services in a manner that substantiates the Medicaid claim and meets Medicaid requirements for record-keeping and retention.

- The Supplier is subject to an audit of its records regarding Medicaid claims and must keep accurate records and maintain original source documentation in preparation for such an audit.
- The Supplier will have primary responsibility to bill Medicaid for Inpatient Hospitalization services.
- The Supplier will be expected to work with any duly authorized representative of DYS and provide open access to all facilities and records including electronic files/documentation.

**The successful Offeror must be able to begin operations and accept youth by October 1, 2026.
Failure to begin operations within this period of time may result in cancellation of the contract.**

Request for Proposal

The Alabama Department of Youth Services (DYS) seeks proposals from qualified entities to:

1. Provide in-patient psychiatric hospitalizations for students; and/or
2. Provide residential intermediate therapeutic residential service for students; and/or
3. Provide emergency psychiatric services, including referrals for in-patient hospitalization if not provided.

See Attached Appendix listing all facilities where such students are located.

OBJECTIVE: DYS has determined that there exists an identifiable need for certain individuals committed to DYS to receive in-patient psychiatric hospitalization and/or residential intermediate therapeutic residential services and/or emergency psychiatric services.

CONTRACT PERIOD: The initial award term is for a period of **five (5)** years beginning **October 1, 2026** and ending **September 30, 2031**. The first contract term is for two years with renewals of the contract, as agreed upon by both parties, may be made at one (1) year intervals, or any interval that is advantageous to the Department, not to exceed three (3) years, at the option of the Department. The contract will commence following the review and approval of the Chief Procurement Officer, the Contract Review Committee, and the Governor.” ***The selected Supplier(s) must be fully operational on October 1, 2026.***

MINIMUM QUALIFICATIONS: The successful entity will have prior experience in providing inpatient psychiatric hospital treatment and care, residential intermediate therapeutic residential psychiatric services and emergency psychiatric services to youth such as DYS Residents. Further, the successful entity shall have extensive experience in providing such care and treatment services to youth such as DYS Residents.

PROPOSAL SUBMITTAL INFORMATION:

Original proposals and three copies must be received by **12:00 p.m., on July 8, 2026** to the Alabama Department of Youth Services, 1000 Industrial School Road, P.O. Box 66. Mt. Meigs, AL 36057. ATTN: Shawn Stinson. Late proposals will not be accepted.

DYS expressly reserves the right to reject any or all submitted proposals.

For technical questions regarding this Request for Proposal, please contact Shawn Stinson via email at shawn.stinson@dys.alabama.gov.

SCHEDULE OF EVENTS

The following RFP Schedule of Events represents the Department's best estimate of the schedule that will be followed. Unless otherwise specified, the time of day for the following events shall be between 9:00 a.m. and 12:00 p.m., Central Time. The Department reserves the right, at its sole discretion, to adjust this schedule, as it deems necessary. Notification of any adjustment to the Schedule of Events shall be posted on the STAARS website at <https://procurement.staars.alabama.gov>. Suppliers should refer to the STAARS website periodically for any changes to the RFP.

The agency will also post any updates to the RFP to the department's website at www.dys.alabama.gov as detailed in Section 1.5.3 of this RFP.

| EVENT | DATE |
|--|----------------------|
| RFP Issue Date | June 15, 2026 |
| Deadline for Receipt of Written Questions..... | June 23, 2026 |
| Deadline for Posting of Written Responses to Questions..... | June 25, 2026 |
| Proposal Due Date..... | July 8, 2026 |

PROPOSAL CONTENT

The Proposal should be presented in a clear and concise format on standard letter size paper and should, at a minimum, contain the following:

- Identifying Information
- Name of Offeror
- Name of contact person for Offeror
- Telephone number and e-mail address for contact person
- Complete mailing address
- Municipal address for facility to be used for services
- Federal tax identification number
- Offeror status (i.e.: non-profit, proprietorship)
- Brief history of Offeror

Proposals should include costs estimates and how such costs estimates are determined, i.e. hourly rate or flat fee rates.

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 \$25,000. The form is available at <https://www.alabamaag.gov/wp-content/uploads/2025/10/Alabama-Vendor-Disclosure-Statement.pdf>

ACT 2011-535, as amended by Act 2012-491, requires that you enroll in the federal E-verify program if awarded the contract. Supplier's authorized person(s) within the agency must sign and submit *Appendix D – E-Verify* on the immigration status of all workers to be employed for the services described in this procurement. Supplier's must attest that all workers will be citizens of the United States or at the time of employment will be in a proper and legal immigration status that authorizes them to be employed for pay within the United States.

FAILURE TO PROVIDE REQUIRED INFORMATION AND/OR DOCUMENTATION AND FAILURE TO ADHERE TO THE FORMAT AND PAGE LIMITS INDICATED BELOW WILL RESULT IN THE DISQUALIFICATION OF THE PROPOSAL.

Offerors shall adhere to the following format in the preparation of Proposals:

- One (1) original Proposal with proprietary information and notarized documents and one (1) electronic searchable PDF or MS Word copy of the Proposal (excluding proprietary information) saved on a USB flash drive shall be submitted
- Proposal shall be typed on letter-size white paper, 12pt font size, 1inch margins, no typeface preference
- Pages shall be numbered consecutively throughout the Proposal
- The original Proposal must be clearly marked "Original"
- The cover of the Proposal shall indicate the Proposal is submitted in response to the Request for Proposal and indicate the service category being proposed
- The title page shall state the name, title, address and telephone number of the Offeror and the service category being proposed
- 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 Offeror and service category proposed in the upper right-hand corner. The Proposal shall be tabbed and divided into three parts:
 - Technical: The narrative description of the program (page 15), **must not exceed forty (40) double-spaced typewritten pages; addenda, if necessary, must not exceed thirty (30) pages, labeled and listed in the table of contents**
 - Qualifications of Offeror: Capability Statement (page 21), **must not exceed thirty (30) pages**
 - Cost (page 23): 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.
- All documents in electronic version on a flash drive that is included with the application packet.
- Offeror 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 Offerors upon award or upon completion of the evaluation process.

PROPOSAL EVALUATION CRITERIA

Technical Approach - 15 Points

Includes but is not limited to accuracy, timeliness and understanding of proposal.

Qualifications of Offeror – 50 Points

Includes but is not limited to experience and JACHO Accreditation of provider in providing inpatient psychiatric hospitalization for juveniles such as DYS Residents.

Cost - 35 Points

- A. Information provided in the Cost Proposal supports the reasonableness of the per diem quoted.
- B. Cost points, price per youth per day, will be determined using the following formula:

Lowest Annual Cost/Proposal Annual Cost to be Graded x Maximum Cost Points (35) = Proposal Cost Points.

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. Offeror 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.

| SERVICE CATEGORY | PROGRAM | PER DIEM |
|---------------------|---|----------|
| | | |
| 1. | Inpatient Psychiatric Hospitalization For Juveniles | |

Name of Offeror

Signature of Contract Officer

Date