



Kay Ivey
GOVERNOR

Alabama Department of
REHABILITATION SERVICES



Jane Elizabeth Burdeshaw
COMMISSIONER

7/21/2026

REQUEST FOR PROPOSAL

Purpose of RFP

The Alabama Department of Rehabilitation Services in Anniston, Alabama, is seeking proposals from qualified professionals, to provide psychological consulting and training for the office located in the Anniston area.

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

These services will consist of consultation with Vocational Rehabilitation counselors and other staff at least once a month at the Vocational Rehabilitation office located at 1910 Coleman Road Anniston, Alabama 36207. The consultant will participate in diagnostic staffing for consumers at least once per month and sometimes more than once per month. Also, this consultant will provide in-service training for staff on an as-needed basis.

Qualifications

Consultants must meet the following minimum professional qualifications:

The person fulfilling these responsibilities must be a clinical psychologist licensed by the State of Alabama. In addition, the person must have a minimum of three or more years' extensive knowledge and experience in working with individuals with disabilities. The psychologist must also have a minimum of three or more years' knowledge and experience in pharmacology associated with physical and mental disabilities.

Services Required

The successful consultant will be required to meet all assessment needs requested by ADRS.

Consultant will review existing psychological information to determine if information is adequate to determine eligibility for rehabilitation services. Consultation forms will be completed within two (2) weeks with an appropriate diagnosis checked. Consultant will

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review psychological reports, advise, interpret, and make recommendations to rehabilitation counselors regarding psychological treatment for rehabilitation of clients with psychological disabilities. Consultant will provide in-service training on psychological aspects of disabilities.

All services provided will be paid on an hourly basis. Consultant will provide 4 - 6 hours of service per month.

Services will be provided on site at the Anniston location. Consultant will be responsible for any overnight accommodations as well as transportation to and from the facility.

The Alabama Department of Rehabilitation Services intends to execute an initial contract with Contractor for a period of two (2) years, with up to three (3) one-year renewal options, pending written agreement of the vendor and Alabama Department of Rehabilitation Services, dependent upon required state approvals, availability of funds, performance evaluations of the project, at the full discretion of the Alabama Department of Rehabilitation Services. The contract will commence pending CPO signature, Legislative Review Committee approval, and Governor's signature. Each contract renewal will be presented to the Legislative Oversight Committee for approval.

Evaluation Criteria

Submissions will be reviewed by the VR Supervisor and the VR Supervisor Assistant. They will be evaluated based on consultant qualifications, level of experience and knowledge working with individuals with disabilities and hourly rate.

- Consultant Qualifications 40%
- Level of experience and knowledge working with individuals with disabilities 40%
- Price 20%

Any Proposal that does not satisfy requirements of the RFP may be deemed non-responsive and may be disregarded without evaluation. ADRS reserves the right to reject any and all proposals and cancel this Request if, in the exercise its sole discretion, it deems such action to be in its best interest. Please include a complete resume outlining your experience as it relates to the requirements, a copy of your state certificate that will be contracted, and an hourly rate for the services requested within this RFP. **Submissions must be received by 5:00 p.m. CDT on August 11, 2026, the RFP response close date.** It is solely the responsibility of each responder to ensure timely delivery of the proposal. Proposals received after the specified deadline will not be considered. **Responders are required to submit both a printed copy of the proposal and an electronic version on a USB drive to:**

Alabama Department of Rehabilitation Services
c/o MaryAnn Livingston
1910 Coleman Road
Anniston, AL 36207

Proposal response packages should be labeled “Response to Licensed Clinical Psychologist – Anniston RFP” and should clearly indicate the Responder’s name. Respond to all questions and provide all information in the order requested. Proposals with missing information will be considered non-responsive and will not be considered. Faxed submissions are not acceptable.

Questions pertaining to this RFP may be submitted to Mary Ann Livingston at maryann.livingston@rehab.alabama.gov by 5:00 p.m. CDT on August 3, 2026. It is solely the responsibility of each responder to ensure timely delivery of the proposal. Responses to questions will be posted publicly to STAARS as an amendment to the RFP.

Proposal Preparation Costs

ADRS shall not pay any costs associated with the preparation, submittal, or presentation of any proposal.

Termination Clause

This agreement is terminable at will by either party upon thirty days’ written notice.

Alternative Dispute Resolution Clause

In the event of any dispute between the parties, senior officials of both parties shall meet and engage in a good faith attempt to resolve the dispute. Should that effort fail, and the dispute involves the payment of money, a party’s sole remedy is the filing of a claim with the Board of Adjustment of the State of Alabama.

For any and all disputes arising under the terms of this agreement which are not resolved by negotiation, the parties agree to utilize appropriate forms of non-binding alternative dispute resolution including, but not limited to, mediation. Such dispute resolution shall occur in Montgomery, Alabama, utilizing where appropriate, mediators selected from the roster of mediators maintained by the Center for Dispute Resolution of the Alabama State Bar.

Merit System Exclusion Clause

It is understood that there is no entitlement to any state merit system benefits under this Agreement.

Immigration Clause

By signing this agreement, the contracting parties affirm, for the duration of the agreement, that they will not violate federal immigration law or knowingly employ, hire for employment, or continue to employ an unauthorized alien within the state of Alabama. Furthermore, a contracting party found to be in violation of this provision shall be deemed in breach of the agreement and shall be responsible for all damages resulting therefrom.

E-Verify Attachment

An agreement resulting from this RFP will include provisions for compliance with certain requirements of the Beason-Hammon Alabama taxpayer and Citizen Protection Act, Sections 31-13-1 through 35, Code of Alabama 1975 as follows:

E- VERIFY ENROLLMENT DOCUMENTATION AND PARTICIPATION. As required by Section 31-13-9(b), Code of Alabama 1975 Contractor that is a "business entity" or "employer" as defined in Section 31-13-3, will enroll in the E-Verify Program administered by the United States Department of Homeland Security, will provide a copy of its Memorandum of Agreement with the United States Department of Homeland Security that program and will use that program for the duration of this agreement.

As required by Section 31-13-9(k) of the Code of Alabama 1975, the supplier agrees to the following: "By signing this contract, the contracting parties affirm, for the duration of any agreement that they will not violate federal immigration law or knowingly employ, hire for employment, or continue to employ an unauthorized alien within the State of Alabama. Furthermore, a contracting party found to be in violation of this provision shall be deemed in breach of the agreement and shall be responsible for all damages resulting therefrom."

To enroll in the E-Verify program visit <https://www.e-verify.gov/>

No-Boycott Clause

In compliance with Act 2016-312, the contractor hereby certifies that it is not currently engaged in and will not engage in the boycott of a person or an entity based in or doing business with a jurisdiction with which this state can enjoy open trade.

Economic Boycott Clause

In compliance with Ala. Act No. 2023-409, by signing this agreement, Contractor provides written verification that Contractor, without violating controlling law or regulation, does not and will not, during the term of the agreement, engage in economic boycotts as the term "economic boycott" is defined in Section 41-16-160, Code of Alabama 1975.

Non-appropriation and Proration Clause

When funds are not appropriated or otherwise made available to support continuation of performance in a subsequent fiscal period, the agreement shall be cancelled, and, to the extent permissible by law, the supplier shall be reimbursed for the reasonable value of any non-recurring costs incurred but not amortized in the price of the supplies or services delivered under the agreement. To the extent permissible by law, this cost of cancellation may be paid from any appropriations available for that purpose.

In the event that proration of appropriated funds from which the State is to pay the supplier is declared by the Governor pursuant to Section 41-4-90 of the Code of Alabama, the contractor shall have the option, in addition to the other remedies of the agreement, of renegotiating the agreement to extend or change payment terms or amounts or terminating the agreement. In all circumstances, it is agreed that the terms and commitments of this agreement shall not constitute a debt of the State of Alabama in violation of Section 213 of the Constitution of Alabama, as amended.

Assignment Clause

Any Contract which results from this solicitation shall not be assignable by supplier without written consent of the State of Alabama. Any assignment or other transfer in violation of this provision will be null and void.