

STATE OF WYOMING
DEPARTMENT OF ADMINISTRATION & INFORMATION
GENERAL SERVICES DIVISION, PROCUREMENT SECTION
2323 CAREY AVENUE
CHEYENNE, WY 82002

REQUEST FOR PROPOSAL NUMBER 0073-N

WYOMING DEPARTMENT OF HEALTH
BEHAVIORAL HEALTH DIVISION

WYOMING 988 SYSTEM EVALUATION

PROPOSAL DUE DATE AND TIME
NOVEMBER 17, 2026 – 2:00:00 P.M. MOUNTAIN TIME

AGENCY REPRESENTATIVE:
ALICIA JOHNSON

PROCUREMENT REPRESENTATIVE:
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SECTION 1: REQUEST FOR PROPOSAL

1. SUBMISSION OF PROPOSALS:

The A&I Procurement Office will receive proposals for providing program evaluation, cross-system data analysis, and technical reporting services to assess the performance and outcomes of Wyoming's 988 crisis system for the State of Wyoming, Wyoming Department of Health (Agency), through the Public Purchase online bidding system. Proposals are due no later than 2:00:00 P.M. (Mountain Time) on November 17, 2026.

- 1.1. Proposals should be accompanied by the attached Proposal Price Sheet and signed by the proper official of the firm. All proposals should be uploaded on the Public Purchase online bidding system. Proposals sent by facsimile, email or paper copy may be rejected.
- 1.2. Proposals should be submitted through the Public Purchase online bidding system on or before the date and time specified. Proposals received after the date and time specified may be rejected.
- 1.3. The State of Wyoming reserves the right to withdraw this Request for Proposal, without cause, at any time before a contract has been fully signed and submitted to the A&I Procurement Office.

2. MODIFICATIONS OR WITHDRAWAL OF PROPOSALS:

- 2.1. A proposal may be altered through the Public Purchase online bidding system before the proposal due date and time contained in this document.
- 2.2. The proposer may withdraw its proposal through the Public Purchase online bidding system up to the proposal due date and time contained in this document. If a proposal is accepted and the proposer fails to furnish the service agreed upon in the proposal, that proposer may be eliminated from future consideration.

3. PREPARATION OF PROPOSALS:

- 3.1. A proposal may be rejected if it modifies any of the provisions, specifications or minimum requirements of the Request for Proposal.
- 3.2. In case of error in the extension of prices in the proposal, unit prices will govern.

4. AWARD AND CONTRACT INFORMATION:

- 4.1. The State of Wyoming will ensure that minority business enterprises will be afforded full opportunity to submit proposals. The State of Wyoming will not discriminate on the grounds of age, race, color, sex, creed, national origin, or disability status.
- 4.2. The proposer also, agrees that should their firm be awarded a contract, it will not discriminate against any person who performs work there under because of age, race, color, sex, creed, national origin or disability. In addition, the successful proposer shall comply with the Americans with Disability Act and the Wyoming Fair Employment Practices Act.
- 4.3. The proposer expressly warrants to the State that it has the ability and expertise to perform the contract if awarded. In doing so, it shall use the highest standards of professional workmanship.
- 4.4. The State of Wyoming reserves the right to reject any or all proposals, to waive any informality or technical defect in the proposals, or to award the contract in whole or in part, if deemed to be in the best interest of the State to do so. The A&I Procurement Office will award the contract to the firm, determined to have the most responsive and responsible proposal by the Wyoming Department of Health.

- 4.5. The successful proposer will be required to agree to and execute a formal contract with the State containing terms required by the Attorney General with reasonable adjustments acceptable to the State.
- 4.6. If applicable, the State will negotiate payment terms based upon a schedule to be determined by the proposer and the State. Paying invoices will be based upon the proposer successfully completing the deliverables within the stated deadlines, and upon the Agency's written acceptance of the deliverables or services.

DATED: October 15, 2026

State of Wyoming
Procurement Section
Buyer: Jamie Raff

SECTION 2: GENERAL PROVISIONS

1. INSURANCE:

- 1.1. The contract between the successful proposer and the State shall require the successful proposer to carry certain insurance policies. All such insurance policies, except workers' compensation and unemployment compensation policies, shall contain a waiver of subrogation against the Agency and the State, its agents and employees.

2. LAWS TO BE OBSERVED:

- 2.1. The proposer shall keep fully informed of, and comply with, all applicable federal and state laws or rules, all local bylaws, regulations, and all orders and decrees of bodies or tribunals having any jurisdiction or authority. The proposer shall protect and indemnify the State and its representatives against any claim or liability arising from or based on the violation of any law, bylaw, ordinance, regulation, order, or decree, whether by itself or its employees.

3. ASSIGNMENT:

- 3.1. The proposal shall not be assigned by the proposer. Third-party participation is authorized only as a joint venture that shall be clearly stated in detail in the original proposal and signed by all parties participating.
- 3.2. The proposer shall not enter into any subcontracts for any of the work contemplated under this Request for Proposal without the State's prior written authorization.

4. EXTENSION AND AMENDMENT:

- 4.1. The proposer and the State covenant and agree that this proposal or subsequent contract may, with the mutual approval of the proposer and the State, be extended not to exceed a total of six (6) years.

5. AUDIT AND ACCESS TO RECORDS:

- 5.1. The State or any of its duly authorized representatives shall have access to the proposer's books, documents, papers, electronic data, and records that are directly pertinent to this Request for Proposal.

6. CONFLICT OF INTEREST:

- 6.1. The proposer warrants that no kickbacks, gratuities, or contingency fees have been paid in connection with this Request for Proposal and none have been promised. The proposer warrants that no one being paid pursuant to the proposal is engaged in any activity that would constitute a conflict of interest with respect to the purchases of the proposal.

7. NO FINDER'S FEE:

- 7.1. The proposer warrants that no finder's fee, employment agency fee, or any such fee related to the proposal shall be paid.

8. SOVEREIGN IMMUNITY:

- 8.1. Pursuant to Wyoming Statute § 1-39-104(a), the State of Wyoming and the Agency expressly reserve sovereign immunity and specifically retain all immunities and defenses available to them as sovereigns. The proposer acknowledges that the State of Wyoming has sovereign immunity and only the Wyoming Legislature has the power to waive sovereign immunity. Designation of

venue, choice of law, enforcement actions, and similar provisions shall not be construed as a waiver of sovereign immunity. The parties agree that any ambiguity in this Request for Proposal shall not be strictly construed, either against or for either party, except that any ambiguity as to sovereign immunity shall be construed in favor of sovereign immunity.

9. INDEMNIFICATION:

- 9.1. The proposer shall release, indemnify, and hold harmless the State, the Agency and its officers, agents, and employees from any and all claims, suits, liabilities, court awards, damages, costs, attorneys' fees, and expenses arising out of the proposer's failure to perform any of the proposer's duties and obligations hereunder or in connection with the negligent performance of proposer's duties and obligations, including, but not limited to, any claims, suits, liabilities, court awards, damages, costs, attorneys' fees, and expenses arising out of proposer's negligence or other tortious conduct.

10. APPLICABLE LAW/VENUE:

- 10.1. The construction, interpretation, and enforcement of this Request for Proposal shall be governed by the laws of the State of Wyoming, without regard to conflicts of law principles. The terms "hereof," "hereunder," "herein," and words of similar import, are intended to refer to this Request for Proposal as a whole and not to any particular provision or part.

11. RIGHT OF OWNERSHIP AND MARKETING OF INTELLECTUAL PROPERTY AND INTELLECTUAL ASSETS SUBMITTED FOR THE RFP (IF APPLICABLE):

- 11.1. It is acknowledged and agreed that the only party with a right to market, trademark, patent, copyright, or any like right to any intellectual property or intellectual assets submitted in relation to the Request for Proposal shall be and is solely vested in the State. This includes all intellectual property and intellectual assets related to both the written proposal and the oral presentation and any and all documents, pitches, products, media pitches, web screens, layouts, etc. produced for the written proposal and the oral presentation, and any updates, changes, alterations, or modifications to or derivative works.

SECTION 3: SPECIAL PROVISIONS INFORMATION

PROPOSALS SHOULD BE SUBMITTED THROUGH THE PUBLIC PURCHASE ONLINE BIDDING SYSTEM BY 2:00:00 P.M. MOUNTAIN TIME ON NOVEMBER 17, 2026. PROPOSALS RECEIVED AFTER THE DATE AND TIME SPECIFIED MAY BE REJECTED.

It is the responsibility of the proposer to clearly identify all information that is considered confidential in accordance with the Wyoming Public Records Act, Wyoming Statute §16-4-201 through §16-4-205. Please identify each confidential page with the word “CONFIDENTIAL” in capital, bold letters centered at the bottom of each page. Information not clearly marked may be considered public. If the proposer submits information that it believes is confidential, it should include a statement justifying its basis for that belief.

1. STATE PARTIES:

- 1.1. This Request for Proposal is issued by the Wyoming Department of Administration and Information, General Services Division, Procurement Section (Procurement) on behalf of the Wyoming Department of Health, Behavioral Health Division (Agency).
- 1.2. Throughout this document and others in connection with this project, various references are made, or will be made to the “State.” Generally, whenever this reference appears, the term “State” incorporates all state agencies working on this project.
- 1.3. It should be understood that the Director of the Wyoming Department of Health is empowered to be the signatory on all contracts, agreements, or modifications pertaining to this project. Any contracts, agreements, or modifications not bearing this signature or that of a designee are invalid.

2. CONTENT AND PROCUREMENT POINTS OF CONTACT:

- 2.1. Procurement is the primary point of contact from the date of release of the Request for Proposal until a proposer is selected and the selection is announced.
- 2.2. Written questions about the procurement should be submitted through the Public Purchase online bidding system until 2:00:00 P.M. Mountain Time on October 29, 2026. Any questions received after that deadline may not be accepted or considered. Each question should be submitted individually. It is the proposer’s responsibility to check the Public Purchase online bidding system for answers to questions, addenda, or bid tabulations. Telephone calls, emails or faxes may not be accepted.
- 2.3. Written responses will be available through the Public Purchase online bidding system. Responses will not identify the firm that submitted the question. Only the written answers issued by the Agency are the official position on an issue, and these answers shall become part of the Request for Proposal.

3. RESTRICTIONS ON COMMUNICATIONS WITH AGENCY STAFF:

- 3.1. Until a proposer is selected and the selection is announced, proposers shall not communicate with Agency staff except via written questions through the Public Purchase online bidding system.
- 3.2. If a proposer violates this restriction, the State reserves the right to reject the proposal.

4. EFFECTIVE DATES OF PROPOSAL:

- 4.1. All terms, conditions, and costs quoted in the proposer’s response will be binding on the proposer for one hundred eighty (180) days from the effective date of the proposal.

5. ADVERTISING AWARD CONDITIONS:

- 5.1. A fully executed contract should be completed with the State before the successful proposer may advertise the award of the contract or the services being performed. The proposer should agree not to refer to awards in commercial advertising in such a manner that states or implies that the firm or its services are endorsed or preferred by the State of Wyoming.

6. CONTRACT NEGOTIATIONS:

- 6.1. The State will notify the most qualified/successful proposer and negotiate a contract in accordance with the Wyoming Attorney General's contract guidelines. The successful proposer will be required to enter into and sign a formal contract with the Agency.
- 6.2. In the event the Agency determines contract negotiations are making no forward progress, negotiations will be terminated, and at the State's sole discretion, negotiations may be initiated with the next most qualified/successful proposer, or the RFP may be withdrawn or reissued. This process will be followed until an agreement is reached, or until the State determines that the RFP will be withdrawn or reissued. The State assumes no obligation to a selected proposer until an agreement is reached and a contract is fully executed. The State will not negotiate concurrently with more than one proposer for the same award.

7. BEGINNING WORK:

- 7.1. The successful proposer may not perform any work that could be billed until a contract has been executed. The State will not pay for any work by the proposer before a contract is executed.

8. COPYRIGHT INFRINGEMENT:

- 8.1. The proposer warrants that no materials, products, and services proposed will infringe upon or violate any patent, copyright, trade secret, or other proprietary right of any third party. In the event of a claim by any third party against the State, the State shall promptly notify the proposer, and the proposer shall defend the claim. The defense will be at the proposer's expense.

9. COST OF PREPARING PROPOSALS:

- 9.1. All costs incurred for preparing the proposal and for other procurement related activities are solely the proposer's responsibility. The State of Wyoming will not provide reimbursement of these costs.

10. RISKS AND LIABILITIES:

- 10.1. By submitting a proposal, a proposer assumes any and all risks and liability associated with information in the proposal and its release.

11. AMENDMENTS:

- 11.1. The State reserves the right to amend this Request for Proposal before the proposal submission date. Amendments shall be uploaded to the Public Purchase online bidding system. It is the proposer's responsibility to check the Public Purchase online bidding system for amendments.

12. PROPERTY DAMAGE AND LIABILITY INSURANCE:

- 12.1. The proposer may be required to furnish proof of property damage liability insurance in the amount deemed necessary by the Agency for this project, if applicable.
- 12.2. Questions regarding required insurance coverage and limits for this project should be submitted in writing, in accordance with instructions outlined in the special provisions.

13. MISREPRESENTATION OF INFORMATION:

- 13.1. Misrepresentation of a proposer's status, experience, or capability in the proposal may result in disqualification of that proposer from the selection process. Discovery of litigation or investigations in a similar area of endeavor may, at the discretion of the Agency and after consultation with Procurement, preclude the proposer from the selection process.

14. DISPOSITION OF PROPOSALS:

- 14.1. All material submitted becomes property of the State of Wyoming, which is under no obligation to return any of the material submitted.

15. LEGAL CONSIDERATIONS:

- 15.1. This Request for Proposal is issued under Wyoming Statute §9-2-3204.

16. PROPOSER RELATIONS WITH STATE:

- 16.1. The proposer and its staff will have an ongoing relationship with the State that is based on trust, confidentiality, objectivity, and integrity. The proposer will operate at all times in the State's best interests and in a straightforward, trustworthy, and professional manner. The proposer shall:
 - 16.1.1. Work cooperatively with the State's staff and business partners whenever required.
 - 16.1.2. Work cooperatively with the staff of other proposers whenever required.

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SECTION 4: KEY DATES

Event Description	Date	Time (Mountain Time)
RFP Release Date	October 15, 2026	
Closing Date for Questions	October 29, 2026	2:00 P.M.
Response to Questions Returned	November 5, 2026	2:00 P.M.
RFP Submission Due Date	November 17, 2026	2:00 P.M.
Tentative Award Date	December 2026	N/A
Tentative Work Begins Date	March 2027	N/A

SECTION 5: ADMINISTRATIVE BACKGROUND

1. INTRODUCTION AND BACKGROUND:

- 1.1. The 988 State and Territory Local Capacity Building Grant (NOFO FG-26-002) is a federal cooperative agreement administered by the Substance Abuse and Mental Health Services Administration (SAMHSA). Designed to strengthen state crisis intervention infrastructure, this initiative focuses on improving responses to incoming 988 calls, chats, and texts while expanding care for populations at elevated risk of suicide.
- 1.2. 988 provides 24/7 call, text, and chat support for anyone experiencing mental health distress, suicidal ideation, or substance use issues, as well as those supporting a loved one in crisis. Wyoming currently funds two (2) 988 crisis centers that answer these incoming calls, texts, and chats. Under state and federal funding, the centers are expanding their staffing capacity and strengthening connections to local resources. The 988 State and Territory Local Capacity Building Grant requires mandatory follow-up contacts for high-risk individuals, joint protocols with 911 to divert behavioral health calls away from law enforcement, and sentinel event reviews to identify and address gaps in care.
- 1.3. Data collection and programmatic evaluation assist in meeting federal compliance and quality improvement and program management initiatives. Recipient agencies are required to participate in SAMHSA's National Cross-Site Evaluation, track client and program-level data, and submit performance measures to the SAMHSA-designated performance data management system. Tracked metrics include contact volume, response times, follow-up enrollment, emergency rescues, and demographic outreach. To assess overall impact, evaluation activities also include linking 988 interaction data with state vital statistics and mortality records to analyze broader suicide and overdose trends.
- 1.4. This grant period runs for three (3) years, starting on September 30, 2026, and concluding on September 29, 2029.

2. PURPOSE AND INTENT:

- 2.1. The purpose of this Request for Proposal (RFP) is to solicit competitive proposals from proposers who can offer program evaluation, cross-system data analysis, and technical reporting services to assess the performance and outcomes of Wyoming's 988 crisis system to meet the Wyoming Department of Health, Behavioral Health Division's (Agency's) needs and expectations, as described within this RFP.
 - 2.1.1. This program evaluation shall track performance and outcomes for the 988 State and Territory Local Capacity Building Grant. Working alongside the Agency's State Project Evaluator, the proposer will audit operations at Wyoming's two (2) crisis centers, build trauma-informed client satisfaction surveys, and analyze cross-system data using 988, National Violent Death Reporting System (NVDRS), suicide mortality, and hospital discharge records. This work will provide practical recommendations to improve service quality and support long-term planning across Wyoming's crisis system.

3. STAKEHOLDERS:

- 3.1. Primary stakeholders for this evaluation include the Wyoming Department of Health (WDH), SAMHSA, Wyoming's two (2) Agency-contracted 988 crisis centers, and the general public. The Agency will use the evaluation to track overall crisis system performance, identify operational

gaps, and meet federal reporting requirements under the grant. The findings will guide quality improvement efforts and help the Agency build a sustainable model for state crisis services. Wyoming's two (2) 988 crisis centers will benefit from operational reviews against the state's program manual, feedback from trauma-informed client satisfaction surveys, and direct recommendations to refine daily service delivery. The SAMHSA will gain reliable data on local capacity improvements, system integration, and outcomes to support national 988 evaluation efforts. The general public will benefit from 24/7 access to 988 services when facing emotional distress, mental health crisis, or substance use crisis.

4. RESOURCES:

4.1. The resource needs for this project are estimated at one hundred fifty-three thousand dollars (\$153,000.00).

5. TIMELINE:

5.1. The estimated timeline for this project aligns with this grant period, with contract execution in 2026, through September 29, 2029.

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SECTION 6: REQUIREMENTS/SPECIFICATIONS

1. SCOPE OF PROJECT:

- 1.1. The selected vendor will partner with the Wyoming Department of Health, Behavioral Health Division (Agency) to evaluate state crisis operations and strengthen the 988 system. A key priority is conducting an operational audit of Wyoming's two (2) Agency-contracted 988 crisis centers against the state's fiscal and programmatic operations manual. The proposer shall review daily workflows, identify operational or fiscal variances between the centers, and recommend practical policy adjustments to standardize administrative procedures across both facilities.
- 1.2. To capture user feedback safely, the proposer shall design a trauma-informed client satisfaction survey specifically built for 988 interactions. As help-seekers are often in vulnerable emotional states or seeking anonymous help, the survey methodology must avoid triggering language, protect client privacy, and fit brief contact windows. The proposer shall establish appropriate delivery channels, such as post-chat opt-in links or voluntary follow-up messages, that respect the client's state of mind while gathering reliable feedback on service quality and continuity of care.
- 1.3. Beyond center-level feedback, the proposer shall execute cross-system data matching to evaluate long-term outcomes across Wyoming's crisis continuum. This involves linking 988 contact logs with State Vital Records, the National Violent Death Reporting System (NVDRS), emergency department visits, and hospital discharge datasets to analyze post-contact emergency system utilization and suicide mortality trends. The proposer shall also review state epidemiological suicide and overdose data to identify demographic and geographic populations of focus, helping guide targeted public education campaigns and measuring their reach and impact over time.
- 1.4. Finally, the proposer shall serve in a technical support capacity to Wyoming's internal State Project Evaluator. This includes assisting with data formatting and liaison work for the Substance Abuse and Mental Health Services Administration's (SAMHSA's) National Cross-Site Evaluation. The proposer shall also prepare technical evaluation write-ups, outcome data, and narrative summaries to help the internal evaluator complete semi-annual Programmatic Progress Reports and the Final Progress Report required by SAMHSA.

2. GENERAL REQUIREMENTS:

All proposals must:

- 2.1. Show expertise in the evaluation of service programs and data analysis for performance management and quality improvement.
- 2.2. Clearly describe the scope of the project/deliverables.
- 2.3. Outline the specific activities to be conducted.
- 2.4. Detail the timelines for deliverables to be achieved.
- 2.5. Include a budget that directly links to the scope and activities proposed.

- 2.6. All meetings, center reviews, evaluations, and technical assistance activities may be conducted virtually. If a proposer elects to travel, all associated travel expenses shall be at the proposer's sole expense and will not be reimbursed by the Agency.

3. DELIVERABLES and MILESTONES:

- 3.1. The selected contractor shall evaluate 988 services and interlinkages to crisis care, execute multi-source data linkage, design client feedback tools, and support the internal State Project Evaluator for the 988 State and Territory Local Capacity Building Grant (NOFO FG-26-002).
- 3.2. Operations Audit and Compliance
 - 3.2.1. Conduct an operational audit of Wyoming's two (2) Agency-contracted 988 crisis centers against the Wyoming 988 standard operations manual.
 - 3.2.2. Identify operational, clinical, and fiscal gaps or variances.
 - 3.2.3. Deliver corrective action plans and policy recommendations to further standardize 988 crisis contact center operations with the existing policy and procedure manual.
- 3.3. Client Satisfaction Evaluation
 - 3.3.1. Design a survey methodology tailored to 988 interaction formats (i.e., calls, chats, and texts) that accounts for help-seeker anonymity and potential state of mind.
 - 3.3.2. Implement non-intrusive delivery of the survey (e.g., post-chat links or voluntary text follow-ups) that maintain safety and confidentiality.
 - 3.3.3. Analyze client survey responses to assess service quality, counselor de-escalation, and post-crisis care continuity.
- 3.4. Cross-System Data
 - 3.4.1. Evaluate the feasibility of, and establish protocols for, cross-matching 988 contact logs with Vital Records and National Violent Death Reporting System (NVDRS) data to determine if individuals who died by suicide had interacted with Wyoming's 988 system. Analyze for contact within 30 days prior to their death.
- 3.5. Population Mapping and Campaign Evaluation
 - 3.5.1. Cross-analyze multiple state datasets to measure crisis prevalence and demographic trends to identify high-risk populations and underserved geographic areas. Datasets include, but are not limited to, 988 contact records, State Vital Records (suicide deaths), the NVDRS, emergency department visits, and hospital discharge data.
 - 3.5.2. Provide data-backed recommendations to guide targeted state public education and media campaigns.
- 3.6. Reporting and Technical Support
 - 3.6.1. Provide technical assistance to the internal State Project Evaluator in preparing evaluation narratives, data visualizations, and progress sections for SAMHSA quarterly data reporting, semi-annual and annual Programmatic Progress Reports (PPRs), and the Final Progress Report.

3.6.2. Assist the internal State Project Evaluator with data formatting, collection, and technical liaison requirements for SAMHSA's National Cross-Site Evaluation.

3.6.3. Deliver comprehensive annual evaluation reports summarizing center performance, cross-system data linkage findings, and actionable quality improvement recommendations.

4. QUALIFICATIONS

- 4.1. Demonstrated experience evaluating behavioral health crisis systems, 988 grant-funded activities, or 988 Crisis contact center operations.
- 4.2. Proven expertise in multi-source healthcare data linkages.
- 4.3. Experience designing trauma-informed evaluation tools or satisfaction surveys for populations in acute distress.
- 4.4. Strong knowledge of SAMHSA reporting requirements, SAMHSA's Performance Accountability and Reporting System (SPARS), and federal 988 program standards.
- 4.5. Excellent written and oral communication skills, with a track record of translating complex data into practical quality improvement strategies.

5. RESOURCE RESPONSIBILITIES:

- 5.1. Project Manager: The proposer should designate a project manager to represent and oversee the project. This individual will serve as the focal point and point of contact for all proposer business matters related to the project. An individual's resume, including their qualifications, years of experience, current work assignments, and office location, should be included. Confirm that the project manager will:
 - 5.1.1. Be the single point of contact for the duration of the engagement.
 - 5.1.2. Be responsible for the timely completion of all phases of the project.
 - 5.1.3. Be responsible for meeting all contractual requirements for the duration of the project.
- 5.2. Key Personnel and Staffing
 - 5.2.1. Identify all key team members participating in the project.
 - 5.2.2. Clearly list any subcontractors, partner agencies, or external organizations involved in the proposal.
 - 5.2.3. Describe each key personnel and outside organization's specific background, role, and technical contribution to the evaluation deliverables.

6. REPORTING:

- 6.1. The contractor shall be required to submit regular progress, technical evaluation, and quality improvement reports to the Agency. These reports will include ongoing project oversight and provide the evaluation information for SAMHSA federal grant compliance. Examples may include:
 - 6.1.1. Bi-annually provide technical evaluation write-ups, outcome data summaries, data visualizations, and narrative progress sections to assist the Agency in preparing SAMHSA's semi-annual PPRs.
 - 6.1.2. Annually provide a comprehensive yearly evaluation report.
 - 6.1.3. Deliverable-based reporting as milestones are completed.

6.1.4. End of the grant report, which will be a comprehensive 3-year cumulative evaluation assessment.

7. TRAINING AND KNOWLEDGE TRANSFER PLAN:

- 7.1. Train Agency staff and 988 Crisis contact center directors on how to use the client survey and operational review tools.
- 7.2. Provide all survey materials, organized datasets, and analysis methods to the Agency.
- 7.3. Work directly with the state's lead evaluator so internal staff can easily replicate these processes on their own after the contract ends.

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SECTION 7: PROPOSAL SUBMISSION REQUIREMENTS

1. PRE-PROPOSAL CONFERENCE:

- 1.1. A pre-proposal conference will not be held in connection with this RFP.

2. TECHNICAL PROPOSAL, FORMAT AND CONTENTS:

- 2.1. Proposals should be submitted in two major sections: the Technical Proposal and the Cost Proposal. Omission of this section or any item within this section may result in the proposal being eliminated. The proposer should, at a minimum, address the following points:
- 2.2. COVER PAGE: In one (1) page, include the following information:
 - 2.2.1. Proposer's legal name, address, and contact information;
 - 2.2.2. Name, title, and contact information of the individual authorized to negotiate contract terms;
 - 2.2.3. Name, title, and contact information of the individual(s) to be included as signors;
 - 2.2.4. Unique Entity Identifier (UEI) Number (Required due to federal funding); and
 - 2.2.5. Certificate of Good Standing or proof of County/City/Tribal relations from the vendor's primary state (not included in the page limit).
- 2.3. TABLE OF CONTENTS: In one (1) page, include all listed items.
- 2.4. PROPOSER'S BACKGROUND AND EXPERIENCE: In five (5) pages or fewer, describe the proposer's capability to successfully perform the requirements of the project.
 - 2.4.1. Outline all individuals/organizations that will be a part of this project as described in Section 6.5. Provide a brief introduction of the project manager.
 - 2.4.2. Describe similar successful projects and other information that are evidence of the organization's capacity to demonstrate expertise in substance abuse and mental health services, modifications to programs while maintaining fidelity, and effectiveness of programs.
 - 2.4.3. A summary of the proposer's business/organization in general.
- 2.5. PROJECT WORKPLAN: In ten (10) pages or fewer, describe how the proposer would work with the Wyoming Department of Health, Behavioral Health Division (Agency) staff to complete all deliverables. Include the information below.
 - 2.5.1. Describe the proposed implementation of the major activities and methods within a project plan as outlined in Section 6.3.
 - 2.5.2. Provide a chart or graph depicting a realistic timeline for all major activities in the project plan.
 - 2.5.3. Identify and describe all Agency supports or activities that will be required to assist the proposer in completing the project.
 - 2.5.4. Identify and describe the proposer's understanding of the pertinent cultural, capacity, and resource considerations for this project.
 - 2.5.5. Identify and describe any potential conflicts of interest, actual or through inference, related to these projects or other Wyoming Department of Health programs and the Substance Abuse and Mental Health Services Administration (SAMHSA).

2.6. DEMONSTRATION OF QUALITY OF WORK: (No page limit) Provide a minimum of three (3) references including relevant work products. These references should describe the work, outcomes, and provide contact information of an individual currently with the organization. Links to or copies of the creation or product may be included. Please do not include letters of recommendation as letters of recommendation will not be considered.

2.7. BUDGET: (No page limit) Provide costs and justification under each major deliverable of the project plan.

2.8. ATTACHMENTS:

2.8.1. Proposed project manager resume.

2.8.2. Certificate of Good Standing or proof of County/City/Tribal relations from the vendor's primary state.

3. COST PROPOSAL FORMAT AND CONTENT:

3.1. Cost Proposal Price Sheets: This page is required by the A&I Procurement Section and is the State's official pricing document. The price to be entered on this page is the total fixed price. In case of an error in the extension of prices in the proposal, unit prices will govern. Cost breakdowns are not included on this page. The proposer should ensure all signatures and identifying numbers are properly affixed to this page in order for the Cost Proposal to be accepted.

4. ORAL PRESENTATIONS / INTERVIEWS:

4.1. Oral Presentations will not be held in connection with this RFP.

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SECTION 8: EVALUATION METHODOLOGY

1. OVERVIEW:

- 1.1. The Wyoming Department of Health, Behavioral Health Division (Agency) will conduct a comprehensive, fair, objective and impartial evaluation of proposals received in response to this Request for Proposal. Proposals will be evaluated independently by the evaluation committee members. The evaluation committee shall be made up of members representing the project subject expertise. The evaluation committee will review and score all proposals independently and consolidate the scores in order to determine the award.

2. COMPLIANCE WITH MANDATORY REQUIREMENTS:

- 2.1. To be considered responsive, a submitted proposal should meet the minimum requirements defined in this RFP. The minimum requirements are intended to ensure that evaluation of the Technical Proposal can proceed and that the Contractor agrees to perform all responsibilities within the RFP.

3. TECHNICAL SCORING AND RANKING:

- 3.1. COVER PAGE AND TABLE OF CONTENTS: 50 Points. The Proposer should ensure complete information is provided.
- 3.2. PROPOSER'S BACKGROUND AND EXPERIENCE: 200 Points. The Proposer should present materials describing its organizational capability and experience to successfully perform the responsibilities of this contract.
- 3.3. PROJECT WORK PLAN: 400 Points. The proposer should submit a work plan that meets the needs of the RFP and indicates a thorough understanding of the scope of work.
- 3.4. DEMONSTRATION OF WORK/QUALITY: 200 Points. The proposer should provide relevant work that demonstrates meeting the mandatory requirements and specifications as described in the RFP.
- 3.5. BUDGET: 150 Points. The Proposer should present a budget in which the costs are reasonable, allocable, and necessary. This is in addition to and should match the total request in the proposal price sheet.

4. COST SCORING AND RANKING:

- 4.1. COST ANALYSIS: 50 Points. The cost shall be presented as key deliverables in the form of individual cost and projected total (sum of the deliverables). The State of Wyoming reserves the right to conduct a cost analysis of the proposer's budget proposal. The analysis will include a review of all the associated costs based on the technical content of their submission. The total project cost should include all of the items listed in the scope of work. If any of the scope of work services cannot be provided in the proposal or the requirement cannot be met, this is to be clearly explained as to why and what alternative approach will be and its associated cost. If there are no exclusions or exceptions, it will be determined that all of the criteria have been met for the price quotes, inclusive of all personnel, overhead, travel, equipment usage, and other miscellaneous costs for the specified contract period.

5. EVALUATION POINT SUMMARY:

Cover Page and Table of Contents	50	Total Points Possible
Proposer's Background and Experience	200	Total Points Possible

Project Work Plan	400	Total Points Possible
Demonstration of Work/Quality	200	Total Points Possible
Budget	150	Total Points Possible
Cost Proposal	50	Total Points Possible
Total	1,050	Total Points Possible

6. FINAL RANKING OF PROPOSALS:

- 6.1. The State of Wyoming will be the sole authority of evaluating proposals. The firm that best meets the conditions of each of the criterion will be awarded the highest (not necessarily maximum) points for that criterion. The balance of the proposals will be rated based on their evaluated points. After each criterion is evaluated, the proposer with the highest number of points will be notified. The State of Wyoming reserves the right to reject any or all proposals, to waive any informality of technical defect in the proposals, or to award the contract in whole or in part, if deemed in the best interest of the State to do so.

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SECTION 9: PROPOSAL PRICE SHEET AND SIGNATURE PAGE

The undersigned agrees to provide the Scope of Work to the Wyoming Department of Health, Behavioral Health Division (Agency) in accordance with the Request for Proposal, General Provisions, Special Provisions, and Proposal Price Sheet for Request for Proposal Number 0073-N.

Total Evaluated all-inclusive price for contract

\$ _____

1. BY SUBMISSION OF A PROPOSAL, THE PROPOSER CERTIFIES:

- 1.1. Prices in this proposal have been arrived at independently, without consultation, communication or agreement for the purpose of restricting competition.
- 1.2. The Proposer has not and will not attempt to induce any other person or firm to submit a proposal for the purpose of restricting competition.
- 1.3. The person signing this proposal certifies they are authorized to represent the company and are legally responsible for the price and supporting documentation provided as a result of this advertisement.
- 1.4. Proposer will comply with all applicable state and federal regulations, policies, guidelines and requirements.

Prices in this proposal have not been knowingly disclosed by the proposer nor will they be disclosed prior to award.

2. GENERAL INFORMATION:

Proposer Name: _____ Phone: _____

Email Address: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Employer Identification Number (EIN): _____

3. OWNERSHIP AND CONTROL:

Proposer's Legal Structure

_____ Sole Proprietorship _____ General Partnership _____ Corporation

_____ Limited Partnership _____ Other _____

The proposer shall provide to the Agency a certificate of good standing from the Wyoming Secretary of State or other proof that proposer is authorized to conduct business in the State of Wyoming before performing work under this Contract. The proposer shall ensure all annual filing and corporate taxes due and owing to the Wyoming Secretary of State's office are up-to-date before signing the contract. Proposers may contact the Wyoming Secretary of State's office, Corporate Division at (307) 777-7311 for assistance.

4. VENDOR VERIFICATION

I certify under penalty of perjury, that I am a responsible official (as identified above) for the business entity described above as the proposer, that I have personally examined and am familiar with the information submitted in this disclosure and all attachments, and that the information is true, accurate and complete. I may be charged significant penalties for submitting false information, including criminal sanctions, which can lead to fines and/or imprisonment.

Signature

Date

Name

Title

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