

Alabama State Department of Education



Request for Proposal

RFP ALSDE 2022-03

COMPREHENSIVE STATEWIDE ENGLISH LEARNER PLATFORM

Alabama State Department of Education

Instructional Services

Note: FAXED OR E-MAILED PROPOSALS WILL NOT BE ACCEPTED.

Inquiries and response submissions related to this RFP are to be addressed to:

Cindy Gillespie

Office of Operations

Alabama State Department of Education

50 N. Ripley Street, Room P305

Gordon Persons Building

Montgomery, AL 36104

Email: cgillespie@alsde.edu

Deadline:

Proposals must be received no later than 4:00 p.m. on April 5, 2022.

It is required that each vendor clearly mark the envelope RFP ALSDE 2022-03 in the lower left corner of the envelope (Response packages that are not marked will be rejected).

The proposal package must contain the following:

1. Original proposal plus four copies with original signatures (The proposal must be signed by an official authorized to legally bind the vendor to the information provided). One (1) electronic copy on a USB flash drive in MS Word format.
2. Must be currently registered with The Alabama Department of Finance, Division of Purchasing as a State Vendor and provide vendor number. <http://www.purchasing.alabama.gov>
3. The vendor must complete the affidavit for business entity/employer/vendor. Verification of enrollment in E-verify should be presented on the form found in Appendix A.

Proposal Opening

April 6, 2022

9:00 am

Gordon Persons Building, C.C. Baker Conference Room

50 North Ripley Street

Montgomery, AL 36104

NO VISITORS DUE TO COVID

Request for Proposal (RFP)
RFP ALSDE 2022-03
Alabama State Department of Education,
Instructional Services

Table of Contents

Section 1.00 Administrative Overview

- 1.1 Purpose and Background
- 1.2 Anticipated Timetable
- 1.3 Proposal Evaluation
- 1.4 Conditions and Terms

Section 2.00 Scope

- 2.1 Scope of Vendor's Work and Responsibilities
- 2.2 Scope of ALSDE Work and Responsibilities

Section 3.00 General Requirements

- 3.1 Requirements of Proposal

Section 4.00 General Terms and Conditions

- 4.1 Governance
- 4.2 Immigration
- 4.3 Conflict of Interest
- 4.4 Discrimination

Request for Proposal (RFP)
RFP ALSDE 2022-03
Alabama State Department of Education,
Instructional Services

Section 1.00 Administrative Overview

1.1 Purpose and Background

Purpose:

The Alabama State Department of Education (ALSDE) is seeking proposals from eligible applicants to provide educators with an English learner (EL) platform that aids in the creation of Individual English Language Plans (I-ELPs) to enhance instructional programming and outcomes for students that have been identified as English learners. An I-ELP is a plan that lays out the language instruction educational program for instruction, support, and services students need to make progress in English proficiency and content knowledge. *The Comprehensive Statewide English Learner Platform*, herein after referred to as the EL platform, will serve as the State’s mechanism for providing this service to educators.

The purpose for this project is to address the challenges Alabama schools face in providing timely and appropriate I-ELPs used to document instructional recommendations and to plan and deliver instruction on language proficiency and content standards developed from evidence-based best practices as outlined in this RFP. In addition to providing timely and appropriate plans, it is the expectation that the EL platform will:

- provide educators with a data portal that houses valuable student information pertinent to instruction and learning acceleration (laser-focused instruction);
- encompass all of the required and necessary documentation relevant to instructing, servicing, and monitoring of ELs;
- provide a means of communication between educators and parents;
- provide instructional and socioemotional resources tailored to the individual specific needs of ELs; and
- provide professional development for educators

Background:

Alabama is home to nearly 39,000 ELs who attend public school in one of the state’s 143 public school systems. The number of ELs attending public school has increased steadily over the years. As part of a statewide effort to improve ELs’ academic achievement, the ALSDE believes it must adopt coherent, powerful models for change so that ELs have access to high-quality instruction which is based on research and data-informed policies, services, and practices. Alabama must shift from traditional practices to systemic practices that hold all educators responsible for the success of ELs and all other students. There exists a need for a centralized system of information that includes all components necessary for ensuring EL programs meet federal regulations compliance while contributing to the overarching focus of meeting the needs of each EL. While some Local Education Agencies (LEAs) contract with various vendors to select a program to support educators who work with ELs, the ALSDE realizes the need for equitable access to a comprehensive state EL platform.

Request for Proposal (RFP)
RFP ALSDE 2022-03
Alabama State Department of Education,
Instructional Services

1.2 Anticipated Time Table

April 5, 2022	Proposal Submission Deadline
April 6, 2022	Bid Opening

1.3 Proposal Evaluation

An Evaluation Team will review the proposals and make a recommendation. The criteria listed below will be used to evaluate the proposals for the purpose of ranking them in relative position based on how fully each proposal meets the requirements of this RFP.

Evaluation Criteria:

Vendor qualifications and experience	35 points
Budget Proposal	30 points
Detailed description and delivery of training materials, presentations, and/or modules	35 points
Secure, electronic learning management system that permits real-time visibility to each students' progress	

Best and Final Offers:

The ALSDE may either accept a vendor's initial proposal by award of a contract or enter into discussions with vendors whose proposals are deemed to be reasonably acceptable consideration for award. After discussions are concluded, a vendor may be allowed to submit a "Best and Final Offer" for consideration in a manner and method prescribed by the ALSDE. By submitting a proposal each vendor accepts and agrees to all conditions and requirements herein.

The ALSDE will make all decisions regarding evaluation of the proposal. The ALSDE reserves the right to judge and determine whether a request is compliant with and has satisfactorily met the requirements of the RFP. The ALSDE reserves the right to waive technical and other defects if, in its judgment, the interest of the ALSDE so requires. Any further information disclosed about the RFP during this process will be provided to all vendors in a manner and method prescribed by the ALSDE.

Rejection of Proposal:

ALSDE reserves the right to reject any or all proposals which are deemed to be non-responsive, late in submission, or unsatisfactory in any way. ALSDE shall have no obligation to award a contract for work, goods and/or services as a result of this RFP.

Request for Proposal (RFP)
RFP ALSDE 2022-03
Alabama State Department of Education,
Instructional Services

Confidentiality:

All information contained in the RFP is considered to be the exclusive property of the ALSDE. Recipients of this RFP are not to disclose any information contained within the RFP unless such information is publicly available. This RFP is provided for the sole purpose of allowing Vendors to respond to these specifications.

Selection Process:

The ALSDE will select the vendor that provides the most technically sound and cost-effective proposal that best fits the needs of the ALSDE. Final selection of the successful vendor will not be based solely on cost. The vendor product will be evaluated primarily on the scope of the activities linked to associated costs as detailed in the RFP. RFPs will be reviewed to ascertain that minimum requirements have been met. The ALSDE reserves the right to conduct discussions with potential vendors in order to clarify information contained in their proposals, but the ALSDE has no obligation to do so. The vendor will provide notice to the ALSDE any partnership with another firm to provide parts of the solution; however, the vendor must provide management of the partner and is responsible for all project performance. Any subcontractor or partner will be subject to the same vetting process as the vendor, and the vendor is responsible for ensuring that each subcontractor acknowledges and is contractually bound by the staffing plan and other commitments listed in this RFP.

Unless provided by law, nothing in this RFP shall be construed to create any legal obligation on the part of ALSDE or any respondents. ALSDE reserves the right, in its sole discretion, to amend, suspend, terminate, or reissue the RFP in whole or in part, at any stage. In no event shall ALSDE be liable to respondents for any cost or damages incurred in connection with the RFP process, including, but not limited to, any and all costs of preparing a response to this RFP or any other costs incurred in reliance on this RFP. No respondent shall be entitled to repayment from ALSDE for any costs, expenses, or fees related to the RFP. All supporting documentation submitted in response to the RFP will become the property of the ALSDE. Respondents may also withdraw their interest in the RFP, in writing, at any point in time, as more information becomes known. If, within the confines of this RFP, the vendor provides intellectual property be it understood that all RFP contents are subject to Open Records Act laws and thus are subsequently in the public domain.

Only the final results of the ALSDE Evaluation Committee may be considered public. Any work papers, individual evaluator or consultant comments, notes, or score will not be considered public. The final results of the ALSDE Evaluation Committee will not be publicly available until a final contract has received all necessary approvals.

Open Records act requests can be made at the following website:

[https://alsde.mycusthelp.com/WEBAPP/rs/\(S\(f5sv2dmcmpb2aknppsajshwn\)\)/supporthome.aspx](https://alsde.mycusthelp.com/WEBAPP/rs/(S(f5sv2dmcmpb2aknppsajshwn))/supporthome.aspx)

Disclaimer Notice:

The ALSDE shall not be liable for any costs associated with the preparation of proposals or negotiations of a contract incurred by any party.

Availability of Funds:

It is expressly understood and agreed that the obligations of the ALSDE to proceed is conditioned upon the continued availability of funds that may be expended for these purposes.

Request for Proposal (RFP)
RFP ALSDE 2022-03
Alabama State Department of Education,
Instructional Services

1.4 Conditions and Terms

Contract Terms:

The contract resulting from this RFP is renewable for one additional year pending written agreement of the vendor & ALSDE. The contract will commence pending Legislative Review Committee approval and Governor's signature.

The vendor shall be fully prepared to commence work after full execution of the contract by parties and the receipt of required governmental approvals.

Proposals should reference each element in the RFP by number on the cover of each copy and be arranged in the same sequence. All fees and costs are to be stated in United States currency. Vendors must reply to each element of the RFP.

Section 2.00 Scope

2.1 Scope of Vendor's Work and Responsibilities

The vendor must address the following components necessary for the success of the EL platform.

Data/Planning

- The EL platform must have an established data integration process in place with PowerSchool, ALSDE student information system vendor providing a streamlined approach for the scheduled importing of individual student information and test data to include Alabama Comprehensive Assessment Program (ACAP) individual student test data, EL Growth data, and individual student test data from the ACCESS for ELLs Suite of Assessments (*ACCESS for ELLs, Alternate ACCESS for ELLs, WIDA Screener Online*) into the EL platform. The EL platform must provide detailed integration directions to districts and provide assistance to districts in the setup process in establishing the connection between the two platforms
- The EL platform must have the ability to develop and house all parts of an Individual English Language Plan (I-ELP), which includes classroom and state assessment accommodations provided to the student, that can be printed or shared electronically
- The EL platform must have the ability to upload additional information and documentation outside of the student information system
- The EL platform must have the ability to produce reports based on demographic data, data from the ACCESS for ELLs Suite of Assessments, and ACAP data results
- The EL platform must have the ability to extract, from PowerSchool through the data integration process student demographic information which includes, but is not limited to:

Request for Proposal (RFP)
RFP ALSDE 2022-03
Alabama State Department of Education,
Instructional Services

- Student's name, address, phone number(s), email address
- Student's parent's name(s), address, phone number (s), email address
- Student's home language
- Country of origin
- Date of entry into U.S. school(s)
- EL Status
- Immigrant Status
- Date of entry into the EL program
- Date of exit from the EL program
- Student with Limited Formal Education
- Student with Limited and Interrupted Formal Education
- Every Student Succeeds Act (ESSA) Title III supplemental services have been waived
- Student with a disability

This data should be written into the appropriate fields inside of the EL platform by the chosen vendor.

- Security and confidentiality under Family Educational Rights and Privacy Act (FERPA). Providers must have a security plan with a system of checks and controls to ensure data security. Education records may only be used for authorized purposes and may not re-disclose. **(See 34 CFR § 99.31(a)(1)(i)).**

Tracking

- The EL platform must have the ability to maintain all communications and keep track of forms to and from teachers for documentation.

Communication

- The EL platform must provide effective communication structures including:
 - the capability to notify parents of placement in the program, exiting out of the program, or not qualifying for the program (with availability in many languages and connected to the data)
 - the ability to communicate between EL and regular classroom teachers
 - the ability to hold digital EL committee meetings that are documented for compliance and future reference
 - the ability to provide a two-way communication between the schools/districts and families (i.e., ensure meaningful communication with parents in a language they can understand)

Request for Proposal (RFP)
RFP ALSDE 2022-03
Alabama State Department of Education,
Instructional Services

Instruction

- To accomplish student language development and academic achievement, the EL platform must provide:
 - evidence-based learning activities that integrate language development and content learning appropriate to the grade level and proficiencies levels of individual students;
 - lessons/activities for students such as grade-level state content standards to determine unit plan goals and success criteria and meaningful lessons focused on content area knowledge and skills as a context for language development;
 - evidence-based resources for educators to properly provide quality EL instruction and services;
 - a comprehensive system of evidenced based strategies and practices to help students stay engaged and learn independently, as well as, to help educators design instruction that advances English learners' language development; and
 - the ability to align data from the ACCESS for ELLs Suite of Assessments with WIDA's *K-12 English Language Development Standards*, anchored by the Four *Big Ideas* so that teachers can respond to the learners' strengths and needs at their proficiency levels in all four language domains (listening, speaking, reading and writing)

Professional Development

- The vendor must provide professional development to the school districts. The professional development must involve a tailored approach in which the concerns of each school, district, and the state department is met based on the unique need of each agency. Additionally, the vendor must meet standards described as follows: incorporate the core principles and essential components of comprehensive, evidence-based practices of high-quality instruction offered in various formats (e.g., face-to-face, virtual, and blended) and topics.

2.2 Scope of Alabama State Department of Education's Work and Responsibilities

- Provide an ALSDE liaison to work directly with the vendor
- Provide Alabama Course of Study standards
- Provide access to WIDA's English language development standards

The specifications are contained in the Request for Proposal. Responses submitted must meet or exceed all requirements. Proposals that do not meet or exceed all requirements will be considered non-responsive. All exceptions must be noted.

Request for Proposal (RFP)
RFP ALSDE 2022-03
Alabama State Department of Education,
Instructional Services

Section 3.00 General Requirements

3.1 Requirements of Proposal

The vendor must provide the following mandatory information. **Failure to provide this information may be cause for the proposal to be rejected.** Qualifications, experience, and cost will be evaluated for contract award. The proposal may be submitted under the same cover with Vendor Requirements and Cost Proposal in two distinct sections. E-verify information is required to be submitted for all employees to include contractors of the vendors if necessary and applicable.

Part I

Signed Cover Letter:

The cover letter shall serve as the first page of the vendor's proposal. The vendor shall complete the cover letter and attach it to the proposal in response to the RFP. The cover letter must be signed by an official authorized to legally bind the vendor. It will state that the vendor is a legal entity that will meet the specifications. The cover letter must accompany the submitted proposal. The letter accompanying the proposal must have original signatures and must include contact numbers and e-mail addresses for the authorized official signing the letters.

Part II

Vendor Qualification and Experience:

Vendor shall provide satisfactory evidence of the vendor's capability to coordinate the types of activities and to provide the services described in the RFP in a timely manner. Special attention should be given to the discussion of qualifications. The discussion shall include a description of the vendor's background and relevant experience as related to the required activities in the RFP.

Part III

Vendor shall provide a detailed plan describing how the services will be performed to meet the requirements of the RFP. The description shall encompass the requirements of this RFP. The response must be prepared and organized in a clear and concise manner that is easily understandable.

Vendor Organization:

Describe your organizational structure and explain how your organization qualifies to be responsive to the requirements of this RFP.

References:

The vendor shall provide a minimum of three (3) references that can support and validate training and outcomes, including names or persons who may be contacted, position of person, addresses, and phone numbers where similar training to that described in this RFP have been conducted.

Executive Summary:

An executive summary is required. This summary will condense and highlight the contents of the vendor's proposal.

Request for Proposal (RFP)
RFP ALSDE 2022-03
Alabama State Department of Education,
Instructional Services

Part IV

Cost Proposal:

Vendor shall include the fee structure and pricing for the training sessions/program. The vendor shall submit a cost proposal in addition to other required information.

Subcontractor Disclosure:

If the execution of work to be performed requires the hiring of Subcontractors, **you must clearly state this in the bid proposal and provide qualification for such individuals.** Sub-Contractors must be identified and the services they will provide or work they will perform must be clearly defined. The ALSDE will not refuse a proposal based upon use of a Sub-Contractor; however, the ALSDE reserves the right to refuse the Sub-contractor you have selected. Contractor and associated personnel shall remain solely responsible for the performance of all work, including work that may be sub-contracted.

Describe your rationale for utilizing Subcontractors including relevant past experience partnering with stated Subcontractor(s). Documents for E-verification of subcontractors are the sole responsibility of the contractor and must be available upon request to ensure compliance.

Request for Proposal (RFP)
RFP ALSDE 2022-03
Alabama State Department of Education,
Instructional Services

Section 4.00 General Terms and Conditions

4.1 Governance

This RFP and its terms shall be governed and construed according to the laws of the State of Alabama. Any dispute arising out of this RFP shall be brought in the State of Alabama, with venue in Montgomery County, Alabama. Vendors agree to comply with all applicable federal and state laws and regulations.

4.2 Immigration

The proposal must contain a statement that the firm is aware of and in compliance with the requirements of the Beason-Hammon Alabama Taxpayer and Citizen Protection Act; a statement that the vendor is enrolled in the E-Verify as required by Section 31-13-9 (b), Code of Alabama 1975, as amended:

BEASON-HAMMON ALABAMA TAXPAYER AND CITIZEN PROTECTION ACT

COMPLIANCE

The Beason-Hammon Alabama Taxpayer and Citizen Protection Act (31-13-1 et seq, Code of Alabama, 1975 as amended by Act 2012-491) regulates illegal immigration in the State of Alabama. All contracts with the State or political subdivision thereof must fully comply with each provision as provided by law.

A proposal must include a statement that the vendor has knowledge of this law and is in compliance. Before a contract is signed, the vendor awarded the contract must submit a Certificate of Compliance using the form at Appendix A. E-Verify enrollment can be accomplished at the website of the United States Department of Homeland Security at <http://www.uscis.gov>.

See Section 10 for additional language required by Section 10(k) of the Act to be included in the contract.

Rev.5-24-13

Request for Proposal (RFP)
RFP ALSDE 2022-03
Alabama State Department of Education,
Instructional Services

4.3 Conflict of Interest

The vendor attests that no employee, officer, or agent of the vendor shall participate in the selection, award, or administration of a contract if a real or apparent conflict of interest may be involved. A conflict would arise when the employee, officer, agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein has a financial or other interest in the organization selected for an award. The officers, employees, and agents of the vendor, if selected as the career planning system vendor, shall neither award nor offer gratuities, favors, nor anything of monetary value from vendors or subcontractors.

4.4 Discrimination

Alabama Non-Discrimination Statement:

No person shall be denied employment, be excluded from participation in, be denied the benefits of, or be subjected to discrimination in any program or activity on the basis of disability, gender, race, religion, national origin, color, age, genetic information, or any other category protected under the law. Ref: Sec. 1983, Civil Rights Act, 42 U.S.C.; Title VI and VII, Civil Rights Act of 1964; Rehabilitation Act of 1973, Sec. 504; Age Discrimination in Employment Act; the Americans with Disabilities Act of 1990 and the Americans with Disabilities Act Amendments Act of 2008; Equal Pay Act of 1963; Title IX of the Education Amendment of 1972; Title II of the Genetic Information Nondiscrimination Act of 2008. Title IX Coordinator, P.O. Box 302101, Montgomery, Alabama 36130-2101 or call (334) 694-4717.

Request for Proposal (RFP)
RFP ALSDE 2022-03
Alabama State Department of Education,
Instructional Services
APPENDIX "A"

State of _____)
County of _____)

CERTIFICATE OF COMPLIANCE WITH THE BEASON-HAMMON ALABAMA TAXPAYER AND CITIZEN PROTECTION ACT (ACT 2011-535, as amended by ACT 2012-491)

DATE: _____

RE Contract/Grant/Incentive (describe by number or subject):

_____ by and between
_____ (Contractor/Grantee) and
_____ (State Agency, Department or Public Entity)

The undersigned hereby certifies to the State of Alabama as follows:

1. The undersigned holds the position of _____ with the Contractor/Grantee named above, and is authorized to provide representations set out in this Certificate as the official and binding act of that entity, and has knowledge of the provisions of THE BEASON-HAMMON ALABAMA TAXPAYER AND CITIZEN PROTECTION ACT (ACT 2011-535 of the Alabama Legislature, as amended by ACT 2012-491) which is described herein as "the Act."

2. Using the following definitions from Section 3 of the Act, select and initial either (a) or (b), below, to describe the Contractor/Grantee's business structure.

BUSINESS ENTITY. Any person or group of persons employing one or more persons performing or engaging in any activity, enterprise, profession, or occupation for gain, benefit, advantage, or livelihood, whether for profit or not for profit.

a. Self-employed individuals, business entities filing articles of incorporation, partnerships, limited partnerships, limited liability companies, foreign corporations, foreign limited partnerships, and foreign limited liability companies authorized to transact business in this state, business trusts, and any business entity that registers with the Secretary of State.

b. Any business entity that possesses a business license, permit, certificate, approval, registration, charter, or similar form of authorization issued by the state, any business entity that is exempt by law from obtaining such a business license, and any business entity that is operating unlawfully without a business license.

EMPLOYER. Any person, firm, corporation, partnership, joint stock association, agent, manager, representative, foreman, or other person having control or custody of any employment, place of employment, or of any employee, including any person or entity employing any person for hire within the State of Alabama, including a public employer. This term shall not include the occupant of a household contracting with another person to perform casual domestic labor within the household.

____ (a) The Contractor/Grantee is a business entity or employer as those terms are defined in Section 3 of the Act.

____ (b) The Contractor/Grantee is not a business entity or employer as those terms are defined in Section 3 of the Act.

3. As of the date of this Certificate, the Contractor/Grantee does not knowingly employ an unauthorized alien within the State of Alabama and hereafter it will not knowingly employ, hire for employment, or continue to employ an unauthorized alien within the State of Alabama;

4. The Contractor/Grantee is enrolled in E-Verify unless it is not eligible to enroll because of the rules of that program or other factors beyond its control.

Certified this _____ day of _____, 20____.

Name of Contractor/Grantee/Recipient
By: _____
Its _____

The above Certification was signed in my presence by the person whose name appears above, on this _____ day of _____, 20____.

WITNESS: _____

Printed Name of Witness