

**Alabama State Department of Education**



**Request for Proposal**

**RFP ALSDE 2022-01**

**Preschool Outcomes Data Collection**

**Alabama State Department of Education**

**Special Education 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](mailto:cgillespie@alsde.edu)

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**Deadline:**

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**Proposals must be received no later than 4:00 p.m. on January 28, 2022.**

**It is required that each vendor clearly mark the envelope RFP ALSDE 2022-01 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**

**February 1, 2022**

**9:00 am**

**Gordon Persons Building, C.C. Baker Conference Room, Fifth Floor**

**50 North Ripley Street**

**Montgomery, AL 36104**

**No Visitors Due to COVID**

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**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 develop an effective web-based instrument to capture, collect, analyze, and disaggregate required preschool special education outcomes data from all preschool special education case managers and local education agencies (LEAs) annually to satisfy Office of Special Education Programs (OSEP) federal reporting requirements for the Part B State Performance Profile/Annual Performance Report (SPP/APR) Indicator 7: Preschool Outcomes, as well as state reporting requirements for each LEA. Comprehensive training for ALSDE and LEA special education staff on use of the instrument will also be required. The successful applicant should be able to collaborate with ALSDE staff to make improvements to the instrument, data collection process, submission, analysis, reporting, and/or disaggregation of Indicator 7 data, as necessary. Indicator 7 includes the following preschool outcomes measures: positive social-emotional skills; acquisition and use of knowledge and skills; and use of appropriate behaviors to meet one's needs. It also includes two measurements in each of these three areas: 1) of those preschool children who entered the preschool program below expectations in each area, the percent who substantially increased their rate of growth by the time they exited the program; and 2) the percent of preschool children who were functioning within age expectations by the time they exited the program.

**Background:**

The major goals of this project are:

- Improved, efficient, timely, and accurate collection of Indicator 7 Preschool Outcomes data as indicated above from each service provider and LEA;
- Data analysis and preparation in order to meet federal and state reporting requirements for Indicator 7; and
- Disaggregation of LEA data to meet federal and state public reporting requirements.

Those eligible to apply are companies, organizations, and individuals with the necessary expertise and demonstrated experience pursuant to the RFP to possess the requisite knowledge and skills to complete this project in a timely manner.

The approved contract will become effective on the date it is signed by all parties. This agreement is subject to termination in the event of proration of the fund from which payment under this agreement is to be made or be terminated by either party upon receipt of a thirty (30) day written notification. This agreement shall not be subject to modification or amendment except by written agreement with the appropriate authorized signatures. Neither party shall have the right to assign or transfer its rights or obligations under this contract without the written consent of the other party.

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**1.2 Anticipated Timetable**

January 28, 2022	Proposal Submission Deadline
February 1, 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	30 points
Detailed description of proposed instrument, including all materials and trainings required	40 points
Budget Proposal	30 points

**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:**

The 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.

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

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**1.4 Conditions and Terms**

**Contract Terms:**

The contract resulting from this RFP is renewable for two additional years pending written agreement of the vendor & the 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 ALSDE is seeking proposals from eligible applicants to develop an effective web-based instrument to capture, collect, analyze, and disaggregate required preschool special education outcomes data from all preschool special education case managers and LEAs annually to satisfy federal OSEP reporting requirements for the Part B State Performance Profile/Annual Performance Report (SPP/APR) Indicator 7: Preschool Outcomes, as well as state reporting requirements for each LEA. This report is submitted annually to OSEP.

The successful applicant should have thorough knowledge of OSEP reporting requirements for Indicator 7. The applicant should also have the ability to provide training, troubleshooting, and technical assistance to pertinent ALSDE and LEA special education staff throughout the school year regarding the instrument. The applicant should have the ability to provide the ALSDE with finalized data reflecting the federally required components of Indicator 7 data in a timely manner to meet ALSDE and OSEP federal reporting requirements and timelines, as well as to disaggregate data for each LEA to meet SPP/APR reporting requirements and timelines. The applicant should be able to collaborate with the ALSDE to make improvements to the training, data collection, submission, analysis, reporting, and/or disaggregation of Indicator 7 data, as necessary.

The successful applicant should also have thorough knowledge of the Alabama Standards for Early Learning and Development (ASELDs). Upon development of the instrument, the applicant should develop a crosswalk from the items contained in the instrument to the standards of the ASELDs.

The successful applicant will provide structured training to ALSDE and LEA preschool special education administrators and service providers on the use of the data collection instrument. The applicant will provide all training materials. During the initial introduction of the instrument, the applicant should provide multiple trainings in each region of the state statewide, virtually or in person, as appropriate, to train all pertinent ALSDE and LEA staff. During subsequent contract years, trainings will be provided to new staff as determined necessary by the ALSDE, but at least annually. Trainings may be done virtually or in-person, as agreed upon by the applicant and the ALSDE. The instrument should also include a mechanism for users to ensure continued interrater reliability, as well as for required confidentiality of personally identifiable student information.

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

The ALSDE worked collaboratively with the Department of Early Childhood Education, as well as other state early childhood entities, to develop the ASELDS. The outcomes that must be reported as part of the SPP/APR to OSEP are encompassed in these standards. The ALSDE is responsible for setting submission deadlines, for communicating with the LEAs, and for the collection and submission of these data from each LEA and preschool special education service provider annually. The ALSDE provides guidance and technical assistance throughout the year regarding policies and procedures related to the collection and timely submission of the data, as well as on strategies to improve outcomes for preschool students with disabilities. The ALSDE will work collaboratively with the applicant to organize trainings, distribute materials/information, and provide technical assistance to LEAs and service providers as needed. The analyzed and disaggregated data is submitted to the ALSDE, where the final report is prepared and submitted per requirements to OSEP and to each LEA.

**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.

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**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 the quality of instruments and trainings developed, including names or persons who may be contacted, position of person, addresses, and phone numbers where similar training 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.



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**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.

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**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*

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**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.

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**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