

Alabama State Department of Education



**Request for Proposal**

**RFP ALSDE 2022-12**

**ALABAMA CREDENTIAL REGISTRY**

**Alabama State Department of Education**

**Career Technical Education**

**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 September 8, 2022.**

**It is required that each vendor clearly mark the envelope RFP ALSDE 2022-12 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**

**September 9, 2022**

**9:00 am**

**Gordon Persons Building, Martin Conference Room**

**50 North Ripley Street**

**Montgomery, AL 36104**

**(No Visitors Due to COVID-19)**

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**Section**

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**Section 1.00 Administrative Overview**

**1.1 Purpose and Background**

**Purpose:**

The Alabama Credential Registry is an online system and website to inventory, evaluate, and publish credentials of value available in Alabama. Estimates suggest over 1,000,000 different credentials are available today. The Alabama Credential Registry will help individuals sort through those options by providing reliable and actionable information about the value of each credential, how to earn it, how much it costs, and what employment opportunities it might lead to during a career pathway. The State of Alabama is collaborating with myriad education and workforce stakeholders to publish all certificates, licenses, traditional degrees, and non-degree credentials offered in the state to the Alabama Credential Registry. Credentials will be given a unique identifier using the Alabama Credential Taxonomy and published on the Alabama Credential Registry as structured linked data in the Credential Transparency Description Language (CTDL) and the Credential Transparency Description Language - Achievement Standards Network (CTDL-ASN) using the JSON-LD format. The CTDL is an open-source language and is the “Lingua Franca” or Rosetta Stone that permits all credentials to be catalogued, organized, and compared. Alabama is using the CTDL and CTDL-ASN to set up the hardware and software infrastructure for collecting and organizing credential program data in the state. Alabama using the infrastructure to create the Alabama Credential Registry that will also connect to the ATLAS on Career Pathways. Alabama will reach the “tipping point” goal of publishing over half of the credentials in the state to the Alabama Credential Registry by 2023. The Alabama Credential Registry provides benefits to many workforce stakeholders in Alabama:

- Job Seekers: Use the registry to find reliable information about the value, opportunities, and process for earning credentials
- Employers: Use the registry to understand whether a job seeker has the skills required for a job or position they seek to fill
- Education and Training Providers: Publish credentials to build a pipeline of potential students and trainees while ensuring credentials are aligned to workforce needs

**Background:**

Alabama is developing a skills-based, learner-centered, and demand-driven education and workforce ecosystem built upon quality non-degree credentials. Alabama’s unique taxonomy for classifying competencies and credentials provides the components that form the “occupational DNA” of a job. The competency framework for each of Alabama’s in-demand occupations will provide the common language to form the Alabama Talent Triad. Governor Ivey is building a series of three technology solutions to operationalize Alabama’s non-degree credential quality assurance system. This “talent triad” consists of the Alabama Credential Registry, which will be used to make each credential awarded to Alabamians transparent and will tag credentials to the competencies for which they denote mastery; the Alabama Skills-Based Job Description Generator and Employer Portal will allow employers to create customized job descriptions based on the “DNA” of the jobs in their firms; and the Alabama College and Career Exploration Tool (ACCET) learning and employment record (LER), which will allow job seekers to develop verified resumes and to link directly to skills-based job descriptions generated by employers.

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The three elements of the “talent triad” will be linked to a single-sign-on system with a user type for employers, students/jobseekers, and education and training providers. The Alabama Talent Triad will complete the Alabama non-degree credential ecosystem by connecting talent to opportunity through competencies linked to quality non-degree credentials.

**1.2 Anticipated Time Table**

September 8, 2022      Proposal Submission Deadline

September 9, 2022      Bid Opening

**1.3 Proposal Evaluation**

An evaluation team including an OEWS project manager, the Director of the Governor’s Office of Education and Workforce Statistics (GOEWT), the State CTE Director, a representative of the Alabama Community College System, and a representative of the Alabama Commission on Higher Education will individually review each proposal and score them based on the following criteria:

Evaluation Criteria:

Vendor’s qualifications/experience	30 pts
• Work with CTDL	
• Work with public organizations or associations	
• References of customers with focus on user friendly application development and adherence to customers’ directives for the project	
Project Proposal	50 pts
• Project Plan including timeline	
• User friendly application development	
• Development of tool that is easily incorporated and shared across different platforms	
• Management of data that is collected through the application	
• Training for OEWS, credential providers, and others	
Budget proposal	20 pts
• Detailed cost proposal for project completion	
• Detailed cost proposal for project maintenance after completion	

**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

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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.

**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 publically 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

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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.

**1.4 Conditions and Terms**

**Contract Terms:**

The contract resulting from this RFP may be renewable for four (4) additional years pending written agreement of the vendor & ALSDE, dependent upon required state approvals, availability of funds, performance evaluations of the project, at the full discretion of 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 chosen vendor shall;

- Evaluate the current Alabama Credential Registry and develop a project plan to expand on the current system to improve accessibility, functionality, and portability across the tools within the Talent Triad. The registry must include three major components: provider registration dashboard, credential registration dashboard, and administrator dashboard:
- Develop a single sign-on identity system where a client's application into any tool within the Talent Triad or other tools on AlabamaWorks! is authenticated once, and the credentials of the client are trusted across all of the tools within the security domain. Provide the system as a service, to ensure the latest updates for security and performance and staff to tailor the service to meet client specific policies and procedures. The system must include the following features;
  - Allow users to sign in through social identity providers such as Google, Facebook, and Amazon, and through enterprise identity providers such as Microsoft Active Directory using SAML
  - Security features to protect unauthorized access into users' account

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- Multifactor authentication procedures for user identity verification using SMS or a time-based one-time password (TOTP) generator, such as Google Authenticator
- Compliance eligibility with HIPAA and PCI DSS, SOC, and ISO/IEC 27001, ISO/IEC 27017, ISO/IEC 27018, and ISO 9001
- A cloud-based identity system that must enable ease of system integration with current and proposed AlabamaWorks! and Talent Triad tools and JDG software systems, in addition to extension to additional services as needed
- Common identity management standards including OpenID Connect, OAuth 2.0, and SAML 2.0
- Implemented and delivered in conjunction with ACCET and other Talent Triad project deliverables, maintaining compatibility with all tools during product development and improvement
- Develop an effective and efficient provider registration tool to include:
  - Account that is created upon initial registration. The account requires username and password, with ability for users to find or change usernames and passwords. The account must integrate with the single sign-on system that is being developed for the Talent Triad
  - Provider registration that details type of credential provider. Providers will include secondary and postsecondary institutions, private training providers, employers providing and awarding credentials, apprenticeship sponsors, occupational licensing boards, local and state government.
  - Customize tools that help providers register, enter credential information, and update information in a manner that requires the least amount of time and effort for the providers.
  - Develop a tool, geared toward postsecondary institutions or other credential providers, that offers hundreds of credentials, that makes it seamless for credential providers to upload files of credentials, and allows providers to easily complete the credential details that aren't included in the files.
- Develop an effective and efficient credential registration dashboard to include:
  - Credential registration tool to include various methods of submitting credential details.
    - A manual form that requests the information from the provider
    - Ability for provider to upload a spreadsheet for multiple credentials
      - include procedure for provider to enter required information that was not included in the bulk upload
  - Ability for provider to save information and complete it at a later time
    - When a provider logs into their account, they receive a status report including:
      - Credentials completed
      - Credentials started but not completed (credentials in draft status)
      - Credentials that are flagged for problems with submissions or need additional information

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- Option for providers to modify information they previously submitted
- Required fields that must be completed to publish credential information (coordinate with OEWS to determine required fields)
- Auto notifications to registered providers
  - Username and password update
  - Credentials are active (all information on credentials were submitted and approved)
  - Request for provider to complete missing information or address areas flagged by the system
- Develop Secure Administrative Dashboard for OEWS to include:
  - Ability to review credential data that has been entered and flag information that needs additional input by providers, so that providers receive automatic notification
  - Ability for OEWS administrators to classify and evaluate credential data according to Quality Assurance Processes, for use in the generation of the Alabama Compendia of Valuable Credentials
  - Schedule for OEWS to review credentials, notifying them of new information to review, due dates for review, and past due notifications
  - Ability to analyze provider and credential data entered into the registry, make minor corrections to the information, and download data from the registry in usable format such as excel files.
  - Report feature that provides OEWS with provider information that is incomplete, credentials registered at the various stages (draft status, ready for review, complete and ready to publish)
- Host registry
  - Maintain, and back up, data in the registry in a secure manner, restricting its access to minimum authorized individuals and OEWS
  - Adhere to rules that does not allow vendors to use data from Alabama's credential registry without written permission from the Alabama team
  - Understand that the data in the Credential registry is the property of Alabama, and can be retrieved by direct authorized staff at any time
  - Provide means to import provider and credential data from other credential systems, such as data from Alabama Commission on Higher Education (ACHE) and the Credential Engine. Also provide ability to export credential and provider data to the Credential Engine registry using CTDL, with the ability to set up an API when appropriate.
- Provide public access to the registry through the AlabamaWorks! Website for providers to register provider information and credential details
- Work with OEWS to coordinate integration of the Credential Registry data with other tools in the Talent Triad such as the Skills Based Job Description Generator, the Alabama College and Career Exploration Tool digital wallet, and others in development, through secure data sharing and APIs



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- Work with OEWS to develop standardized frameworks for describing credentials (both degree and non-degree credentials) and occupations in terms of their competencies. This may include a web-based or non-web-based software tool.
- Utilize various software experiences to deliver a complete product, capable of collecting, storing, and publishing non-degree credentials.
- Offer support, help section, FAQs, API, to users of the Alabama Credential Registry, in the interest of creating a seamless user experience for those registering credentials.
- Develop processes, tools, and training materials that will support stakeholders in implementing the standardized competency description frameworks across existing credentials and priority occupations, based on the Alabama Occupational Ontology.
- Be responsible for working with other Talent Triad partners to make credentials available through APIs or data downloads, for integration into products that align with the goals of the ALSDE.
- Adhere to best practices and industry standards of data collection, storage, and use of Alabama personally identifiable data, with careful consideration for the security of providers' personal information.
- Ensure the Credential Transparency Description Language (CTDL) entries and Credential Engine API support the Alabama Occupational Ontology.
- Represent the needs of Alabama to the Credential Engine Team and inform CTDL for sufficient supports.
- Coordinate with OEWS to work with and train educational institutions on proper implementation

**2.2 Scope of Alabama State Department of Education's Work and Responsibilities managed by the Office of Education and Workforce Statistics (OEWS)**

OEWS staff will serve as the project manager for the Alabama Credential Registry. The project manager will participate in the development of the scope of work for the vendor and monitor the progress of the vendor's project plan on a regular basis. The project manager will work closely with the vendor on all aspects of the development of the tools, functionality, data required, and credential provider communication. The OEWS project manager will lead the coordination efforts between the Alabama Credential Registry and Credential Engine to ensure that the standard credential language is being used and that information can be exchanged between Alabama's system and the national credential registry. Specifically, Alabama's database will need to be compatible with the Credential Transparency Description Language (CTDL) schemas so that credential information can be sent to and received from Credential Engine's Registry.

The OEWS project manager will also coordinate meetings of partners that are developing various aspects of the Alabama Talent Triad. The project manager's role will be to ensure that the tools of the Talent Triad incorporate Alabama's Competency Ontology, provide data necessary to include credentials on the Alabama List of Valuable Credentials, ensure that all tools are compatible so that information can be exchanged between them, and allow for a single registration into any tool to provide access or information from all the tools within the talent triad.

**Section 3.00 General Requirements**

**3.1 Requirements of Proposal**

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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/or projects and outcomes, including names or persons who may be contacted, position of person, addresses, and phone numbers where similar training and/or projects 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.

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**Part**  
**Cost Proposal:**

IV

The vendor shall include a detailed cost proposal for the completion of the project development and separate estimate for project maintenance once development is complete. The cost proposal should include estimates for any hardware and software that are anticipated needs, estimate for personnel costs, application hosting, and data security, storage and backup. The cost proposal must align with the timeline provided in the proposal's project plan.

Flat rates for half and/or whole day training sessions should be inclusive of travel and/or supplies and materials costs and identify if the training is in person or virtual, and the proposed number of participants. Flat rates for consulting, coaching, and/or professional services should stipulate the cost per hour and the proposed number of hours. Project costs must include all proposed necessary charges to be made by the grantee in accomplishing the objectives of the grant during the specified grant period (initial grants are generally for a one-year period unless otherwise noted).

**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.

**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.**

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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.

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**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.

**4.3 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