

Alabama State Department of Education



Request for Proposal

RFP ALSDE 2023-03

Practice Test for Summative Assessment

Alabama State Department of Education

Assessment

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 December 20, 2022.

It is required that each vendor clearly mark the envelope RFP ALSDE 2023-03 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

December 21, 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 1.00 Administrative Overview

1.1 Purpose and Background

Purpose:

The Alabama State Department of Education (ALSDE) is seeking proposals from qualified vendors experienced in statewide student assessment with the capacity to develop and deliver machine-scored online practice tests, an assessment system/platform, and support services for a computer-based practice test. Vendors must have experience in developing, administering, scoring, and reporting assessments and in educational measurement, including test development, scaling and equating, data analysis, technical reporting, and computer-based testing.

The requested services include:

- developing practice test forms;
- developing ancillary materials and scoring materials;
- performing all analysis and research; and
- reporting capabilities to allow easy and timely access to results at various reporting levels from statewide down to the individual student/parent.

This RFP requires vendors to submit technical and cost proposals that clearly delineate the vendor's plan for delivering products and services for multiple years. The assessment must be developmentally appropriate for students and substantially aligned to *Alabama Course of Study Standards* in reading, English language arts (including writing and listening), mathematics, and science in Grades 2–8. The assessments need to be fiscally reasonable with results. The practice tests/assessments must be technically sound as defined by the *Standards for Educational and Psychological Testing* by the American Educational Research Association, the American Psychological Association, and the National Council on Measurement in Education. The proposal must include a plan on how the vendor will develop additional forms of the practice test.

The ALSDE will select the vendor that provides the most technically sound and cost-effective proposal. Vendors may partner with another vendor 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 commitments listed in this RFP.

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Background:

The policy of the Alabama State Board of Education is to have a unified, coordinated Student Assessment Program. The Alabama State Department of Education currently administers a computer-based, criterion-referenced assessment, designed to measure student progress on the *Alabama Course of Study Standards*. The assessment is administered to students in Grades 2-8, once a year, in the spring,

and includes the content areas of English language arts, math, and science (Grades 4, 6, and 8 only). In preparation for this assessment in meeting the *Alabama Course of Study Standards*, the ALSDE will work with a vendor to provide a practice test that will assist educators in planning instruction that will prepare students an opportunity to achieve mastery on the *Alabama Course of Study Standards*.

The goal of the practice tests/assessments is to measure student achievement of important academic outcomes in selected academic content areas and to provide useful, timely feedback to students, teachers, principals, parents, and other stakeholders. This practice test will provide ongoing signals and measurement of students' progress toward mastery of the *Alabama Course of Study Standards*. The assessment system must provide stakeholders with varied, informative, and easily interpretable reports that help end-users understand student, local, and statewide educational expectations. ALSDE seeks to develop and implement efficient, cost effective, and technically sound reading, English language arts, (including writing and listening), mathematics, and science practice assessments that draw upon technological resources and innovative approaches to measure student progress in a meaningful way.

Ultimately, the ALSDE desires a technically sound assessment solution that will:

- demonstrate substantial alignment to the Alabama reading, English language arts (including writing and listening), mathematics, and science content standards and practices for Grades 3 through 8;
- demonstrate substantial alignment with the *NAEP Frameworks*;
- allow prompt reporting of results that provide stakeholders with varied, informative, and easily interpretable reports that help end-users understand student, local, and statewide educational expectations;
- provide meaningful results for a diverse student population;
- leverage existing resources to the extent practicable; and
- allow for the involvement of Alabama educators in the development process (if applicable).

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The Alabama Statewide Student Assessment Program includes:

Test	Subjects	Grades
Early Literacy & Math Assessments (See Memo FY22-2056)		
Alabama Comprehensive Assessment Program (ACAP) Summative	ELA, Math, and Science	2-8 (ELA and Math) 4, 6, and 8 (Science)
<i>ACAP Summative Supplemental Reading Test</i> for Literacy Act compliance	Reading	End of 3 rd grade after <i>ACAP Summative</i> administration
<i>ACT with Writing</i>	English, Reading, Math, Science, and Writing	11
<i>ACT WorkKeys</i>	Graphic Literacy, Applied Mathematics, and Informational Texts	12
<i>PreACT</i>	English, Reading, Math, and Science	10
<i>ACAP Alternate</i>	ELA, Math, and Science	ELA and Math (Grades 2-8, 10, and 11) Science (Grades 4, 6, 8, 10, and 11)
<i>ACCESS for ELLs</i>	Listening, Speaking, Reading, and Writing	K-12
<i>Alternate ACCESS for ELLs</i>	Listening, Speaking, Reading, and Writing	1-12

1.2 Anticipated Time Table

December 20, 2022	Proposal Submission Deadline
December 21, 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

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.

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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. ALSDE reserves the right, in its sole discretion, to amend, suspend, terminate, or reissue the RFP in whole or in part, at any stage. Vendors may also withdraw their interest in the RFP, in writing, at any point in time.

Qualified bidders aggrieved in connection with the with the solicitation of a contract may protest to the Chief Procurement Officer. See generally State of Alabama Department of Finance Administrative Code Regulations at <https://finance.alabama.gov/media/rnii4ga1/administrative-code-355-4-1-01-thru-06.pdf>.

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.

All supporting documentation submitted in response to the RFP will become the property of the ALSDE and could be subject to open record laws. 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 agreement pursuant to the RFP has received all necessary approvals.

Selection Process:

The number of contracts, awarded, if any depends on the number of proposals submitted and the quality of the proposed projects, funding availability and the best interests of the Agency.

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 requirement 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.

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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.

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

Upon approval of bid, ALSDE is proposing to provide practice tests that will be solely owned by ALSDE. Each item written/developed must be completely aligned with the *Alabama Course of Study Standards*.

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The practice test forms will include a representative sample of the item types that will be included on the *Summative* assessment. The practice tests will be available throughout the school year. The following requirements are requested for the Online Practice Tests:

1. Web-based Online Test Delivery System

- The vendor shall indicate whether the hosted infrastructure service that it proposes to use for the assessment will be used in its current form or if it will be modified in any way for Alabama.
- The vendor must specify the version/release number of the service to be implemented for this project.
- The vendor shall provide ALSDE with a detailed Infrastructure Plan, which will incorporate all components required to meet industry standard best practices and, at a minimum, include the following:
 - hardware;
 - software;
 - network;
 - active directory services;
 - database;
 - caching capabilities;
 - configuration;
 - vendor resources for implementation;
 - timeline segment in accordance with the Project Plan; and
 - testing and validation.
- The vendor's web-based hosted infrastructure service must provide for delivery on wireless networks with comparable performance to wired networks. (Vendor must support common web security appliances such as IronPort, Web Titan, and Cisco's secure web appliance.)
- The vendor must provide an Infrastructure Guide that details the minimum and recommended technical specifications and configurations needed to successfully access the online testing platform/system and to deliver the online practice tests that meet minimum specifications to perform on all student testing devices allowable within the schools including iPads, Chromebooks, laptops, and desktops.
- Due to the expectation that some districts will have to rely on lower-grade access, the vendor will discuss how to provide access.
- Applications must be delivered within a secure browser that restricts access to the desktop and Internet, based on the requirements of ALSDE.
- Alabama does not have established minimum technology standards for schools within the state. However, support from the vendor must include the following technical standards at a minimum: Windows 7 or higher, VISTA platforms, plus Mac OS 9.2.2 and Mac OS 10.1.1 or higher as well as current version of the Linux kernel.
- The vendor shall indicate how it proposes to support releases of the above-mentioned platforms.
- Support for versions of operating systems will be continued until ALSDE approves discontinuing support for a particular version.
- The vendor shall discuss the minimum hardware specifications and technical standards, as well as the recommended hardware specifications and technical standards needed, for operation of its proposed system. This discussion should also include an analysis of differences in system performance based on minimum or recommended hardware.

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- The vendor shall describe in detail how it will assure that all items placed in its web-based test delivery system will appear on students' computer screens as intended, for the variety of types of computers, operating systems, and connectivity described here.
- The vendor shall also describe its strategy for ensuring that new systems and all interfaces function properly when releasing new versions of any software application.

2. Platform

- The vendor must provide the technical specifications for a multi-faceted electronic assessment technical solution that includes, at minimum, an online test delivery system, online test administration system, and online scoring platform.
- Set-up and Installation Guide that details an overview for deployment and implementation including troubleshooting tips.
- Ease of use – the system offers intuitive navigation with minimal training needed.
- Navigation is efficient with minimal clicking required to complete key tasks.
- User's Guide that fully details the functionality of the online system (platform) for an end user in a school or district.
- The vendor must provide details on the ability to deliver thousands of assessments at any point in time.

3. Technical Requirements - The online assessments must work with a variety of devices, such as PCs, Mac, iPads, Chromebooks, and Windows tablets and use a variety of browser products, if necessary.

- A system that integrates with an API.
- Application will be hosted on Cloud-based servers

4. Test Development: capacity to develop a variety of passages and items in order to ensure that multiple genres and forms are reflected.

- Item types – variety of item types and possible student responses available
- A rich Item Bank that reflects the Depth of Knowledge levels.
- Accommodations - At a minimum, the vendor is expected to provide the same online student testing accommodations as provided by the *Summative*.
 - The vendor is expected to adhere to and meet the evolving expectations of industry standards in online accommodations.
 - The vendor must describe the extent to which its system currently meets the Accessible Portable Item Profile (APIP) standards and specifications.
 - The vendor shall discuss how the tools and accommodations accessed by the student during testing will be tracked, as well as how student profiles will be created and/or uploaded to allow for appropriate accommodation options during testing.
 - The vendor's test delivery interface shall include all the information and resources required to make a test item accessible for students with a variety of disabilities and special needs.
 - The vendor shall discuss the extent to which its test delivery interface includes the following accommodations:
 - audio accommodations, either through text-to-speech or through recorded audio (the vendor should discuss the pros and cons of these audio alternatives)
 - for audio accommodations, the discussion should include the vendor's ability to highlight portions of the screen to be read aloud; and
 - visual accommodation tools, including magnification, reverse contrast, selection of foreground and background colors, color overlay, masking, and adjustable font.
 - The vendor shall discuss the extent to which its web-based test delivery system will be

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compatible with third-party devices and software that allow accommodations to be offered to students with disabilities for accommodations that cannot be built into the vendor's system.

- Devices that can be used with the test delivery interface to include alternate keyboard, alternate mouse, refreshable Braille displays, Braille note-takers, keyboard emulators, and alternative and augmentative communication devices.
- The vendor shall discuss how individual student profiles are created or imported into the system to select and make available appropriate accommodations based on student need.

5. Retired Summative Items

- The vendor will provide a detailed plan on how to incorporate ALSDE's retired Summative items into the platform and practice tests.

6. Ownership of items – ALSDE will be the sole owner of materials produced and data collected, including but not limited to:

- All test item banks and items developed for the practice test.
- All materials prepared for training or presentations.
- All research conducted by the vendor.
- All data related to ALSDE practice tests and student personal information.

7. Online Tutorials

- Online stand-alone tutorials shall be developed by the vendor.
 - These will be used to familiarize the student with the system and the item types prior to taking the practice test.

8. Support/Training

- Face-to-face training on how to operate the platform and administer the assessments.
- Office hours or training modules
- Support helpline/email
- Clear and complete training materials with complete technical support to obtain full understanding of how to administer the online practice tests.
- Training Guide that provides step-by-step details for how to complete the most needed tasks in the online testing platform/system.
- Scoring/Benchmark guide with training that includes guidelines, information, and procedures to facilitate scoring of the writing responses if an online scoring option is not available.

9. Data and Reports

- Reporting Portal – the reporting portal must be capable of being upgraded across time. Initially, the system must be able to organize and present assessment data in a way that is easy for all users to read and understand. The Reporting Portal should allow for differentiated access to individual student, classroom, school, district, and state assessment data, and they should integrate seamlessly with each other.
- Provide a secure platform for schools/districts to access student responses.
- Data are presented in a way that effectively communicates student learning to all users, including helping teachers understand which students need support for which skills.
- Reports that provide actionable and comparative data that inform instructional decision making.
 - Provide a sample report
 - Assessment results are to be reported in a “user friendly” format.
 - ALSDE is especially interested in reporting approaches that provide actionable information for students, parents, and classroom teachers.

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- o The reporting system must be designed to complement instruction and to facilitate the use of assessment results to improve student achievement.
- o Reports must reflect areas of strength as well as areas that need to be targeted for instruction.
- o The vendor shall provide in detail how it proposes to fulfill this requirement.
- o The design and layout of reports will be initiated in a timely manner so that ALSDE has sufficient time to review the reports and to provide feedback to the vendor.
 - Individual Student Reports
 - At a minimum, individual score reports shall summarize the student’s performance in all content areas on which the student was assessed.
 - This report shall include an overall transformed scale score, performance level, performance level descriptor, and sub-scores for each content area tested.
 - These reports must be provided in Spanish for all content areas.
 - Additionally, reporting measures must contain actionable information, such that teachers and parents can use results to connect students with targeted instructional and leisure-time materials that meet and challenge the student’s abilities, interests, and learning objectives.
 - The vendor should describe additional types of information that may be added to reports as the program matures
 - State/System/School Reports
 - Summary reports shall be prepared at the state, district, and school levels.
 - The same data reported on the individual student report must be aggregated for state/system/school reports.
 - Additionally, state/system/school reports must provide disaggregated data by student population and trend data.
 - Electronic reports must be generated that summarize the performance of the state/system/school on all components of the assessment taken and on any sub-domain or instructional objective sub-score.
 - Exact content and format for each of the reports and files will be further refined during the project.

10. Access to Data Collection System

- The vendor shall provide ALSDE with a secure, password-protected, web-based system.
 - o All communications to the field must be approved in advance by ALSDE and provided by ALSDE.

11. Data Collection Protection Features

- The vendor shall discuss how its system responds to interrupted Internet services without the loss of data, including student responses.
- The vendor’s online data collection system must have a time-out or similar locking mechanism to prevent unauthorized access in the event that a student, while entering data, has to immediately evacuate the area due to an emergency such as a fire or tornado drill. This must also include an auto-save feature so that the student can easily resume when the emergency or the time-out has passed.
- The vendor shall describe in detail the services to be provided to conduct the required online data collections.
- The vendor shall include a detailed description of how its data collection system will be designed to operate within existing local system communication infrastructures, including T-1, DSL, or cable modem lines.
- The vendor shall assume that the existing technological infrastructure and computing hardware of the state, districts, and schools will not be replaced, as well as taken into consideration that some

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systems will be upgraded.

- The vendor shall also describe how its system works with district/school content filtering systems and firewalls.
- The online data collection system design must be flexible, so that software modifications, database changes, and reporting requirements can be made efficiently and cost effectively. The vendor must indicate how it will assure that this can be done.
- The vendor must explain how its system will accommodate for students who have moved in and out of a school or system since the rosters were created.

12. **Data Privacy** – The vendor must comply with all data security, data privacy and appropriate use laws, regulations, policies, and procedures required by the ALSDE.

- The vendor will describe how security of individual student data will be protected.
- Provide how the vendor will safeguard all individual student data and personally identifiable information.
- The vendor agrees to abide by and maintain adequate data security measures to protect Student Data from unauthorized disclosure or acquisition by an unauthorized person.
- Vendor shall make best efforts practices to secure usernames, passwords, and any other means of gaining access to the practice tests or student data.

13. **System Reliability and Mitigation Experience**

- Information technology
 - The vendor shall ensure the reliability of information technology used in the transmission and function of computer-based assessments.
 - The vendor shall provide a draft plan detailing the deployment and operation of information technology and contingencies for the failure of information technology systems.
- Cyber security
 - The vendor shall agree at all times to maintain network system and application security that, at minimum, conform to the following:
 - State of Alabama Cyber Security Policies
 - current cyber security standards set forth and maintained by the Center for Internet Security, which can be found at <http://www.cisecurity.org>.
 - The vendor must agree to document all cyber security expectations to State of Alabama Policies and Standards in response to this RFP.
 - Special consideration must be made to ensure the security of Personally Identified Information (PII) stored or processed by the system.
 - The system will be subject to security reviews by OIT Office of Cyber Security.
 - The vendor shall describe the overall approach to security in its proposed system.
 - Challenges that the vendor may encounter for meeting cyber security standards during this project and how those challenges can be mitigated shall also be identified.
 - The vendor shall discuss the features of its system which prevent infiltration.

14. **Online Assessment Challenges and Remedies**

- The vendor shall describe the issues/challenges/problems/mistakes that arose in its history with online assessment administrations.
- The vendor must describe and indicate the level of impact to school personnel, students, scores, and timeline for reporting. The description shall include the steps taken by the vendor to mitigate those issues.

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- The vendor should indicate what steps it will take to prevent these issues from occurring in Alabama.

15. **Timeline** with a detailed schedule of all aspects of the Practice Test.

16. The vendor will provide a dedicated **Program Manager** to assist and oversee this project.

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

Specific responsibilities of the ALSDE are:

- Approve the provider
- Provide a liaison who will work with the vendor and districts to ensure quality control and comprehensive implementation of the online practice tests.

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 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.

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.

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.

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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

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 2023-03
Alabama State Department of Education,
Assessment

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