

Q & A regarding RFP ALSDE 2024-20: TECHNICAL ADVISORY FOR STATEWIDE ASSESSMENT & ACCOUNTABILITY STUDENT ASSESSMENT.

1. The RFP indicates that vendors shall provide a minimum of three (3) state agency references that can support and validate training and/or projects and outcomes where similar events described in the RFP have been conducted. Does ALSDE expect the references to be written letters that include the name and contact information of a person who may be contacted for additional information, or just the name and contact information? **ANSWER: The name and contact information.**
2. Is it permissible to reference some costs in the Part III detailed project plan, or should any reference to cost be contained solely in the cost proposal? **ANSWER: Costs should be included solely within the cost proposal.**
3. We understand that ALSDE has historically scheduled three technical advisory committee (TAC) meetings a year, but also that, often, at least one meeting is cancelled. Does ALSDE expect the RFP to address a minimum or specific number of meetings, either in-person or remote? **ANSWER: Include costs for a minimum of 6 yearly meetings, with only 2 being in person.**
4. The RFP indicates that vendors must clearly state in the bid proposal if the execution of work to be performed requires the hiring of subcontractors. The RFP also indicates that vendors must describe their capacity to identify members of the Technical Advisory Committee, including providing honoraria for these members.
 2. Are TAC members considered subcontractors? If not, must vendors also indicate in writing if they are not hiring subcontractors? **ANSWER: TAC members would not be subcontractors.**
 2. Does ALSDE prefer that the proposal include proposed TAC members, or does the state prefer to work with the awarded vendor to recruit and select TAC members? **ANSWER: The state will work with the awarded vendor to recruit and select TAC members.**
5. The RFP indicates that the vendor must agree to document all cyber security expectations to State of Alabama Policies and Standards in response to this RFP. What standards, specifically, should be addressed in the vendor's response? **ANSWER: The vendor will identify procedures on how to maintain confidentiality of all work associated with this request including but not limited to protection of personal identified information (PII). Identify how the vendor will provide confidential materials securely to the department.**