

## Frequently Asked Questions (FAQ) for Grant RFP

### 1. Who is issuing this RFP and what is its purpose?

The Alabama Public Charter School Commission (APCSC), is seeking qualified individuals or organizations to provide grant writing services. The purpose is to secure funding for the development and implementation of high-quality charter schools in Alabama.

---

### 2. What is the deadline for proposal submissions?

Proposals must be submitted electronically no later than **4:00 p.m. on January 13, 2025**.

---

### 3. How should proposals be submitted?

Proposals should be emailed to **rfpproposals@alsde.edu**. Include the RFP number (RFP ALSDE 2025-02) and your vendor name in the email subject line.

---

### 4. What mandatory documents are required for submission?

- Signed cover letter by an authorized official.
  - Vendor qualifications and experience details.
  - Detailed plan addressing how the services meet RFP requirements.
  - Cost proposal, including fee structure.
  - Evidence of E-Verify enrollment as specified in Appendix A.
  - References from at least three similar projects.
- 

### 5. What are the key evaluation criteria?

- Vendor qualifications and experience: **35 points**.
  - Budget proposal: **30 points**.
  - Detailed description of grant writing services: **35 points**.
- 

### 6. What is the timeline for asking questions?

Questions about the RFP must be emailed to [rfaqanda@alsde.edu](mailto:rfaqanda@alsde.edu) by **December 30, 2024**. Responses will be published on **December 31, 2024**, on the STAARS and Alabama Achieves websites.

---

### **7. What is the anticipated contract duration?**

The initial contract will last up to **two (2) years** with an option for up to **three (3) one-year renewals**, pending mutual agreement and state approvals.

---

### **8. What expertise is the APCSC looking for in applicants?**

Applicants should have:

- Proven experience in grant writing with successful awards.
  - Knowledge of the charter school landscape.
  - Experience working with 501(c)(3) organizations.
  - Strong relationship-building skills with stakeholders.
- 

### **9. Can subcontractors be used?**

Yes, but subcontractors must be disclosed in the proposal, and their qualifications must meet the RFP's requirements. The primary contractor remains responsible for all work and performance.

---

### **10. What compliance statements are required?**

Applicants must include a statement affirming compliance with:

- The Beason-Hammon Alabama Taxpayer and Citizen Protection Act.
  - E-Verify enrollment and usage.
- 

### **11. What happens if funds are unavailable?**

The ALSDE reserves the right to terminate or renegotiate the contract if funds are not appropriated or made available.

---

**12. What is the role of the APCSC during the project?**

The APCSC will:

- Approve the scope of work.
  - Provide necessary staff and information.
  - Assist with identifying grant opportunities.
- 

**13. Are proposal openings public?**

No, proposal openings are not open to the public, per Alabama Administrative Code 355-4-3.03(12).

---

**14. What are the confidentiality requirements?**

All information contained in the RFP is considered proprietary to the ALSDE. It cannot be disclosed unless publicly available.

---

**15. Can vendors withdraw their proposals?**

Yes, vendors can withdraw their proposals in writing at any time before the submission deadline.

---

**16. Are there specific formatting requirements for the proposal?**

Proposals should reference each element of the RFP by number and be arranged in the same sequence. All fees and costs must be stated in U.S. currency.

---

**17. Is a presentation required as part of the evaluation process?**

Potential vendors may be requested to make a presentation if deemed necessary by the ALSDE for final evaluation.

---

**18. How will vendors be informed about the award decision?**

The Division of Procurement will send an "Intent to Award" notice to participating vendors, outlining the protest period.

---

**19. What happens if a vendor's proposal is rejected?**

The ALSDE reserves the right to reject proposals that are non-compliant, submitted late, or deemed unsatisfactory. Vendors aggrieved by the decision may protest to the Chief Procurement Officer.

---

**20. Is experience with Alabama-specific educational policies required?**

While not mandatory, knowledge of Alabama's charter school landscape and relationships within the local education sector is highly preferred.

---

**21. Will the grant writer need to be in person or could this be a remote position?** The consultant is required to attend some in person meetings.

---

**22. What is the amount per year the vendor is looking to pay?** Compensation will be determined by the deliverables.