

**Request for Proposal (RFP)
RFP ALSDE 2025-06
Alabama State Department of Education
Federal Programs**



**REQUEST FOR PROPOSAL
RFP ALSDE 2025-06
MIGRATORY STUDENT SERVICES
Alabama State Department of Education
FEDERAL PROGRAMS**

Inquiries and response submissions related to this RFP are to be EMAILED to:

Cindy Gillespie
Office of Operations
Alabama State Department of Education
Email: rfpproposals@alsde.edu

Deadline: NEW ELECTRONIC PROCEDURES FOR SUBMISSION

**Proposals must be received no later than 4:00 p.m. on March 31, 2025.
It is required that each vendor clearly note the RFP Number & Vendor Name in the subject line and
email to: rfpproposals@alsde.edu**

The proposal package must contain the following and be submitted electronically.

1. The proposal must be signed by an official authorized to legally bind the vendor to the information provided.
2. Must be currently registered with The Alabama Department of Finance, Division of Procurement 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.

Pursuant to *Alabama Administrative Code 355-4-3.03(12)*, proposal openings are not open to the public

Request for Proposal (RFP)
RFP ALSDE 2025-06
Alabama State Department of Education
Federal Programs

Table of Contents

Section 1.00 Administrative Overview

- 1.1 Purpose and Background
- 1.2 Anticipated Timetable
- 1.3 Proposal Evaluation
- 1.4 Conditions and Terms

Section 2.00 Scope

- 2.1 Scope of Vendor's Work and Responsibilities
- 2.2 Scope of ALSDE Work and Responsibilities

Section 3.00 General Requirements

- 3.1 Requirements of Proposal

Section 4.00 General Terms and Conditions

- 4.1 Governance
- 4.2 Immigration
- 4.3 Conflict of Interest
- 4.4 Discrimination

Request for Proposal (RFP)
RFP ALSDE 2025-06
Alabama State Department of Education
Federal Programs

Section 1.00 Administrative Overview

1.1 Purpose and Background

Purpose:

The Alabama State Department of Education (ALSDE) invites qualified and experienced vendors to submit a proposal for providing services and expertise to the Alabama Migrant Education Program (AL MEP).

In using this method of solicitation, we are requesting your best effort in seeking the best value for the requirements as indicated in this RFP.

The objective of this RFP is to locate a qualified and experienced entity to support the AL MEP in meeting the program purposes of the *Elementary and Secondary Education Act*, Title I, Part C, Section 1301, which include:

- (1) Assisting states in supporting high-quality and comprehensive educational programs and services during the school year and, as applicable, during summer or intersession periods that address the unique educational needs of migratory children.
- (2) Ensuring that migratory children who move among the States are not penalized in any manner by disparities among the states in curriculum, graduation requirements, and challenging state academic standards.
- (3) Ensuring that migratory children receive full and appropriate opportunities to meet the same challenging state academic standards that all children are expected to meet.
- (4) Helping migratory children overcome educational disruption, barriers, social isolation, various health-related problems, and other factors that inhibit the ability of such children to succeed in school.
- (5) Helping migratory children benefit from state and local systemic reforms.

Background:

The AL MEP provides supplemental educational and support services to assist eligible migratory children throughout Alabama. The students reside with their families throughout the state and move frequently for work due to economic necessity. Title I, Part C, funds are granted to 14 local education agencies (LEAs) with high populations of migratory children to support their education through supplemental services. Some migratory students are enrolled in LEAs that support the student's education without the benefit of Title I, Part C. The ALSDE identifies and determines eligibility for migratory families making intra- and inter-state moves for agricultural and fishing work.

1.2 Anticipated Time Table

March 31, 2025	Proposal Submission Deadline
March 17, 2025	Question Submission Deadline
March 18, 2025	Question Responses Due

Request for Proposal (RFP)
RFP ALSDE 2025-06
Alabama State Department of Education
Federal Programs

NOTE: All Questions must be emailed to rfaqanda@alsde.edu by the deadline noted above. All Q & A will be posted in STAARS and Alabama Achieves website [Alabama State Department of Education - Alabama Achieves - ALSDE](#) on the designated date noted above.

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.

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. The ALSDE shall have no obligation to award a contract for work, goods and/or services as a result of this RFP.

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>.

Request for Proposal (RFP)
RFP ALSDE 2025-06
Alabama State Department of Education
Federal Programs

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 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. This may include requesting a presentation of top finalists for final scoring. 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.

Intent to Award

Division of Procurement will send out an intent to award to participating suppliers, defining the protest period. The Chief Procurement Officer (CPO) is the awarding authority and as such is a signatory on the agreement/contract.

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.

Request for Proposal (RFP)
RFP ALSDE 2025-06
Alabama State Department of Education
Federal Programs

1.4 **Conditions and Terms**

Contract Terms:

The ALSDE intends to execute an initial contract with Contractor for a period of up to two (2) years, with up to three (3) one-year renewal options, pending written agreement of the vendor and the 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 CPO signature, Legislative Review Committee approval, and Governor's signature. Each contract renewal will be presented to the Legislative Oversight Committee for approval.

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.

Request for Proposal (RFP)
RFP ALSDE 2025-06
Alabama State Department of Education
Federal Programs

Section 2.00 Scope

2.1 Scope of Vendor's Work and Responsibilities

Identification and Recruitment

Vendor provides a detailed description of identification and recruitment processes including Migrant Student Exchange (MSIX) move notice procedures and Certificate of Eligibility (COE) completion and submission procedures.

Vendor personnel identifying and recruiting and determining eligibility for migratory families have more than three years of experience working in migrant education.

The SEA is responsible for the proper and timely identification and recruitment of all eligible migrant children in the State, including securing pertinent information to document the basis of a child's eligibility. Recruiters obtain the data by interviewing the person responsible for the child, or the child him or herself, in cases where the child moves on his own. The SEA is responsible for implementing procedures to ensure the accuracy of eligibility information (October 2003, Non-Regulatory Guidance, Chapter III: Identification and Recruitment, 36).

In implementing an active statewide ID&R process, the SEA should:

- *Implement a formal process to map all of the areas within the State where migrant families are likely to reside.*
- *Develop procedures to effectively identify and recruit all eligible migrant children in the State, generally through a statewide recruitment plan.*
- *Deploy recruiters to carry out statewide identification and recruitment efforts and monitor their efforts.*
(October 2003, Non-Regulatory Guidance, Chapter III: Identification and Recruitment, A4, 37).

Identification and Recruitment		
Objective	Task	Project Deliverable(s)
Manage Migrant Student Exchange (MSIX) notifications to facilitate the timely recruitment of migratory families	Manage MSIX recruiter and administration accounts	MSIX worklists and notices
	Manage MSIX move to/from notices through timely transfer of student records	MSIX worklists and notices
	Manage MSIX merge & split notices through timely attention to merge & split notices	
	Facilitate MSIX's required annual privacy and security training	MSIX training attendance report
Recruit Migratory Families into the Migrant Education Program	Assign recruitment leads to recruiters using an organizational system that ensures follow-up and accountability	AL MEP and vendor Shared Lead Sheet
	Provide recruitment services for local education agencies (LEAs) who do not receive Title I, Part C, funds	Accurately completed Certificates of Eligibility (COEs)

Request for Proposal (RFP)
RFP ALSDE 2025-06
Alabama State Department of Education
Federal Programs

		Identification and Recruitment Consortium (IDRC) Assessment Report
		Recruiter Evaluation Tool
	Review and Approve COEs in the Management Services for Education Data (MS/EdD) Migrant Information System (MIS 2000) database.	Federally required Migrant data and/or report
	Conduct Re-Eligibility Interviews 3x per year	Re-Eligibility Report
	Develop SEA Recruitment Plan	SEA Recruitment Plan
	Review LEA Recruitment Plans	Recruitment Plan written feedback
Comply with the IDRC agreement	Represent Alabama at IDRC meetings as a Technical Support Team (TST) member	Agendas and Notes
	Collect data from the use of IDRC pilot materials	IDRC Report
	Submit requested data to IDRC by the stated deadline	IDRC Report

Request for Proposal (RFP)
RFP ALSDE 2025-06
Alabama State Department of Education
Federal Programs

Training, Assessment, and Evaluation

Vendor provides a detailed description of materials and methods of presentation of relevant topics.

Vendor provides a timeline for the delivery of required annual training, presentations, and/or modules.

Vendor personnel responsible for training, assessment, and evaluation have a master’s degree in education, school counseling, administration, or other applicable field.

In implementing an active statewide ID&R process, the SEA should:

- *Train and guide recruiters on how to identify and recruit migrant children and how to make appropriate eligibility determinations.*
- *Implement quality control procedures designed to ensure the reasonable accuracy of recruiters’ eligibility determinations and written eligibility documentation.*
- *Evaluate periodically the effectiveness of identification and recruitment efforts and revise procedures as needed.*

(October 2003, Non-Regulatory Guidance, Chapter III: Identification and Recruitment, A4, 37).

Training, Assessment, and Evaluation		
Objective	Task	Deliverables
Facilitate required annual training	Communicate a timeline of required annual training	Electronic notice of scheduled meetings.
Provide In-Person Training	Train State and Local Recruiters on evidence-based recruitment practices and eligibility criteria	Accurate and well-organized training materials such as PowerPoints or YouTube videos that will be utilized and accessible to the AL MEP and LEAs
	Train state and local recruiters to complete the National Certificate of Eligibility (COE) accurately	Accurate and well-organized training materials such as PowerPoints or YouTube videos that will be utilized and accessible to the AL MEP and LEAs
Facilitate IDRC National Recruiter Assessment annually	Assign codes and assess all MEP staff making eligibility determinations	IDRC Assessment Report
Facilitate the annual evaluation of State and Local Recruiters	Develop a recruiter evaluation tool	Completed Recruiter Evaluations
Increase knowledge of migrant-specific topics by participating in ongoing professional development	Represent Alabama at the National Association of State Directors of Migrant Education (NASDME) Conference	Agendas and notes

Request for Proposal (RFP)
RFP ALSDE 2025-06
Alabama State Department of Education
Federal Programs

Support for the Provision of Student Services

Vendor provides an organizational chart to demonstrate the provision of services from PreK (age 3) through twelfth grade and OSY in Categories 1 and 2.

Vendor personnel overseeing the support for the provision of student services have a master’s degree in education, school counseling, administration, or other applicable field.

“Services” are a subset of all the activities that the MEP provides through its programs and projects. “Services” are distinct in that they are the educational or educationally related activities provided to migrant children to enable them to succeed in school (October 2003, Non-Regulatory Guidance, Chapter V: Provision of Services, 53).

Support for the Provision of Student Services		
Objective	Task	Deliverables
Provide Support to the SEA and LEAs for the delivery of quality student services	Provide guidance and support to LEAs for in-home and in-school Migrant PreK services	PreK Observation Feedback Form
	Provide guidance and support to LEAs for Out-of-School Youth Services (OSY)	Anecdotal notes
Provide guidance and support to LEAs for Category 1 services	Observe Category 1 services in LEAs receiving Title I, Part C, funds	Category 1 Observation Feedback Form
Provide guidance and support to LEAs for Category 2 services	Observe Category 2 services in LEAs receiving Title I, Part C, funds	Category 2 Observation Feedback Form
Facilitate educational support to migratory students in unfunded LEAs	Provide information about the provision of services using available fund sources	Correspondence with LEAs

Request for Proposal (RFP)
RFP ALSDE 2025-06
Alabama State Department of Education
Federal Programs

Data Collection and Reporting

Vendor provides an organizational chart to demonstrate expertise in the collection and reporting of migrant data in migrant specific data systems.

Vendor personnel responsible for data collection and reporting have a master’s degree in education, school counseling, administration, or other applicable field.

SEAs are generally required to submit information about the numbers and characteristics of participating children the types of services provided, and the number of participants by grade level. The SEA must also submit unduplicated annual counts of the number of migrant children eligible for formula funding purposes (October 2003, Non-Regulatory Guidance, Chapter IX: Program Performance and Child Count Reporting, 96).

Data Collection and Reporting		
Objective	Task	Deliverables
Enroll migratory students in the Migrant Education Program	Enroll eligible students in the Management Services for MS/EdD database, MIS 2000	Federally required Migrant data and/or reports
	Communicate with LEAs about the enrollment of migratory students	Letter notifying LEA(s) of student enrollment in the migrant program
	Communicate with LEAs about current migratory student services data	Federally required Migrant data and/or reports
	Review and Approve COEs submitted through MIS 2000	Federally required Migrant data and/or reports
	Enter student data in MIS 2000	Federally required Migrant data and/or reports
Collect and manage data from the LEAs	Facilitate sending and receiving LEA data reports	Federally required Migrant data and/or reports
	Ensure Minimum Data Elements (MDEs) are included in data collection and entered into MIS 2000	MSIX Data Reconciliation Report
	Reconcile data for MSIX data snapshot	MSIX Data Reconciliation Report
	Reconcile CSPR data	Federally required Migrant data and/or reports
	Reconcile data between MIS 2000, MSIX, and PowerSchool monthly	MSIX Data Reconciliation Report
Maintain data in a secure manner that is accessible to the AL MEP	Organize and store data and data reports in a manner that is accessible to the AL MEP	Federally required Migrant data and/or reports

Request for Proposal (RFP)
RFP ALSDE 2025-06
Alabama State Department of Education
Federal Programs

Community Coordination

Vendor provides an outline of a training module for LEA migrant staff on parent and family engagement practices and community outreach methods.

Vendor personnel responsible for community coordination have more than three years of experience working in migrant education.

“Coordination” refers to planning and carrying out programs and projects in coordination with other local, State, and Federal Programs; and interstate and intrastate coordination between States and local operating agencies to ensure the continuity of services for children who migrate from one State or school district to another, including but not limited to, the transfer of student records (October 2003, Non-Regulatory Guidance, Chapter VI: Coordination, 70).

Community Coordination		
Objective	Task	Deliverables
Increase community participation in the Local MEP through support of the Local Parent Advisory Council (PAC) meetings	Provide guidance and support to LEAs for the development of well-organized and productive PACs	Agendas Sign In Sheets Feedback and Data from participants
Increase community participation in the State Parent Advisory Council (SPAC) meetings	Provide guidance and planning support to the SEA for the development of a well-organized and productive State Parent Advisory Council (SPAC)	Agendas Sign In Sheets Feedback and Data from participants
Increase community participation with Migrant Head Start	Facilitate communication and coordination with the Migrant Head Start programs in Loxley, Steele, and Semmes, Alabama	Anecdotal notes from visits to Migrant Head Start facilities
Increase community participation of farmers and other agricultural workers	Facilitate communication and coordination with local farms and agricultural groups	Anecdotal notes from meetings or phone calls with potential community partners
Increase interstate collaboration by participating in Migrant specific meetings	Represent Alabama at Interstate Migrant Education Council (IMEC) meetings when requested	Agendas and meeting materials

Request for Proposal (RFP)
RFP ALSDE 2025-06
Alabama State Department of Education
Federal Programs

Guiding Documents and Materials Development

Vendor provides a detailed schedule to maintain updated guiding documents (Program Evaluation, Comprehensive Needs Assessment, Service Delivery Plan, and MEP Manual), forms, protocols, and materials.

Vendor personnel responsible for guiding documents and materials development have a master’s degree in education, school counseling, administration, or other applicable field.

The primary purpose of the comprehensive needs assessment is to guide the overall design of the MEP on a statewide basis. SEAs and local operating agencies must identify the special educational needs of migrant children and determine the specific services that will help migrant children achieve the State’s measurable outcomes and performance targets. SEAs are also required to develop a comprehensive State plan for service delivery that describes the strategies the SEA will pursue on a statewide basis to help migrant children achieve the performance targets that the State has adopted for all children in reading and math, high school graduation, reducing school dropouts, school readiness, and any other performance target that the State has identified for migrant children (October 2003, Non-Regulatory Guidance, Chapter IV: Comprehensive Needs Assessment and Service Delivery Plan, 43).

Guiding Documents and Materials Development		
Objective	Task	Deliverables
Ensure SEA and LEAs are utilizing the most current data for a well-developed and educationally-sound Migrant Education Program	Update the Program Evaluation annually	Updated Program Evaluation available and accessible to the SEA
	Update the Comprehensive Needs Assessment on a three-year cycle	Updated Comprehensive Needs Assessment available and accessible to the SEA
	Update the Service Delivery Plan on a three-year cycle	Updated Service Delivery Plan available and accessible to the SEA
	Update the MEP Manual when requested	Updated MEP Manual available and accessible to the SEA
	Develop forms, rubrics, and protocols to improve services	Forms, rubrics, and protocols accessible and available to the AL MEP
Maintain materials	Organize materials electronically so that they are accessible to the AL MEP	Materials organized, maintained, available, and accessible to AL MEP staff
Adheres to timelines for completion of tasks	Provide a timeline for the completion of tasks	Deliverables received according to the proposed timeline

Request for Proposal (RFP)
RFP ALSDE 2025-06
Alabama State Department of Education
Federal Programs

Fiscal Information

Vendor provides a well-structured, cost-effective, and clearly defined cost proposal, justifying each required deliverable over a two-year period with cost options.

Vendor provides a fee structure that meets the key features and objectives of the scope of work included in Section 2.1.

SEAs and local operating agencies must comply with two fiscal requirements regarding the expenditure of State and local funds to ensure that MEP funds are used to provide services that are supplemental to the regular services migrant children receive. The statute requires SEAs and local operating agencies to: (1) use MEP funds to “supplement, not supplant” non-Federal funds; and (2) provide services to migratory children with State and local funds that are at least comparable to services provided non-migratory children (October 2003, Non-Regulatory Guidance, Chapter X: Fiscal Requirements, 106).

Fiscal Information		
Objective	Task	Deliverables
Provide details of fee structure	Provides details of fee structure for budgeting purposes	Document with specific fee details for identification and recruitment, student services, data collection and reporting, training and assessment, community coordination, and materials development
Provide Expense Report	Provide details of expenses and remaining balances quarterly	Quarterly Expense Report
Provide Services Report	Provide details of services provided by the vendor quarterly	Quarterly Report detailing services provided to the AL MEP

Request for Proposal (RFP)
RFP ALSDE 2025-06
Alabama State Department of Education
Federal Programs

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

The Alabama Migrant Education Program Team and ALSDE staff will work collaboratively with the selected vendor to:

- Recruit, Identify, and Enroll students in the Migrant Education Program.
- Communicate with funded and unfunded Migrant Education Programs.
- Specify information to be included in training materials, reports, and forms.
- Notify the vendor of program changes.
- Continuously improve, update, and finalize the cycle of Comprehensive Needs Assessment (CNA), Service Delivery Plan (SDP), and Program Evaluation.
- Assist in the planning stages of the State PAC meetings, required annual recruiter training, and the CNA.
- Collect and distribute materials.
- Provide technical assistance to local education agencies, Migrant Directors, and Migrant Recruiters and staff.
- Collaborate on eligibility decisions.

The Alabama Migrant Education Program Team and ALSDE staff are responsible for:

- Providing feedback on training materials, reports, and forms.
- Monitoring the contract and timelines.
- Processing and paying invoices.
- Articulating deadlines.
- Evaluating the deliverables.

Request for Proposal (RFP)
RFP ALSDE 2025-06
Alabama State Department of Education
Federal Programs

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 email 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.

Request for Proposal (RFP)
RFP ALSDE 2025-06
Alabama State Department of Education
Federal Programs

Part IV

Cost Proposal:

Vendor shall include the fee structure and pricing for the training sessions/program if applicable or requested. 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.** Subcontractors 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 subcontractor; however, the ALSDE reserves the right to refuse the subcontractor you have selected. Contractor and associated personnel shall remain solely responsible for the performance of all work, including work that may be subcontracted.

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.

Subcontractors may not be employees/agents of the ALSDE or LEA, nor any entity or agency receiving education trust funds.

Request for Proposal (RFP)
RFP ALSDE 2025-06
Alabama State Department of Education
Federal Programs

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.

Per the current FPPM: Non-appropriation and Proration (Section 41-4-144(c)).

<https://comptroller.alabama.gov/fiscal-policy-procedures/>

When funds are not appropriated or otherwise made available to support continuation of performance in a subsequent fiscal period, the contract shall be cancelled, and, to the extent permissible by law, the supplier shall be reimbursed for the reasonable value of any non-recurring costs incurred but not amortized in the price of the supplies or services delivered under the contract. To the extent permissible by law, this cost of cancellation may be paid from any appropriations available for that purpose.

In the event that proration of appropriated funds from which the State is to pay the supplier is declared by the Governor pursuant to Section 41-4-90 of the Code of Alabama, the contractor shall have the option, in addition to the other remedies of the contract, of renegotiating the contract to extend or change payment terms or amounts, or terminating the contract. In all circumstances, it is agreed that the terms and commitments of this contract shall not constitute a debt of the State of Alabama in violation of Section 213 of the Constitution of Alabama, as amended.

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

Request for Proposal (RFP)
RFP ALSDE 2025-06
Alabama State Department of Education
Federal Programs

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.

4.3 Artificial Intelligence (AI) Systems

AI Model Development and Use Attestation:

The proposal shall include a written statement attesting to the following:

- a. Pretrained AI System: The AI System to be provided in the performance of this RFP have been pretrained.
- b. Responsibility in AI System Development: The vendor used all responsible measures necessary during the development of the AI System to be provided in the performance of this RFP.
- c. Human-in-the-Loop AI System Training: A human-in-the-loop approach was used, wherever possible, in the training of the AI System, ensuring human oversight and intervention were integral parts to the AI System training process.
- d. Unbiased Data Selection and Algorithm Development: The process of data selection for AI System training was conducted in an unbiased manner, wherever possible, adhering to the principles of fairness and non-discrimination.
- e. Expected Outcomes: The results produced by the AI System met the expected outcomes as identified and defined by the vendor.

The vendor further attests and agrees that any violation of this subsection will be considered a material breach of this RFP, and may result in its termination, legal action, or both, at the sole discretion of the ALSDE.

If the vendor's software solution does not use, contain or incorporate Artificial Intelligence (AI), the proposal shall include a written statement attesting that the software solution does not use, contain, or incorporate any AI.

Request for Proposal (RFP)
RFP ALSDE 2025-06
Alabama State Department of Education
Federal Programs

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