

# The Alabama Department of Children's Affairs



## *REQUEST FOR PROPOSALS FOR PROFESSIONAL SERVICES:*

## *TECHNICAL ASSISTANCE FOR MULTIPLE GRANTS COORDINATION AND IMPLEMENTATION*

Proposals must be submitted in writing to the address provided in this RFP no later than  
**March 13, 2015.**

*The Alabama Department of Children's Affairs (DCA) is responsible for effectively and efficiently coordinating efforts and programs to serve children throughout the state.*

The functional areas and programs of DCA include, but are not limited to the following:

- First Class Pre-K Program, recognized nationally for meeting high quality benchmarks
- First Teacher Early Childhood Education Home Visiting Program
- State and local Children's Policy Councils which serve to advise and coordinate services for children and families
- Accountability for Children First Trust Fund to ensure tobacco settlement funds provide intended services and meet intended outcomes
- Head Start Collaboration Office

### **Purpose**

The Alabama Department of Children's Affairs is seeks proposals from qualified firms and individuals interested in providing technical assistance and programmatic analysis across multiple divisions and programs of DCA. This RFP is not an offer to contract but seeks the submission of proposals from interested qualified professional service providers that may form the basis for negotiation of a professional service contract or contracts. DCA reserves the right to reject any or all proposals and to solicit proposals if that is determined to be in the best interests of the State of Alabama.

### **Scope of Services**

DCA seeks professional service provider(s) with primary responsibility for

- (1) Providing technical assistance in integrated operations to maximize efficiency and ensure minimal administrative expenditures
- (2) Reporting and evaluating data for multiple federal grants which fund DCA programs
- (3) Coordinating and collaborating with LEAs, local service providers, and DCA staff requiring experienced administrator/grant evaluator and data analyst on as-needed/on-call basis.

The professional service provider(s) will be expected to provide technical assistance in the administration of federal grants in both rural and urban school systems; provide expertise in vertical integration of curriculum and instruction in preK-12 education; facilitated strategic planning in cooperation with LEA's, regional collaboratives and state efforts for expansion of pre-K services; and develop administrative policies and procedures to ensure coordination of services and data analysis and reporting in order to reduce duplication.

### **Instructions**

Each proposal must include one original and one electronic copy. It is anticipated the contract will be awarded in April, 2015. Each proposal should be mailed to

Alabama Department of Children's Affairs  
Attention: TAMGCI 2015 RFP  
P.O. Box 302755  
Montgomery, AL 36130

## **Compliance and Confidentiality**

The provider awarded the contract must maintain confidentiality of all information and data accessed through the provision of work. The provider must comply with all applicable state and federal laws. Failure to comply may require sanctions, up to and including termination of any Contract awarded from this RFP. The respondent must provide its own workspace and equipment needed to carry out the services required.

## **Evaluation**

The major criteria to be used in evaluating the proposals are:

- Adherence to the format and timetable set forth by the RFP
- Demonstrated experience in the performance of comparable work and analysis
- Pricing of services

## **Inquiries**

Any questions that arise concerning technical data in the RFP should be submitted in writing to Jan Hume at the P.O box listed above or by email to [jan.hume@dca.alabama.gov](mailto:jan.hume@dca.alabama.gov)

## **Certification**

By submitting a proposal in response to this RFP, the vendor warrants and represents to the Alabama Department of Children's Affairs that the vendor accepts and agrees with all of the terms of the RFP. Further, by so submitting, the vendor certifies to DCA that the vendor is legally authorized to conduct business within the state of Alabama and to carry out the services described in the RFP, and that all of the following statements are true and correct:

1. Revolving Door Policy: The vendor warrants that neither the vendor nor any of the vendor's trustees, officers, directors, agents, not employees is a current employee of DCA and none of the said individuals have been employees of DCA within a two year (24 month) period ending with the data of the RFP.
2. Collusion with other Vendors: The vendor certifies by submission of this proposal and resulting contract that the vendor has not publicly or privately colluded with any other vendor to fix prices or conditions of the proposal.
3. Debarment/ Suspension: The vendor certifies that neither it nor its principals is presently disbarred, suspended, proposed for disbarment, declared ineligible, or voluntarily excluded from participation in the contract by any Federal department or agency.
4. Compliance with State Ethics and Retirement Systems Law: The vendor certifies that award and acceptance of this contract will not constitute a breach of ethics law or Retirement Systems of Alabama law which regulates the employment of retirees from RSA participating entities.

5.

**Title Page**

**Instructions: Complete each item. The authorized person must sign and date.**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ County: \_\_\_\_\_ Zip Code \_\_\_\_\_

Application Contact Person:

\_\_\_\_\_

Title: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ FAX:

\_\_\_\_\_

E-mail Address: \_\_\_\_\_

Mailing Address:

\_\_\_\_\_

City: \_\_\_\_\_ County: \_\_\_\_\_ Zip Code \_\_\_\_\_

**Description (Narrative)**

**Instructions: Please explain, in detail, your efforts in the areas below. This section should be no more than eight pages. For all attachments (excluding application forms), please use single spaced, Times New Roman or Palatino Linotype font, one inch margins, and font size 12.**

Please explain the plan and scope of work in performing the following;

- (1) Providing technical assistance in integrated operations to maximize efficiency and ensure minimal administrative expenditures
- (2) Reporting and evaluating data for multiple federal grants which fund DCA programs
- (3) Coordinating and collaborating with LEAs, local service providers, and DCA staff

Narrative should also include the methodology to be used for the technical assistance, a timeline for the project, how the work will be conducted, sample of past work which is similar in scope and content.

### **Price Proposal**

***Instructions: Please explain, in detail, your price schedule and information below.***

- Each response must provide prices for professional services only. No equipment is to be priced in the proposal.
- The respondent must provide its own workspace and equipment needed to carry out the services required under this RFP.
- Proposal must disclose any and all fees, costs or expenses to be charged for the services described in the narrative. Failure to provide a complete listing of all fees, costs and expenses to be charged will result in the disqualification of the professional service provider submitting the proposal.

### **Qualifications**

***Instructions: Please explain, in detail, staff qualifications and experience in providing similar services.***

- Provide information about qualifications and experience in providing technical assistance in the administration of federal grants in both rural and urban school systems; provide expertise in vertical integration of curriculum and instruction in preK-12 education; facilitated strategic planning in cooperation with LEA's, regional collaboratives and state efforts for expansion of pre-K services; and develop administrative policies and procedures to ensure coordination of services and data analysis and reporting in order to reduce duplication.
- The provider must demonstrate experience with work at the level indicated in the Scope of Work in the Narrative.
- Required experience in federal grants evaluative reporting and accountability processes.
- Required experience in federal and state grants administration and data collection.

### **Additional Requirements**

In order to be considered, vendor must complete and submit the following forms with the proposal:

- Vendor Disclosure Statement (see below for instructions and form)
- Immigration Status Form (form provided below)
- Beason Hammon Act Form (form provided)

Vendor must also complete and provide proof of completion of the E-Verify process.

# VENDOR DISCLOSURE STATEMENT INFORMATION AND INSTRUCTIONS

Section 41-16-82, *Code of Alabama* 1975 requires the disclosure statement to be completed and filed with all proposals, bids, contracts, or grant proposals to the State of Alabama in excess of \$5,000. The disclosure statement is not required for contracts for gas, water, and electric services where no competition exists, or where rates are fixed by law or ordinance. In circumstances where a contract is awarded by competitive bid, the disclosure statement shall be required only from the person receiving the contract and shall be submitted within ten (10) days of the award.

A copy of the disclosure statement shall be filed with the awarding entity and the Department of Examiners of Public Accounts, and if it pertains to a state contract, a copy shall be submitted to the Contract Review Permanent Legislative Oversight Committee. The address for the Department of Examiners of Public Accounts is as follows: 50N. Ripley Street, Room 3201, Montgomery, Alabama 36130-2101. If the disclosure statement is filed with a contract, the awarding entity should include a copy with the contract when it is presented to the Contract Review Permanent Legislative Oversight Committee.

Pursuant to Section 41-16-84 (b), *Code of Alabama* 1975 the State of Alabama shall not enter into any contract or appropriate any public funds with any person who refuses to provide information as required.

Pursuant to Section 41-16-86, *Code of Alabama* 1975, any person who knowingly provides misleading or incorrect information on the disclosure statement shall be subject to a civil penalty of ten percent (10%) of the amount of the transaction, not to exceed \$10,000.00. Also, the contract or grant shall be voidable by the awarding entity.

## **Definitions as Provided in Section 41-16-81, *Code of Alabama* 1975**

- 1. Family Member of a Public Employee** – The spouse or a dependent of the public employee.
- 2. Family Member of a Public Official** – The spouse, a dependent, an adult child and his or her spouse, a parent, a spouse's parents, or a sibling and his or her spouse, of the public official.
- 3. Family Relationship** – A person has a family relationship with a public official or public employee if the person is a family member of the public official or public employee.
- 4. Person** – An individual, firm, partnership, association, joint venture, cooperative, or corporation, or any other group or combination acting in concert.
- 5. Public Official and Public Employee** - These terms shall have the same meanings ascribed to them in Sections 36-25-1(23) and 36-25-1(24), *Code of Alabama* 1975, (see below) except for the

purposes of the disclosure requirements of this article, the terms shall only include persons in a position to influence the awarding of a grant or contract who are affiliated with the awarding entity. Notwithstanding the foregoing, these terms shall also include the Governor, Lieutenant Governor, members of the cabinet of the Governor, and members of the Legislature. (Note: The definitions for public official and public employee are now denoted as Sections 36-25-1 (25) and 36-25-1 (26), *Code of Alabama* 1975. However, Section 41-16-86 (5), *Code of Alabama* 1975 has not been codified to reflect such updates.)

Section 36-25-1(25), *Code of Alabama* 1975, defines a **public employee** as any person employed at the state, county or municipal level of government or their instrumentalities, including governmental corporations and authorities, but excluding employees of hospitals or other health care corporations including contract employees of those hospitals or other health care corporations, who is paid in whole or in part from state, county, or municipal funds. For purposes of this chapter, a public employee does not include a person employed on a part-time basis whose employment is limited to providing professional services other than lobbying, the compensation for which constitutes less than 50 percent of the part-time employee's income.

Section 36-25-1(26), *Code of Alabama* 1975, defines a **public official** as any person elected to public office, whether or not that person has taken office, by the vote of the people at state, county, or municipal level of government or their instrumentalities, including governmental corporations, and any person appointed to a position at the state, county, or municipal level of government or their instrumentalities, including governmental corporations. For purposes of this chapter, a public official includes the chairs and vice-chairs or the equivalent offices of each state political party as defined in Section 17-13-40, *Code of Alabama* 1975.

### **Instructions**

Complete all lines as indicated. If an item does not apply, denote N/A (not applicable). If you cannot include required information in the space provided, attach additional sheets as necessary.

**THE DISCLOSURE STATEMENT MUST BE SIGNED,  
DATED, AND NOTARIZED PRIOR TO SUBMISSION.**



# State of Alabama Disclosure Statement

Required by Article 3B of Title 41, Code of Alabama 1975

ENTITY COMPLETING FORM

ADDRESS

CITY, STATE, ZIP

TELEPHONE NUMBER

STATE AGENCY/DEPARTMENT THAT WILL RECEIVE GOODS, SERVICES, OR IS RESPONSIBLE FOR GRANT AWARD

ADDRESS

CITY, STATE, ZIP

TELEPHONE NUMBER

This form is provided with:

Contract    Proposal    Request for Proposal    Invitation to Bid    Grant Proposal

Have you or any of your partners, divisions, or any related business units previously performed work or provided goods to any State Agency/Department in the current or last fiscal year?

Yes    No

If yes, identify below the State Agency/Department that received the goods or services, the type(s) of goods or services previously provided, and the amount received for the provision of such goods or services.

STATE AGENCY/DEPARTMENT	TYPE OF GOODS/SERVICES	AMOUNT RECEIVED

Have you or any of your partners, divisions, or any related business units previously applied and received any grants from any State Agency/Department in the current or last fiscal year?

Yes    No

If yes, identify the State Agency/Department that awarded the grant, the date such grant was awarded, and the amount of the grant.

STATE AGENCY/DEPARTMENT	DATE GRANT AWARDED	AMOUNT OF GRANT

1. List below the name(s) and address(es) of all public officials/public employees with whom you, members of your immediate family, or any of your employees have a family relationship and who may directly personally benefit financially from the proposed transaction. Identify the State Department/Agency for which the public officials/public employees work. (Attach additional sheets if necessary.)

NAME OF PUBLIC OFFICIAL/EMPLOYEE	ADDRESS	STATE DEPARTMENT/AGENCY

2. List below the name(s) and address(es) of all family members of public officials/public employees with whom you, members of your immediate family, or any of your employees have a family relationship and who may directly personally benefit financially from the proposed transaction. Identify the public officials/public employees and State Department/Agency for which the public officials/public employees work. (Attach additional sheets if necessary.)

NAME OF FAMILY MEMBER	ADDRESS	NAME OF PUBLIC OFFICIAL/ PUBLIC EMPLOYEE	STATE DEPARTMENT/ AGENCY WHERE EMPLOYED
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If you identified individuals in items one and/or two above, describe in detail below the direct financial benefit to be gained by the public officials, public employees, and/or their family members as the result of the contract, proposal, request for proposal, invitation to bid, or grant proposal. (Attach additional sheets if necessary.)

Describe in detail below any indirect financial benefits to be gained by any public official, public employee, and/or family members of the public official or public employee as the result of the contract, proposal, request for proposal, invitation to bid, or grant proposal. (Attach additional sheets if necessary.)

List below the name(s) and address(es) of all paid consultants and/or lobbyists utilized to obtain the contract, proposal, request for proposal, invitation to bid, or grant proposal:

NAME OF PAID CONSULTANT/LOBBYIST	ADDRESS
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**By signing below, I certify under oath and penalty of perjury that all statements on or attached to this form are true and correct to the best of my knowledge. I further understand that a civil penalty of ten percent (10%) of the amount of the transaction, not to exceed \$10,000.00, is applied for knowingly providing incorrect or misleading information.**

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Notary's Signature Date Date Notary Expires

Article 3B of Title 41, Code of Alabama 1975 requires the disclosure statement to be completed and filed with all proposals, bids, contracts, or grant proposals to the State of Alabama in excess of \$5,000.

**IMMIGRATION STATUS**

I hereby attest that all workers on this project are either citizens of the United States or are in a proper and legal immigration status that authorizes them to be employed for pay within the United States.

\_\_\_\_\_  
Signature of Contractor

\_\_\_\_\_  
Witness

FORM FOR SECTION 9 (c) BEASON- HAMMON ALABAMA TAXPAYER AND CITIZEN PROTECTION ACT;  
CODE OF ALABAMA, SECTION 31-13-9 (c)

AFFIDAVIT FOR SUBCONTRACTOR

(To be completed as a condition for performing work on a project paid for by contract, grant, or incentive by the State of Alabama, any political subdivision thereof, or any state-funded entity)

State of \_\_\_\_\_

County of \_\_\_\_\_

Before me, a notary public, personally appeared \_\_\_\_\_ (print name)  
who, being duly sworn, says as follows:

As a condition for being a subcontractor on a project paid for by contract, grant, or incentive by the State of Alabama, any political subdivision thereof, or any state-funded entity, I hereby attest that in my capacity as \_\_\_\_\_ (state position) for \_\_\_\_\_ (state subcontractor name), said subcontractor shall not knowingly employ, hire for employment, or continue to employ an unauthorized alien.

I further attest that said subcontractor is enrolled in the E-Verify program prior to performing any work on the project. (ATTACH DOCUMENTATION ESTABLISHING THAT SUBCONTRACTOR IS ENROLLED IN THE E-VERIFY PROGRAM)

\_\_\_\_\_  
Signature of Affiant

Sworn and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 2\_\_\_\_\_.

I certify that the affiant is known (or made known) to me to be the identical party he or she claims to be.

\_\_\_\_\_  
Signature and Seal of Notary Public

**Statutory Authority:** Code of Alabama, section 31-13-9 (c; Section 31-13-9 (h) .