

## **Mission Statement**

The mission of the Alabama Department of Early Childhood Education is to inspire, support, and deliver cohesive, comprehensive systems of high-quality education and care so that all Alabama children thrive and learn.

## **Departmental Offices**

1. Children's Policy Councils
2. Head Start State Collaboration Office
3. Office of School Readiness
4. Office of Family Support
5. Office of Early Childhood Development and Professional Support

## **Request for Proposal Application**

The Alabama Department of Early Childhood Education (ADECE) is seeking proposals for 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 ADECE programs;
- (3) Coordinating and collaborating with LEAs, local service providers, and ADECE staff; requiring experienced administrator/grant evaluator and data analyst on as-needed/on-call basis;
- (4) Project management and administration of ASAP online registration system for integration of enrollment in early childhood programs administered by ADECE; and
- (5) Coordinating internal and external data sources in order to ensure data quality and integrity.

The duration of this contract will be for twelve months (March 5, 2020 – February 28, 2021). All services must be provided by the vendor and cannot be subcontracted to a third-party vendor. Invoices will be billed monthly with supporting tasks performed/deliverables. Inability or refusal to perform duties, responsibilities, and expectations as outlined below will establish grounds for contract termination.

Reports to: Education Systems Administrator

Day-to-Day Direction: Education Systems Administrator; Secretary of Early Childhood Education; and other individuals as designated by the Secretary

Other internal contacts: Secretary of Early Childhood Education; Senior Director of Early Childhood Education; and Government Affairs Manager.

## **Evaluation Criteria & Award Process**

ADECE reserves the right to conduct discussions with any or all respondents, or to make an award of a contract without such discussions based only on evaluation of the written proposals. ADECE reserves the right to contact and interview anyone connected with any past or present projects with which the respondent has been associated. ADECE likewise reserves the right to designate a review committee to evaluate the proposals according to the criteria set forth under this section. ADECE may make a written determination showing the basis upon which the award was made, and such determination shall be included in the procurement file.

ADECE reserves the right to award this contract in whole or in part depending on what is in the best interest of ADECE with ADECE being the sole judge thereof.

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

1. Adherence to the format and timetable set forth by the RFP
2. Demonstrated experience in the performance of comparable work and analysis
3. Experience with ASAP registration software, iNow, IO Education software
4. Pricing of services

A committee to be chaired by the Education Systems Administrator will evaluate each proposal properly submitted.

The evaluation committee may invite finalists for interview and/or presentations. Failure to attend a requested interview presentation before the committee may result in a proposal not being considered. It is the agency's expectation that, upon selection, we will develop and agree to an annual scope of work to be delivered by the agency, keeping in mind that ADECE is held to stringent cost-control measures and always seek to be good stewards of the state's resources.

### **Instructions**

Please email the proposals. With requests for further information, please contact the Alabama Department of Early Childhood Education at **(334) 224-3171**. Transmit proposal via email to **[ada.wyhe@ece.alabama.gov](mailto:ada.wyhe@ece.alabama.gov)**.

### **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:

E-mail Address:

Mailing Address:

City:            County:            Zip Code

### **Description**

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

1. Proficiency in project development and management; state and national technical assistance and resource support; and coordination and support of federal grants for efficient data reporting to meet requirements of grant awards.
2. Demonstrated background in providing technical assistance for the integration, coordination, and development of online management systems.
3. Ability to meet and exceed expectations for performance, including:

Communication – Copy designated agency contact on all communications and respond to all calls, texts, and emails within 24 hours.

Meetings – Schedule bi-weekly meetings with the ADECE to coordinate efforts and ensure action items are completed according to the determined timeline. If individual(s) cannot attend an in-person meeting, a conference call will take place of the meeting. Confirm all meetings and/or appointments within 24 hours.

Schedule – Work completed during this time will take place during regular business hours of 8:00 AM to 5:00 PM during the workweek Monday – Friday, with the ability to schedule other work time as needed.

Confidentiality – Materials, information, and records furnished to the contractor will be considered property of the ADECE and shall be treated as confidential by the contractor, except such information and materials as may already be public knowledge or established to be in the public domain.

Accountability – Data evaluation and collection as required by federal reporting timelines and federal grant requirements.

### **Vendor Certifications**

***Instructions: All applicants must place a (√) by each of the following statements and provide the signature of the vendor legally authorized to conduct business within the state of Alabama and to carry out the services described in this RFP.***

1. By submitting a proposal in response to this RFP, the vendor warrants and represents to the Alabama Department of Early Childhood Education (ADECE) that the vendor accepts and agrees with all of the terms and conditions of the RFP. Further, by so submitting, the vendor certifies to the ADECE that it is legally authorized to conduct business within the state of Alabama and to carry out the services described in this RFP.
2. The vendor warrants that neither the vendor nor any of the vendor's trustees, officers, directors, agents, nor employees is a current employee of the ADECE, and none of the said individuals have been employees of the ADECE within a two-year (24 month) period ending with the date of this RFP.
3. 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.
4. The vendor certifies that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this contract by any Federal department or agency.

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Signature of Authorized Vendor

Date

### **Budget**

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

The following cost estimate is provided to allow ADECE an insight and estimate of the vendor's fee to accomplish a scope of work that closely represents the tasks approved and executed by ADECE.

1. Each response must provide prices for professional services only; no equipment is to be priced in the proposal.
2. The respondent must be able to work within the ADECE office in Montgomery, as needed, to carry out the services required.

### **Required Attachments**

***Instructions:* Please print, complete, and submit the three (n=3) documents below with your proposal. Proposals without these documents will NOT be reviewed.**

The documents below can be found at [www.legislature.state.al.us](http://www.legislature.state.al.us)

(Resources > Joint Interim Committees > Contract Review Permanent Legislative Oversight Committee)

1. Immigration Status Form
2. Vendor Disclosure Statement
3. Certificate of Compliance