

## **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) solicits proposals from individuals or firms interested in conducting an operational study and analysis of the ADECE and in providing consulting services (see "Scope of Services"). This RFP is issued in accordance with the requirements of Section 41-16-72, Ala. Code. This RFP is not an offer to contract but seeks the submission of proposals from interested professional services providers which may form the basis for negotiation of a professional service contract(s). Specific terms and requirements in this RFP may be waived or modified by the State of Alabama as it deems necessary and appropriate. The State has no liability for any costs incurred by a prospective provider for the preparation and production of a proposal or for any work performed prior to the issuance of a contract. The ADECE reserves the right to reject any and all proposals and to solicit additional proposals if that course of action is determined to be in the best interest of the State of Alabama.

## **Scope of Services**

The successful vendor will:

1. Consult with the ADECE and perform a comparative study among high performing states as well as an analysis for the Department of the functions, programs, policies, funding, and organizational structure of the ADECE utilizing data from other states, particularly those whose educational systems have been determined to be in the top 10% of the National Educational Assessment Progress (NAEP) in the United States.
2. Conduct an inventory and review of the ADECE's programs.
3. Determine the core educational functions of the ADECE, which programs support those functions, and which programs are operating efficiently and effectively to contribute to the overall mission of the ADECE.
4. Determine whether the ADECE's programs are adequately staffed.
5. Make recommendations for changes and/or improvements to ADECE's policies, function(s), programs, funding, organizational structure, and any other areas noted during the organizational review and study.
6. Communicate with the ADECE and its employees and others identified by the Secretary of Early Childhood Education to participate in the study and analysis of the Department.
7. Track and record in substantial detail all data obtained from the study and analysis of the ADECE's programs, including but not limited to expenditures of all local, state, and federal funds.
8. Provide monthly reports to the Secretary of Early Childhood Education regarding the status

of the study starting within thirty (30) days of the end of each prearranged and agreed upon reporting period. The vendor will also hold periodic conference calls and meetings with the Department, either virtually or in-person, and keep the Secretary apprised of any problems or issues with the study and analysis. Failure of the successful vendor to make reports in a timely manner will constitute a material breach of any contract existing between the vendor and the ADECE.

9. Agree to complete the study and analysis and provide the final report to the Secretary of Early Childhood Education by October 1, 2021.
10. Agree and acknowledge that all data accumulated by the vendor will be the property of the State of Alabama and will be made available upon demand at any time in a format satisfactory to the Department.

The quality and timeliness of such service will be subject to review and inspection by the ADECE at any time.

The duration of this contract will be for one year (November 5, 2020 – October 31, 2021) with the option for amendment and/or renewal. All services must be provided by the vendor and cannot be subcontracted to a third-party vendor. Invoices will be billed monthly. Inability or refusal to perform duties, responsibilities, and expectations as outlined will establish grounds for contract termination.

Reports to: Secretary of Early Childhood Education

Day-to-Day Direction: Other individuals as designated by the Secretary of Early Childhood Education

Other internal contacts: Staff Accountant responsible for procurement and Government Affairs Manager

### **Instructions for Submitting a Proposal**

**Proposals should be submitted via email. For requests for additional 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

### **Requirements**

***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. Each of the below areas of inquiry must be specifically and separately addressed by a named officer or representative of the firm seeking to contract with the ADECE. Failure to respond in this manner may result in the vendor's response to the RFP being eliminated from consideration.

A successful vendor must:

1. Demonstrate that it has knowledge about and experience with the education industry, including but not limited to the development of performance criteria for various educational programs.
2. Provide evidence that it possesses the ability to work effectively with governmental entities.
3. Provide evidence that it has the capacity and expertise to analyze, understand, and evaluate various educational programs.
4. Describe the methods it will utilize in working with the Department to conduct the study and analysis.
5. Disclose and describe any business litigation, regulatory proceedings, governmental investigations, or any other proceedings alleging fraud, negligence, or criminal activity relating to its educational and consulting services in which it, any primary consultant, or any officer or principal of the firm, has been involved in within the last five (5) years.
6. Describe its previous work in the study of educational programs and departments, agencies, etc.
7. Describe the typical amount of time after the end of each reporting period that is required to prepare and deliver reports.
8. Describe and attach examples of the types of reports that would be delivered to the ADECE with an explanation of how each such report will meet the criteria of the study and analysis.
9. Disclose any conflicts of interest the vendor may have and describe how such conflicts are identified.
10. Disclose any activity in which anyone in the firm provided anything of value, including gifts, travel expenses, entertainment, meals, or other things to any employee or representative of an Alabama state government agency, board, bureau, or commission in the past year (12 months), describing the thing(s) of value provided, the purpose for doing so, and the person(s) to whom the things were provided.
11. Describe any personal or professional relationship any officer or employee of the vendor may have had with any employee or representative of an Alabama state government agency, board, bureau, or commission over the last five (5) years.

### **Qualifications**

***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. Each of the below areas of inquiry must be specifically and separately addressed by a name officer or representative of the firm seeking to contract with the ADECE. Failure to respond in this manner may result in the vendor's response to the RFP eliminated from consideration.

A successful vendor must provide to the ADECE:

1. A detailed description of the vendor's qualifications, trainings and capabilities in light of the foregoing "Scope of Services."
2. A brief history, from the inception, of the vendor and any parent organizations.
3. A description of the ownership structure of the vendor's organization, giving specific details regarding any parent or affiliate organizations.
4. Evidence of a willingness and ability to follow guidelines and constraints as developed by the ADECE.

### **Experience**

***Instructions:* Please provide in detail answers to the items listed 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. Each of the below areas of inquiry must be specifically and separately addressed by a name officer or representative of the firm seeking to contract with the ADECE. Failure to respond in this manner may result in the vendor's response to the RFP being eliminated from consideration.**

A successful vendor must:

1. Provide a comprehensive history of the vendor's provision of the desired services.
2. Provide a list of reference of the firm's current and past clients, with current contact information.
3. Describe the firm's experience with, and services provided to governmental entities in light of the foregoing "Scope of Services."
4. A list of the firm's employees that will work on the project, including each employee's educational and professional background.
5. Describe the implementation plan, method of contact, and timeline outlined in the RFP are to be provided by the firm.

### **Budget & Fees**

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

Proposals must disclose and include any and all fees, costs, or expenses, including travel, supplies and services, to be charged for the services described in the "Scope of Services," Section 2. If applicable, the fees described and disclosed should include all charges for educational and consulting services, and the method by which such fees and expenses are determined. Failure to provide a complete listing of all fees, costs, and expenses to be charged will result in a disqualification of the professional service provider submitting the proposal.

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.

### **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. A committee to be chaired by the Secretary of Early Childhood Education will evaluate each proposal meeting all criteria as established within this Request for Proposals (RFP).

Upon review and evaluation of proposals, the ADECE may select the professional service provider(s) determined to best meet the needs of the study and analysis. Upon selection of the preferred professional service provider or providers, the ADECE may initiate negotiations for contract terms and conditions, including fees. All proposals received in response to this RFP may be rejected and the ADECE may solicit additional proposals.

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 being eliminated from consideration. It is the ADECE's expectation that, upon selection, the Department and the Contractor will develop and agree to an annual scope of work to be delivered by the Contractor, keeping in mind that ADECE is held to stringent cost-control measures and always seeks to be effective stewards of the state's resources.

### **Vendor Certifications**

***Instructions:* All applicants must signify compliance by initialing 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 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

preceding the date of this RFP.

3. The vendor certifies by submission of this proposal and resulting contract that the vendor has not publicly nor privately colluded with any other vendor to fix prices or conditions of the proposal.
4. The vendor certifies that neither it nor its principals are 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

### **Required Attachments**

***Instructions:* Please print, complete, and submit the four (4) 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
4. W-9