



## State of Alabama Solicitation

<b>Solicitation</b> RFP 079 21000000003	<b>Document Phase</b> Final	<b>Document Description</b> Assist w project management/ strategic planning w GOEWT
<b>Procurement Folder</b> 1329424	<b>Creation Date</b> 03/03/21	<b>Print Date</b> 03/03/21

## Request for Proposals

### CONTACTS

Contact Name	E-mail	Phone
<b>Requestor:</b> Eria White	eria.white@ece.alabama.gov	334-451-5655
<b>Issuer:</b> Eria White	eria.white@ece.alabama.gov	334-451-5655
<b>Buyer:</b> Eria White	eria.white@ece.alabama.gov	334-451-5655

**Bids will be accepted from:** 03/04/21  
**to:** 04/02/21

**All Inquiries for Information Regarding Bid Submission Requirements or Procurement Procedures  
 Should be Directed To The Buyer Contact Listed Above.**

### COMMODITY INFORMATION

<b>Group:</b> 1	<b>Line:</b> 1	<b>Line Type:</b> Service
<b>Commodity Code:</b> PRF08000001		<b>Quantity:</b>
<b>Commodity Description:</b> CONSULTING SERVICES		<b>Unit:</b>
<b>Extended Description:</b>		
CONSULTING SERVICES		

### SHIPPING AND BILLING

#### Shipping

DEPT OF EARLY CHILDHOOD EDUCATION  
 Eria White / 334-451-5655  
 445 Dexter Ave  
 Suite 3060  
 MONTGOMERY, AL 36104  
 USA

**Delivery Date:**

#### Billing

DEPT OF EARLY CHILDHOOD EDUCATION  
 Eria White / 334-451-5655  
 P O Box 302755  
 445 Dexter Ave, Suite 3050  
 MONTGOMERY, AL 36130-2755  
 USA

**Delivery Type:**

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GENERAL TERMS AND CONDITIONS FOR RFP FOR SERVICES v 7-9-15 rhc edit 7-28-15

**GENERAL TERMS AND CONDITIONS FOR THIS REQUEST FOR PROPOSALS - All proposals are subject to these Terms and Conditions.**

**1. PROHIBITED CONTACTS; INQUIRIES REGARDING THIS RFP** – *From the Release Date of this RFP until a contract is awarded, parties that intend to submit, or have submitted, a Proposal are prohibited from communicating with any members of the Soliciting Party’s Team for this transaction who may be identified herein or subsequent to the Release Date, or other employees or representatives of the Soliciting Party regarding this RFP or the underlying transaction except the designated contact(s) identified in {insert location in RFP where contacts are identified, such as Section S or Item 2.}*

Questions relating only to the RFP process may be submitted by telephone or by mail or hand delivery to: the designated contact. Questions on other subjects, seeking additional information and clarification, must be made in writing and submitted via email to the designated contact, sufficiently in advance of the deadline for delivery of Proposals to provide time to develop and publish an answer. A question received less than two full business days prior to the deadline may not be acknowledged. Questions and answers will be published to those parties submitting responsive proposals.

**2. NONRESPONSIVE PROPOSALS** - Any Proposal that does not satisfy requirements of the RFP may be deemed non-responsive and may be disregarded without evaluation. Clarification or supplemental information may be required from any Proposer.

**3. CHANGES TO THE RFP; CHANGES TO THE SCHEDULE** - The Soliciting Party reserves the right to change or interpret the RFP prior to the Proposal Due Date. Changes will be communicated to those parties receiving the RFP who have not informed the Soliciting Party’s designated contact that a Proposal will not be submitted. Changes to the deadline or other scheduled events may be made by the Soliciting Party as it deems to be in its best interest.

**4. EXPENSES** - Unless otherwise specified, the reimbursable expenses incurred by the service provider in the providing the solicited services, shall be charged at actual cost without mark-up, profit or administrative fee or charge. Only customary, necessary expenses in reasonable amounts will be reimbursable, to include copying (not to exceed 15 cents per page), printing, postage in excess of first class for the first one and one-half ounces, travel and preapproved consulting services. Cost of electronic legal research, cellular phone service, fax machines, long-distance telephone tolls, courier, food or beverages are not reimbursable expenses without prior authorization, which will not be granted in the absence of compelling facts that demonstrate a negative effect on the issuance of the bonds, if not authorized.

If pre-approved, in-state travel shall be reimbursed at the rate being paid to state employees on the date incurred. Necessary lodging expenses will be paid on the same per-diem basis as state employees are paid. Any other pre-approved travel expenses will be reimbursed on conditions and in amounts that will be declared by the Issuer when granting approval to travel. Issuer may require such documentation of expenses as it deems necessary.

**5. REJECTION OF PROPOSALS** - The Soliciting Party reserves the right to reject any and all proposals and cancel this Request if, in the exercise its sole discretion, it deems such action to be in its best interest.

**6. EXPENSES OF PROPOSAL** – The Soliciting Party will not compensate a Proposer for any expenses incurred in the preparation of a Proposal.

**7. DISCLOSURE STATEMENT** - A Proposal must include one original Disclosure Statement as required by Code Section 41-16-82, et seq., Code of Alabama 1975. Copies of the

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Disclosure Statement, and information, may be downloaded from the State of Alabama Attorney General's web site at <https://www.alabamaag.gov/Documents/files/File-AL-Vendor-Disclosure-Statement.pdf> and <https://www.alabamaag.gov/Documents/files/Vendor-Disclosure-Instructions.pdf>.

**8. LEGISLATIVE CONTRACT REVIEW** - Personal and professional services contracts with the State may be subject to review by the Contract Review Permanent Legislative Oversight Committee in accordance with Section 29-2-40, et seq., Code of Alabama 1975. The vendor is required to be knowledgeable of the provisions of that statute and the rules of the committee. These rules can be found at <http://www.legislature.state.al.us/aliswww/AlaLegJointIntCommContracReview.aspx>. If a

contract resulting from this RFP is to be submitted for review the service provider must provide the forms and documentation required for that process.

**9. THE FINAL TERMS OF THE ENGAGEMENT** - Issuance of this Request For Proposals in no way constitutes a commitment by the Soliciting Party to award a contract. The final terms of engagement for the service provider will be set out in a contract which will be effective upon its acceptance by the Soliciting Party as evidenced by the signature thereon of its authorized representative. Provisions of this Request For Proposals and the accepted Proposal may be incorporated into the terms of the engagement should the Issuer so dictate. Notice is hereby given that there are certain terms standard to commercial contracts in private sector use which the State is prevented by law or policy from accepting, including indemnification and holding harmless a party to a contract or third parties, consent to choice of law and venue other than the State of Alabama, methods of dispute resolution other than negotiation and mediation, waivers of subrogation and other rights against third parties, agreement to pay attorney's fees and expenses of litigation, and some provisions limiting damages payable by a vendor, including those limiting damages to the cost of goods or services.

**10. BEASON-HAMMON ACT COMPLIANCE.** A contract resulting from this RFP will include provisions for compliance with certain requirements of the *Beason-Hammon Alabama taxpayer and Citizen Protection Act* (Act 2011-535, as amended by Act 2012-491 and codified as Sections 31-13-1 through 35, Code of Alabama, 1975, as amended), as follows:

E- VERIFY ENROLLMENT DOCUMENTATION AND PARTICIPATION. As required by Section 31-13-9(b), Code of Alabama, 1975, as amended, Contractor that is a "business entity" or "employer" as defined in Code Section 31-13-3, will enroll in the E-Verify Program administered by the United States Department of Homeland Security, will provide a copy of its Memorandum of Agreement with the United States Department of Homeland Security that program and will use that program for the duration of this contract.

CONTRACT PROVISION MANDATED BY SECTION 31-13-9(k):

By signing this contract, the contracting parties affirm, for the duration of the agreement, that they will not violate federal immigration law or knowingly employ, hire for employment, or continue to employ an unauthorized alien within the State of Alabama. Furthermore, a contracting party found to be in violation of this provision shall be deemed in breach of the agreement and shall be responsible for all damages resulting therefrom.

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## Request for Proposals:

### Governor's Office of Education and Workforce Transformation (GOEWT) Support, Project Management, and Facilitation

### Mission Statement

The mission of the Alabama Department of Early Childhood Education (ADECE) 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

As a cabinet level department and partner in both the Alabama Governor's Strong Start Strong Finish Initiative and the Governor's Office of Education and Workforce Transformation (GOEWT), the ADECE is seeking proposals for a professional services provider to support the work of the GOEWT for the further development of *Success Plus: Preparing Alabama's Workforce for Opportunity and Growth*. This project has, at minimum, the following activities and specifications:

1. Conduct planning session(s) including training, event implementation, and internal communications
  - a. Design and develop agenda
  - b. Facilitate planning sessions
2. Design, develop, advertise, document, and implement collaborative training and events for the GOEWT, including combined meetings with AWC and WIOA
3. Conduct project management and strategic planning functions for the work of the GOEWT
4. Facilitate activities to support the Alabama Talent Development Strategic Plan Committee of the GOEWT

The duration of this contract will be for 24 months (May 1, 2021 – April 30, 2023). 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 and deliverables. Inability or refusal to perform duties, responsibilities, and expectations as outlined below will establish grounds for contract termination.

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## Evaluation Criteria & Award Process

The 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.

The ADECE reserves the right to contact and interview anyone connected with any past or present projects with which the respondent has been associated. The ADECE likewise reserves the right to designate a review committee to evaluate the proposals according to the criteria set forth under this section. The 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.

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

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

1. Meets the following qualifications:
  - a. Working knowledge of key partners, initiatives, and efforts in workforce and talent development at the state level in Alabama
  - b. Working knowledge of thought leadership and best practices in workforce and talent development at the national level
  - c. Demonstrated project management experience for complex initiatives, including initiatives and events intended to meaningfully engage large audiences
  - d. Ability to work in the virtual environment, including for internal project management tasks and external events and engagement
  - e. Experience designing communication and feedback strategies for initiatives and events involving large numbers of stakeholders and participants
  - f. Experience in design, development, and implementation of effective and efficient meetings, including public events, trainings, and planning sessions
  - g. Experience in strategic communication, including development of key messages and dissemination strategies to achieve measurable outcomes and results
2. Adherence to the format, capabilities, and timetable set forth by the RFP
3. Demonstrated experience in the performance of comparable work and analysis
4. Demonstrated understanding of product and process requirements
5. Pricing of services

A committee to be chaired by the Secretary of the ADECE will evaluate each proposal properly submitted.

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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, a mutually agreed upon annual scope of work will be delivered by the agency, keeping in mind that the ADECE is held to stringent cost-control measures and always seeks to be good stewards of the state's resources.

## Project Requirements and Stipulations

### *Communication*

*Vendor must copy designated agency contact on all communications and respond to all calls, texts, and emails within 24 hours.*

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### *Meetings*

Vendor should attend regularly scheduled meetings with the ADECE to coordinate efforts and ensure action items are completed according to the determined timeline. Meetings may be held virtually or in person. Vendor should confirm all meetings and/or appointments within 24 hours.

### *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 in the public domain.

## Instructions

Please transmit the proposal via email to [jan.hume@ece.alabama.gov](mailto:jan.hume@ece.alabama.gov). All proposals must be received no later than 5:00 p.m. on Friday, April 2, 2021. Interested parties may contact Jan Hume at the ADECE at **(334) 549-4645** with questions or requests for additional information.

## 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 Times New Roman font (12 pt) and one-inch margins.**

1. Demonstrated experience in the performance of comparable work and analysis
2. Demonstration of qualifications as established in this RFP
3. Project timeline by phase and expected product

## Budget

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

Please provide the anticipated fees to accomplish the scope of work contained within this RFP. Each response must provide prices for professional services only; no equipment is to be priced in the proposal.

## Required Attachments

**Instructions: Please print, complete, and submit the five (n=5) documents below with your proposal. Proposals without these documents will NOT be considered.**

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)



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1. Immigration Status Form
2. Vendor Disclosure Statement
3. Certificate of Compliance
4. E-Verify 5. W-9

5.

## RFP for Governor’s Office of Education and Workforce Transformation (GOEWT) Support, Project Management, and Facilitation

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

<b>Vendor Legal Name</b>			
<b>Street Address</b>			
<b>City</b>		<b>County</b>	
<b>State</b>		<b>Zip Code</b>	
<b>Application Contact Person</b>			
<b>Title of Contact</b>			
<b>Telephone</b>			
<b>Email</b>			
<b>Mailing Address (if different from above)</b>			
<b>City</b>		<b>County</b>	
<b>State</b>		<b>Zip Code</b>	

### Vendor Certifications

**Instructions: All applicants must initial each of the following statements and provide the signature of the vendor representative 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 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. By submitting a proposal in response to the RFP, the vendor agrees to set up and verify its vendor account in the State of Alabama Accounting and Resource System (STAARS). Vendor understands that no agreements, invoices, or payments can be executed until an active and verified vendor account is established in the STAARS system.
3. 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.

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4. 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.
5. 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.

Signature of Authorized Vendor Representative    Date

***This completed page must serve as the cover for all submitted proposals.***