



***One Technology Court, Montgomery, AL 36116***  
***Telephone: 334-280-4400***

**Ed Castile**  
 Director

**Lola Allen**  
 Director of Finance

**Request for Proposal Responses 2021-3**  
**Communications and Administrative Support**

**Deadline for Q&A regarding Proposal Content: Date: Thursday, September 16, 2021 Time: 4:00 pm CST**

**Proposal Responses Must Be Received Before: Date: Thursday, September 30, 2021 Time: 4:00 pm CST**

**Submit Proposal Responses to:**

**AIDT: Request for Proposal Responses 2021-3**  
**Communications and Administrative Support**  
**Attn: Gilmer Turner**  
**One Technology Court**  
**Montgomery, AL 36116**

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## NOTES TO RESPONDENTS

1. Read the entire document from beginning to end and comply with all instructions, specifications, terms and conditions of the Proposal. Failure to follow all instructions, terms and conditions will result in the rejection of a submitted Proposal.
2. Respondents must comply with all Proposal Instructions.
3. Contact the AIDT Purchasing Agent with questions concerning this Proposal and/or specifications: Gilmer Turner at gturner@aidt.edu

### CHECKLIST FOR PROPOSAL SUBMISSION

(Vendor does not have to return this form with Proposal response)

<b>SUBMIT WITH PROPOSAL:</b>	✓
Proposal Contact Sheet	
Vendor Agreement and Qualification Statement	
Current W-9 (August 2013, issued by IRS or any subsequent edition):	
Vendor Disclosure:	
E-Verify or Alabama Immigration Compliance Form	
<b>PROPOSAL RESPONSE</b>	
<b>SUBMIT WITH PROPOSAL RESPONSES, as applicable</b>	
Copy of current state, county or city business license, general contractor’s license or applicable license as required by law	
Copy of General Liability (umbrella) insurance -	
Descriptive/technical literature with Proposal, as applicable.	
<b><u>Bonds Required for Various Proposal Solicitations:</u></b>	
1) Requirement for bonds, other than those projects covered by Title 39 of the <i>Code of Alabama, 1975</i> , as amended, will be specifically stated in the Proposal solicitation.	
2) Proposal bonds, when required, must be submitted with the Proposal Responses.	

## INSTRUCTIONS TO RESPONDENTS

1. ***“All Proposal Responses shall be sealed when received”*** (The Code of Alabama 1975, Section 41-16-54) Proposal Responses delivered by the vendor, United States Postal Service, Federal Express, UPS or other delivery service **must be identified on front of the envelope in the lower left corner with the Proposal number, opening date and time indicated.** It is the responsibility of the vendor to have the Proposal Responses delivered to the correct addressee and location.
2. Proposal Responses must be received no later than date and time indicated on the Proposal solicitation. Late Proposal Responses or improperly submitted Proposal Responses will not be considered.
3. All information shall be entered in ink, typewritten or computer generated in the appropriate space on the forms. An authorized company representative must sign the Proposal in ink.
4. AIDT reserves the right to reject any or all Proposal Responses, or any part thereof, and to waive any technicality in the Proposal if in the best interest of the Institute. Proposal Responses will be awarded in the best interest of AIDT.
5. This Proposal Responses is to be made without connection with any other person, company, or parties making a Proposal and is to be in all respects fair and in good faith, without collusion or fraud.
6. Proposal prices are not to include tax. AIDT, a state government institution, is exempt by law from paying Alabama Sales Tax. This exemption is found in Section 40-23-4 (a) (11), Code of Alabama, and it further explained in the Sales & Use Tax Rule 810-6-3-.69.02. An exemption letter will be furnished upon request.
7. The responsibility of determining the acceptability of any products or services offered rests solely with AIDT.
8. Respondent shall, at its sole expense, procure and keep in effect all necessary permits and licenses required for its performance of the requested work or service.
9. It is the responsibility of the Respondent to investigate each item in the proposal in order to develop your response. Provision has been made for questions and answers (see document scope).
10. All Proposal Responses must be notarized.

11. AIDT terms and conditions and the laws of the State of Alabama shall govern any contract resulting from this Proposal.

12. Respondents desiring further information or interpretation of plans or specifications must make requests in writing to AIDT, Attn: **Gilmer Turner, One Technology Court, Montgomery, Alabama 36116**, or e-mail **gturner@aidt.edu** by the date provided in this document. Answers to such requests will be given to all recorded Respondents, in addendum form, which will be included as part of the contract documents. Q&A will also be placed on the AIDT website for review.

13. **VENDOR RESPONSIBILITY:** It is the responsibility of all Responders to read this document in its entirety and to comply with all instructions, specifications and terms and conditions of the Proposal.

**14. PROPOSAL RESPONSES:**

**PROPOSAL INFORMATION:** All information shall be entered in ink or type written in the appropriate space on the form. Proposal Responses must be signed in ink by an authorized individual on the Qualification Statement and returned to AIDT. Mistakes may be crossed out and corrections inserted before submission of the Proposal. **The person signing the Proposal must initial corrections, in ink.**

**PROPOSAL SUBMITTED:** Proposal Responses must be submitted in the format provided to ensure complete uniformity of all Proposal Responses. Proposal Responses may be rejected if they show any omissions, alterations in wording, conditional clauses, or irregularities of any kind.

**IDENTIFICATION:** The U.S. Postal Service may apply bar code labels on envelopes which may conceal Proposal identification if shown other than the lower left corner. As a result, Proposal Responses can be rejected if not properly identified.

**CLARIFICATION OF RESPONSE:** All responses will be reviewed for compliance with the mandatory requirements stated within the Proposal. AIDT Purchasing Agent may contact the vendor for clarification of any response.

18. **REQUESTED INFORMATION:** Any additional information requested from a vendor must be furnished within (3) working days from receipt of request or as specified in the Proposal. Failure to furnish information within time frame above may result in Proposal rejection.

19. **ASSIGNMENT OF CONTRACT:** To assign, sublet or transfer any contract resulting from this Proposal Responses, the vendor's must receive written approval by AIDT Business Manager.

- 20. CHANGES/MODIFICATIONS:** Changes/modifications are allowed only by written change order approved by AIDT Purchasing Agent.
- 21. DELIVERY DATE:** Communications and Administrative Support implementation should be complete as soon as possible from the date of award notification.
- 22. FIRM PRICING:** Once an agreement has been negotiated, all prices quoted must be firm for the duration of the contract. Contract will not exceed \$100,000.
- 23. AWARD METHOD:** Award will be made in writing to the single, lowest Respondent meeting all specifications of Proposal unless Proposal is specifically stated to be multi-awarded.
- 24. CANCELLATION OF AWARD:**
- ▶▶ AIDT reserves the right, for its convenience and without cause and without a penalty, to terminate the contract upon a thirty (30) day written notice.
  - ▶▶ The awarded responder may terminate services upon delivery of a written thirty (30) day notice to AIDT, Attention: Gilmer Turner, One Technology Court, Montgomery, AL 36116.
- 25. ORDERING PROCESS:** Purchases from this contract will be made by purchase orders showing specific shipping information, unless otherwise specified.
- ▶▶ All labor shall be well experienced in this type work and it shall be completed in a professional manner.
- 26. INVOICES:** Invoice(s) are to be billed in arrears in the name of AIDT to the ‘BILL TO’ address on the Purchase Order. Invoices may also be submitted to AIDT Finance: [invoices@aidt.edu](mailto:invoices@aidt.edu).
- 27. PAYMENT METHOD:** Payment will be made to the successful Respondent when the service has been rendered.
- 28. NOTE TO VENDOR :** Failure to submit required documentation with Proposal may result in proposal rejection.

## NONRESIDENT RESPONDER INFORMATION

Act Number 2001-637 of the Alabama Legislature, and is codified as Code of Alabama, Section 39-3-5, provides as follows:

### **§ 39-3-5. Preference to resident contractors in letting of certain public contracts required; reciprocity.**

*(a) In the letting of public contracts in which any state, county or municipal funds are utilized, except those contracts funded in whole or in part with funds received from federal agency, preference shall be given to resident contractors, and a nonresident bidder domiciled in a state having laws granting preference to local contractors shall be awarded Alabama public contracts only on the same basis as the nonresident bidder's state awards contracts to Alabama contractors bidding under similar circumstances; and resident contractors in Alabama, as defined in Section 39-2-12, be they corporate, individuals, or partnerships, are to be granted preference over nonresidents in awarding of contracts in the same manner and to the same extent as provided by the laws of the state domicile of the nonresident.*

*(b) Nonresident bidders must accompany any written bid documents with a written opinion of an attorney at law licensed to practice law in such nonresident bidders' state of domicile, as to the preferences, if any or none, granted by the law of that state to its own business entities whose principal places of business are in that state in the letting of any or all public contracts.*

*(c) A summary of this law shall be made a part of the advertised specifications of all projects affected by this law. (Acts 1984, No. 84-228, p.348.)*

## SALES TAX CERTIFICATION BY ALABAMA DEPARTMENT OF REVENUE

### **Certification Pursuant to Act Number 2006-557**

Alabama Law (Section 41-4-116, Code of Alabama 1975) provides that every Proposal submitted and contract executed shall contain a certification that the vendor, contractor, and all of its affiliates that make sales for delivery into Alabama or leases for use in Alabama are registered, collecting, and remitting Alabama State and Local sales, use, and/or lease tax on all taxable sales and leases into Alabama. **By submitting this Proposal, the Proposer is hereby certifying that they are in full compliance with Act Number 2006-557,** they are not barred from Proposing or entering into a contract pursuant to 41-4-116, and acknowledges that the awarding authority may declare the contract void if the certification is false.

## PROPOSAL CONTACTS

### ALL RESPONDENTS MUST:

- Provide the names and numbers for the contact person within your organization who will be responsible for handling customer's telephone calls, faxes, e-mails, and purchase orders. Print or type the information in the spaces below if you have only one location. If you have more than one business within the State of Alabama, you must furnish a list of the current locations of each of your business in the format below.

**Printed Name:** \_\_\_\_\_ **Job Title:** \_\_\_\_\_

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

**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Toll Free Number** \_\_\_\_\_ **Email** \_\_\_\_\_

# VENDOR AGREEMENT & QUALIFICATION STATEMENT

I certify that I have read all the General Conditions and Instructions to Respondents of this Proposal and this offer is made without prior understanding, or connection with any entity or person submitting a Proposal for the same services, materials, supplies or equipment, and is in all respects fair and without collusion or fraud. I am authorized to sign this Proposal for the Proposer. I agree to abide by all conditions of this Proposal request.

\_\_\_\_\_  
Name of Company (please type or print in ink)

\_\_\_\_\_  
Authorized Signature (sign in ink)

\_\_\_\_\_  
Complete Address for Mailing Purchase Order and Payment

\_\_\_\_\_  
Typed/Printed Name of Signature Above

\_\_\_\_\_  
City State Zip Code

\_\_\_\_\_  
Title (please type)

\_\_\_\_\_  
Telephone Number

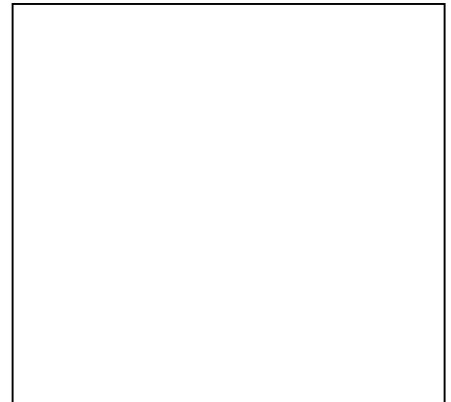
\_\_\_\_\_  
Fax Number

## ***NOTARIZATION***

Sworn and subscribed before me this the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
*Notary Public Signature*

\_\_\_\_\_  
*My commission expires (date)*



## ***MINORITY INFORMATION***

If this business is minority owned, please qualify status below:

\_\_\_\_\_



**AFFIDAVIT OF ALABAMA IMMIGRATION LAW COMPLIANCE BY A  
CONTRACTOR OR GRANTEE TO AIDT**

In compliance with SECTIONS 9 (a) and (b) BEASON-HAMMON ALABAMA TAXPAYER AND CITIZEN PROTECTION ACT (the "Act"); CODE OF ALABAMA, SECTIONS 31-13-9 (a) and (b), this Affidavit of Alabama Immigration Law Compliance is to be completed and signed by an officer or owner of a contractor or grantee and notarized, as a condition for the award of any contract by AIDT to an employer that employs one or more employees in the State of Alabama and is a recipient of funds from any political subdivision of the State of Alabama, or any public-funded entity (including an ACCS Institution). Contractors and Grantees are to provide notice to their Subcontractors of their Alabama Immigration Law Compliance obligations.

State of Alabama: County of \_\_\_\_\_; OR

Not an Alabama Corporation, and firm  is  is not enrolled in Federal E-Verify

Before me, a notary public, personally appeared \_\_\_\_\_ (print name) who, is duly authorized by the business entity/employer which appears below, being sworn, says as follows:

As a condition for being a contractor or grantee on a project paid for by contract, grant, or incentive by the State of Alabama, or any political subdivision thereof, or any state-funded entity, I hereby attest that in my

capacity as \_\_\_\_\_ (title/position) for \_\_\_\_\_ (name of contractor or grantee), said Contractor or Grantee does not knowingly employ, hire for employment, or continue to employ an unauthorized alien. Further, Contractor or Grantee affirms that it is providing notice to its subcontractors of their Alabama Immigration Law Compliance obligations.

I further attest that said Contractor or Grantee is enrolled in the E-Verify program and attached to this Affidavit is our E-Verify Memorandum of Understanding confirming such program enrollment. I have read this Affidavit and swear and affirm that it is true and correct.

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

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

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

## Request for Taxpayer Identification Number and Certification

**Give Form to the  
 requester. Do not  
 send to the IRS.**

Print or type See Specific Instructions on page 2.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification; check only <b>one</b> of the following seven boxes: <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ <b>Note.</b> For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner. <input type="checkbox"/> Other (see instructions) ▶ _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i>
	5 Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	6 City, state, and ZIP code	
	7 List account number(s) here (optional)	

### Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number					
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 5%; text-align: center;">-</td> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 5%; text-align: center;">-</td> <td style="width: 40%; border: 1px solid black; height: 20px;"></td> </tr> </table>		-		-	
	-		-		
or					
Employer identification number					
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 5%; text-align: center;">-</td> <td style="width: 70%; border: 1px solid black; height: 20px;"></td> </tr> </table>		-			
	-				

**Note.** If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

### Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

<b>Sign Here</b>	Signature of U.S. person ▶ _____	Date ▶ _____
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### General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at [www.irs.gov/fw9](http://www.irs.gov/fw9).

#### Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

*If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding? on page 2.*

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.

## 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 Proposal, 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

AIDT

ADDRESS

One Technology Court

CITY, STATE, ZIP

Montgomery, AL 36116

TELEPHONE NUMBER

334-242-0299

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

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

***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.*

**REQUEST FOR PROPOSALS  
FOR  
COMMUNICATIONS AND ADMINISTRATIVE SUPPORT**

**Alabama Industrial Develop and Training Institute**

**Request for Proposal (RFP) Number: 2021-3**

**Issue Date: September 8, 2021**

**Deadlines for Questions and Answers: September 16, 2021**

**Proposal Due Date: September 30, 2021**

**1. Purpose**

The Alabama Industrial Development Training (“AIDT”) solicits proposals from qualified professional firms (“Firm” or “Responder”) interested in customized public relations and media engagement support for the Alabama Workforce Council (the “Council”).

This Request for Proposals (“RFP”) is issued in accordance with the requirements of Section 41-16-72(4), Code of Alabama (1975). This RFP is not an offer to contract but seeks the submission of proposals from qualified, professional firms that may form the basis for negotiation of marketing and administrative support functions.

**2. Background**

The Council is comprised of business executives from some of the most important industries and organizations in the state of Alabama. The Council’s goal is to facilitate collaboration between government and industry to help Alabama develop a sustainable, top-notch workforce that is competitive on a global scale. Since its inception, the Council has been committed to achieving Alabama’s workforce development priorities, including the postsecondary education attainment goal of adding 500,000 credentialed Alabamians to the workforce by 2025.

**3. Minimum Qualifications**

In order for an RFP to be considered, the Responder must include documented proof that the following minimum qualifications are met. In addition, the Responder has a continuing obligation to disclose information throughout the RFP process should any qualifications or situations change that might render the Responder an unqualified candidate.

- If selected, the Responder will comply with all state regulations to conduct business in the State of Alabama and will register with the Secretary of State, if applicable.
- The Responder and its personnel have all authorizations, permits, licenses, and certifications as may be required under federal, state, or local law to perform the services specified in this RFP at the time it submits a response to this RFP.
- The Firm has been in operation for at least five years.
- The Firm has at least three years of documented public relations experience working with the primary media outlets in the State of Alabama, including broadcast, print, and digital firms.
- The Firm is familiar with the operations of the Council and is experienced in working with state workforce agencies.

- The Firm is experienced in storytelling, providing editorial services, and producing editorial and digital media content in the field of workforce development and education.
- The Firm is committed to complying with established time-lines and working closely and cooperatively with the Council and the AlabamaWorks Brand Strategist to implement and enhance the project.
- The Firm has a company policy and practice of equal employment opportunity and non-discrimination based on age, race, creed, and gender.
- If applicable, the Firm will maintain sufficient procedures and capabilities to ensure the timely and accurate backup and full recovery for all servers and other data storage systems related to the project.
- If selected, the Firm will maintain commercially reasonable insurance policies to cover the Firm's negligent acts or omissions that may arise in its performance of the services discussed in this RFP.
- If selected, the Firm will be in compliance with Section 9(b) of Act 2011-535, *The Beason-Hammon Alabama Taxpayer and Citizen Protection Act*.

#### **4. Scope of Services**

The Firm will work with the AlabamaWorks Brand Strategist, the Chair of the Alabama Workforce Council, and his representatives, developing messaging around AWC activities, drafting press releases, and engaging media outlets to cover the AWC's activities and providing editorial and publishing support for the AWC's annual and special publications (media buying excluded). All services should be performed by the members of the firm and not outsourced to a third party. Services do not include advertising or media buying.

#### **5. Proposal Required Information**

Proposals should be as thorough and detailed as possible so that the Responder's capabilities to provide the required services can be properly evaluated.

To be considered, proposal responses to this RFP must include:

1. Brief transmittal letter;
2. Exhibit A: Proposal;
3. Exhibit B: Minimum Qualifications (Reference Item #3 of this document);
4. Exhibit C: Cost Proposal based on Scope of Services (Reference Item #4 of this document);
5. Exhibit D: Vendor Disclosure Statement;
6. Exhibit E: Beason-Hammon Affidavit (must be submitted prior to award of contract); and
7. Other required documentation, as requested by AIDT during the course of the solicitation process.

#### **6. Submission of Proposals**

##### **Issuing Office:**

AIDT  
One Technology Court  
Montgomery, AL 36116

**Submission of Proposals:** Format and layout should follow closely to the proposal format as listed in Item #5 on Page 2 of this document.

**Submission Deadline:** It is the responsibility of the Responder to ensure that one printed copy of its proposal is delivered to and received by AIDT at the above address in a sealed envelope on or before **4:00 p.m. on September 30, 2021**. Responders should additionally provide two (2) electronic versions of their response on a USB jump or flash drive. The electronic data must be an exact duplicate of the written version. AIDT will not consider proposals received after the date and time specified herein. AIDT assumes no responsibility for late delivery by the U.S. Mail, the State's Central Mail Facility, a commercial courier service, or any other method of delivery selected by the Responder. RFPs will be publicly opened beginning at 4:01 p.m. CST and prepared for distribution to the committee; however, no opinions, decisions or judgments will be rendered at that time regarding response content. Other than questions and answers (see next item), vendors should not contact the AIDT Purchasing Agent for updates on the review process.

**Questions and Inquiries:** The sole point of contact for purposes of this RFP is Gilmer Turner-AIDT Purchasing Agent. **Any questions or inquiries should be in writing and emailed to [gturner@aidt.edu](mailto:gturner@aidt.edu)**. All written questions should be submitted by **4:00 p.m. September 16, 2021**. Written responses to written questions and inquiries will be posted on AIDT's website. Any oral communications will be considered unofficial and nonbinding.

**Rejection of All Proposals:** AIDT reserves the right to reject any or all proposals and/or to solicit additional proposals if that is determined to be fiscally advantageous to AIDT or is otherwise determined to be in the best interests of AIDT.

## **7. Evaluation and Selection**

AIDT will post the RFP on the Alabama Department of Finance Comptroller's website at <http://www.comptroller.alabama.gov>. Interested parties may monitor the progress and status of this RFP process on such database.

All proposals timely received will be reviewed and evaluated by AIDT in consultation with the AWC Chair. After the review and evaluation of the proposals, AIDT and the AWC Chair may conduct interviews. All interviews will be scheduled in Montgomery, AL. Finalists chosen for interviews, if any, will be notified. AIDT reserves the right to request a best and final offer for fees from finalists.

On the advice of Council leadership, AIDT will select the Firm it determines to be fully qualified and best suited among those submitting proposals to best meet the needs specified in this RFP.

Upon identification of the selected Firm, if any, AIDT may initiate negotiations for contract terms and conditions.

## **8. Efforts to Influence Selection Process Prohibited**

The integrity of the RFP process is of primary importance and will not be compromised. Any written or oral communications beyond the RFP response made by Responders, or others on their behalf, whether paid or unpaid, to influence the selection process, from the time the RFP is issued through its conclusion, made directly or indirectly to AIDT staff (other than the designated contact), will be grounds for immediate elimination from the selection process.

## **9. Agreement**

All duties of the Firm will be set forth in an Agreement to be entered into between the selected Responder and AIDT and its partners. The agreement will be for a period of up to two years with



a one-year extension option. The agreement will incorporate the requirements of the RFP and the proposal as negotiated.

AIDT reserves the right to terminate the agreement with thirty days' notice if the terms of the proposal and/or contract are violated.

Termination of the contract by Responder without cause can only occur with at least one hundred and twenty days' notice prior to the termination of the contract.

Responder shall within two months prior to the end of the contract term provide AIDT with copy of any and all materials, in any form including administrator access to websites and social media accounts, produced under the contract.

State law prohibits AIDT from agreeing to (1) indemnify the Responder, (2) waive the right for jury trial, (3) grant a security interest, or (4) agree to binding arbitration. Additionally, it is mandatory that Alabama laws apply to the performance of the contract and that jurisdiction and venue be in Montgomery, Alabama.

## **10. Public Information**

All proposals received and subsequent communications, contracts, reports, and other records developed during the course of the relationship, except as may specifically be exempted, will be subject to the Alabama Open Records Act, Section 36-12-40, Code of Alabama (1975), and may be subject to public disclosure upon request. The Open Records Act is remedial and should therefore be liberally construed in favor of the public. The Alabama Trade Secrets Act is codified in Sections 8-27-1 through 8-27-6, Code of Alabama (1975). Responders are cautioned to be familiar with these statutes. The burden is on the one asserting the trade secret to show that the information sought to be protected meets the definition of a "trade secret" as defined in such act.

Any RFP proposal submitted that contains confidential, trade secrets or proprietary commercial information must be conspicuously marked on the outside as containing confidential information, and each page upon which confidential information appears must be conspicuously marked as such. Identification of the entire bid proposal as confidential is not acceptable unless the Firm enumerates the specific grounds or applicable laws that support treatment of the entire material as protected from disclosure according to the foregoing statutes or other applicable Alabama law.

The owner of the confidential information shall indemnify and hold the State of Alabama, AIDT and their respective staffs harmless from all costs or expenses, including but not limited to attorney fees and expenses related to litigation, concerning disclosure of said information and documents.

## **Exhibit A PROPOSAL**

### **Part I. Qualifications**

1. Provide a description of the Firm, including company overview, history and qualifications of staff that would be assigned to this project. Note any changes pending in this description.
2. Provide working links to work and corresponding references of the Firm served in the last two years comparable to the scope of this RFP.
3. Provide a well-defined scope of services available and a demonstrated ability to meet the requirements of this RFP.
4. Provide a proposed process for working with the Alabama Works brand manager and the Alabama Workforce Council to fully develop communications strategies that include writing press pieces and creating editorial content.
5. Provide a complete listing of fees, including all optional services that may be offered.
6. Provide information on all "related" or "affiliated" firms that will assist in providing the services described in this RFP.
7. Provide details of any claims, disputes, litigation, or other legal proceedings where the Firm is involved, or has been involved in the three preceding years, with the State of Alabama or any of its agencies.
8. Describe any activities in which the Firm is engaged which may constitute a conflict of interest.
9. Describe the Firm's general backup procedures in the event of an in-house system failure or a material business disruption (expected to impact operations for more than 8 hours).
10. Describe factors or reasons why AIDT and the AWC Chair should consider the Firm more favorably than its competitors.
11. Describe the Firm's ability to create print pieces in support of the AWC's initiatives and recommendations.
12. Describe the Firm's experience in storytelling, providing editorial services, and producing editorial and digital media content in the field of workforce development and education.

## Exhibit B

### MINIMUM QUALIFICATIONS

In order for your RFP to be considered, the Responder must include documented proof that the following minimum qualifications are met. In addition, the Responder has a continuing obligation to disclose information throughout the RFP process should any qualifications or situations change that might render the Responder an unqualified candidate.

1. If selected, the Responder will comply with all state regulations to conduct business in the State of Alabama and will register with the Secretary of State, if applicable.

Yes  No

2. The Responder and its personnel have all authorizations, permits, licenses, and certifications as may be required under federal, state, or local law to perform the services specified in this RFP at the time it submits a response to this RFP.

Yes  No

3. The Firm represented by the Responder has been in operation for over five years.

Yes  No

4. The Firm is committed to being a neutral party for workforce and education-focused policy support.

Yes  No

5. The project manager at the Firm responsible for providing the services described in this RFP has at least three years of experience in communications and administrative support.

Yes  No

6. The Firm is committed to work closely and cooperatively with the AWC to facilitate the implementation of any enhancements or modifications required by the AWC Chair and Alabama Works Brand Manager.

Yes  No

7. The Firm has a company policy and practice of equal employment opportunity and non-discrimination based on age, race, creed, and gender.

Yes  No

8. If selected, the Firm will carry errors and omissions insurance or a comparable instrument to cover the Firm's negligent acts or omissions.

Yes  No

9. If selected, the Firm will be in compliance with Section 9(b) of Act 2011-535, *The Beason-Hammon Alabama Taxpayer and Citizen Protection Act*.

Yes  No

**Exhibit C**  
**COST PROPOSAL**

1. Provide a detailed and itemized cost proposal to complete this project. All costs must be included.
2. AIDT will make payment for services in arrears. Please provide what annual compensation per year for three years would be, and please list in detail compensation for any other services beyond such scope.

AIDT is exempt by law from payment of state or local sales taxes; do not include such taxes in the Cost Proposal.

**Exhibit D**

**VENDOR DISCLOSURE STATEMENT**

All proposals in response to this RFP must include a completed Vendor Disclosure Statement, as required by Section 41-16-80, *et seq.*, Code of Alabama (1975). Copies of the Vendor Disclosure Statement and related information may be downloaded from the Alabama Attorney General's website at <http://www.ago.state.al.us/Page-Vendor-Disclosure-Statement-Information-and-Instructions>.

**Exhibit E**

**BEASON-HAMMON AFFIDAVIT**

(To be completed as a condition for the award of any contract, grant, or incentive by the State of Alabama, any political subdivision thereof, or any state-funded entity to a business entity or employer that employs one or more employees.)

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

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

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

As a condition for the award of any contract, grant, or incentive by the State of Alabama, any political subdivision thereof, or any state-funded entity or employer that employs one or more employees, I hereby attest that in my capacity as \_\_\_\_\_ (state position) for \_\_\_\_\_ (state business entity/employer/contractor name) that said business entity/employer/contractor shall not knowingly employ, hire for employment, or continue to employ an unauthorized alien.

I further attest that said business entity/employer/contractor is enrolled in the E-Verify program. (ATTACH DOCUMENTATION ESTABLISHING THAT BUSINESS ENTITY/EMPLOYER/CONTRACTOR IS ENROLLED IN THE E-VERIFY PROGRAM).

\_\_\_\_\_

Signature of Affiant

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

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