



One Technology Court, Montgomery, AL 36116
Telephone: 334-242-4158

Ed Castile
Director

Lola Allen
Business Manager

Request for Proposal Responses 2021- 02
STEM Communications Statewide Study

Deadline for Q&A regarding Proposal content: Date: May 26, 2021

Time: 1:00 pm CST

Proposal Responses Must Be Received By: Date: June 29, 2021

Time: 4:00 pm CST

Submit Proposal Responses to:

STEM Communications Statewide Study
RFP 2021-02
Attention: 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 @ 334-280-4459 or gturner@aidt.edu.

CHECKLIST FOR PROPOSAL SUBMISSION

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

SUBMIT WITH PROPOSAL:	<input checked="" type="checkbox"/>
Proposal Contact Sheet (p. 7)	<input type="checkbox"/>
Vendor Agreement and Qualification Statement (p.8)	<input type="checkbox"/>
Current W-9 (August 2013, issued by IRS or any subsequent edition):	<input type="checkbox"/>
Vendor Disclosure:	<input type="checkbox"/>
E-Verify or Alabama Immigration Compliance Form	<input type="checkbox"/>
PROPOSAL RESPONSE	<input type="checkbox"/>
SUBMIT WITH PROPOSAL RESPONSES, as applicable	
Copy of current state, county or city business license, general contractor's license or applicable license as required by law	<input type="checkbox"/>
Copy of General Liability (umbrella) insurance -	<input type="checkbox"/>
Descriptive/technical literature with Proposal, as applicable.	<input type="checkbox"/>
<u>Bonds Required for Various Proposal Solicitations:</u>	
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:** The STEM Communications Statewide Study should be completed with final reporting by **January 7, 2022**.
- 22. SERVICE:** AIDT is requesting the design, implementation and data reporting for a statewide survey that will assist the Alabama STEM Council in developing communications and messaging to stakeholders about STEM.
- 23. FIRM PRICING:** Once an agreement has been negotiated, all prices quoted must be firm for the duration of the contract.
- 24. 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.
- 25. 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.
- 26. 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.
- 27. 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.
- 28. PAYMENT METHOD:** Payment will be made to the successful Respondent when the service has been rendered.
- 29. 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.

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** _____

- List name of nearest authorized company in Alabama to provide service/repairs. List the company name, complete street address, phone number, contract person and their contact numbers. **The service dealer must be within 50 miles of 36116, if applicable.**

Company Name _____

Phone _____ **Fax** _____ **Email** _____

Address _____ **City** _____ **State** _____ **Zip** _____

Contact _____ **Job Title** _____

- List name and address of parts dealer **within 50 miles of 36116** if difference from above, if applicable.

Company Name _____

Phone _____ **Fax** _____ **Email** _____

Address _____ **City** _____ **State** _____ **Zip** _____

Contact _____ **Job Title** _____

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 one of the following seven boxes: <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ Note. 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) _____ <small>(Applies to accounts maintained outside the U.S.)</small>
	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 <i>How to get a TIN</i> on page 3. 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.	Social security number [][]-[][]-[][][][][][] or Employer identification number [][]-[][][][][][][][]
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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.	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 . 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: <ul style="list-style-type: none">• 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)	<ul style="list-style-type: none">• 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) <p>Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.</p> <p><i>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.</i></p> <p>By signing the filled-out form, you:</p> <ol style="list-style-type: none">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, or3. 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, and4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See <i>What is FATCA reporting?</i> on page 2 for further information.
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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
STEM COMMUNICATIONS STATEWIDE STUDY**

Alabama Industrial Development Training (AIDT)

RFP Number: 2021- 02

Issue Date: May 3, 2021

Deadline for Questions and Answers: May 26, 2021

RFP Response Due Date: June 29, 2021

Purpose

The Alabama Industrial Development Training (“AIDT”) solicits proposals from qualified professional firms (“Firm” or “Responder”) interested in developing, conducting and reporting findings of a statewide STEM Study that will be used to inform and refine the communications strategy of the Alabama STEM Council. The successful FIRM will design a process to conduct research and solicit input from a targeted group of stakeholders and produce a report identifying key messaging to accomplish the goals and objectives for each target audience.

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 brand development and the development of a marketing portal.

Background

The Alabama STEM Council (ASC)

The state is projected to need more than 850,000 STEM-related occupations by 2026 but may struggle to fill these positions with qualified candidates. Academically, Alabama's students have fallen behind in math and science proficiency. Significant educator shortages make it difficult to recruit, train and retain well-qualified educators equipped in the methods of a modern STEM classroom, including project-based learning, inquiry, and problem-solving. Our future workforce is largely unaware of Alabama's STEM careers and the pathways to obtain them.

The STEM Council was formed in September 2020 by Governor Kay Ivey's Executive Order No. 721. The STEM Council serves as Alabama's lead organization for STEM education and Alabama's point of contact for interfacing with other state and national STEM initiatives and consists of a cross-section of Alabama leaders representing STEM education, business, and policy interests. The council's work will build on and extend Alabama's Roadmap to STEM Success.

Target audience includes:

- P Students: K-6 7&8 9-12
- P Parents/guardians
- P Educators
- P School and district leaders
- P Business and community leaders

1. 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 represented by the Responder has been in operation for at least five years.
- The Firm responsible for providing the services described in this RFP has at least two years of designing and conducting research studies.
- The Firm is committed to complying with established time-lines and working closely and cooperatively with AIDT and Alabama STEM Council points of contact to facilitate the implementation of any enhancements or modifications required by 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 carry errors and omissions insurance or a comparable instrument to cover the Firm's negligent acts or omissions.
- 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*.
- If selected, the Firm must be able to start and complete the project by **January 7, 2022**.
- If selected, the Firm must be able to provide one local point of contact as well as a local project team (central to Montgomery).

2. Scope of Services & Objectives

☞ **Scope:** Key areas of work with approximate timelines are as follows:

Conduct a thorough review of existing materials (Alabama's STEM Roadmap, Alabama STEM Council Communications Plan) and conduct interviews with STEM Council staff, Executive Committee, Communications sub-committee and sub-committee chairs. (August 2021).
Identify and draft questions to be used in a mixed-methods research approach using interviews, online surveys and focus groups to gather information to inform and refine the communications strategy (September 2021).
Design and conduct research to gather information and meaningful data necessary to establish baseline, make good business decisions and guide communication efforts (October-November 2021)
Create a summary of the research results for discussion with the Communications Team, Executive Committee and Executive Director (December 2021).
Finalize the Statewide Study results into a formal report that can be presented to key stakeholders. (January 2022).

☞ **Objectives:**

Goal: To provide all Alabama learners with access to excellent STEM educational programming and experiences that will build a solid foundation and support the burgeoning Alabama STEM economy. The goal of the study is to identify key messaging for each target audience to accomplish the goals and objectives of the STEM Council Communications Team.

- ▶ Increase STEM Awareness
- ▶ Promote STEM Engagement
- ▶ Illustrate the Importance of STEM skills
- ▶ Highlight Alabama-specific STEM Careers and Pathways

3. 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 (Reference Page 19 of this document);
3. Exhibit B: Minimum Qualifications (Reference Page 20 of this document);
4. Exhibit C: Cost Proposal based on Scope of Service (Reference 21 of this document);
5. Exhibit D: Vendor Disclosure Statement; and
6. Exhibit E: Beason-Hammon Affidavit (must be submitted prior to award of contract).
7. Other required documentation, as requested by AIDT during the course of the solicitation process.

4. 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 on Page 19 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 Tuesday, June 29, 2021**. Responders should additionally provide two (2) electronic versions of their response on a 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**. All written questions should be submitted by 1:00 p.m. Wednesday, May 26, 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.

5. 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's review committee. After the review and evaluation of the proposals, AIDT may conduct interviews. All interviews will be scheduled for 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.

Qualifications to be considered for evaluation include the overall abilities, capabilities, and experience of the Firm and its staff to develop the brand and the web portal. AIDT will select the Firm it determines, in its sole discretion, 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.

6. 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.

7. 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 three years with a two-year extension option. The agreement will incorporate the requirements of the RFP and the proposal as negotiated.

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.

8. 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

Proposal Submission Requirements:

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, minimum of 3 business references requested.
3. Provide a well-defined scope of services available and a demonstrated ability to meet the requirements of this RFP.
4. Provide a narrative description of the proposed process, activities and approach for the study.
5. Provide a proposed process for working with designated staff to fully develop the study.
6. Provide a proposed timeline, with the expected completion date of **January 7, 2022**.
7. Provide a complete listing of fees, including all optional services that may be offered ad budget for study.
8. Provide information on all “related” or “affiliated” firms that will assist in providing the services described in this RFP.
9. 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.
10. Describe any activities in which the Firm is engaged which may constitute a conflict of interest.
11. 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).
12. Provide three business references with contact information.
13. Describe factors or reasons AIDT should consider the Firm more favorably than its competitors.

Exhibit B

MINIMUM QUALIFICATIONS

1. If selected, the Firm 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 Firm 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 in the response has been in operation for at least five years.
☐ Yes ☐ No
4. The Firm responsible for providing the services described in this RFP has at least two years of designing and implementing similar studies.
☐ Yes ☐ No
5. The Firm is committed to work closely and cooperatively with AIDT and the Alabama STEM Council staff to facilitate the implementation of any enhancements or modifications required.
☐ Yes ☐ No
6. The Firm has a company policy and practice of equal employment opportunity and non- discrimination based on age, race, creed, and gender.
☐ Yes ☐ No
7. 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 Site.
☐ 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> or refer to Pages 11-13 of this document.

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 to a business 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 _____, 2015.

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