

**REQUEST FOR PROPOSALS  
FOR  
Welding and Safety Training**

**Alabama Industrial Development Training (AIDT)**

**RFP Number: 2023-5**

**Issue Date: August 31, 2023**

**Deadline for Questions: September 13, 2023**

**Deadline for Answers: September 25, 2023**

**Due Date: September 29, 2023**

## **1. Purpose**

The Alabama Industrial Development Training (“AIDT”) solicits proposals from qualified professional firms (“Firm” or “Responder”) interested in an institution to conduct welding and/or training and testing programs for workforce development programs and various school program. (the “Program”).

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 welding and safety training.

## **2. Background**

In partnership with numerous workforce development organizations and education partners, AIDT offers and assists with the training and testing of Alabama citizens to become qualified craftsmen for industries across the state.

### **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 adequate instructors that meet all the necessary requirements and certifications to deliver the curriculum and evaluations.
- The Firm is familiar with the operations of the Program and is experienced in working with state workforce agencies.
- The Firm is experienced in communicating and coordinating with workforce development and education representatives.

- The Firm is committed to complying with established time-lines and working closely and cooperatively with the Program 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*.

### **3. Scope of Services**

The Firm will work with the Program manager(s) and other designated representatives to implement the required courses and evaluations of trainees and/or students enrolled in project programs and/or affiliated school programs. The Firm must be proficient in delivering the NCCER Core Curriculum, OSHA 10, and other relevant courses or information pertaining to welding and safety. The Firm will be responsible for maintaining all certifications for instructors/evaluators and providing all required materials and supplies necessary to adequately deliver the Program.

### **4. 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 #2 of this document);
4. Exhibit C: Cost Proposal based on Scope of Services (Reference Item #3 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.

### **5. Submission of Proposals**

#### **Issuing Office:**

AIDT  
One Technology Court  
Montgomery, AL 36116

**Submission of Proposals:** Format and layout should follow 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 29, 2023**. 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 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 Chris Brown, AIDT Purchasing Agent. **Any questions or inquiries should be in writing and emailed to [cbrown@aidt.edu](mailto:cbrown@aidt.edu).** All written questions should be submitted by 4:00 p.m. **September 13, 2023**. Written responses to written questions and inquiries will be posted on AIDT’s website by **September 25, 2023**. 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.

## **6. 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 Program manager(s). After the review and evaluation of the proposals, AIDT and the Program manager(s) 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 Shift 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.

## **7. 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.

## **8. 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.

## **9. 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 a well-defined scope of services available and a demonstrated ability to meet the requirements of this RFP.
3. Provide a proposed process for working with the Program manager regarding the implementation, instructions, and evaluations during the training program.
4. Provide a complete listing of fees, including all optional services that may be offered.
5. Provide information on all “related” or “affiliated” firms that will assist in providing the services described in this RFP.
6. 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.
7. Describe any activities in which the Firm is engaged which may constitute a conflict of interest.
8. Describe the Firm’s general backup procedures in the event of an in-house system failure or a material/staffing disruption that would impact the program.
9. Describe factors or reasons why AIDT and the Program manager should consider the Firm more favorably than its competitors.

## 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 Firm is committed to work closely and cooperatively with the Program to facilitate the implementation of any enhancements or modifications required by the Program manager.  
 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 selected, the Firm will carry errors and omissions insurance or a comparable instrument to cover the Firm's negligent acts or omissions.  
 Yes  No
  
8. 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 \_\_\_\_\_, 2020.

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