

ANNOUNCEMENT
REQUEST FOR PROPOSALS

Alabama Department of Youth Services (DYS) School District

The Alabama Department of Youth Services School District hereby solicits Proposals from qualified parties to provide the following in-state services to juveniles:

SERVICE REQUESTED	NUMBER OF UNITS	AREA	SPECIAL CONDITIONS
Install Graphic Wraps in the Gym at both school locations	Two (2)	Birmingham & Montgomery	Design and Install custom graphic wraps at the LB Wallace School in Mt. Meigs, AL and the McNeel School in Birmingham, AL
Note: modified	/		

Proposals are due by **3:00 PM CDT on August 2, 2024**. Proposals must be submitted electronically to: tracy.smitherman@dys.alabama.gov

Proposer's Name & Address: _____

Contact Person: _____

Title: _____

Phone: _____

Email : _____

AFFIRMATION

STATE OF ALABAMA DEPARTMENT OF YOUTH SERVICES	REQUEST FOR PROPOSAL	
	DATE ISSUED: July 12, 2024	
FOR: School Gym Beautification Project, Graphic Wraps at two DYS school district locations	PROPOSAL MUST BE RECEIVED BEFORE:	
	DATE: August 2, 2024	TIME: 3 PM CDT

TO BE COMPLETED BY PROPOSER

INFORMATION IN THIS SECTION SHOULD BE PROVIDED AS APPROPRIATE. THIS FORM MUST BE IN INK OR TYPED WITH ORIGINAL SIGNATURE AND NOTARIZATION.

1. WORK CAN BE STARTED WITHIN _____ DAYS AFTER EXECUTION OF CONTRACT.
2. PRICES VALID FOR ACCEPTANCE WITHIN _____ DAYS.
3. FEDERAL EMPLOYER ID NO. (IF NO FEIN, ENTER SSN): _____

SUBMIT THIS FORM ELECTRONICALLY WITH YOUR PROPOSAL to:

tracy.smitherman@dys.alabama.gov

SIGNATURE AND NOTARIZATION REQUIRED

I HAVE READ THE ENTIRE REQUEST FOR PROPOSAL AND AGREE TO PROVIDE THE SERVICES PROPOSED AT THE PRICE QUOTED. I HEREBY AFFIRM I HAVE NOT BEEN IN ANY AGREEMENT OR COLLUSION AMONG PROPOSERS IN RESTRAINT OF FREEDOM OF COMPETITION BY AGREEMENT TO SUBMIT A PROPOSAL AT A FIXED PRICE OR TO REFRAIN FROM SUBMITTING A PROPOSAL.

SWORN TO AND SUBSCRIBED BEFORE ME THIS _____ DAY OF _____, 20____ _____ NOTARY PUBLIC	_____ COMPANY NAME _____ MAIL ADDRESS _____ CITY, STATE, ZIP _____ PHONE INCLUDING AREA CODE	_____ AUTHORIZED SIGNATURE (INK) _____ TYPE/PRINT AUTHORIZED NAME _____ TITLE _____ FAX NUMBER
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INTRODUCTION

The Alabama Department of Youth Services (hereinafter referred to as “DYS”), is an agency created by state law and is charged with the responsibility of rehabilitating delinquent youth (Ala. Code § 44-1-1 *et seq.* 1975). The statutory authority of DHS to enter into any contract with any private person, group, organization, or agency capable of contracting for needed services is provided in the Code of Alabama, 1975, § 44-1-24 as amended. Act 2001-955 provides additional mandates that state agencies must follow. Among those requirements is a provision that requires the execution of a disclosure statement by Proposers. Proposers will be required to provide the disclosure statement during contract negotiations. Proposers should follow those provisions when developing their Proposals for this initiative.

This Request for Proposal (RFP) package contains all the information and forms necessary to complete and submit one or more Proposals for the services indicated herein. The RFP is organized to promote an orderly analysis of the requirements of the DHS. The RFP also provides a basis for developing Proposals which should contain all the information necessary for DHS to conduct an evaluation of the Proposals received. The RFP contains several sections. Each section should be read in its entirety for it establishes the minimum requirements for the format and the contents of the Proposal.

The term “Proposer” refers to the entity or organization submitting a Proposal in response to this RFP. The term “Proposal” refers to a complete proposal, including the attachments and exhibits herein described, submitted in response to this RFP. The term Vendor refers to a successful Proposer that has entered into a contract with DHS to provide the requested service.

This RFP contains general information and requirements which are applicable to the service requested. This RFP provides the opportunity for Proposers to develop a Proposal for one (1) service category. Proposers seeking contracts for more than one service category must submit separate Proposals for each such service category.

Any amendments to the RFP will be issued to all Proposers receiving the RFP. This will be done sufficiently in advance of the Proposal due date to allow all Proposers to take all changes into account when preparing their Proposal(s).

The deadline for submission of written questions concerning this RFP package is **July 22, 2024** . Questions may be submitted via email to tracy.smitherman@dys.alabama.gov.

Information regarding who submitted Proposals will not be available by telephone or in writing.

Alabama Law provides that a foreign corporation (an out-of-state company/firm) may not transact business in the state until it obtains a Certificate of Authority from the Secretary of State (Section 10-2b-15.01, Code of Alabama 1975). To obtain forms for a Certificate of Authority contact the Secretary of State, Corporations Division, (334) 242-5324.

All Vendors must have an activated account within STAARS. If needed, the account can be activated by verifying the Taxpayer ID Number (TIN) and creating a VSS portal login ID. This can be done by visiting the VSS Portal at <https://procurement.staars.alabama.gov>. Once the account is created, the Vendor should follow the instructions on the STAARS website to access the account. Finance and DHS will no longer be able to update or correct the billing addresses. This will be the responsibility of the Vendor.

According to STAARS, the name and address on the contract, E-Verify, and invoice must be the same. Please note that if the Vendor is doing business under another company, a Company Profile Page must accompany the E-Verify to associate the two companies.

ACT 2001-955 requires a disclosure statement to be completed and filed with all Proposals, bids, contracts, or grant Proposals submitted to the State of Alabama in excess of \$5000. The form is available at <https://www.alabamaag.gov/Documents/files/File-AL-Vendor-Disclosure-Statement.pdf>, and instructions to complete the form is available at <https://www.alabamaag.gov/Documents/files/Vendor-Disclosure-Instructions.pdf>. ACT 2011-535, as amended by Act 2012-491, requires that you enroll in the federal E-Verify program if awarded the contract. A completed form must be attached. Instructions are available at <http://immigration.alabama.gov/eVerify.aspx>.

The evaluation criteria outlined in this RFP are intended to assist DYS in the evaluation of Proposals. The actual award of contracts may also be based upon additional information obtained in interviews with Proposers, additional written information obtained from Proposers, and/or information concerning the Proposer's previous performance in the operation of similar programs. The Executive Director of DYS may choose to negotiate directly with Proposers on the final per diem rate to be paid by the State of Alabama.

DYS reserves the right to reject any and all Proposals submitted in response to this Request. DYS is not required to accept any Proposal based solely on costs and is not bound to accept the lowest costs Proposal in any service category.

PROPOSAL SUBMISSION

Proposal must be received by DYS by 3:00 p.m. CDT on **August 2, 2024** at the following below.
Faxed or mailed proposals will not be accepted.

Proposals shall be submitted electronically to:

tracy.smitherman@dys.alabama.gov

SCHEDULE OF EVENTS

Request for Proposal Announced: **July 12, 2024**

Deadline to Receive Written Questions: **July 22, 2024**

Proposals Due by 3 PM CDT on: **August 2, 2024**

Review of Proposals: **August 5- August 9, 2024**

Notification of Successful Proposer: This will be completed by the State of Alabama Division of Procurement after August 9, 2024.

Completion of Negotiations and Execution of Contract: **August 30, 2024**

Project Initiation Phase: **August 30, 2024**

Submission of Fully Executed Contracts, with Attachments: **September 15, 2024**

Project Planning Phase completion date*: **September 30, 2024**

*This will determine the timeline/schedule for remaining phases of the project

DYS reserves the right to deviate from this schedule.

PROJECT DESCRIPTION AND SCOPE

The Alabama Department of Youth Services is requesting bids for customized graphic design in the School Gyms on the Mt Meigs Campus, Montgomery, Alabama and Vacca Campus and the security desk and wall inside the McNeel School on the Vacca Campus in Birmingham, Alabama.

Mt. Meigs Campus - 1000 Industrial School Road Montgomery, AL 36117

LB Wallace School Gym

1. CUSTOM DESIGNED logo mascot wildcat
2. Custom graphic design wraps over basketball wall padding. Two sets of padding to be custom-wrapped at each goal side. Wrapped with logo mascot wildcat.
3. Custom graphic gallery grade wall wraps behind each basketball goal. Graphic to be designed Wildcat busting through a wall. Size range from 6x6 ft. to 8x8 ft. max.
4. Custom Design gallery pennants with key motivational word displays. Six (6) each. Sizes 4x5x10. Pennants installed flat against columns. "NO GRIND! NO SHINE!" "Your desire to change has to be greater than your desire to stay the same" "I am the master of my fate, I am the captain of my soul"
5. Custom graphic design gallery-grade door wraps. 8 Standard commercial interior doors. Graphics of wildcat claw marks.
6. Gallery grade custom graphic on display board mounted flush to the wall coming into the gym above the doors. Above doors of the gym entrance Size estimated at 25x96 inches. One each. Palight display substrate.

With the statement "I am the master of my fate, I am the captain of my soul" "Everything starts with the man in the mirror" and "The elevator to success is out of order. You have to use the stairs, one step at a time." "Your speed doesn't matter, forward is forward"

7. Customized graphic display board wall mounted above gym doors exiting the gym. Overhead quad doors. Size ¾ ft tall 10 ft. wide. Palight display substrate. Wording to be determined.

Vacca Campus – 8950 Roebuck Blvd. Birmingham, AL 35206

McNeel School Gym

1. CUSTOM DESIGNED: Eagle Mascot
2. Custom graphic designed wrap-security desk and counter combo. Design wrap on desk and walls behind security counter area. Include full counter wrap. Wall insert and side walls of front counter area. Custom design to include the eagle mascot.
3. Custom graphic design wraps over basketball wall padding. Two sets of six pads each to be custom wrapped at each goal side. Custom design to include the Eagle Design.

4. Custom graphic designed gallery grade 6 door wraps, including three sets of Double doors, standard commercial interior. Custom design to be determined.
5. Custom graphic door wraps. Two Standard commercial interior single doors. Design to be determined.
6. Overhead door signs – Combo to accommodate single door and double doors. Size 2/3 X 4/5. Palight display substrate. Mounted flush to the wall. Design to be determined.
7. Custom graphic design of a montage of historical sports figures. To completely cover the entire Gym wall to the right of the entrance, the full length of the wall, above gym bleachers to include the majority of the following individuals

1. Satchel Paige
2. Michael Jordan
3. Magic Johnson
4. Larry Bird
5. Tom Brady
6. Charles Barkley
7. Simone Biles
8. Serena Williams
9. Ken Griffey Jr.
10. Derrick Henry
11. Carl Lewis
12. Florence Griffith Joyner
13. Tiger Woods
14. Lisa Leslie
15. Muhammed Ali
16. Michael Phelps
17. Oscar De La Hoya
18. Pele
19. Usain Bolt
20. Wayne Gretzky
21. Lionel Messi
22. Tom Brady
23. Jim Thorpe
24. Bo Jackson
25. Landon Dickerson

Design, installation, and travel expenses are to be included in the proposal.

PROJECT SCOPE:

The scope of this project includes all design, development, coding, licensing, and installation.

The selected bidder will be responsible for customized graphic design in the School Gyms on the Mt Meigs Campus, Montgomery, AL and Vacca Campus and the security desk and wall inside the McNeel School on the Vacca Campus in Birmingham, Alabama.

BUDGET:

All proposals must include proposed cost to complete the tasks described in the project scope. Costs should be stated as one time or non-recurring costs or monthly recurring costs. All costs and fees must be clearly described in each proposal.

QUALIFICATIONS OF THE PROPOSER: CAPABILITY STATEMENT

Proposer should provide the following items to insure capability:

- Description of experience
- Examples of 1 or more corporate designs implemented by your organization
- Testimonials from past clients on design work
- Timeframe for completion of the project
- Budget

PROPOSAL EVALUATION CRITERIA

Project Completion Schedule- 10 points

Budget- 60 points

Qualifications of Proposer – 30 points total (10 points for each bullet point)

- Descriptions of experience
- Examples of one or more corporate designs implemented by your organization
- Testimonials from past clients on design work

PROPOSAL CONTENT

The Proposal shall contain at a minimum the following:

Identifying Information

- Name of Proposer
- Name of contact person for Proposer
- Telephone number and e-mail address for contact person
- Complete mailing address
- Federal tax identification number
- Proposer status (i.e.: non-profit, proprietorship)
- Brief history of Proposer

FAILURE TO PROVIDE REQUIRED INFORMATION AND/OR DOCUMENTATION MAY RESULT IN DISQUALIFICATION OF THE PROPOSAL.

Proposers shall adhere to the following format in the preparation of Proposals.

- Proposal shall be typed on letter-size white paper, 12pt font size, 1-inch margins, no typeface preference
- Pages shall be numbered consecutively throughout the Proposal
- The cover of the Proposal shall indicate the Proposal is submitted in response to the Request for Proposal and indicate the service category being proposed
- The title page shall state the name, title, address and telephone number of the Proposer and the service category being proposed
- A table of contents page shall indicate page locations for each of the principal sections of the Proposal and additional information as appropriate
- Each page of the Proposal shall include the name of the Proposer and service category proposed in the upper right-hand corner.
- Proposer Disclosure Statement (page 2)
- Federal E-Verify Program Enrollment Verification Form (page 2)
- Proprietary financial information should only be submitted in the original Proposal or may be provided in a separate sealed envelope, which will only be available to DYS. The financial information will be returned to all Proposers upon award or upon completion of the evaluation process.

The Proposal describes the Proposer's scope of work and programs and services to be provided. Thus, the Proposal package is the Proposer's plan for carrying out their work as described within the Proposal. Therefore, the Proposal will be a part of the contractual agreement between the Proposer and DYS.

GENERAL INFORMATION

The Alabama Department of Youth Services (hereinafter referred to as “DYS”) is soliciting Proposals for in-state services for juvenile offenders. The statutory authority of DHS to enter into any contract with any private person, group, organization, or agency capable of contracting for needed services is provided in the Code of Alabama, 1975, § 44-1-24 as amended. Act 2001-955 provides additional mandates that state agencies must follow. Among those requirements is a provision that requires the execution of a disclosure statement by Proposers. Proposers will be required to provide the disclosure statement during contract negotiations. Proposers should follow those provisions when developing their Proposals for this initiative.

The purpose of the RFP process is to encourage private organizations to develop program models which will provide cost effective services which are based on research evidence. These services should be designed to aid DHS in meeting the service needs of youth committed to the care and custody of DHS.

Each Proposal will be judged on its own merit. Proposers should be mindful of existing fire, health, and life safety concerns when preparing Proposals.

DYS will not provide start-up funds or cash advances to successful Proposers; therefore, we wish to stress that DHS is seeking providers who meet all necessary qualifications and are financially and otherwise capable of immediate response and compliance to the time tables for the beginning of services.

The Proposer must have adequate liability coverage for occurrences and workers compensation in accordance with the laws of the State of Alabama. The Proposer is responsible for damage caused by their employees. Insurance must be in effect for the entire length of the contract. The Proposal shall include a statement of insurability as an attachment. At the time of the award, the successful Proposer shall provide an insurance certificate to DHS. This announcement does not commit the State of Alabama or the DHS to award contracts or to pay for any costs incurred in the preparation of Proposals. DHS reserves the right to accept or cancel this announcement or any work statement component at any time.

The contracts awarded shall be based on the Proposals considered most advantageous to DHS as indicated by the evaluation criteria contained in this RFP. The contract will be for one year after all signatures are received. The state may choose to renew for up to one additional 12 month period.

The award of a contract does not automatically commit DHS to any expenditure. In accordance with state statutes any contract must be approved by the Contract Review Permanent Legislative Oversight Committee (known as the Legislative Contract Review Committee) and signed by the Chief Procurement Officer and the Governor before a legal commitment can be made to expend public funds for a contract.

The deadline for submission of fully executed contracts to the Legislative Contract Review Committee is 1:00 p.m. on **September 15, 2024**. Therefore, fully executed contracts, along with all required exhibits and attachments, must be submitted by the successful Proposer to the DHS Legal Division by close of business on **August 30, 2024**.

DYS may request additional information for the purpose of evaluating the Proposal. The Proposer must submit requested information within **five (5)** working days of the request or the Proposal will be disqualified.

By submission of a Proposal, the Proposer certifies that in conjunction with this Proposal:

- The prices in the Proposal have been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting competition as to any matter relating to such prices with any other Proposer.
- No attempt has been made or will be made by the Proposer to induce any other Proposer to submit or not submit a Proposal for the purpose of restricting competition.

The “Affirmation” document must be executed to confirm that the Proposer has followed these ethical standards.

SUBCONTRACTS:

The Proposer **must** specify in the Proposal which service(s), if any, will be subcontracted. For the purposes of this solicitation, a “subcontractor” is an individual or company who assumes some of the obligations of the Proposer via a contract. DYS will have no direct contractual relationship with the individual or company performing that portion of the program. All subcontracts shall be subject to the same clauses required by law and by the primary contract. All subcontracts must be approved in writing by the Executive Director of DYS if a contract is awarded. Proposer must submit qualifications of any subcontractors.

AFFIRMATIONS:

The Proposal should be prepared in a straight forward manner and include a concise description of the Proposer's ability to meet the requirements of the RFP.

DOCUMENTATION REQUIREMENTS:

- “ANNOUNCEMENT” of the RFP
- “Affirmation” fully completed and executed.
- **Insurance Requirements** - Submit appropriate documentation of insurance for liability coverage
- **Fully Developed Budget** – May be submitted under separate folder as proprietary information. This information will be used in the review process to ascertain cost effectiveness of proposed program.

PROGRAM PERFORMANCE AND SANCTIONS:

A contract resulting from this RFP may be sanctioned or terminated by the State for:

- Failure to comply with provisions of the contract and the policies and procedures of DYS.