



VENDOR INFORMATION	
(Fill in the information fields below and return this form with RFP response)	
Vendor Name/Address:	Authorized Vendor Signatory: (Please print name and sign in ink)
Vendor Phone Number: ()	Vendor FAX Number: ()
Vendor Federal I.D. Number:	Vendor E-mail Address:
Indicate whether this proposal is an original or a copy. <input type="checkbox"/> Original <input type="checkbox"/> Copy	
Total number of proposal pages: _____	
Trade Secret Declarations: (<u>reference section/page(s) of trade secret declarations</u>)	

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VENDOR'S RFP CHECKLIST

1. _____ **Read the entire document.** Note critical items such as: mandatory requirements; supplies/services required; submittal dates; number of copies required for submittal; licensing requirements; contractual requirements (i.e., contract performance security, insurance requirements, performance and/or reporting requirements, etc.).
2. _____ **Note the procurement officer's name, address, phone numbers and e-mail address.** Communication regarding the RFP should only occur with this person or his designee.
3. _____ **Take advantage of the "question and answer" period.** Submit your questions to the procurement officer by the due date listed in the Schedule of Events and view the answers given in the formal "addenda" issued for the RFP. All addenda issued for an RFP are posted on the STAARS website at <https://procurement.staars.alabama.gov> and will include all questions asked and responses concerning the RFP. The initial RFP may be viewed on the Department's website at www.dys.alabama.gov.
5. _____ **Follow the format required in the RFP** when preparing your response. Provide point-by-point responses to all sections in a clear and concise manner.
6. _____ **Provide complete answers/descriptions.** Read and answer **all** questions and requirements. Don't assume the Department or evaluation committee will know what your company capabilities are or what items/services you can provide, even if you have previously contracted with the Department. The proposals are evaluated based solely on the information and materials provided in your response.
7. _____ **Use the forms provided**, i.e., cover page, budget forms, certification forms, etc.
8. _____ **Check the STAARS website for RFP addenda.** It is the Vendor's responsibility to check the STAARS website at <https://procurement.staars.alabama.gov> for any addenda issued for this RFP, no further notification will be provided.
9. _____ **Review and read the RFP document again** to make sure that you have addressed all requirements. Your original response and the requested copies must be identical and be complete. The copies are provided to the evaluation committee members and will be used to score your response.
10. _____ **Complete the "Subscribed Vendor Registration" in STAARS**
11. _____ **Submit your response on time.** Note all the dates and times listed in the Schedule of Events and within the document, and submit all required items on time. Late proposal responses will not be accepted.

This checklist is provided for assistance only and should not be submitted with Vendor's response.

SCHEDULE OF EVENTS

*The following RFP Schedule of Events represents the Department's best estimate of the schedule that will be followed. Unless otherwise specified, the time of day for the following events shall be between 9:00 a.m. and 12:00 p.m., Central Time. The Department reserves the right, at its sole discretion, to adjust this schedule, as it deems necessary. Notification of any adjustment to the Schedule of Events shall be posted on the STAARS website at <https://procurement.staars.alabama.gov> as detailed in Section 1.5.3 of this RFP. **Vendors should refer to the website periodically for changes to the RFP.***

EVENT	DATE
RFP Issue Date.....	December 5, 2025
Deadline for Receipt of Written Questions.....	December 12, 2025
Deadline for Response of Written Questions.....	December 16, 2025
Proposal Due Date	January 5, 2026
Evaluation of Proposals and Selection of Vendors	

SECTION 1: PROJECT OVERVIEW AND INSTRUCTIONS

1.0 PROJECT OVERVIEW

The ALABAMA DEPARTMENT OF YOUTH SERVICES SCHOOL DISTRICT, (hereinafter referred to as “the Department”) seeks a qualified Vendor(s) to provide ***Interpreter/Translator Services*** in the three following campus/schools: Mt.Meigs Complex/LB Wallace School, Vacca Campus/McNeel School, and Autauga Campus/LB Wallace Annex IV. The goal of this procurement is to remove language and other communication barriers so that the children and families who may be eligible for programs and services available through the Department of Youth Services School District have equal access to them. The Department is seeking interpreter/translator services at a minimum for the following languages: Spanish, Guatemalan (various dialects), Mixteco, Romanian, Chinese, Vietnamese, and/or Korean. A more complete description of the services sought for this project is provided in *Section 3, Scope of Project*. Proposals submitted in response to this solicitation must comply with the instructions and procedures contained herein.

1.1 ELIGIBLE ENTITIES

Eligible entities may include governmental agencies, faith-based organizations, non-governmental public or private organizations and individuals who: 1) are legally authorized to conduct business within the State of Alabama; 2) possess a high degree of professional skill in the area of service described in this document; 3) possess the skills needed to perform the services described in this RFP; and, 4) meet the terms and conditions of the RFP. In addition, applicants must demonstrate the ability to manage the Department’s funds in accordance with Federal and State regulations and guidelines.

1.2 REQUIRED LICENSURE/CERTIFICATION/CREDENTIAL

Standard interpreter certification/credentials are required for this procurement.

1.3 CONTRACT TERM

The initial contract term is for a period of **two (2) years** beginning **April 1, 2026** and ending **April 30, 2028**. Renewals of the contract, as agreed upon by both parties, may be made at one (1) year intervals, or any interval that is advantageous to the Department, not to exceed three (3) years, at the option of the Department. ***The selected Supplier(s) must be fully operational on April 1, 2026.***

1.4 POINT OF CONTACT

From the date this Request for Proposal (RFP) is issued until the vendor selection is announced, all communication must be directed to the procurement officer or his authorized designee in charge of this solicitation. **Vendors must not communicate with any Department staff or officials regarding this procurement with the exception of the procurement officer or his authorized designee.** Any unauthorized contact will disqualify the Vendor from further consideration. Contact information for the point of contact is as follows:

Dr. Tracy Smitherman, Superintendent

**Central Office – DYS School District
1000 Industrial School Road
PO Box 66
Mt. Meigs, AL 36057**

E-mail Address: tracy.smitherman@dys.alabama.gov

1.5 REQUIRED REVIEW

1.5.1 REVIEW RFP

Vendors should carefully review the instructions, mandatory and general requirements, project specifications, and the standard terms and conditions in this RFP. After a thorough review of the RFP, if the Vendor identifies any ambiguity, inconsistency, unduly restrictive specifications, or error, promptly notify the procurement officer identified above in writing, via e-mail or courier by the deadline for receipt of questions as stated in the Schedule of Events.

1.5.2 SUPPLIER QUESTIONS

Vendors with questions or requiring clarification regarding any section of this RFP must reference the RFP by title and number and submit written questions via e-mail to the procurement officer referenced above by 3:00 p.m. (CST) **December 12, 2025**. Each question must reference the section, page, and item in question. Vendors must submit all questions posed in a single email message to the procurement officer. Questions received after the deadline will not be considered.

1.5.3 DEPARTMENT'S RESPONSES

The Department will provide an official written answer by December 16, **2025** to all questions received by the deadline on December 12, **2025**. The Department's response will either provide clarification of the applicable issue or be in the form of a correction to this RFP. Vendor questions and the Department's responses, as well as any formal written addendum will be posted on the Staars website at <https://procurement.staars.alabama.gov> by the close of business on the date listed.

1.6 MANDATORY REQUIREMENTS

Vendors are expected to respond to all of the requirements described in this document. The Department will determine whether a Vendor's proposal meets the terms of the requirements. Proposals that do not meet all requirements listed in this RFP may be subject to point reductions during the evaluation process or may be deemed non-responsive. Proposals that do not meet the requirements 1.6.1 through 1.6.5 will be deemed non-responsive and no other consideration will be given. **DO NOT ALTER ANY OF THE FORMS LISTED BELOW OR OTHERWISE INCLUDED/REQUIRED IN THIS DOCUMENT.**

1.6.1 DEADLINE FOR RECEIPT OF PROPOSALS

Proposals must adhere to the format requirements and must be received by the deadline for receipt of proposals as specified in the Schedule of Events and Section 1.8.1 *Required Copies and Deadline for Receipt of Proposals*.

1.6.2 LEGAL STATUS OR TAXPAYER IDENTIFICATION VERIFICATION

Vendors must include a legible copy of their taxpayer identification letter from the Internal Revenue Service. If the legal status letter is not available, a completed and signed copy of the **"Request for Taxpayer Identification Number"** form (*Appendix B*) must be included.

1.6.3 DISCLOSURE STATEMENT

Act 2001-955 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 \$25,000. Disclosure Statements are available for completion on the State of Alabama Procurement website at <https://procurement.alabama.gov> under Supplier Resources for a copy of the Disclosure Statement: (manual fill-in). Suppliers must include a completed copy of the Disclosure Statement in their proposal.

1.6.4 IMMIGRATION STATUS FORM

Vendors must submit a signed copy of the immigration status form with their proposal. Forms are available at https://alison.legislature.state.al.us/files/pdf/joint/contract_review/Certificate_of_Compliance.pdf

1.6.5 AUTHORIZED VENDOR SIGNATORY

Vendors must provide an original proposal using the format described, with an original signature of person(s) legally authorized to bind the applicant to the proposal.

1.7 GENERAL REQUIREMENTS

1.7.1 ACCEPTANCE OF STANDARD TERMS AND CONDITIONS

By submitting a response to this RFP, Vendor agrees to acceptance of the standard terms and conditions of this RFP. Requests for additions or exceptions to the standard terms and conditions including any necessary licenses, or any added provisions must be submitted to the procurement officer by the due date for receipt of written questions and must be accompanied by an explanation of why the exception is being sought and what specific effect it will have on the Vendor's ability to respond to the RFP or perform the contract.

***Note:** The Department reserves the right to not enter into a new contract with a current Vendor who is under a corrective action plan until all corrective requirements have been met.*

1.7.2 UNDERSTANDING OF SPECIFICATIONS AND REQUIREMENTS

By submitting a response to this RFP, Vendor agrees to an understanding of and compliance with the specifications and requirements described in this RFP.

1.7.3 PRIME CONTRACTOR/SUBCONTRACTORS

The prime contractor if a contract is awarded shall be responsible, in total, for all work of any subcontractors. All subcontractors, if any, must be listed in the proposal. The contractor shall not assign, transfer or subcontract any portion of the contract without the written consent of the Department. The Contractor shall be responsible to the Department for the acts and omissions of all subcontractors or agents and of persons directly or indirectly employed by such subcontractors, and for the acts and omissions of persons employed directly by the Contractor. Any awards made as a result of this document will create a contractual relationship between the Contractor and the Department, not the subcontractor.

1.7.4 VENDOR'S SIGNATURE

An individual authorized to legally bind the organization submitting the proposal must sign the original proposal in ink. The Vendor's signature on a proposal in response to this RFP guarantees that the offer has been established without collusion that would preclude the Department from obtaining the best possible service for the best possible price.

1.8 SUBMITTING A PROPOSAL

1.8.1 REQUIRED COPIES AND DEADLINE FOR RECEIPT OF PROPOSALS

Vendors must submit **one (1)** original proposal and **one (1)** electronic (PDF preferred) copy on a USB Key clearly labeled with the Vendor's name and the RFP title and number to:

**Dr. Tracy Smitherman, Superintendent
Central Office – DYS School District
1000 Industrial School Road
PO Box 66
Mt. Meigs, AL 36057**

E-mail Address: tracy.smitherman@dys.alabama.gov

Proposals must subscribe to the section/subsection headings and numbering format as specified in *Section 4 Proposal Format and Instructions*. Proposals must be sealed and labeled on the outside of the package to clearly indicate that they are in response to the *Interpreter/Translator Services RFP# 26000000002*. ***Proposals must be received at the receptionist's desk of the Office of Procurement by 12:00 p.m., local time, January 5, 2026.*** Proposals may be hand delivered between the hours of 9:00 a.m. -12:00 p.m. (with the exception of state and federal holidays) through the close of the RFP. Faxed and electronically submitted responses to requests for proposals are NOT accepted.

1.8.2 FAILURE TO COMPLY WITH INSTRUCTIONS

Vendors failing to comply with these instructions may be deemed non-responsive or subject to point deductions. The Department may also choose to not evaluate, and disqualify from further consideration any proposals that do not follow the format described in Section 4: *Proposal Format and Instructions*, are difficult to understand or read, or are missing any requested information.

1.8.3 COST PROPOSAL FORMS

Vendors ***must*** respond to this RFP by utilizing the cost proposal forms found in *SECTION 5*. These forms will be used as the primary representation of each Vendor's cost, and will be used extensively during proposal evaluations. Additional information should be included as necessary to explain in detail the Vendor's cost.

1.8.4 TIMELY SUBMITTED PROPOSALS

All timely submitted proposals and materials received in response to this RFP become the property of the Department and will be incorporated into any formal documentation and/or contract resulting from this RFP between the Department and the Vendor.

1.8.5 LATE PROPOSALS

Regardless of cause, late proposals will not be accepted and will automatically be disqualified from further consideration. It shall be the Vendor's sole risk to assure delivery to Dr. Tracy Smitherman, Superintendent at the office designated above by the designated time. Late proposals will not be opened and may be returned to the Vendor at the expense of the Vendor or destroyed if requested.

SECTION 2: STANDARD INFORMATION

2.0 AUTHORITY

This RFP is issued under the authority of Section 41-16-72 of the Alabama Code (Act 2001-956, 2001 3rd Sp. Sess., p 817, §1.). Any awards resulting from this RFP will be made based on stated evaluation criteria. The weight assigned to each criterion denotes the relative importance of that criterion. No criteria, other than that identified in this RFP, will be used.

2.1 VENDOR COMPETITION

In accordance with 45 CFR 74.43, the Department encourages free and open competition among Vendors. Whenever possible, the Department will design specifications, proposal requests, and conditions to accomplish this objective, consistent with the necessity to satisfy the Department's need to procure technically sound, cost-effective services and supplies.

2.2 NONDISCRIMINATION

In accordance with 45 CFR 74.44, no person shall be excluded from participation in, be denied benefits of, be discriminated against in the admission or access to, or be discriminated against in treatment or employment in the Department's contracted programs or activities on the grounds of handicap and/or disability, age, race, color, religion, sex, national origin, or any other classification protected by Federal or Alabama State Constitutional or statutory law; nor shall they be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination in the performance of contracts with the Department or in the employment practices of the Department's contractors. Accordingly, all Vendors entering into contracts with the Department shall, upon request, be required to show proof of such nondiscrimination and to post in conspicuous places, available to all employees and applicants, notices of nondiscrimination.

2.3 IMMIGRATION STATUS

Vendor's authorized person(s) within the agency must sign and submit *Appendix D – E-Verify* on the immigration status of all workers to be employed for the services described in this procurement. Vendors must attest that all workers will be citizens of the United States or at the time of employment will be in a proper and legal immigration status that authorizes them to be employed for pay within the United States.

2.4 PROPOSAL EFFECTIVE PERIOD

All proposals submitted in response to this RFP shall be effective for a 180-day period following the deadline for receipt of proposals as specified in the Schedule of Events and may not be modified, withdrawn or canceled by the Vendor during this period.

2.5 TRADE SECRETS

As part of the initial evaluation, the procurement officer in charge of this solicitation will review proposals received in response to this RFP, for any information deemed a "trade secret" by the Vendor and separate identified parts of proposal from public viewing providing the following conditions have been met: (1) confidential information is clearly marked and separated from the rest of the proposal; (2) the proposal does not contain confidential material in the cost or price section; and (3) an affidavit from a Vendor's legal counsel attesting to and explaining the validity of the trade secret claim is attached to each proposal containing trade secrets. If applicable, the Vendor's Legal Counsel must use the Department of Youth Services School District "Affidavit for Trade Secret Confidentiality" form when requesting the trade secret claim. The affidavit form (*Appendix C*) is included in this document.

Information separated out under this process will be available for review only by the procurement officer, the evaluation committee members, and limited other designees. Vendors must be prepared to pay all legal costs and fees associated with defending a claim for confidentiality in the event of a “right to know” (open records) request from another party.

2.6 PRE-SCREENING AND EVALUATION OF PROPOSALS

2.6.1 PRE-SCREENING

During the pre-screening, proposals will be reviewed to ensure compliance with all general and mandatory requirements. Upon completion of this initial review they will be classified “responsive” or “non-responsive”. However, proposals may be found non-responsive at any time during the evaluation process if the proposal does not meet the formatting requirements specified in the RFP; if any of the required information is not provided; or the submitted price is found to be excessive or inadequate as measured by criteria stated in the RFP. Proposals declared non-responsive, will not receive further consideration.

2.6.2 EVALUATION OF PROPOSALS

All responsive proposals will be evaluated against the stated criteria. However, this does not preclude the Department from any discussions/negotiations or requests for a best and final offer that it may deem necessary to assist in determining the Vendor. In scoring against stated criteria, the Department may consider such factors as accepted industry standards and a comparative evaluation of all other qualified RFP responses in terms of differing price, quality, and contractual factors to determine the most advantageous offering to the Department.

2.7 DISCUSSION/NEGOTIATION AND/OR ORAL PRESENTATION/PRODUCT DEMONSTRATION

After receipt of all proposals and prior to the determination of the award, the Department may initiate discussions with one or more Vendors should clarification or negotiation be necessary. Vendors may also be required to make an oral presentation and/or product demonstration to clarify their RFP response or to further define their offer. In either case, Vendors should be prepared to send qualified personnel to **Mt. Meigs, Alabama**, to discuss technical and contractual aspects of the proposal. Oral presentations and product demonstrations, if requested, shall be at the Vendor’s expense.

2.8 BEST AND FINAL OFFER

The Department reserves the right to request a “best and final offer” for this RFP based on price/cost alone, from one or more Vendors if additional information is required to make a final decision. Vendors may be contacted asking that they submit their “best and final offer,” which must include any and all discussed and/or negotiated changes.

2.9 PUBLIC REQUESTS FOR INFORMATION

All information received in response to this RFP, including copyrighted material, is deemed public information and will be made available to the public upon requests shortly after the signing of a contract(s) with the exception of: (1) trade secrets meeting the requirements of the Alabama Trade Secrets Act, that have been properly marked, separated, and documented; and (2) any financial information requested by the Department, unless prior written consent has been given by the Vendor.

2.10 COST OF PREPARING A PROPOSAL

The Department is not liable for any expense incurred by the Vendor in the preparation and presentation of their proposal or any other costs incurred by the Vendor prior to execution of a contract. All costs are the responsibility of the Vendor.

2.11 DEPARTMENT'S RIGHTS RESERVED

While the Department has every intention to award a contract as a result of this RFP, issuance of the RFP in no way constitutes a commitment by the Department to award and execute a contract. Upon determination such actions would be in its best interest, the Department, in its sole discretion, reserves the right to the following:

2.11.1 PRE-SELECTION DISCRETION

The Department reserves the right at its sole discretion, at any time and for any reason, to reject any or all of the proposals submitted in response to this RFP, or to cancel this RFP, if it is deemed by the Department to be in its best interest to do so.

2.11.2 POST-SELECTION DISCRETION

Upon selection of a proposal, the Department reserves the right, at its sole discretion, at any time and for any reason, to change its decision with respect to the selection and to select another proposal, or to cancel the RFP, if it is deemed by the Department to be in its best interest to do so.

2.11.3 WAIVERS

Notwithstanding the amendment provisions otherwise set forth herein, the Department reserves the right at its sole discretion, to waive any minor irregularity in an otherwise valid proposal which would not jeopardize the overall program and to award a contract on the basis of such a waiver in the event the Department determines that such award is in the best interest of the Department. Minor irregularities are those which will not have a significant adverse effect on the overall program cost or performance.

2.11.4 NEGOTIATIONS

The Department reserves the right to negotiate with any Vendor whose proposal is within the competitive range, as specified in the RFP with respect to technical plan and cost, as well as to select a Vendor other than the Vendor offering the lowest price.

2.11.5 ADOPTION OF IDEAS

The Department reserves the right to adapt to its use all or any part, of a Vendor's proposal and to use any idea or all ideas presented in a proposal.

2.11.6 ORAL PRESENTATIONS

The Department reserves the right to require some or all of the Vendors to provide oral presentations of their proposals.

2.11.7 AMENDMENTS

The Department reserves the right to amend the RFP. Except as provided above with respect to "WAIVERS" made by the Department, all amendments to the RFP will be made by written addendum issued by the Department and posted to the STAARS website at <https://procurement.staars.alabama.gov> under this RFP link.

2.11.8 NO GUARANTEE OF CONTRACT

Selection of a proposal shall not be binding upon the Department and may or may not, at the Department's sole discretion, result in the Department entering into a contract with the Vendor if it is in the best interest of Department not to proceed with contract execution.

2.11.9 RIGHT TO INVESTIGATE AND REJECT

The Department may make investigations as deemed necessary to determine the ability of the Vendor to perform the services specified. The Department reserves the right to reject any proposal if the evidence submitted by, or investigation of, the Vendor fails to satisfy the Department that the Vendor is properly

SECTION 2: STANDARD INFORMATION

qualified to carry out the obligations of the contract. This includes the Department's ability to reject the proposal based on negative references.

2.11.10 DISCLAIMER

Issuance of this RFP does not constitute a commitment by the Department to select any proposal submitted in response to the RFP, or to award a contract to any Vendor who responds to this RFP.

Note: All contracts awarded by this Department are subject to review and approval by the Division of Procurement, the Chief Procurement Officer, the Legislative Oversight Committee and the Governor's Office.

SECTION 3: SCOPE OF PROJECT

3.0 PROGRAMMATIC INFORMATION

The inability to effectively communicate verbally and/or through written language constitutes a problem for many who may be in need of departmental services, but who are limited or non-English speaking. Therefore, Department is seeking a qualified Vendor(s) to provide interpreter/translator services in the Mt. Meigs Complex/ LB Wallace School, J. Walter Wood, Jr. Campus, Vacca Campus/McNeel School, and Autauga Campus/LB Wallace Annex IV. These services are necessary to ensure equal access to departmental programs and services for all eligible persons, including those who may not be proficient in the spoken or written English language. Interpreter/Translator services are being sought at a minimum for the following languages: Spanish, Guatemalan (various dialects), Mixtecan, Romanian, Chinese, Vietnamese, and Korean. Services must be delivered face-to-face, written, and/or via telephone/computer.

Interpreters/Translators may be involved in highly emotionally charged and volatile situations. The identity of the youth must remain confidential. The information/materials to be interpreted may also be sensitive and confidential. Therefore; the selected Vendor(s) must enforce a strict policy of confidentiality. Interpreters/Translators must be qualified, possess a high degree of professionalism and provide accurate interpretations without interjecting their own biases. Interpreters/Translators must be fluent in the English language, as well as, the languages to be interpreted and must have the ability to be easily understood when translating from one language to another.

Interpreters must be culturally sensitive and respectful of all children and families in need of interpreting services. Interpreters/Translators must be employees of the contracting agency. Vendors must attest that all interpreters will complete criminal history checks and all Department clearance requirements prior to working for the Department. The requirements listed below must be employed in all facilities and schools. Vendors must list the languages for which they can provide interpreter services, and must indicate how services will be delivered (i.e., face-to-face, written, and/or via telephone/computer).

3.1 AVAILABILITY AND RESPONSE TIME

Interpreters must be available 24 hours a day, 7 days a week, and 365 days a year. The Department requires confirmation and assignment of an interpreter/translator within a 12-hour time frame of a request. Interpreters must be available within 24 hours or as requested. If telephone services are required, then translation services must be available within thirty (30) minutes of a request.

3.2 LANGUAGES TO BE INTERPRETED

Vendors must provide face-to-face, telephone and/or written interpretation/translation at a minimum for the following languages: Spanish, Guatemalan (various dialects), Mixtecan, Romanian, Chinese, Vietnamese, and Korean.

3.3 CANCELLATIONS

The Department reserves the right to cancel interpreter appointments within twenty-four (24) hours of their scheduled time without penalty or charge.

3.4 CERTIFICATIONS

Vendors must ensure that all interpreters providing services under any contract resulting from this procurement are qualified. Interpreters must possess the appropriate training/education and credentials/licenses/certifications. All interpreters must be free of infectious diseases. Vendors must maintain a statement on file

certifying that all employees providing services under any contract resulting from this procurement are free of infectious disease.

3.5 LISTING

Vendors must maintain and make available to Department a list of interpreters employed/contracted to provide services. Upon request, Vendors must provide the names of the interpreters, spoken/written language(s), type of service to be provided (i.e., face-to-face, telephone, and/or written), and the counties to which they are assigned. *As applicable, Vendors may be required to include a list of other qualified interpreters for languages not listed above.*

3.6 PHOTO IDENTIFICATION

Interpreters must ensure that photo identification is visible at all times when serving the Department's clients.

3.7 NO DENIAL OF SERVICES ALLOWED

The selected Vendor(s) must not deny the Department delivery of services. If such situation occurs the Department reserves the right to cancel the contract.

3.8 ACCURACY AND COMPLETENESS

Interpreters must always thoroughly and faithfully render the source language message, neither omitting nor adding anything, giving consideration to linguistic variations in both source and target languages, conserving the tone and spirit of the source language message.

3.9 CULTURAL SENSITIVITY AND COURTESY

Interpreters must be culturally competent, sensitive, and respectful of the individual(s) they serve.

3.10 CONFIDENTIALITY

Interpreters must not divulge any information obtained through their assignments, including but not limited to information gained through access to documents or other written materials. The identity of youth in the Department's custody must remain strictly confidential. Vendors must agree to follow the Department's policies regarding confidentiality of information concerning youth for whom the Department provides services.

3.11 DISCLOSURE

Interpreters must not publicly discuss, report, or offer an opinion concerning matters in which they are or have been engaged, even when that information is not privileged by law to be confidential.

3.12 NON-DISCRIMINATION

Interpreters must always be neutral, impartial and unbiased. Interpreters must not discriminate on the basis of gender, disability, race, color, national origin, age, socioeconomic or educational status, or religious, political, or sexual orientation. If interpreters are unable to ethically perform in a given situation the interpreters must refuse or withdraw from the assignment without threat of retaliation.

3.13 PROFESSIONAL DEMEANOR

Interpreters must be punctual, prepared, and dressed in a manner appropriate and not distracting for the situation.

3.14 HIGH STANDARDS OF CONDUCT

Interpreters must act at all times in accordance with the standards of conduct and decorum appropriate to their profession.

3.15 SELF-REPRESENTATION

Interpreters must accurately and completely represent their certifications, training, and experience. The Interpreter must only interpret the language(s) which he/she is authorized to interpret.

3.16 CONFLICT OF INTEREST - IMPARTIALITY

Interpreters must disclose any real or perceived conflict of interest which would affect their objectivity in the delivery of service. Providing interpreting services for family members or friends may violate the individual's right to confidentiality, or constitute a conflict of interest.

3.17 SCOPE OF PRACTICE

Interpreters must not counsel, refer, give advice, or express personal opinions, to individuals for whom they are interpreting, or engage in any other activities, which may be construed to constitute a service other than interpreting. Interpreters are prohibited to have unsupervised access to clients, including but not limited to phoning clients directly.

3.18 REPORTING OBSTACLES TO PRACTICE

Interpreters must assess at all times their ability to interpret. Should interpreters have any reservations about their competency, they must immediately notify the Vendor and offer to withdraw without threat of retaliation.

3.19 ETHICAL VIOLATIONS

Interpreters must immediately withdraw from encounters they perceive as violations of the code of professional conduct. Any violation of the code of professional conduct may cause termination of the contract.

3.20 ORIENTATION

Vendors must conduct orientation for all interpreters prior to them providing services to the Department's clients. The orientation must include, but not be limited to: the codes of professional conduct and confidentiality for interpreters; legal requirements for providing interpreter services; the role of the interpreter in working with the Department of Youth Services School District' clients; and the specific requirements of this procurement.

3.21 MANDATORY PROFESSIONAL DEVELOPMENT

All interpreters must participate in the Department of Youth Services professional development prior to them providing services to the Department's clients. The professional development must include, but not be limited to: the codes of professional conduct and confidentiality for interpreters; legal requirements for providing therapy services; the role of the therapist in working with the Department of Youth Services School District' clients; Prison Rape Elimination Act, the specific requirements of this procurement and any other areas identified by the Department's Administration/School District. This required professional development will be provided at no cost to the Vendor and any cost incurred not available for reimbursement

3.22 PROFESSIONAL COURTESY

Interpreter must provide excellent customer service and maintain a professional demeanor, be courteous and use a tone of voice appropriate to the situation. Interpreters shall defer to instructions from clients.

3.23 FACE-TO-FACE INTERPRETER SERVICES

Vendors must effectively manage the scheduling and coordination of face-to-face interpreter services for all facilities/schools in a timely manner, for both non-emergency and emergency situations.

The additional requirements listed below must be addressed in proposals submitted in response to this RFP:

1. **Interpreters must respond to referrals within one (1) hour of contact by the Department of Youth Services School District.**
2. Vendors must list all the counties they can serve immediately. Vendors who are not able to serve all four facilities/schools must provide a detailed plan of how they will be operational in all Department facilities no later than April 1, 2026. ***Preference will be given to Vendors who are able to serve more facilities at the initiation of the contract.*** Upon request, Vendors must provide the names of the interpreters, spoken/written language(s), type of service to be provided (i.e., face-to-face, telephone, computer, and/or written), and the counties to which they are assigned.
3. Face-to-face interpreter services must be available at any location twenty-four (24) hours per day, seven (7) days per week, and 365 days a year. Vendors must provide training for all interpreters including skills for working with families in crisis and volatile situations.
4. Vendors must have adequate staff, equipment and telephones lines to ensure interpretation requests are filled in a timely manner. Vendors must have a fax machine, an email account, a land line phone, and cell phone to ensure accessible twenty-four (24) hours per day, seven (7) days per week, and 365 days a year.
5. Vendors must have policies and procedures to address non-responses or late responses by an interpreter. **If an interpreter is late or fails to respond to referrals three (3) times within a contract period, any contract with the Vendor will be in jeopardy of termination.**
6. Interpreters must be at least twenty-one (21) years of age, fluent in English and the language for which they are interpreting and must be able to communicate in different dialects of the interpreted language.
7. Vendors must ensure that interpreters have reliable transportation and a valid Alabama driver's license. Vendors must strictly enforce a policy prohibiting the transportation of clients under any circumstance. Interpreters must have a telephone, cell phone or pager, so they can be reached twenty-four (24) hours per day, seven (7) days per week, and 365 days a year.
8. Vendors must have a supervision process in place to minimize any possible barriers to achieving timely and accurate service, including a quality assurance process for all interpreter services as required by this RFP.
9. Interpreters must be employees of the contracting agency and the Vendor must attest that all interpreters will comply and complete a criminal history check; non-reimbursable training provided by the Department and any additional Department requirements.
10. Upon award of contract vendors must provide all face-to-face interpreters with photo identification, social security number and any other information requested.

3.24 TELEPHONE/ONLINE INTERPRETER SERVICES

Vendors must provide telephone/online interpreting services in all sixty-seven (67) counties of the state, twenty-four (24) hours per day, seven (7) days per week, 365 days a year on an on-going and emergency basis if a face-to-face interpreter is not available, and/or as the Department deems appropriate. The Department shall ultimately determine the appropriateness of the service mode for interpreter availability. The Department has

SECTION 3: SCOPE OF PROJECT

various divisions/programs that assist families in receiving various services, in certain instances telephone or online interpretation may be the most appropriate option. The Department will be the decision maker as to what format will be used in each environment.

3.25 WRITTEN TRANSLATIONS

Vendors must provide written translation to documents and forms that are typically used by the all facilities/schools during a routine day. These documents and forms must be provided to the requesting county in a template format. Many documents are time-sensitive and translation requests must be processed in adherence to the Department's deadlines.

3.26 SUPERVISION/QUALITY ASSURANCE

Vendors must have a supervision process in place to minimize any possible barriers to achieving timely and accurate service, including a quality assurance process for all interpreter services as required by this RFP. Vendors must provide orientation to all interpreters prior to them providing services to the Department. The orientation must cover codes of professional conduct, confidentiality, cultural sensitivity, customer service, and non-disclosure of privileged information. The Vendor(s) must have a supervision process in place that will ensure quality and accurate service delivery in each of the interpretation areas. If regional supervision is to be utilized the quality assurance process must be described in detail. The credentials of the person(s) supervising must be clearly identified, including their recent work experience in the interpretive arena. A Quality Assurance/Improvement process or plan must also be fully described. Vendors must immediately implement corrective measures once areas of deficiency are identified by the Department.

SECTION 4: PROPOSAL FORMAT AND INSTRUCTIONS

4.0 PROPOSAL REQUIREMENTS

Proposals must meet all requirements as specified in this RFP. Proposals must incorporate the specified structure and format; must be clear, detailed, and complete as to fully demonstrate that the prospective Vendor has a thorough understanding of the requirements for providing the services for this procurement. Statements that the Vendor understands, acknowledges, or can comply with the requirements/specifications and statements paraphrasing the specifications are considered inadequate as are phrases such as “industry standards will be adhered to” and/or “standard procedures will be implemented”, or “research-based models will be used”. Proposals must clearly and adequately describe the concepts and methodologies to be implemented by the Vendor. Information must be clear, succinct, and easily understandable.

4.1 COMPLETENESS OF PROPOSALS

Selection(s) and award(s) will be based on the Vendor’s proposal and other items described in this RFP. Proposals should not include references to information located elsewhere, such as Internet websites. Information or materials presented by Vendors outside the formal response or subsequent discussion/negotiation or “best and final offer,” if requested, will not be considered, will have no bearing on any award, and may result in the Vendor being disqualified from further consideration.

4.2 PROPOSAL FORMAT

Proposals must not exceed **one hundred (100) pages**, including attachments and must be single-spaced, incorporating 1-inch margins, typed using Times New Roman (font), size 12. Proposals must be printed/copied onto one side of standard (8½ x 11) white typing/copier paper. *Paragraphs must be double-spaced.* All proposals (the original and copies) must include labeled tabs that correspond with the bolded sections and subsections to which the information pertains. ***Do not use adhesive tabs, tabs with paper inserts, sheet protectors, rings or prong fasteners.*** Vendors should avoid the use of elaborate presentations and binding materials beyond that which is sufficient to present complete and effective proposals.

4.2.1 COVER SHEET

The first page of each proposal must be the completed **Cover Sheet** (RFP cover sheet) with an original ink signature of the person(s) legally authorized to bind the Vendor to the proposal. **Proposals without signatures of persons legally authorized to bind the Vendor to the proposal will be rejected.** The cover sheet must also include the name of the contact person and contact information of the person authorized to act on behalf of the Vendor (do not number this page). Vendors must also provide their federal employer identification number. Denote the original proposal and copies by placing a check in the appropriate box on the cover sheet.

4.2.2 TABLE OF CONTENTS

The Cover Sheet should be followed by the “**Table of Contents**”, which should list all sections, subsections and page numbers. Numbering of the proposal pages should begin with page 1 of the Table of Contents. Page numbers should be placed in the right corner of the bottom margin.

4.2.3 LEGAL STATUS FORM/TAXPAYER IDENTIFICATION NUMBER

The Table of Contents must be followed by a copy of the **Legal Status Form**. *This form is issued by the IRS and denotes an organization’s legal status (i.e., non-profit, for-profit, corporation, etc.) and includes the Federal Employee Identification Number (FEIN).* If the Legal Status Form is not available, a completed and signed copy of the “**Request for Taxpayer Identification Number**” form (*Appendix B*) must be included. All items on this form must be completed.

4.2.4 LICENSES/CERTIFICATES/CREDENTIALS

The Legal Status Form or Request for Taxpayer Identification Number Form should be followed by a copy of all required **Licenses, Certificates, and Credentials** or a copy of a completed license application form submitted by the deadline specified in this RFP.

4.2.5 TECHNICAL PROPOSAL

Copies of Licenses/Certificates/Credentials, if applicable should be followed by the **Technical Proposal**. The Technical Proposal must prescribe to sections **4.2.5.1** through **4.2.5.4.6** below.

4.2.5.1 VENDOR QUALIFYING INFORMATION

4.2.5.1.1 VENDOR PROFILE AND EXPERIENCE

The Vendor must specify how long it has been in the business of providing services similar to those requested in this RFP and under what company name. The Vendor must list all names it has used when conducting business. The Vendor must explain their expertise or history in the provision of such services or identify a nationally recognized model that has proven to be successful that will be used in the provision of services under this RFP. The Vendor must provide an organizational profile including: number of employees, and form of business (e.g. individual, sole proprietor, corporation, non-profit corporation, limited liability company.).

4.2.5.1.2 PAST AND PRESENT CONTRACTUAL RELATIONSHIPS WITH THE DEPARTMENT OR OTHER STATE AGENCIES

The Vendor shall describe any past or present contractual relationship it may have or have had with the Department or any other state agency including colleges/universities during the past three years. If the Vendor, its predecessor, or any party named in the Vendor's responses to this section has contracted with any department within State Government during the past three years, identify the contract number and/or other information available to identify such contract(s). If no such contracts exist, so declare. If any party named in the Vendor's response to this RFP was an employee of the State in the past two years, identify the individual(s) by name, state agency by which employed job title of position held with the State, and separation date. If no such relationship exists, so declare.

4.2.5.1.3 CONTRACT PERFORMANCE

If the Vendor, or any proposed Subcontractor, has had a contract terminated for default during the past three years, all such instances must be described as discussed below. Termination for default is defined as notice to stop performance delivery due to the Vendor's nonperformance or poor performance and the issue was either (a) not litigated due to inaction on the part of the Vendor; or (b) litigated and such litigation determined the Vendor to be in default. Submit full details of all terminations for default experienced by the Vendor during the past five years, including the other party's name, address, and telephone number. Present the Vendor's position on the matter. The Department shall evaluate the facts and may, at its sole discretion, reject the Vendor's Proposal if the facts discovered indicate that completion of a contract resulting from this RFP may be jeopardized by selection of the Vendor. If the Vendor has experienced no such terminations for default in the past five years, so declare. If at any time during the past five years, the Vendor has had a contract terminated for convenience, non-allocation of funds, or any other reason, which termination occurred before completion of all obligations under the initial contract provisions, describe fully all such terminations including the name and address of the other contracting party and the circumstances surrounding the termination. If no such early terminations have occurred, so declare.

Failure to report on the foregoing or if the information furnished is determined to be inaccurate, whether by omission or commission, shall result in rejection of the Vendor's Proposal.

Note: No points will be assigned to proposals submitted by new or current Vendors who have performed their contractual obligations satisfactorily. However, current Vendors who have performed unsatisfactorily may experience point deductions up to a maximum of 10 points.

4.2.5.1.4 PROJECT STAFF/RESUMES/JOB DESCRIPTIONS

The Vendor must submit a resume or job description detailing the level of education, experience, training, skills, etc. which emphasizes previous experience in the service area as described in this RFP for all key personnel who will be involved with the proposed project. The Vendor should indicate that it has sufficient staff to perform the services required in this RFP, if sufficient staff is not currently available, describe how staff will be obtained to provide the services and the timeline for obtaining the needed staff. Indicate the number of anticipated staff for each position title. List all professional licenses held by the Vendor.

4.2.5.1.5 STAFF PERFORMANCE EVALUATIONS AND TRAINING

Vendor must describe its staff development program regarding orientation, on-going staff evaluation and training that will be implemented throughout the contract period to ensure delivery of effective services that adhere to the Department's required performance standards.

4.2.5.1.6 BACKGROUND CHECKS

Describe in detail the steps that the Vendor will take to ensure that no employee, regardless of their position, has been the subject of any incident or investigation which would call into question the propriety of that employee's working with this population indicated in this document and for this project. Provide documentation that each employee has had an Alabama Bureau of Investigation (ABI) and a Federal Bureau of Investigation (FBI) criminal background check. Describe your organization's general procedure for addressing occurrences when an incident or allegation is reported, founded or unfounded.

4.2.5.2 VENDOR FINANCIAL STABILITY

Vendors must submit an audited financial summary for the past year and letters from the auditor(s) who performed the audit immediately preceding the issuance of this RFP. Vendors of newly formed organizations, who have been in business less than one year may submit copies of any quarterly financial statements that have been prepared since the end of the period reported by your most recent annual report.

4.2.5.3 METHOD OF PROVIDING SERVICES

4.2.5.3.1 SERVICE DELIVERY APPROACH

The Vendor must provide a detailed description of the work plan and the methods to be used that will convincingly demonstrate to the Department what the Vendor intends to do, the timeframes necessary to accomplish the work, and how the work will be accomplished. The Vendor must identify the county/region to be served by the proposed project. *All services specified in Section 3: Scope of Project must be addressed in the Service Delivery Approach.*

4.2.5.3.2 START-UP PLAN

The Vendor must include a detailed project schedule that is comprised of the detailed work plan for the entire project. This section should also include any proposed additions to the tasks outlined in the *Section 3: Scope of Work*.

4.2.5.3.3 ASSESSMENT OF BENEFITS AND IMPACT

Describe the process that Vendor will use to assess the proposed services to determine if the expected benefits and their impact have occurred. Include on-going plans to continuously assess and modify services to better meet the needs of the target population. The assessment methodology should provide the Department with meaningful indicators that funded projects are making satisfactory progress toward desired goals.

4.2.5.3.4 OFFICE LOCATION

Vendors must provide the physical address of the office where records will be maintained and services will be performed under a contract with the Department in the event the Vendor becomes the Contractor.

4.2.5.4 VENDOR CERTIFICATIONS

Vendors must submit a statement attesting that they warrant and represent to the Department that the Vendor accepts and agrees with all certifications and terms and conditions of this RFP. Further, by submitting a response to this RFP, the Vendor certifies to the Department that they are legally authorized to conduct business within the State of Alabama and to carry out the services described in this document.

4.2.5.4.1 REVOLVING DOOR POLICY

Vendors must attest that neither the Vendor nor any of the Vendor's trustees, officers, directors, agents, servants or employees is a current employee of the Department, and none of the said individuals have been employees of the Department in violation of the revolving door prohibitions contained in the state of Alabama ethics laws.

4.2.5.4.2 DEBARMENT

Vendors must attest that neither the Vendor nor any of the Vendor's trustees, officers, directors, agents, servants or employees (whether paid or voluntary) is debarred or suspended or otherwise excluded from or ineligible for participation in federal assistance programs under Executive Order 12549, "Debarment and Suspension."

4.2.5.4.3 STANDARD CONTRACT

The Vendor must agree to the use of the Department's standard contract document. The Vendor will further comply with all the terms and conditions of that document, including, but not limited to, compliance with Title VI of the Civil Rights Act of 1964, the Rehabilitation Act of 1973, as amended, the Americans with Disabilities Act of 1990, Alabama Act No. 2000-775 (governing individuals in direct service positions who have unsupervised access to children), the Health Insurance Portability and Accountability Act of 1996 (HIPAA) as applicable, the Family Educational Rights and Privacy Act (FERPA), the Civil Rights Act of 1964, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990, the Family Educational Rights and Privacy Act (FERPA), Section 504 of the Rehabilitation Act of 1973, and all other federal and state laws, rules and regulations applicable to receiving funds from the Department to carry out the services described in this RFP. Further, any contract executed pursuant to the RFP must be subject to review by the Department's legal counsel as to its legality of form and compliance with State contract laws, terms and conditions, and may further be subject to review by the Alabama Legislative Contract Review Committee, Examiners of Public Accounts, the State Finance Director and the Office of the Governor.

4.2.5.4.4 CHARITABLE CHOICE (APPLIES TO FAITH-BASED ORGANIZATIONS ONLY)

The Vendor must attest that funds received as a result of this procurement will not be used for sectarian instruction, worship, proselytizing or for any other purely religious activities that are not directed toward the secular social goals related to the services described in this RFP. The Vendor must agree to serve all eligible members of the public without regard to their religious beliefs and, further, must not require clients' active participation in any religious practice. (In carrying out the said services, the Vendor will remain independent from federal, state and local governments; will retain control over the expression of its religious beliefs, and is NOT required to remove its religious writings or symbols or to alter its internal governance as a condition of doing business with the Department.)

4.2.5.4.5 FINANCIAL ACCOUNTING

Vendors must agree that the Vendor's accounting system will be consistent with General Accepted Governmental Accounting Principles (GAAP). The Vendor must maintain sufficient financial accounting records documenting all funding sources and applicable expenditure of all funds from all sources.

4.2.5.4.6 VENDOR WORK PRODUCT

The Vendor must attest that the proposal submitted in response to this document is the work product of said Vendor. If the proposal is determined not to be the work product of the Vendor, the proposal may, at the Department's sole discretion, be rejected.

4.2.5.5 ATTACHMENTS

Vendors must include all applicable forms identified below as attachments (i.e., Attachment A, B, C, etc.), applicable forms must follow the Technical Proposal. **DO NOT ALTER ANY OF THE FORMS LISTED BELOW OR OTHERWISE INCLUDED/REQUIRED IN THIS DOCUMENT.**

4.2.5.5.1. DISCLOSURE STATEMENT

The Technical Proposal must be followed by a completed copy of the **Disclosure Statement**.

4.2.5.5.2 TRADE SECRET AFFIDAVIT

The Disclosure Statement must be followed by a completed copy of the **Trade Secret Affidavit** (*Appendix C*), if applicable.

4.2.5.5.3 IMMIGRATION STATUS FORM

The Trade Secret Affidavit must be followed by a completed copy of the **Immigration Status Form** (*Appendix D*). *All proposals must include the Immigration Status Form.*

SECTION 5: COST PROPOSAL

5.0 COST PROPOSAL

Vendors must include a cost proposal specifying: **1) a fixed rate for each of the three (3) modes of service (face-to-face, written, telephone/online); 2) the counties to be served; and 3) the languages to be interpreted.** Vendors must have a billing and tracking system in place that accurately details the cost of all interpretation services.

SECTION 6: EVALUATION CRITERIA

6.0 EVALUATION CRITERIA

The evaluation committee will review and evaluate the proposals according to the following criteria based on a **maximum possible value of 1,000 points**. Proposals failing to meet the requirements of this RFP may be deemed non-responsive or subject to point deductions. The point value assigned to each component of the **Technical Proposal and Cost Proposal** will be based on the following scoring scale. The Vendor with the highest points from the Evaluation Criteria will be award the contract. The cost proposal is a component of the criteria not the sole criteria.

Category	RFP Section	Point Value
Vendor Qualifying Information		25% of points for a possible 250 points
A. Vendor Profile and Experience	4.2.5.1.1	100
B. Past and Present Contractual Relationships with the Department	4.2.5.1.2	100
C. Contract Performance	4.2.5.1.3	---
D. Project Staff/Resumes/Job Descriptions	4.2.5.1.4	10
E. Staff Performance Evaluations and Training	4.2.5.1.5	15
F. Background Checks	4.2.5.1.6	10
G. Vendor Financial Stability	4.2.5.2	15
Method of Providing Services		25% of points for a possible 250 points
A. Service Delivery Approach	4.2.5.3.1	200
B. Start-up Plan	4.2.5.3.2	25
C. Assessment of Benefits and Impact	4.2.5.3.3	25
D. Office Location	4.2.5.3.4	---
E. Vendor Certifications	4.2.5.4	---
Cost Proposal		50% of points for a possible 500 points
A. Cost Proposal	5.0	500

APPENDIX A: STANDARDS TERMS AND CONDITIONS

By submitting a response to request for proposal or acceptance of a contract, the Vendor agrees to acceptance of the following Standard Terms and Conditions and any other provisions that are specific to this solicitation or contract.

ACCEPTANCE/REJECTION OF PROPOSALS: The Department reserves the right to accept or reject any or all proposals, wholly or in part, and to make awards in any manner deemed in the best interest of the Department. Proposals will be firm for 180 days, unless stated otherwise in the text of the request for proposal.

ACCESS AND RETENTION OF RECORDS: The contractor agrees to provide the Department, Legislative Auditor, or authorized agents, access to any records necessary to determine contract compliance. The contractor agrees to create and retain records supporting the services rendered or supplies delivered for a period of three years after either the completion date of the contract or the conclusion of any claim, litigation, or exception relating to the contract taken by the Department or third party.

ALTERATION OF SOLICITATION DOCUMENT: In the event of inconsistencies or contradictions between language contained in the Department's solicitation document and a Vendor's response, the language contained in the Department's original solicitation document will prevail. Intentional manipulation and/or alteration of solicitation document language will result in the Vendor's disqualification and possible debarment.

ASSIGNMENT, TRANSFER AND SUBCONTRACTING: The contractor shall not assign, transfer or subcontract any portion of the contract without the express written consent of the Department.

AUTHORITY: The request for proposal, limited solicitation, or contract is issued under authority of Section 41-16-72 of the Alabama Code (Act 2001-956, 2001 3rd Sp. Sess., p 817, §1.)

COMPLIANCE WITH LAWS: The contractor must, in performance of work under the contract, fully comply with all applicable federal, department, or local laws, rules and regulations, including Title VI of the Civil Rights Act of 1964, the Rehabilitation Act of 1973, as amended, the Americans with Disabilities Act of 1990, Alabama Act No. 2000-775 (governing individuals in direct service positions who have unsupervised access to children), the Health Insurance Portability and Accountability Act of 1996 (HIPAA) as applicable, the Family Educational Rights and Privacy Act (FERPA), the Age Discrimination Act of 1975, the Family Educational Rights and Privacy Act (FERPA), Section 504 of the Rehabilitation Act of 1973, and all other federal and state laws, rules and regulations applicable to receiving funds from the Department to carry out the services described in this contract. Any subletting or subcontracting by the contractor subjects subcontractors to the same provision. The contractor agrees that the hiring of persons to perform the contract will be made on the basis of merit and qualifications and there will be no discrimination based upon race, color, religion, creed, political ideas, sex, age, marital status, physical or mental disability, or national origin by the persons performing the contract.

DEBARMENT: The contractor certifies, by submitting this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction (contract) by any governmental department or agency. If the contractor cannot certify this statement, attach a written explanation for review by the Department.

DISABILITY ACCOMMODATIONS: The Department does not discriminate on the basis of disability in admission to, access to, or operations of its programs, services, or activities. Individuals, who need aids, alternative document formats, or services for effective communications or other disability-related

accommodations in the programs and services offered, are invited to make their needs and preferences known to this office. Interested parties should provide as much advance notice as possible.

FACSIMILE RESPONSES: Facsimile responses will not be accepted for requested for proposals or limited solicitations.

FAILURE TO HONOR PROPOSAL: If a Vendor to whom a contract is awarded refuses to accept the award (contract) or, fails to deliver in accordance with the contract terms and conditions, the Department may, in its discretion, suspend the Vendor for a period of time from entering into any contracts with the Department.

FORCE MAJEURE: Neither party shall be responsible for failure to fulfill its obligations due to causes beyond its reasonable control, including without limitation, acts or omissions of government or military authority, acts of God, materials shortages, transportation delays, fires, floods, labor disturbances, riots, wars, terrorist acts, or any other causes, directly or indirectly beyond the reasonable control of the non-performing party, so long as such party is using its best efforts to remedy such failure or delays.

FOREIGN CORPORATIONS (OUT-OF-STATE FIRMS): Alabama law provides that a foreign corporation (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 form for a certificate of authority, contact the Secretary of State, Corporation Division, (334) 242-5324. Not having this certificate does not keep the Vendor from registering.

HOLD HARMLESS/INDEMNIFICATION: The contractor agrees to hold the Department, its elected and appointed officials, agents, and employees, while acting within the scope of their duties as such, harmless from and against all claims, demands, causes of action of any kind or character, including the cost of defense thereof, arising in favor of the contractor's employees or third parties on account of bodily or personal injuries, death, or damage to property arising out of services performed or omissions of services or in any way resulting from the acts or omissions of the contractor and/or its agents, employees, representatives, assigns, subcontractors, except for acts of omission resulting from the sole negligence of the Department, under this agreement.

LATE PROPOSALS: Regardless of cause, late proposals will not be accepted and will automatically be disqualified from further consideration. It shall be solely the Vendor's risk to assure delivery at the designated office by the designated time. Late proposals will not be opened and may be returned to the Vendor at the expense of the Vendor or destroyed if requested.

REGISTRATION WITH THE DIVISION OF PROCUREMENT: Any business intending to transact business in Alabama must register with the Alabama Procurement Division by completing the Vendor Disclosure Statement. A copy of the Vendor Disclosure Statement can be downloaded from the Procurement website at <https://procurement.alabama.gov> under Supplier Resources. As well as registration in Alabama Buys, the State of Alabama eProcurement Portal, existing Suppliers may download the Quick Start Guide to log in and review their existing profile or verify their Taxpayer ID Number (TIN) by creating a Portal login ID. This can be done by visiting the Alabama Buys Portal at <https://alabamabuys.gov>

SEVERABILITY CLAUSE: A declaration by any court, or any other binding legal source, that any provision of the contract is illegal and void shall not affect the legality and enforceability of any other provision of the contract, unless the provisions are mutually dependent.

SOLICITATION DOCUMENT EXAMINATION: Vendors must promptly notify the Department of any ambiguity, inconsistency, or error, which they may discover upon examination of a solicitation document.

TERMINATION OF CONTRACT: The Department may, recommend termination of the contract to the Chief Procurement Officer, and upon approval, notify the contractor in writing to terminate the contract in whole or in part at any time the contractor fails to perform the contract.

UNAVAILABILITY OF FUNDING: The Department, at its sole discretion, may terminate or reduce the scope of the contract if available funding is reduced for any reason.

U.S. FUNDS: All prices and payments must be in U.S. dollars.

STATE OF ALABAMA
REQUEST FOR TAXPAYER IDENTIFICATION NUMBER
STATE COMPTROLLER'S OFFICE

1. In PART 1 below provide your Tax Identification Number and check FEIN or SSN. Also provide the name and address to which payments should be sent. In addition, provide the name of the legal signatory authority for your organization (the individual authorized in your Constitution and/or By-laws to legally obligate the organization, for example, sign a contract on behalf of the organization).
2. Circle the business designation that identifies your type of trade or business in PART 2.
3. Sign and return this form as part of the response to the RFP:

NAME & TITLE OF LEGAL SIGNATORY AUTHORITY: _____

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APPENDIX C: TRADE SECRET AFFIDAVIT

Alabama Department of Youth Services School District

AFFIDAVIT FOR TRADE SECRET CONFIDENTIALITY

DEPARTMENT OF _____)

County of _____)

_____ (Affiant), being first duly sworn under oath, and representing
_____ (hereafter "Vendor"), hereby deposes and says that:

1. I am an attorney licensed to practice in the State of _____, representing the Vendor referenced in this matter, and have full authority from the Vendor to submit this affidavit and accept the responsibilities stated herein.

2. I am aware that the Vendor is submitting a proposal to the Alabama Department of Youth Services School District for RFP # _____. Public agencies in Alabama are required by Alabama law to permit the public to examine documents that are kept or maintained by the public agencies, other than those legitimately meeting the provisions of the Alabama Trade Secrets Act, Alabama Code Section 8-27-1, and that the Department is required to review claims of trade secret confidentiality.

3. I have read and am familiar with the provisions of the Alabama Trade Secrets Act, am familiar with the case law interpreting it, and understand that all information received in response to this RFP will be available for public examination except for:

- (a) trade secrets meeting the requirements of the Act; and
- (b) information requested by the Department to establish Vendor responsibility unless prior written consent has been given by the Vendor.

4. I am aware that in order for the Vendor to claim confidential material, this affidavit must be fully completed and submitted to the Department, and the following conditions must be met by the Vendor:

- (a) information to be withheld under a claim of confidentiality must be clearly marked and separated from the rest of the proposal;
- (b) the proposal may not contain trade secret matter in the cost or price; and
- (c) the Vendor's explanation of the validity of this trade secret claim is attached to this affidavit.

5. I and the Vendor accept that, should the Department determine that the explanation is incomplete, inadequate or invalid; the submitted materials will be treated as any other document in the department's possession, insofar as its examination as a public record is concerned. I and the Vendor

APPENDIX C: TRADE SECRET AFFIDAVIT

are solely responsible for the adequacy and sufficiency of the explanation. Once a proposal is opened, its contents cannot be returned to the Vendor if the Vendor disagrees with the Department's determination of the issue of trade secret confidentiality.

6. I, on behalf of the Vendor, warrant that the Vendor will be solely responsible for all legal costs and fees associated with any defense by the Department of the Vendor's claim for trade secret protection in the event of an open records request from another party which the Vendor chooses to oppose. The Vendor will either totally assume all responsibility for the opposition of the request, and all liability and costs of any such defense, thereby defending, protecting, indemnifying and saving harmless the Department, or the Vendor will immediately withdraw its opposition to the open records request and permit the Department to release the documents for examination. The Department will inform the Vendor in writing of any open records request that is made, and the Vendor will have five working days from receipt of the notice to notify the Department in writing whether the Vendor opposes the request or not. Failure to provide that notice in writing will waive the claim of trade secret confidentiality, and allow the Department to treat the documents as a public record.

Documents that, in the opinion of the Department, do not meet all the requirements of the above will be available for public inspection, including any copyrighted materials.

Affiant's Signature

Signed and sworn to before me on _____ (date) by _____

(Affiant's name).

Name of Notary Public: _____ for the

Department of: _____

My Commission Expires: _____

Place seal here.

APPENDIX D: IMMIGRATION STATUS FORM

State of _____)

County of _____)

**CERTIFICATE OF COMPLIANCE WITH THE BEASON-HAMMON ALABAMA TAXPAYER AND
CITIZEN PROTECTION ACT (ACT 2011-535, as amended by Act 2012-491)**

DATE: _____

RE: Contract/Grant/Incentive (*describe by number as subject*):

_____ by and between
_____ (Contractor/Grantee) and
_____ (State Agency, Department or Public Entity)

The undersigned hereby certifies to the State of Alabama as follows:

1. The undersigned holds the position of _____ with the Contractor/Grantee named above, and is authorized to provide representations set out in this Certificate as the official and binding act of that entity, and has knowledge of the provisions of THE BEASON-HAMMON ALABAMA TAXPAYER AND CITIZEN PROTECTION ACT (ACT 2011-535 of the Alabama Legislature, as amended by Act 2012-491) which is described herein as "the Act".
2. Using the following definitions from Section 3 of the Act, select and initial either (a) or (b), below, to describe the Contractor/Grantee's business structure.

BUSINESS ENTITY. Any person or group of persons employing one or more persons performing or engaging in any activity, enterprise, profession, or occupation for gain, benefit, advantage, or livelihood, whether for profit or not for profit. "Business entity" shall include, but not limited to the following:

- a. Self-employed individuals, business entities filing articles of incorporation, partnerships, limited partnerships, limited liability companies, foreign corporations, foreign limited partnerships, foreign limited liability companies authorized to transact business in this state, business trusts, and any business entity that registers with the Secretary of State.
- b. Any business entity that possesses a business license, permit, certificate, approval, registration, charter, or similar form of authorization issued by the state, any business entity that is exempt by law from obtaining such a business license, and any business entity that is operating unlawfully without a business license.

EMPLOYER. Any person, firm, corporation, partnership, joint stock association, agent, manager, representative, foreman, or other person having control or custody of any employment, place of employment, or of any employee, including any person or entity employing any person for hire within the State of Alabama, including a public employer. This term shall not include the occupant of a household contracting with another person to perform casual domestic labor within the household.

_____ (a) The Contractor/Grantee is a business entity or employer as those terms are defined in Section 3 of the Act.

_____ (b) The Contractor/Grantee is not a business entity or employer as those terms are defined in Section 3 of the Act.

3. As of the date of this Certificate, Contractor/Grantee does not knowingly employ an unauthorized alien within the State of Alabama and hereafter it will not knowingly employ, hire for employment, or continue to employ an unauthorized alien within the State of Alabama;
4. Contractor/Grantee is enrolled in E-verify unless it is not eligible to enroll because of the rules of that program or other factors beyond its control.

Certified this _____ day of _____ 20 _____.

Name of Contractor/Grantee/Recipient

By: _____

Its _____

The above Certification was signed in my presence by the person whose name appears above, on
this _____ day of _____ 20 _____.

WITNESS: _____

Printed Name of Witness

APPENDIX E: DRUG FREE WORKPLACE CERTIFICATION

The undersigned Vendor hereby certifies that it will provide a drug-free workplace program by:

Publishing a statement notifying its employees that the lawful manufacturing, distribution, dispensing, possession, or use of a controlled substance is prohibited in the Vendor's work place, and specifying the actions that will be taken against employees for violation of such prohibitions.

Establishing a continuing drug-free awareness program to inform its employees about:

1. The dangers of drug abuse in the workplace.
2. The Vendor's policy of maintaining a drug-free workplace.
3. Any available drug counseling, rehabilitation and services.
4. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

Giving all employees engaged in performance of the contract a copy of the statement concerning drug-free workplace.

Notifying all employees, in writing, of the statement concerning a drug-free workplace, that as a condition of employment on a covered contract, the employee shall abide by the terms of the statement.

The Vendor shall make a good faith effort to maintain a drug-free workplace program through implementation of all of the above, but not limited herein, in this certificate.

Company: _____

Address: _____

City: _____ State _____ Zip Code: _____

Telephone: _____ Fax: _____

Email: _____

Authorized Representative: _____ Title: _____

Authorized Representative Signature: _____

The forgoing instrument was acknowledged before me this _____ day of _____, _____

By _____ as _____ (Title)

Of _____ who is known to me to be the person described herein, who produced _____ as identification.

NOTARY PUBLIC

SEAL

(Signature)

(Print Name)

My Commission Expires: _____

APPENDIX F: DEPARTMENT CAMPUSES CONTRACT SECURITY PROCEDURES FORM

1. All unattended (even a few minutes) vehicles must have all windows and doors completely closed and locked. Personal vehicles will not be allowed on campus.
2. All tools not in actual use must be secured at all times within locked tool boxes or job boxes.
3. All ladders, ropes, chains, heavy extension cords, and any other device that can be used for climbing (to include air hoses, hose pipes, etc...) must be secured inside of locked boxes or vehicles. Ladders not in use must be securely chained to vehicles.
4. All work areas will be completely enclosed within a chain link fence (8 ft. high) and any open ditches or trenches will be enclosed with reflective barriers or fence.
5. The work area will be kept clean of trash or work by products that could be used as a weapon or tool to facilitate escape, should it fall into the hands of students. At the close of each work day the work area will be inspected by security.
6. Work crews will not make contact with students for any reason. Should students try to establish contact with work crews, security should be called at once.
7. No type of weapons are allowed on campus. Violators will be charged with criminal charges.
8. No alcohol or drugs of any type are allowed on campus. Violators will be charged with criminal charges.
9. All persons on a Department campus are held responsible for the control of any tobacco products they may use. Anyone who allows students access to tobacco products will be removed from campus.
10. Should any tools or equipment become misplaced or lost, it must be reported to security at once.
11. No equipment or vehicle may be left on campus overnight or on weekends without the approval of the campus superintendent, and Department of Chief of Security.
12. All vehicles (private or Vendor) and the work area are subject to security inspection or search at any time.
13. All contracted employees are subject to criminal background checks by the Alabama Department of Youth Services and are granted access to work within the facilities based only after such background checks are completed and approved.

The contractor shall make a good faith effort to maintain a safe workplace through implementation and insuring at all workers are knowledgeable of all of the above, but not limited herein, in this certificate.

Company: _____

Address: _____

City: _____ State _____ Zip Code: _____

Telephone: _____ Fax: _____

Email: _____

Authorized Representative: _____ Title: _____

Authorized Representative Signature: _____

The forgoing instrument was acknowledged before me this _____ day of _____, _____

By _____ as _____ (Title)

Of _____ who is known to me to be the person described herein, who
produced _____ as identification.

NOTARY PUBLIC

SEAL

(Signature)

(Print Name)

My Commission Expires: _____

APPENDIX G: DEPARTMENT CAMPUSES AND SCHOOLS ADDRESSES
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Wallace Annex IV – Autauga Campus

PO Box 671, 1601 County Rd. 57, Prattville, AL 36067

L.B. Wallace School – Mt. Meigs Complex

PO Box 66, 1000 Industrial School Rd, Mt. Meigs, AL 36057

McNeel School – Vacca Campus

8950 Roebuck Blvd., Birmingham, AL 35206