Request for Proposals

CONTACTS

<table>
<thead>
<tr>
<th>Contact</th>
<th>Name</th>
<th>E-mail</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Requestor:</td>
<td>Rick Huett</td>
<td><a href="mailto:rick.huett@bels.alabama.gov">rick.huett@bels.alabama.gov</a></td>
<td>334-242-5049</td>
</tr>
<tr>
<td>Issuer:</td>
<td>Heather Wilson</td>
<td><a href="mailto:heather.wilson@bels.alabama.gov">heather.wilson@bels.alabama.gov</a></td>
<td>334-242-5094</td>
</tr>
<tr>
<td>Buyer:</td>
<td>Heather Wilson</td>
<td><a href="mailto:heather.wilson@bels.alabama.gov">heather.wilson@bels.alabama.gov</a></td>
<td>334-242-5094</td>
</tr>
</tbody>
</table>

Bids will be accepted from: 06/10/20
          to: 07/24/20

All Inquiries for Information Regarding Bid Submission Requirements or Procurement Procedures Should be Directed To The Buyer Contact Listed Above.

COMMODITY INFORMATION

<table>
<thead>
<tr>
<th>Group: 1</th>
<th>Line: 1</th>
<th>Line Type: Service</th>
<th>Quantity:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Commodity Code: PRF09</td>
<td>Commodity Description: DATA PROCESSING, COMPUTER, PROGRAMMING, AND SOFTWARE SERVICE</td>
<td>Unit:</td>
<td></td>
</tr>
</tbody>
</table>

SHIPPING AND BILLING

Shipping

REG FOR PRO ENG & LAND SURVEYORS EXECUTIVE SECRETARY
RICK HUETT/HEATHER WILSON
SUITE 382
100 NO UNION ST
MONTGOMERY, AL 361040000
USA

Billing

REG FOR PRO ENG & LAND SURVEYORS PURCHASING AGENT
RICK HUETT/HEATHER WILSON
SUITE 382
100 NO UNION ST
MONTGOMERY, AL 36104
USA
GENERAL TERMS AND CONDITIONS FOR RFP FOR SERVICES v 7-9-15 rhc edit 7-28-15

GENERAL TERMS AND CONDITIONS FOR THIS REQUEST FOR PROPOSALS - All proposals are subject to these Terms and Conditions.

1. PROHIBITED CONTACTS; INQUIRIES REGARDING THIS RFP – From the Release Date of this RFP until a contract is awarded, parties that intend to submit, or have submitted, a Proposal are prohibited from communicating with any members of the Soliciting Party’s Team for this transaction who may be identified herein or subsequent to the Release Date, or other employees or representatives of the Soliciting Party regarding this RFP or the underlying transaction except the designated contact(s) identified in [insert location in RFP where contacts are identified, such as Section S or Item 2.]

Questions relating only to the RFP process may be submitted by telephone or by mail or hand delivery to: the designated contact. Questions on other subjects, seeking additional information and clarification, must be made in writing and submitted via email to the designated contact, sufficiently in advance of the deadline for delivery of Proposals to provide time to develop and publish an answer. A question received less than two full business days prior to the deadline may not be acknowledged. Questions and answers will be published to those parties submitting responsive proposals.

2. NONRESPONSIVE PROPOSALS - Any Proposal that does not satisfy requirements of the RFP may be deemed non-responsive and may be disregarded without evaluation. Clarification or supplemental information may be required from any Proposer.

3. CHANGES TO THE RFP; CHANGES TO THE SCHEDULE - The Soliciting Party reserves the right to change or interpret the RFP prior to the Proposal Due Date. Changes will be communicated to those parties receiving the RFP who have not informed the Soliciting Party’s designated contact that a Proposal will not be submitted. Changes to the deadline or other scheduled events may be made by the Soliciting Party as it deems to be in its best interest.

4. EXPENSES - Unless otherwise specified, the reimbursable expenses incurred by the service provider in the providing the solicited services, shall be charged at actual cost without mark-up, profit or administrative fee or charge. Only customary, necessary expenses in reasonable amounts will be reimbursable, to include copying (not to exceed 15 cents per page), printing, postage in excess of first class for the first one and one-half ounces, travel and preapproved consulting services. Cost of electronic legal research, cellular phone service, fax machines, long-distance telephone tolls, courier, food or beverages are not reimbursable expenses without prior authorization, which will not be granted in the absence of compelling facts that demonstrate a negative effect on the issuance of the bonds, if not authorized.

If pre-approved, in-state travel shall be reimbursed at the rate being paid to state employees on the date incurred. Necessary lodging expenses will be paid on the same per-diem basis as state employees are paid. Any other pre-approved travel expenses will be reimbursed on conditions and in amounts that will be declared by the Issuer when granting approval to travel. Issuer may require such documentation of expenses as it deems necessary.

5. REJECTION OF PROPOSALS - The Soliciting Party reserves the right to reject any and all proposals and cancel this Request if, in the exercise its sole discretion, it deems such action to be in its best interest.

6. EXPENSES OF PROPOSAL – The Soliciting Party will not compensate a Proposer for any expenses incurred in the preparation of a Proposal.

7. DISCLOSURE STATEMENT - A Proposal must include one original Disclosure Statement as required by Code Section 41-16-82, et seq., Code of Alabama 1975. Copies of

8. LEGISLATIVE CONTRACT REVIEW - Personal and professional services contracts with the State may be subject to review by the Contract Review Permanent Legislative Oversight Committee in accordance with Section 29-2-40, et seq., Code of Alabama 1975. The vendor is required to be knowledgeable of the provisions of that statute and the rules of the committee. These rules can be found at http://www.legislature.state.al.us/aliswww/AlaLegJointIntCommContracReview.aspx. If a contract resulting from this RFP is to be submitted for review the service provider must provide the forms and documentation required for that process.

9. THE FINAL TERMS OF THE ENGAGEMENT - Issuance of this Request For Proposals in no way constitutes a commitment by the Soliciting Party to award a contract. The final terms of engagement for the service provider will be set out in a contract which will be effective upon its acceptance by the Soliciting Party as evidenced by the signature thereon of its authorized representative. Provisions of this Request For Proposals and the accepted Proposal may be incorporated into the terms of the engagement should the Issuer so dictate. Notice is hereby given that there are certain terms standard to commercial contracts in private sector use which the State is prevented by law or policy from accepting, including indemnification and holding harmless a party to a contract or third parties, consent to choice of law and venue other than the State of Alabama, methods of dispute resolution other than negotiation and mediation, waivers of subrogation and other rights against third parties, agreement to pay attorney’s fees and expenses of litigation, and some provisions limiting damages payable by a vendor, including those limiting damages to the cost of goods or services.

10. BEASON-HAMMON ACT COMPLIANCE. A contract resulting from this RFP will include provisions for compliance with certain requirements of the Beason-Hammon Alabama taxpayer and Citizen Protection Act (Act 2011-535, as amended by Act 2012-491 and codified as Sections 31-13-1 through 35, Code of Alabama, 1975, as amended), as follows:

E- VERIFY ENROLLMENT DOCUMENTATION AND PARTICIPATION. As required by Section 31-13-9(b), Code of Alabama, 1975, as amended, Contractor that is a “business entity” or “employer” as defined in Code Section 31-13-3, will enroll in the E-Verify Program administered by the United States Department of Homeland Security, will provide a copy of its Memorandum of Agreement with the United States Department of Homeland Security that program and will use that program for the duration of this contract.

CONTRACT PROVISION MANDATED BY SECTION 31-13-9(k):

By signing this contract, the contracting parties affirm, for the duration of the agreement, that they will not violate federal immigration law or knowingly employ, hire for employment, or continue to employ an unauthorized alien within the State of Alabama. Furthermore, a contracting party found to be in violation of this provision shall be deemed in breach of the agreement and shall be responsible for all damages resulting therefrom.
ALABAMA BOARD OF PROFESSIONAL ENGINEERS AND LAND SURVEYORS LICENSING AND ENFORCEMENT
DATABASE SYSTEM REQUIREMENTS

100.00 General Requirements (15%)
100.01 System should be web based using current technologies.
100.02 System application and renewal processes must support online submissions as well as paper-based submissions.
100.03 System must utilize a Merchant Account payment gateway (Example - Alabama Interactive) for all online payment processing activities.
100.04 System must support data model whereby individuals, companies, and addresses can be utilized across the various functionalities within the system. Individuals and companies must be able to input once and utilized throughout the system.
100.05 System must support extensive search features to locate quickly licenses, certificates, individuals, companies, investigations, and actions.
100.06 System must assist with reducing opportunities for duplicate entry of individuals and companies; validating data entry prior to updating the database.
100.07 System must protect Personally Identifiable Information (PII).
100.08 System must utilize workflow functionality to ensure consistency of processes where appropriate.
100.09 System must meet Alabama Office of Information Technology (OIT) requirements and interface with OIT servers for data backup.
100.10 System must be able to accurately import existing data from other sources to include Agency Files, OIT, and Alabama Interactive.

200.00 General Licensing Requirements # Individuals (15%)
200.01 System must support individual name changes and maintain previous name history in an easily accessible location related to the individual.
200.02 System must maintain key personal information such as telephone, date of birth, Email Address, and SSN.
200.03 System must maintain address information for applicants and licensees. (historical, autocorrect?)
200.04 System must maintain business address for licensees. (historical?)
200.05 System should protect Personal Identifying Information (PII).
200.06 System must allow for recording demographic information relating to individuals (US citizen, etc.)
200.07 System must provide data model to support retention of education details (college, degree(s), curriculum, degree year, etc.)
200.08 System must provide data model to support retention of continuing education courses taken and related details (credit hours, course name, etc.)
200.09 System must support data model to support retention of test scores and related details (test title, test date, test score, etc.)
200.10 System must provide data model to support retention of test scores and related details (test title, test date, test score, etc.)
200.11 System should provide automated download facility of test scores if available.
200.12 System must provide data model to support retention of license issuance and status history, including license type, license issue date, initial or renewal, etc.
200.13 System must support life license cycle, including application phase, conversion of application to licensee, address changes and names changes, revocation, lapses, and terminations.
200.14 System must maintain current license status (ACTIVE, INACTIVE, EXPIRED, etc.). Add capability to color code status. Currently in STAR notes.
200.15 System must support license renewal cycles of one (1) year, two (2) years, or none (non-renewing license).
200.16 System must provide workflow capabilities to ensure licensure requirements have been met prior to issuing a license.
200.17 System must interact with enforcement elements within the system to ensure initial applications as well as renewals are aware of potential enforcement issues with the individual being licensed.
200.18 System should provide a checklist capability that allows for consistent processing steps to be followed during the initial application process.
200.19 System should provide a means to see history of revenue received from the individual applicant/licensee.
200.20 System should allow for editing of key data fields by system users with appropriate security permissions.
200.21 System must support multiple license types for a given licensee.
200.22 Imported applicant information should be merged to a printable type document (application) that resembles current application.
200.23 Applicant must be able to upload documents with application.
200.24 System must have capability to merge Intern and Licensee records.
200.25 System must have the capability for licensees to view and print information including fees paid.
200.26 System must have capability to identify license discipline if needed.
200.27 System should include the capability to perform bulk mailing address validation.

225.00 Continuing Education Requirements
225.01 System must allow compliance annotation, and the listing or file uploading of pdh activities reported during the renewal process.
225.02 System must allow individuals to login and report pdh activities when earned and then populate information into renewal process.
225.03 System must be capable of randomly selecting individuals for audit of their reported continuing education activities.
225.04 System must allow selection and display of PDH Exemption details.

250.00 General Certificate Requirements # Companies
250.01 System must support company name changes and maintain previous name history in an easily accessible location related to the company.
250.02 System must maintain key company information such as telephone numbers, contact name, business structure, domicile location, federal tax id, state tax id, and legal name.

250.03 System must maintain physical address and mailing address for certificate holders and certificate applications.

250.04 System should allow for remarks (free form text) to be created and related to the company certificate/application record. Remarks should contain date created as well as the user-name that created the remark.

250.05 System must support certificate life cycle, including application phase, conversion of application to licensee, address changes and names changes, revocation, lapses, and termination.

250.06 System must support and retain application details and link those details to certificate records.

250.07 System must provide data model to support retention of license issuance history, including license type, license status, license issue date, initial or renewal, etc.

250.08 System must maintain current certificate status (ACTIVE, INACTIVE, EXPIRED, etc.)

250.09 System must support relationships of licensees to certificate. (Managing Agent # PE, Managing Agent # PLS, Branch Responsible # PE, Branch Responsible #PLS as well as Related Company. (to include email addresses)

250.10 System should provide link from certificate relationship to related entity or related company.

250.11 System must support multiple certificate types (ECA, LSCA) for a given certificate holder.

250.12 System must support license renewal cycles of per certificate holder regulations.

250.13 System must provide workflow capabilities to ensure certificate requirements have been met prior to issuing a certificate.

250.14 System must interact with enforcement elements within the system to ensure initial applications as well as renewals are aware of potential enforcement issues with the company.

250.15 System should provide a checklist capability that allows for consistent processing steps to be followed during the initial application process.

250.16 System should provide a means to see history of revenue received from the individual applicant/certificate holder.

250.17 System should allow for editing of key data fields by system users with appropriate security permissions.

250.18 System must support multiple certificate types for a given company.

250.19 System must have the capability to upload documents (list of officers, etc.) that resembles current application.

250.20 System should allow imported applicant information to be merged to a printable type document (application) that resembles current application.

250.21 System must allow applicant to upload documents with application.

250.22 System should allow for extension of field lengths for Business names.

250.23 System must have capability to mass convert certificate status (Example # "active" to "expired")

250.24 System should have mapping capability for determining distances between office locations.

300.00 Revenue Tracking (15%)

300.01 System must allow for fees to be calculated based on license and certificate types.

300.02 System must allow for calculation of late payment fees based on date calculation.

300.03 System must allow for flat rate fee calculations.

300.04 System must allow for separation of duties relating to funds depositing and funds application to meet state auditing rules.

300.05 System must allow for application of funds to an outstanding invoice.

300.06 System must allow for creation of outstanding invoice.

300.07 System must allow for payment and invoices to be related to individual, entity, license and certificates types.

300.08 System must allow for capturing revenue by license and certificates.

300.09 System must allow for capturing revenue associated with enforcement cases.

300.10 System must allow for capturing revenue by activity (applications, renewals, fines, etc.)

300.11 System must allow for capturing revenue by depository accounts.

300.12 System must allow for accepting payments through the public facing web portal.

300.13 System must allow for reconciling online payments with online depository records.

300.14 System must allow for batching of funds received by date range for depository purposes.

400.00 Public Facing Web Portal (5%)

400.01 System must support both logged in (known) users as well as non logged in (unknown) users.

400.02 System must allow for license and certificate searches (to include batch searches)

400.03 System must allow logged in users to manage their licenses or certificates. Management to include new license/certificate applications process, renewal processing for licenses and certificates, name change amendment process, and address change amendment process and to print paid fees.

400.04 System must allow for processing of electronic payments via Alabama Interactive payment gateway or other approved payment processing vendor.

400.05 System must allow logged in users to upload electronic documents that can be related to the license/certificate and complaint processes.

400.06 System must support submission of complaints that can be routed to specific queues.

400.07 System should allow for business logic to prevent logged in users to renew licenses/certificates when outstanding issues/items are unresolved.

400.08 System must allow for real time database updates following self-service options such as renewals, names changes, address changes, etc.

400.09 System must allow Public to export licensee search results to excel, pdf, etc.

400.10 System must allow searches by license number, license type, city, state, zip code, etc.

500.00 System User Access (5%)

500.01 System must allow system users to be created and maintained
500.02 System must allow metadata to be associated with system users, such as full name, email address, etc.
500.03 System must allow system roles to be created and maintained
500.04 System must allow system users to be related to system roles
500.05 System must use roles to grant and restrict access to data elements and functionality within the system.

600.00 Document management (5%)
600.01 System must have the ability to import electronic documents.
600.02 System must have the ability to relate imported electronic documents to individuals, entities, complaints, and other system objects where appropriate.
600.03 System must have the ability to view electronic documents in their native application.
600.04 System must have ability to upload electronic documents via the online public facing web portal.
600.05 System may have ability for electronic document versioning
600.06 System may have ability for electronic document annotation
600.07 System may have ability for full text searching of electronic documents

700.00 Complaint Tracking (10%)
700.01 System must allow configurable case number.
700.02 System must allow metadata regarding case such as name, description, complaint date, location, oversight, percent complete, resolution
700.03 System must allow for workflow driven status indicator.
700.04 System must allow for staff assignments for oversight of complaint.
700.05 System must allow for user-maintained complaint categories as complaint attribute.
700.06 System must allow for user-maintained complaint phases as complaint attribute.
700.07 System must allow multiple respondents to a given complaint.
700.08 System must allow respondents to be selected from existing license/certificate holders or applicants.
700.09 System must allow unlicensed individuals and companies as respondents.
700.10 System must allow multiple complainants on a given complaint.
700.11 System must allow complainants to be selected from existing license/certificate holders or applicants.
700.12 System must allow complainants to individuals or companies from the general public.
700.13 System must allow multiple charges to be related to complaint.
700.14 System must allow changes to be selected from law and regulatory rules list maintained within system.
700.15 System must allow a status to associated with a charge
700.16 System must allow for free form text-based notes (remarks) to related to a complaint.
700.17 System must allow for relating multiple hearings related to complaint.
700.18 System must allow for recording date, time, status, location, and description for each hearing.
700.19 System must allow for relating actions to a complaint.
700.20 System must allow for relating a charge to an action.
700.21 System must allow charges to be related to complaint respondent.
700.22 System must allow for user-maintained charge types.
700.23 System must allow for metadata including action date, license type, status, action begin date, action end date, and board costs.
700.24 System must allow for fee recipient to designated on action.
700.25 System must allow for violation (rule) to be designated on action.
700.26 System must allow workflow communication (email, notification pop ups, etc.) between users
700.27 System must have capability to merge documents into a combined file.

800.00 System Searching (10%)
800.01 System must allow for searching by license/certificate number
800.02 System must allow for searching by individual name
800.03 System must allow for searching by company name
800.04 System must allow for searching by file number
800.05 System must allow for searching by case name
800.06 System must allow for searching by case number

900.00 System Reporting (10%)
900.01 System must have ability to design and develop reports
900.02 System must have ability to save and share developed reports
900.03 System must have ability to set user security on reports
900.04 System must include a minimum of fifty (50) reports

950.00 System Interfaces (5%)
950.01 Merchant Account Payment Gateway
950.02 OIT Storage Servers
950.03 NCEES # Exam Results and Application

1000.00 Other (5%)
System have capability to send mass emails.

*Option to purchase Source Code
100.00  General Requirements (15%)
200.00  General Licensing Requirements # Individuals (15%)
300.00  Revenue Tracking (15%)
400.00  Public Facing Web Portal (5%)
500.00  System User Access (5%)
600.00  Document management (5%)
700.00  Complaint Tracking (10%)
800.00  System Searching (10%)
900.00  System Reporting (10%)
950.00  System Interfaces (5%)
1000.00  Other (5%)
Alabama State Board of Licensure for Professional Engineers and Land Surveyors

100 N. Union Street, Suite 382
Montgomery, Alabama 36104-3762

Mailing Address:
P.O. Box 304451
Montgomery, AL 36130-4451
Phone: 334-242-5568
Toll Free: 866-461-7640
www.bels.alabama.gov

June 10, 2020

Request for Proposal

1. Introduction

This document constitutes a Request for Proposal (RFP) and is an invitation for competitive bids to provide a Licensing Management System (LMS) for the Alabama Board of Licensure for Professional Engineers and Land Surveyors (hereafter referred to as BELS) in accordance with State Code Section 41-16-70 through 41-16-79. This RFP describes the minimum requirements for responses and the development and administration of the LMS.

1.1 RFP Response Format and Rules Governing the Submission of Responses

1.1.1 Format

Please refer to the following instructions regarding format of responses:

A. Provide two printed, bound paper copies of responses.

B. Provide two electronic copies of responses per the following format:

1. All narrative responses must be made in Microsoft Word file format 2010-2016.

C. Provide all electronic copies on USB flash drive.

D. Package both the bound paper copies and USB flash drives in a sealed envelope and clearly marked as “BELS 2020 RFP Response”.

1.1.1.1 State’s Vendor Registry

All Proposers to this RFP must be registered with the Alabama Department of Finance, Division of Purchasing to enter into any contract agreement with BELS. Information about registration may be obtained at this web address: https://procurement.staars.alabama.gov
1.4.1 Experience and Qualifications:

Proposal should include information, including contact information, describing other state and governmental agencies where it has developed and installed Licensing Management Systems with the same functionality that BELS requires.

1.2 Schedule of Events

The schedule of events set out herein represents BELS’ best estimate. However, delays to the procurement process may occur which may therefore necessitate adjustments to the proposed schedule. If a component of this schedule, such as the close date, is delayed, the rest of the schedule may be shifted as appropriate and in BELS’ sole discretion. Any changes to the dates up to the closing date of the RFP will be publicly posted prior to the closing date of this RFP. After the close of the RFP, BELS reserves the right to adjust the remainder of the proposed dates, including the dates for evaluation, negotiations, award and the contract term on an as needed basis with or without notice.

<table>
<thead>
<tr>
<th>Description</th>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Release of RFP</td>
<td>June 22, 2020</td>
<td>NA</td>
</tr>
<tr>
<td>Deadline for written questions sent</td>
<td>July 22, 2020</td>
<td>4:00 p.m. CST</td>
</tr>
<tr>
<td>via email to Rick Huett (the Issuing</td>
<td></td>
<td>Date</td>
</tr>
<tr>
<td>Officer).</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BELS Responses to Written Questions</td>
<td>July 23, 2020</td>
<td>4:00 p.m. CST</td>
</tr>
<tr>
<td>Proposals Due/Close Date and Time</td>
<td>July 24, 2020</td>
<td>4:00 p.m. CST</td>
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<tr>
<td>Proposal Evaluation Completed (on or</td>
<td>July 27, 2020</td>
<td>Est. Date</td>
</tr>
<tr>
<td>about)</td>
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<tr>
<td>Anticipated Selection Notification</td>
<td>July 28, 2020</td>
<td>Est. Date</td>
</tr>
<tr>
<td>Contract Negotiations</td>
<td>July 28 – August 11, 2020</td>
<td>Est. Date</td>
</tr>
<tr>
<td>Review by Legislative Council</td>
<td>September 3, 2020</td>
<td>Est. Date</td>
</tr>
<tr>
<td>Contract Execution</td>
<td>September 15, 2020</td>
<td>Est. Date</td>
</tr>
</tbody>
</table>

2.0 Instructions to Proposers

The Proposer shall be solely responsible for all expenses incurred in the preparation and response to this RFP, including any presentations or demonstrations.

BELS reserves the right to obtain clarification or additional information necessary to properly evaluate a proposal. Proposers may be asked to give a verbal presentation of their proposal after submission. Failure of Proposer to respond to a request for additional information or clarification could result in rejection of that Proposer's proposal. To secure a project that is deemed to be in the best interest of BELS which reserves the right to accept or reject any and all bids, in whole or in part, with or without cause, and to waive technicalities in submissions. The State reserves the right
to make purchases outside of the awarded contracts where it is deemed in the best interest of the State.

By submitting a response to the RFP, the Proposer is acknowledging that the Proposer:

A. Has read the information and instructions,
B. Agrees to comply with the information and instructions contained herein.

2.1 General Information and Instructions

2.1.1 Restrictions on Communicating with Staff

From the issue date of this RFP until the final award is announced (or the RFP is officially cancelled), Proposers are not allowed to communicate for any reason with any State staff except through the Issuing Officer named herein, or during the Bidders/Proposers’ conference (if any), or as defined in this RFP, or as provided by existing work agreement(s). Prohibited communication includes all contact or interaction, including but not limited to telephonic communications, emails, faxes, letters, or personal meetings, such as lunch, entertainment, or otherwise. BELS reserves the right to reject the response of any Proposer violating this provision.

2.1.2 Submitting Questions

All questions concerning this RFP must be submitted in writing via email to rick.huett@bels.alabama.gov. No questions other than written will be accepted. No response other than written will be binding upon the State. All Proposers must submit questions by the deadline identified in Section 1.2 “Schedule of Events” for submitting questions. Proposers are cautioned that BELS may or may not elect to entertain late questions or questions submitted by any other method than as directed by this section. All questions about this RFP must be submitted in the following format:

Company Name
Question #1 Question, Citation of relevant section of the RFP. Ex. (1.1.1, A.)
Question #2 Question, Citation of relevant section of the RFP. Ex. (1.1.2, B.)
Question #3 Question, Citation of relevant section of the RFP. Ex. (1.1.3, C.)

2.1.3 State’s Right to Request Additional Information – Proposer’s Responsibility

Prior to contract award, BELS must be assured that the selected Proposer has all the resources to successfully perform under the contract. This includes, but is not limited to, adequate number of personnel with required skills, availability of appropriate equipment in sufficient quantity, required security clearance to meet the on-going needs of BELS, financial resources sufficient to complete performance under the contract, and experience in similar endeavors. If, during the evaluation process, BELS is unable to assure itself of the Proposer’s ability to perform, if awarded, BELS has the option of requesting from the Proposer
any information deemed necessary to determine the Proposer’s responsibility. If such information is required, the Proposer will be so notified and will be permitted up to ten (10) business days to submit the information requested.

2.1.4 Failing to Comply with Submission Instructions

Responses received after the identified due date and time or submitted by any other means than those expressly permitted by the RFP may be rejected by BELS. Proposers’ responses must be complete in all respects, as required in each section of this RFP.

2.1.5 Rejection of Proposals; State’s Right to Waive Immaterial Deviation

BELS reserves the right to reject any or all responses, to waive any irregularity or informality in a Proposer’s response, and to accept or reject any item or combination of items, when to do so would be to the advantage of the State of Alabama. It is also within the right of BELS to reject responses that do not contain all elements and information requested in this RFP. A Proposer’s response will be rejected if the response contains any defect or irregularity and such defect or irregularity constitutes a material deviation from the RFP requirements, which determination will be made by BELS on a case-by-case basis.

2.1.6 State’s Right to Amend and/or Cancel the RFP

BELS reserves the right to amend this RFP. Any revisions must be made in writing prior to the RFP closing date and time. By submitting a response, the Proposer shall be deemed to have accepted all terms and agreed to all requirements of the RFP (including any revisions/additions made in writing prior to the close of the RFP whether such revision occurred prior to the time the Proposer submitted its response) unless expressly stated otherwise in the Proposer’s response.

THEREFORE, EACH PROPOSER IS INDIVIDUALLY RESPONSIBLE FOR REVIEWING THE REVISED RFP AND MAKING ANY NECESSARY OR APPROPRIATE CHANGES AND/OR ADDITIONS TO THE PROPOSER’S RESPONSE PRIOR TO THE CLOSE OF THE RFP.

Proposers are encouraged to frequently check the RFP for additional information. Finally, BELS reserves the right to cancel this RFP at any time.

2.1.7 Costs for Preparing Responses

Each Proposer’s response should be prepared simply and economically, avoiding the use of elaborate promotional materials beyond those sufficient to provide a complete presentation. The cost for developing the response and participating in the procurement process (including the protest process) is the sole responsibility of the Proposer. The State will not provide reimbursement for Proposer’s RFP preparation and response costs.
2.1.8 Public Access to Procurement Records

Responses to this RFP will become a matter of public record. Proposers deeming portions of as proprietary and/or confidential must include a separate copy of their offer, Redacted Copy of Submittal/Offer pursuant to Code of Alabama Section 36-12-40. The Proposer must identify each page or section of the response that it believes is proprietary and confidential with sufficient grounds to justify each exemption from release, including the prospective harm to the competitive position of the Proposer if the identified material were to be released. Under no circumstances can the entire response or price information be marked confidential. Responses so marked may not be considered.

2.1.9 Certificate of Compliance

Proposer’s response must include the completed Certificate of Compliance with the Beason-Hammon Alabama Taxpayer and Citizen Protection Act (E-Verify Act) found in “Attachment G Certificate of Compliance”.

2.1.10 Immigration Form

Proposer’s response should include the completed Immigration Form found in “Attachment H Immigration Form”.

3.0 Instructions to Proposers

The Proposer shall be solely responsible for all expenses incurred in the preparation and response to this RFP, including any presentations or demonstrations.

BELS reserves the right to obtain clarification or additional information necessary to properly evaluate a proposal. Proposers may be asked to give a verbal presentation of their proposal after submission. Failure of Proposer to respond to a request for additional information or clarification could result in rejection of that Proposer's proposal. To secure a project that is deemed to be in the best interest of BELS which reserves the right to accept or reject any and all bids, in whole or in part, with or without cause, and to waive technicalities in submissions. The State reserves the right to make purchases outside of the awarded contracts where it is deemed in the best interest of the State.

By submitting a response to the RFP, the Proposer is acknowledging that the Proposer:

A. Has read the information and instructions,
B. Agrees to comply with the information and instructions contained herein.
Attachment G:

Certificate Of Compliance With The
Beason-Hammon Alabama Taxpayer And Citizen Protection Act (E-Verify Act)

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 or subject): ________________________________

by and between _____________________________________________ (Contractor/Grantee)
and __________________________________________________________ (State Agency or Department or
other 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 be 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: ________________________________

______________________________
Print Name of Witness
Attachment H Immigration Form

IMMIGRATION STATUS

I hereby attest that all workers on this project are either citizens of the United States or are in a proper and legal immigration status that authorizes them to be employed for pay within the United States.

________________________________________________________________________

Signature of Contractor
4.0 Fee Proposal

1. The proposal should include two methods of payment processes.

   1. Capital outlay with large portion of purchase price paid at
      implementation with monthly or annual maintenance and hosting fees.
   2. Monthly payment plan that include all fees (Hosting, Maintenance, etc.)

2. The proposal must take into account the following:

   • Staff Training
   • Relevant Documentation
   • Data Conversion
   • Customization
   • Testing
   • Implementation
   • Fee for hosting the implemented solution, if BELS desires to do so.
   • Payment Gateway processing
   • Annual maintenance
   • Any on-going fees

Vendor must assign a full time, direct point of contact for the LMS. Vendor must
cover travel and all related costs for the project not included in the contract.

Payment is due upon full accepted implementation of a fully functional and tested
LMS, with terms to be negotiated through a contract between the parties.

Vendor must specify two proposal options for enhancements and modifications to
the delivered LMS after the initial contract is fulfilled:

   • Hourly rate
   • Monthly rate

5.0 LMS Schedule

   • LMS must be live by August 1, 2021, in time for testing of license renewal
     processing with renewals beginning October 1, 2021.
   • Vendor must provide a proposed project plan with timeline to comply with
     the go-live date above.

6.0 LMS Requirements

This section lists the functional requirement expected to be satisfied by LMS. Since
evaluation is subjective, Vendors are encouraged to provide very specific details.
A more detailed list of all necessary functions is attached.
1. General

- LMS must meet the State of Alabama Office of Information Technology (OIT) requirements in Policy 560-01 Cloud Storage Hosting, and any other policy requirements relating to the storage and management of data.
- LMS must meet the Board’s requirements and be configurable for future needs.
- LMS must be developed in Microsoft technologies utilizing SQL. All the required functionalities should be carried out by the Vendor’s software and not depend on third party components.
- Vendor must import current data to the new LMS and other Host storage servers (if Board so desires).
- Vendor must provide onsite training to the Board’s staff on using the system as well as system administration.
- LMS must be very secure and have security levels including but not limited to user types, user groups, and read-only access. LMS must comply with information protection requirements outlined in OIT Policy 681-00 Information Protection.
- LMS must provide various search mechanisms including like search and multiple parameter search.
- LMS must support various means of data input and output. This includes input and output using PDF and Excel files.
- LMS must allow various printing mechanisms, including but not limited to, batch printing and individual printing.
- LMS must allow various types of notifications and alerts. This includes communication among office staff as well as licensees.
- LMS must be capable of integrating (API) with other agencies that provide files to the Board. For example, the providing of exam scores by the National Council of Examiners for Engineering and Surveying, transmission of data to OIT hosted server, and Merchant Account for processing of monetary transactions.
- Capability to send mass emails.

2. Licensing

For the licensing division, the LMS should provide the following functionalities, including but not limited to:

- Application processing
- Renewal processing
- License history
- License personal demographics (Name, multiple addresses, age)
- Alabama Citizenship/Immigration status
- Letters, certificates, and cards
• Interactive (graphical or multi-screen) options to perform complicated transactions such as combining duplicate records
• Notifications and alerts to licensees and to staff members
• Upload and retrieve application related documents
• Licensing information will be added to the Board’s monthly agenda used by staff and board members during monthly meeting
• Multiple licenses issued to one individual.

3. Accounting

For the accounting division, the LMS should provide the following functionalities, including but not limited to:

• Real time transaction updates
• History of all transactions
• Daily deposit reports (to include by individual)
• Capability to void transactions
• Capability to transfer transactions

4. Investigations

For the investigative division, the LMS should provide the following functionalities, including but not limited to:

• Creating and assigning cases
• Track a case through all the states in the process
• Investigation
• Notifications and alerts to respondent’s and staff members
• Create letters, consent orders, and other documents
• Upload and retrieve case related documents
• Track schedules for hearings or board interviews
• Monitor compliance with disciplinary orders and license restriction periods.

5. Administration

For the administration division, the LMS should provide the following functionalities, including but not limited to:

• Ability to add users to the system
• Assign user permission to each user. Since the Board deals with confidential data, not every user must have access to every component.
• Perform basic system maintenance and enhancement activities on screen
• Built in reports
• Capability to create new reports
• Capability to create new letters, documents, and certificates
• Ability to save queries and reports

6. Online Services

For the online services division, the LMS should provide the following functionalities, including but not limited to:

• Online license renewals for all license types.
• All online applications with payments must have integrated credit and debit card processing.
• The Board must have access to online payments.
• Applicants must be able to print and email their receipts/applications real-time from the online services.
• Allow individuals to login to system to pay renewal fees, submit additional applications, review and list continuing education activities, review PDH carryforward hours, etc. Have the capability for the listed continuing education activities to populate during the renewal process.
• Online services must interact with the LMS real-time, including posting payments to the licensee’s account
• Allow online license verification by the public, employers, and licensees to include the ability to download a file (Excel, PDF) of licensee and firm public information.
• Single Vendor preferred to be responsible for LMS and online renewals.

OTHER

Issuing Officer:  William R. (Rick) Huett

Questions should be submitted to rick.huett@bels.alabama.gov.

The Address of the Board for submissions.

<table>
<thead>
<tr>
<th>Physical</th>
<th>Mailing</th>
</tr>
</thead>
<tbody>
<tr>
<td>100 N. Union Street, Suite 382</td>
<td>PO Box 304451</td>
</tr>
<tr>
<td>Montgomery, AL 36104</td>
<td>Montgomery, AL 36130-4451</td>
</tr>
</tbody>
</table>