

**Request for Proposal (RFP)
RFP ALSDE 2025-19
Alabama State Department of Education,
Career and Technical Education**

Alabama State Department of Education



Request for Proposal

RFP ALSDE 2025-19

**CAREER AND TECHNICAL EDUCATION AND
CAREER AND TECHNICAL STUDENT ORGANIZATION MASTER PLAN**

Alabama State Department of Education

Career and Technical Education

Inquiries related to this RFP are to be emailed to:

Cindy Gillespie

Office of Operations

Alabama State Department of Education

Email: rfpproposals@alsde.edu

Deadline: NEW ELECTRONIC PROCEDURES FOR SUBMISSION

Proposals must be received no later than 4:00 p.m. on August 22, 2025.

It is required that each supplier clearly note the RFP Number & Supplier Name in the subject line and email to: rfpproposals@alsde.edu

The proposal package must contain the following and be submitted electronically.

1. The proposal must be signed by an official authorized to legally bind the supplier to the information provided.
2. Must be currently registered with the Alabama Department of Finance, Division of Procurement as a State Supplier and provide supplier number. <https://procurement.alabama.gov/>
3. The supplier must complete the affidavit for business entity/employer/supplier. Verification of enrollment in E-verify shall be presented on the form found in Appendix A.

Pursuant to Alabama Administrative Code Rule 355-4-3.03(12), proposal openings are not open to the public

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Section 1.00 Administrative Overview

1.1 Purpose and Background

Purpose: The Alabama State Department of Education (ALSDE) is seeking competitive, sealed proposals to establish a contract for continued implementation of the Career and Technical Education and Career and Technical Student Organization Master Plan.

This plan supports *Alabama Achieves*—the state’s roadmap for improving education—with a focus on the strategic priority of preparing students to be college, career, and workforce ready. CTSOs are a required and essential part of the CTE experience in Alabama, as all CTE teachers must lead a CTSO chapter. High-quality CTE and CTSO programs are critical to student success after graduation.

ALSDE, as the state charter holder for CTSOs, faces growing demands in managing operations, events, and programs for seven CTSOs and two CTE programs. Additional support is needed to meet these demands and expand impact across the state.

The goals of the Master Plan include:

- Centralizing coordination of CTE and CTSO initiatives
- Streamlining operations and shared CTSO efforts
- Expanding ALSDE’s capacity to support schools
- Strengthening leadership and curricular development

This strategy ensures sustainable growth, reduces administrative burden, and maximizes the effectiveness of CTSO managers and ALSDE staff. A successful implementation will contribute to a more unified, efficient, and workforce-ready education system.

Background:

“Every Child. Every Chance. Every Day.” is more than a motto—it reflects the mission of CTE and Workforce Development to prepare Alabama’s students for success in life and the workforce. We believe CTE and CTSOs are the most effective way for students to gain the essential skills needed to thrive.

CTSOs extend CTE by connecting students with real-world experiences through school, state, and national programs; business and community partnerships; and leadership development. They help students apply academic, technical, and employability skills aligned with the Career Clusters® Framework.

Alabama’s CTSOs, Associations and CTE Programs include:

- DECA (Emerging Leaders and Entrepreneurs)
- FCCLA (Family, Career, and Community Leaders of America)
- FBLA (Future Business Leaders of America)
- FFA (Agriculture Education)
- HOSA – Future Health Professionals
- JAG Career Association (Jobs for Alabama’s Graduates)
- JROTC (CTE program)
- SkillsUSA (Skilled Workforce)
- TSA (Technology Student Association)

The CTE and CTSO Master Plan, launched in 2016, outlines a 10-year strategy to expand student access and elevate CTSOs as Alabama’s leading soft skills development system. Since its inception, CTSO membership has grown from 75,000 to nearly 120,000 students—demonstrating the plan’s impact and continued relevance.

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1.2 Anticipated Time Table

August 11, 2025, 3PM Question Submission Deadline

August 12, 2025, 5PM Question Responses Due

August 22, 2025, 4PM Proposal Submission Deadline

NOTE: All Questions must be emailed to rfpqanda@alsde.edu by the deadline noted above. All Q & A will be posted in STAARS and on the Alabama Achieves website [Alabama State Department of Education - Alabama Achieves - ALSDE](#) on the designated date noted above.

1.3 Proposal Evaluation

An Evaluation Team will review the proposals and make a recommendation. The criteria listed below will be used to evaluate the proposals for the purpose of ranking them in relative position based on how fully each proposal meets the requirements of this RFP.

Evaluation Criteria:

Supplier qualifications and experience	50 points
Budget Proposal	25 points
Detailed description and delivery of training materials, presentations, and/or modules	25 points

Best and Final Offers:

The ALSDE may either accept a supplier's initial proposal by award of a contract or enter into discussions with suppliers whose proposals are deemed to be reasonably acceptable of consideration for award. After discussions conclude, a supplier may be allowed to submit a "Best and Final Offer" for consideration in a manner and method prescribed by the ALSDE. By submitting a proposal each supplier accepts and agrees to all conditions and requirements herein.

The ALSDE will make all decisions regarding evaluation of the proposal. The ALSDE reserves the right to judge and determine whether a request is compliant with and satisfactorily meets the requirements of the RFP. The ALSDE reserves the right to waive technical and other defects if, in its judgment, the interest of the ALSDE so requires. Any further information disclosed about the RFP during this process will be provided to all suppliers in a manner and method prescribed by the ALSDE.

Rejection of Proposal:

ALSDE reserves the right to reject any or all proposals it deems non-responsive, late in submission, or unsatisfactory in any way. ALSDE shall have no obligation to award a contract for work, goods and/or services as a result of this RFP.

Qualified bidders aggrieved in connection with the solicitation of a contract may protest to the Chief Procurement Officer. See generally State of Alabama Department of Finance Administrative Code Regulations at <https://finance.alabama.gov/media/rnii4ga1/administrative-code-355-4-1-01-thru-06.pdf>.

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Confidentiality:

All information contained in the RFP is considered to be the exclusive property of the ALSDE. Recipients of this RFP are not to disclose any information contained within the RFP unless such information is publicly available. This RFP is provided for the sole purpose of allowing suppliers to respond to these specifications.

Selection Process:

The ALSDE will select the supplier that provides the most technically sound and cost-effective proposal that best fits the needs of the ALSDE. Final selection of the successful supplier will not be based solely on cost. The supplier product will be evaluated primarily on the scope of the activities linked to associated costs as detailed in the RFP. RFPs will be reviewed to ascertain that minimum requirements have been met. The ALSDE reserves the right to conduct discussions with potential suppliers in order to clarify information contained in their proposals, but the ALSDE has no obligation to do so. This may include requesting a presentation of top finalists for final scoring. The supplier will provide notice to the ALSDE of any partnership with another firm to provide parts of the solution; however, the supplier must provide management of the partner and is responsible for all project performance. Any subcontractor or partner will be subject to the same vetting process as the supplier, and the supplier is responsible for ensuring that each subcontractor acknowledges and is contractually bound by the staffing plan and other commitments listed in this RFP.

Unless provided by law, nothing in this RFP shall be construed to create any legal obligation on the part of the ALSDE or any respondents. The ALSDE reserves the right, in its sole discretion, to amend, suspend, terminate, or reissue the RFP in whole or in part, at any stage. In no event shall the ALSDE be liable to respondents for any cost or damages incurred in connection with the RFP process, including, but not limited to, any and all costs of preparing a response to this RFP or any other costs incurred in reliance on this RFP. No respondent shall be entitled to repayment from the ALSDE for any costs, expenses, or fees related to the RFP. All supporting documentation submitted in response to the RFP will become the property of the ALSDE. Respondents may also withdraw their interest in the RFP, in writing, at any time, as more information becomes known. If, within the confines of this RFP, the contents of the RFP, including any intellectual property the supplier provides to the ALSDE as part of the RFP, is subject to Open Records Act laws and thus is subsequently in the public domain.

Intent to Award

Division of Procurement will send out an intent to award to participating suppliers, defining the protest period. The CPO (Chief Procurement Officer) is the awarding authority and as such is a signatory on the agreement/contract.

Disclaimer Notice:

The ALSDE shall not be liable for any costs associated with the preparation of proposals or negotiations of a contract incurred by any party.

Availability of Funds:

It is expressly understood and agreed that the obligations of the ALSDE to proceed are conditioned upon the continued availability of funds that may be expended for these purposes.

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1.4 Conditions and Terms

Contract Terms:

The ALSDE intends to execute an initial contract with Contractor for a period of up to two (2) years, with contract renewals equaling no longer than three (3) additional years, pending written agreement of the supplier and ALSDE dependent upon required state approvals, availability of funds, performance evaluations of the project, at the full discretion of the ALSDE. The contract will commence pending CPO signature, Legislative Review Committee approval, and the Governor's signature. Each contract renewal will be presented to the Legislative Oversight Committee for approval.

The supplier shall be fully prepared to commence work after full execution of the contract by parties and the receipt of required governmental approvals.

Proposals must reference each element in the RFP by number on the cover of each copy and be arranged in the same sequence. All fees and costs are to be stated in United States currency. Suppliers must reply to each element of the RFP.

Section 2.00 Scope

2.1 Scope of Supplier's Work and Responsibilities

Suppliers must submit a clear, comprehensive proposal addressing all outlined components. ALSDE seeks a partner who can:

- Understand and execute ALSDE's vision through a concrete delivery plan
- Follow ALSDE direction and support staff and leadership
- Manage joint CTSO initiatives, collaborating with stakeholders while prioritizing statewide goals
- Provide staff training and professional development
- Adhere to Alabama CTE Leadership Council and ALSDE branding guidelines; all materials must reflect Alabama branding, not the supplier's
- Provide skilled professionals (e.g., speakers, AV, planners) to ensure high-quality service delivery
- Demonstrate capacity and resources to fully implement the CTE and CTSO Master Plan
- Demonstrates experience with a diverse range of clients, including State and National education agencies, Career and Technical Student Organizations (CTSOs), professional associations at both state and national levels, and various educational institutions
- Demonstrate more than ten (10) years' experience providing comprehensive, full-service support to Career and Technical Student Organizations (CTSOs), Jobs for Alabama's Graduates (JAG), and Junior Reserve Officer Training Corps (JROTC) programs
- Effectively communicate and meet all requirements, ensuring alignment with the projects objectives and adhere to established timelines

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Five Core Impact Areas & Expectations

1. CTSO Support

- Provide comprehensive services for each CTSO's events and programs, especially state conferences (e.g., finance, AV, trainers, marketing, logistics)
- Deliver expanded support for Jobs for Alabama's Graduates, including conference logistics, national event planning, travel coordination, and competition preparation
 - This includes support for specialists and chapter development, district career development conferences, state career development conference, competitive events program, and general operating systems.
 - This also includes planning and coordinating the Alabama delegation to the Jobs for America's Graduates National Career Development Conference, including travel scholarships for qualifying specialists and their advisers (top three in each event, including travel scholarships and registration fees), on-site competition training for competitors (trainers, venue expenses, audio-visual, etc.), swag/spirit package coordination and procurement for 125 people.
- Assign dedicated support teams with clear communication
- Collect and analyze data to improve CTSO performance
- Offer consulting on optimal CTSO operations and national best practices
- Manage and maintain websites for all seven CTSOs, JAG and JROTC (owned by ALSDE)
- Capture photos/video for marketing and create promotional content
- Manage scholarship programs for national CTSO conference attendance (up to 110 participants)
- Administer a risk management grant program for CTSO safety protocols

2. Member, Teacher & Chapter Development

- Deliver four regional chapter officer training events (fall) This should include delivery of the training program, event logistics, venue communication and planning including facility rental and venue expenses, audio-visual needs, and all collateral and design for 300-500 attendees based on location.
- Deliver two regional Joint Leadership Development Conferences (fall, up to 3,500 attendees) this should include delivery of the training program, event logistics, venue communication and planning including facility rental and venue expenses, audio-visual needs, and all collateral and design.
- Provide CTSO training at the CTE Summer Conference and develop instructional resources
- Deliver annual CTSO Leadership Summit for state officers (summer, 70 participants) this should include delivery of the training program, event logistics, venue communication and planning including facility rental and venue expenses, audio-visual needs, and all collateral and design.
- Manage all chapter development projects to ensure alignment and efficiency

3. Advancement & Communication

- Maintain websites for joint initiatives (alabamactso.org, alabamacte.org)
- Apply ALSDE and Alabama CTE Leadership Council branding across all materials
- Execute digital marketing strategies (email, video, social media, print)
- Adapt quickly to emerging CTE needs and opportunities

4. ALSDE CTE Staff Training & Development

- Train ALSDE staff on CTSO tools, programs, and stakeholder content
- Offer ongoing professional development for ALSDE staff based on evolving needs

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5. Management & Administration

- Maintain clear, ongoing communication with ALSDE leadership
- Deliver required tools, supplies, and digital systems

Supplier Qualifications

The selected supplier must:

- Offer on-demand technical and project management support
- Demonstrate financial stability (credit score ≥ 750 , substantial credit limit)
- Maintain \$2M liability insurance (incl. sexual misconduct), FBI background checks for staff
- Be in good tax standing with the State of Alabama
- Employ qualified accounting staff (CPA or accounting degree) and use QuickBooks
- Hold relevant industry certifications
- Employ certified educators (current or former)
- Deliver quality programs and services consistently
- Have expertise in project management, team leadership, budgeting, and execution
- Show experience working with advisory boards and providing strategic insights
- Possess strong marketing, PR, and fundraising capabilities
- Exhibit exceptional communication and collaboration skills

Proposal Requirements

Supplier Qualifications & Experience

Include responses to:

- Client diversity and infrastructure to manage the Master Plan
- Similar past work in and outside Alabama
- Experience with CTE, CTSOs, JAG, and JROTC
- Membership in ACTE, Advance CTE, or similar organizations
- Track record leading education nonprofits
- References for similar large-scale projects

Staffing Plan

- List key project leaders and credentials
- Key staff must be employees, not subcontractors or contingent hires

Budget Proposal

- Justify budget by impact area, showing recommended service levels
- Detail CTSO support services
- Assess proposed costs relative to expected outcomes
- Demonstrate a clear return on investment by ensuring the efficient and effective allocation of resources

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2.2 Scope of Alabama State Department of Education's Work and Responsibilities

The Alabama State Department of Education (ALSDE) will retain strategic oversight and leadership throughout the implementation of the Career and Technical Education (CTE) and Career and Technical Student Organization (CTSO) Master Plan. ALSDE will:

- **Define and communicate the vision, goals, and objectives** for CTE and CTSOs in Alabama in collaboration with the selected supplier.
- **Provide ongoing direction and support** through regularly scheduled meetings to monitor implementation progress, approve deliverables, and align efforts with broader CTE priorities.
- **Maintain authority over CTSO state charters** and serve as the primary liaison with national organizations and local chapters. ALSDE will designate internal leadership for each CTSO, including Jobs for Alabama's Graduates (JAG) and Junior Reserve Officers' Training Corps (JROTC), and will oversee program management and event execution.
- **Lead CTSO management and governance**, with ALSDE staff and CTSO managers serving as organizational leaders. The supplier will supplement these efforts with technical, logistical, and creative expertise.
- **Determine and approve event logistics** for all state-sponsored CTE and CTSO programming, including event dates, locations, and venues for activities such as the Academy for Chapter Excellence, Joint Leadership Development Conference, and CTSO Leadership Summit.

Section 3.00 General Requirements

3.1 Requirements of Proposal

The supplier must provide the following mandatory information. **Failure to provide this information may be cause for the proposal to be rejected.** Qualifications, experience, and cost will be evaluated for contract award. The proposal may be submitted under the same cover with Supplier Requirements and Cost Proposal in two distinct sections. E-verify information is required to be submitted for all employees to include contractors of the suppliers if necessary and applicable.

Part I

Signed Cover Letter:

The cover letter shall serve as the first page of the supplier's proposal. The supplier shall complete the cover letter and attach it to the proposal in response to the RFP. The cover letter must be signed by an official authorized to legally bind the supplier. It will state that the supplier is a legal entity that will meet the specifications. The cover letter must accompany the submitted proposal. The letter accompanying the proposal must have original signatures and must include contact numbers and e-mail addresses for the authorized official signing the letters.

Part II

Supplier Qualification and Experience:

Supplier shall provide satisfactory evidence of the supplier's capability to coordinate the types of activities and to provide the services described in the RFP in a timely manner. Special attention should be given to the discussion of qualifications. The discussion shall include a description of the supplier's background and relevant experience as related to the required activities in the RFP.

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Part III

Supplier shall provide a detailed plan describing how the services will be performed to meet the requirements of the RFP. The description shall encompass the requirements of this RFP. The response must be prepared and organized in a clear and concise manner that is easily understandable.

Supplier Organization:

Describe your organizational structure and explain how your organization qualifies to be responsive to the requirements of this RFP.

References:

The supplier shall provide a minimum of three (3) references that can support and validate training and/or projects and outcomes, including names or persons who may be contacted, position of person, addresses, and phone numbers where similar training and/or projects to that described in this RFP have been conducted.

Executive Summary:

An executive summary is required. This summary will condense and highlight the contents of the supplier's proposal.

Part IV

Cost Proposal:

Supplier shall include the fee structure and pricing for the training sessions/program if applicable or requested. The supplier shall submit a cost proposal in addition to other required information.

Subcontractor Disclosure:

If the execution of work to be performed requires hiring Subcontractors, **you must clearly state this in the proposal and provide qualification for such individuals.** Subcontractors must be identified and the services they will provide or work they will perform must be clearly defined. The ALSDE will not refuse a proposal based upon use of a Subcontractor; however, the ALSDE reserves the right to refuse the Subcontractor a supplier selects. Contractor and associated personnel shall remain solely responsible for the performance of all work, including work that may be sub-contracted.

A supplier must describe its rationale for utilizing Subcontractors including relevant past experience partnering with stated Subcontractor(s). Providing documents for E-verification of subcontractors is the sole responsibility of the Contractor and must be available upon request to ensure compliance.

Subcontractors may not be employees/agents of the ALSDE or LEA, nor any entity or agency receiving education trust funds.

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Section 4.00 General Terms and Conditions

4.1 Governance

This RFP and its terms shall be governed and construed according to the laws of the state of Alabama. Any dispute arising out of this RFP shall be brought in the state of Alabama, with venue in Montgomery County, Alabama. Suppliers agree to comply with all applicable federal and state laws and regulations.

Per the current FPPM: Non-appropriation and Proration (Section 41-4-144(c)).

<https://comptroller.alabama.gov/fiscal-policy-procedures/>

When funds are not appropriated or otherwise made available to support continuation of performance in a subsequent fiscal period, the contract shall be cancelled, and, to the extent permissible by law, the supplier shall be reimbursed for the reasonable value of any non-recurring costs incurred but not amortized in the price of the supplies or services delivered under the contract. To the extent permissible by law, this cost of cancellation may be paid from any appropriations available for that purpose.

In the event that proration of appropriated funds from which the State is to pay the supplier is declared by the Governor pursuant to Section 41-4-90 of the Code of Alabama, the contractor shall have the option, in addition to the other remedies of the contract, of renegotiating the contract to extend or change payment terms or amounts, or terminating the contract. In all circumstances, it is agreed that the terms and commitments of this contract shall not constitute a debt of the State of Alabama in violation of Section 213 of the Constitution of Alabama, as amended.”

4.2 Immigration

The proposal must contain a statement that the supplier is aware of and in compliance with the requirements of the Beason-Hammon Alabama Taxpayer and Citizen Protection Act; a statement that the supplier is enrolled in the E-Verify as required by Section 31-13-9 (b), Code of Alabama 1975, as amended:

BEASON-HAMMON ALABAMA TAXPAYER AND CITIZEN PROTECTION ACT

COMPLIANCE

The Beason-Hammon Alabama Taxpayer and Citizen Protection Act (31-13-1 et seq, Code of Alabama, 1975 as amended by Act 2012-491) regulates illegal immigration in the state of Alabama. All contracts with the State or any political subdivision thereof must fully comply with each provision as provided by law.

A proposal must include a statement that the supplier has knowledge of this law and is in compliance. Before a contract is signed, the supplier awarded the contract must submit a Certificate of Compliance using the form at Appendix A. E-Verify enrollment can be accomplished at the website of the United States Department of Homeland Security at <http://www.uscis.gov>.

See Section 10 for additional language required by Section 10(k) of the Act to be included in the contract.

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4.3 Conflict of Interest

The supplier attests that no employee, officer, or agent of the supplier shall participate in the selection, award, or administration of a contract if a real or apparent conflict of interest may be involved. A conflict would arise when the employee, officer, agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein has a financial or other interest in the organization selected for an award. The officers, employees, and agents of the supplier, if selected as the career planning system supplier, shall neither award nor offer gratuities, favors, nor anything of monetary value from suppliers or subcontractors.

4.4 Discrimination

Alabama Non-Discrimination Statement:

No person shall be denied employment, be excluded from participation in, be denied the benefits of, or be subjected to discrimination in any program or activity on the basis of disability, gender, race, religion, national origin, color, age, genetic information, or any other category protected under the law. Ref: Sec. 1983, Civil Rights Act, 42 U.S.C.; Title VI and VII, Civil Rights Act of 1964; Rehabilitation Act of 1973, Sec. 504; Age Discrimination in Employment Act; the Americans with Disabilities Act of 1990 and the Americans with Disabilities Act Amendments Act of 2008; Equal Pay Act of 1963; Title IX of the Education Amendment of 1972; Title II of the Genetic Information Nondiscrimination Act of 2008. Title IX Coordinator, P.O. Box 302101, Montgomery, Alabama 36130-2101 or call (334) 694-4717.

4.5 Artificial Intelligence (AI) Systems

AI Model Development and Use Attestation:

The proposal shall include a written statement attesting to the following:

- a. Pretrained AI System: The AI System to be provided in the performance of this RFP has been pretrained.
- b. Responsibility in AI System Development: The supplier used all responsible measures necessary during the development of the AI System to be provided in the performance of this RFP.
- c. Human-in-the-Loop AI System Training: A human-in-the-loop approach was used, wherever possible, in training the AI System, ensuring human oversight and intervention were integral parts to the AI System training process.
- d. Unbiased Data Selection and Algorithm Development: The process of data selection for AI System training was conducted in an unbiased manner, wherever possible, adhering to the principles of fairness and non-discrimination.
- e. Expected Outcomes: The results produced by the AI System met the expected outcomes as identified and defined by the supplier.

The supplier further attests and agrees that any violation of this subsection will be considered a material breach of this RFP, and may result in its termination, legal action, or both, at the sole discretion of the ALSDE.

If the supplier's software solution does not use, contain or incorporate Artificial Intelligence (AI), the proposal shall include a written statement attesting that the software solution does not use, contain, or incorporate any AI.

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APPENDIX "A"

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, 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.

a. Self-employed individuals, business entities filing articles of incorporation, partnerships, limited partnerships, limited liability companies, foreign corporations, foreign limited partnerships, and 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, the 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. The 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