

Questions and Answers
RFP ALSDE 2025-20 – Services for School Systems Placed Under State Intervention

Question	Answer
The RFP notes that the selected supplier must have the capacity to serve as a full-time Chief Administrative Officer (CAO) as provided by Alabama law. We would like clarification: does ALSDE expect vendors to directly fill the CAO position and function in that role on behalf of the State Superintendent, or should vendors propose services that support and complement the CAO? If the intent is the former, could ALSDE provide additional guidance on the scope of authority, responsibilities, and expectations for a vendor serving as CAO?	Pursuant to Alabama Code Section 16-6E-4 which details the State Superintendent, as ratified by the State Board, appoints a CAO. The person will have to have the capacity and working knowledge and experience to execute those duties referenced in 16-6E-4. See Alabama Code section 16-6e-4
Will ALSDE require proposals to include resumes or profiles of key personnel who would be assigned to support districts under state intervention?	That is information that may be included if you so choose.
The RFP emphasizes demonstrating understanding of key state and federal education policies (e.g., Alabama Literacy Act, Numeracy Act, IDEA, ESSA, ADA). Can you clarify the level of detail expected in proposals? Should vendors provide a high-level reference to compliance or should we elaborate on implementation strategies aligned to these policies?	Please provide as much elaboration as possible concerning implementation strategies aligned to these policies, including information demonstrating ability to direct compliance.

Question	Answer
Could you please advise if there is a budget range or target allocation established for each district intervention? If not, is there any guidance available regarding expected budget parameters or funding considerations?	We do not have budget information to disclose currently.
Will the awarded supplier be expected to serve as Chief Administrative Officer for all intervention districts simultaneously, or only for one district at a time? How many districts are currently under intervention and how many are anticipated in the next 12–24 months? What level of on-site presence is expected (full-time in district, periodic visits, hybrid)? For “Monthly progress reports and dashboards,” does ALSDE have preferred templates or reporting platforms, or is the vendor expected to develop these? What does ALSDE consider the key performance indicators (KPIs) for determining readiness for release from intervention?	It depends on capacity but it could very well be multiple districts as circumstances require. As of the time of this RFP we have 3 interventions. it is unknown as to any future interventions. Most often it is hybrid, with some on site time required. That is an issue that can be worked out in the contract. Those determinations are unique to each intervention.

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Will ALSDE provide existing training materials (ethics, Open Meetings Act, financial management, etc.), or should vendors develop all new materials? How many district personnel (approximate headcount by role: board members, superintendents, central office staff) should the training plan cover? For required training modules, does ALSDE prefer in-person, virtual, or blended delivery?	ALSDE will provide necessary materials as needed. However, we are open to development of new materials such they improve and/or streamline the process. That depends on the needs of each particular school system. We prefer in person although a blended delivery could suffice in certain situations. Budget & Contracting
Is there an expected budget range or maximum allowable cost for these services? Will vendors be reimbursed for travel and lodging, or should these be built into the flat fee structure? Is payment structured as fixed-fee, hourly, milestone-based, or monthly retainer?	No A fee structure should be proposed by the vendor; reimbursement for mileage for certain personnel may be contemplated. Payment structure may be negotiated; no retainers are contemplated; monthly billing and payments in alignment with deliverables is preferred.
Should subcontractors (if used) provide full resumes and references at the proposal stage, or only upon selection?	That information will be needed if selected, however, it may be provided at the RFP stage. NOTE; all subcontractors must be disclosed upfront in the RFP stage.

Does ALSDE expect the awarded supplier to provide insurance coverage (general liability, errors and omissions, etc.) beyond standard compliance documents?	Vendor should have its on insurance coverage as provided with any state contract engagement.
Will ALSDE require vendors to use specific state procurement systems for invoicing (e.g., STAARS)?	Yes. See the State Procurement manual and state fiscal manual.

