

**REQUEST FOR PROPOSAL**  
**Accounting Services for FY2026-2031**

Responses to this Request for Proposal must be received on or before the date and time specified below.  
All Respondents must complete the following:

Name: \_\_\_\_\_

Firm, if applicable: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_

Email Address: \_\_\_\_\_

Federal Tax ID: \_\_\_\_\_

**RETURN BY: 3:00 PM Central on September 26, 2025.**

**General instructions:** Respondents must submit a response to this Request for Proposal on or before the return date and time. Pricing must remain good for 90 days. All charges related to the services must be provided on this form. **NOTES: (1) Late responses will not be considered, and (2) award(s) will be made in the best interests of the Board.**

**The Respondent's authorized agent must sign below. By signing this response, Respondent acknowledges and represents that Respondent has read, acknowledges, and accepts all requirements of this RFP. Failure to sign below will disqualify this response.**

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

## I. GENERAL INFORMATION.

- A. **Purpose.** This request for proposal (RFP) is to contract for accounting services to be provided for the Alabama 9-1-1 Board (hereinafter referred to as "the Board"). The BOARD intends to execute an initial contract with Contractor(s) for a period of up to two (2) years, with 3 one year contract renewals equaling no longer than five (5) total years for the initial contract and renewals combined, pending written agreement of the vendor and the BOARD dependent upon required state approvals, availability of funds, performance evaluations of the project, at the full discretion of the BOARD. The contract will commence pending any of the required approvals: Chief Procurement Officer signature, Legislative Review Committee approval, and the Governor's signature. Each contract renewal will be presented to the Legislative Oversight Committee for approval, as required.
- B. **Who May Respond.** Only individuals or firms who are currently licensed to do business in Alabama and maintain an office in Alabama may respond to this RFP.
- C. **Instructions on Proposal Submission.**
1. **Closing Submission Date.** Proposals must be submitted no later than 3:00 PM Central on **September 26, 2025**.
  2. **Inquiries.** Inquiries concerning this RFP must be directed to Leah Missildine, Executive Director of the Alabama 9-1-1 Board, via email at [leah@al911board.com](mailto:leah@al911board.com) during regular business hours before 4:00 PM Central on **September 12, 2025**.
  3. **Terms and Conditions of Proposal.**
    - a) **Costs.** All costs incurred in the preparation of a proposal responding to this RFP will be the responsibility of the Respondent and will not be reimbursed by the Board.
    - b) **Term of Contract.** The BOARD intends to execute an initial contract with Contractor(s) for a period of up to two (2) years, with 3 one year contract renewals equaling no longer than five (5) total years for the initial contract and renewals combined, pending written agreement of the vendor and the BOARD dependent upon required state approvals, availability of funds, performance evaluations of the project, at the full discretion of the BOARD. The contract will commence pending any of the required approvals: Chief Procurement Officer signature, Legislative Review Committee approval, and the Governor's signature. Each contract renewal will be presented to the Legislative Oversight Committee for approval, as required.
    - c) **Governing Law.** The RFP and any resulting contract and work orders shall be governed, construed, and interpreted in accordance with the laws of the State of Alabama.
    - d) **Independent Contractor.** Respondent shall serve as an independent contractor in providing services under any contract resulting from this RFP. Respondent and Respondent's employees shall not be employees of the Board.
  4. **Instructions to Prospective Contractors.** Respondents must submit their response to [procurement@al911board.com](mailto:procurement@al911board.com).

5. **Right to Reject.** The Board reserves the right to reject, in its sole discretion, any or all RFP responses and all or any part of any response and waive minor technicalities. The Board will award a contract, if any, to serve the best interests of the Board and the State of Alabama. The Board's waiver of any deviations in any response will not constitute a modification of this RFP and will not preclude the Board from asserting all rights against Respondent for failure to comply with all terms and conditions of this RFP. All RFP responses become property of the Board. The Board may reissue another RFP for the services as described in this RFP or similar services at any time.
6. **Anticipated Timetable and Notification of Award.** The Board currently anticipates that the selection of a qualified individual or firm and execution of the contract will proceed according to the following approximate timetable:

Issuance of Request for Proposals	September 3, 2025
Deadline for Proposal Responses	September 26, 2025
Contract Executed	upon approval of Governor

The Board will recommend award to the Chief Procurement Officer. The Division of Procurement will notify suppliers of award. Contracts and renewals must reviewed and approved by the Chief Procurement Officer, Contract Review Committee, and the Governor, as required, before it is effective.

- D. **Description of Entity.** The Alabama 9-1-1 Board was created effective July 1, 2012, to plan for the implementation of a single statewide 911 charge and the distribution of the revenues generated by that 911 charge with cooperation of the Commercial Mobile Radio Service (CMRS) Board. Upon the effective date of the new statewide 911 charge or October 1, 2013, the Alabama 9-1-1 Board replaced and superseded the CMRS Board.

The Alabama 9-1-1 Board was created to provide a consistent funding mechanism in a single agency to facilitate implementation of existing as well as emerging types of 9-1-1 services in Alabama with the charge that is collected from all types of service providers (e.g. wireline, wireless, VOIP, etc.) and amounts collected are to be distributed to Emergency Communication Districts (ECDs) and others as set out by statute. See Ala. Code § 11-98.

The Board consists of 13 members, each serving four-year terms, appointed by the Governor subject to confirmation by the Senate. Seven of the members are recommended by the Alabama Association of 911 Districts, one from each of the seven congressional districts, as such districts existed on May 8, 2012, with each district representative recommended selected by vote of the Alabama Association of 911 Districts' members from that congressional district. Two members are recommended by CMRS providers licensed to do business in Alabama. Two members are recommended by incumbent local exchange carriers operating in Alabama, who cannot be from the same local exchange carrier. Two members are recommended by cable companies that provide interconnected VoIP services in Alabama, who cannot be from the same cable company.

Under *Ala. Code* § 11-98, the Alabama 9-1-1 Board has the following powers and duties:

- (1) To develop and publish a 911 Annual Report.:
- (2) To administer the 9-1-1 Fund and the monthly statewide 9-1-1 charge.
- (3) To distribute revenue in the 9-1-1 Fund.
- (4) To establish policies and procedures to fund advisory services, grants, and training for districts and to provide funds in accordance with these policies and procedures to the extent funds are available.

- (5) To make and enter into contracts and agreements necessary or incidental to the performance of its powers and duties and to use revenue available to the 9-1-1 Board for administrative expenses to pay its obligations under the contracts and agreements.
- (6) To accept gifts, grants, or other money for the 9-1-1 Fund.
- (7) To undertake its duties in a manner that is competitively and technologically neutral as to all voice communications service providers.
- (8) To administer the deployment and operation of a statewide 911 voice and data system that utilizes emerging communication technologies that are capable of connecting to a 911 system and delivering 911 and emergency information to districts.
- (9) To establish a certification program to train and certify public safety telecommunicators employed by a primary PSAP receiving 911 calls, including establishing minimum core competency topics and minimum number of training hours, deciding whether a written examination is required, and any necessary certification requirements, to the extent funds are available to cover all costs for the training established by the board.
- (10) To adopt rules in accordance with the Administrative Procedure Act:
  - a. to implement this chapter;
  - b. to establish the statewide 911 charge; and,
  - c. in response to technological changes, apply, collect, and remit the statewide 911 charge, without duplication, to the active service connections of other originating service providers that are technically capable of accessing a 911 system, subject to the provisions applicable to voice communications service providers under *Ala. Code* § 11-98.
- (11) To take other necessary and proper action to implement *Ala. Code* § 11-98.

## II. SCOPE OF SERVICES.

The following represent the type services expected to be performed either in part or in whole by the Respondent:

Provide management with sound financial guidance on issues faced by the Board.

Provide financial accounting and reporting on a monthly basis in cloud-based, accessible, and easy to use accounting programs and/or software.

Provide revenue and deposit reconciliation on a monthly basis in coordination with the Board's remittance portal.

Support the Board in Accounts Payable maintenance, bill pay processing, Emergency Communication District payments/transfers, board expenses/reimbursements, payroll processing, tax reporting, and audit assistance.

Review, draft, and advise the Board on policies, rules, and legislation pertaining to the finances of the Board.

Attend meetings of the Board and meet with management as necessary.

Other financial services as needed.

## III. PROPOSAL CONTENTS.

- A. **Experience.** The Respondent should describe its experience, including the names, address, contact persons, and telephone number of at least three clients, preferably including clients

similar to the Alabama 9-1-1 Board.

- B. **Organization, Size, Structure, and Areas of Practice.** If the Respondent is a firm, it should describe its organization, size, structure, areas of expertise, and office location(s).
- C. **Qualifications.**
  - 1. Professional and educational background of each team member.
  - 2. Prior experience of each team member with respect to the required experience listed above. Only include resumes of individuals likely to be assigned to the representation. Education, position in firm, years and types of experience, and continuing professional education will be considered.
- D. **Price.** The Respondent's proposed price should include information on the monthly billing rate for the services being provided.

#### IV. PROPOSAL EVALUATION

- A. **Submission of Proposals.** Respondents must submit their response to [procurement@al911board.com](mailto:procurement@al911board.com).
- B. **Evaluation Procedure and Criteria.** Proposals that are submitted in compliance with this RFP will be evaluated according to the criteria set out below:

35%	<b>Supplier Qualifications and Experience:</b> Strength of skills, experience, and qualifications of the individuals who are anticipated to perform the services described in the RFP. Breadth of knowledge regarding performing financial services for state and/or local government agencies. Any included references should be clear as to the type of work performed.
30%	<b>Cost:</b> Proposed cost, reasonableness of costs, hourly or monthly rates, and costs assigned to personnel, if applicable.
35%	<b>Detailed Description/Delivery of Services:</b> Clarity and content of Respondent's proposal, including their understanding of the nature of the solicitation, their work plan, and communication skills.