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Request for Proposal Standard Terms and Conditions

1. Authority

Division 4 of the Department of Finance Administrative Code (Chapters 355-4-1 through 355-4-6), effective October 1, 2022, is incorporated by reference and made a part of this document. To view the relevant provisions of the Administrative Code, visit our website <https://purchasing.alabama.gov/>

2. Prohibited Contacts; Inquiries regarding this RFP

From the Release Date of this Request for Proposal (hereafter referred to as 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 after the Release Date, or other employees or representatives of the Soliciting Party regarding this RFP or the underlying transaction except the designated contact(s).

3. Nonresponsive Proposals

Any Proposal that does not satisfy requirements of the RFP may be deemed non-responsive and may be disregarded without evaluation. Supplemental information, including information necessary to clarify a proposal, may be required from any offeror.

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6. Rejection of Proposals

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7. The Final Terms of the Engagement

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State 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 supplier, including those limiting damages to the cost of goods or services.

8. Choice of Law; Venue

This Contract will be governed by laws of the State of Alabama and the sole venue for litigation and alternative dispute resolution activities will be the City of Montgomery in the State of Alabama. No other court shall have jurisdiction.

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E- VERIFY ENROLLMENT DOCUMENTATION AND PARTICIPATION. As required by Section 31-13-9(b), Code of Alabama 1975 Contractor that is a "business entity" or "employer" as defined in 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.

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As required by Section 31-13-9(k) of the Code of Alabama 1975, the supplier agrees to the following: “By signing this contract, the contracting parties affirm, for the duration of any 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.”

To enroll in the E-Verify program visit <https://www.e-verify.gov/>

19. Conflict of Law

If any provision of this solicitation and any subsequent award shall contravene any statute or Constitutional provision or amendment, either now in effect or which may, during the course of this agreement, be enacted, then that conflicting provision shall be deemed null and void.

20. Disclosure Statement

A Proposal must include one original Disclosure Statement as required by Code Section 41-16-82, et seq., of the Code of Alabama 1975. The Disclosure Statement, and information, may be downloaded from the State of Alabama Attorney General’s web site at <https://www.alabamaag.gov/Forms>

21. Certification Pursuant to Act No. 2006-557

Section 41-4-142 of the Code of Alabama 1975 (Act No. 2006-557) provides that every bid submitted and contract executed shall contain a certification that the supplier, supplier, and all of its affiliates that make sales for delivery into Alabama or leases for use in Alabama are registered, collecting, and remitting Alabama State and local sales, use, and/or lease tax on all taxable sales and leases into Alabama. By submitting this bid or proposal, the supplier is hereby certifying that they are in full compliance with Section 41-4-142, they are not barred from bidding or entering into a contract as a result and acknowledges that the awarding authority may declare the contract void if the certification is false.

22. Supplier Qualifications

After bid opening, the State reserves the right to request written proof of qualifications including, but not limited to, manufacturer’s reseller authorization, professional licenses, certificates of insurance, etc.

23. Pricing

The State of Alabama reserves the right to conduct analysis based on cost realism and/or price reasonableness for any or all bids as determined necessary in the sole discretion of the Chief Procurement Officer. Such analysis may include requests pursuant to Section 41-4-141 of the Code of Alabama 1975.

24. Product Delivery, Receiving and Acceptance:

In accordance with the Uniform Commerce Code (Title 7 of the Code of Alabama 1975), after delivery, the State of Alabama shall have the right to inspect all products before accepting. The State will inspect products in a reasonable timeframe. Signature on a delivery document does not constitute acceptance by the State. The State will accept products only after satisfactory inspection.

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25. Invoices

Inquiries concerning invoice payments are to be directed to the receiving agency.

26. Late Payments

Penalty for agencies paying invoices late may not exceed the rate charged by State of Alabama Comptroller's Office per Section 41-16-3 of the Code of Alabama 1975 and as established by the Secretary of the Treasury under the authority of 26 U.S.C. §6621.

27. Electronic Payments

Suppliers must accept multiple forms of electronic payment at no additional cost to the State. Payment forms include but are not limited to state issued credit cards, P-cards, EFT or other forms of electronic payment.

28. Supplier Registration

Suppliers may receive bid notices by registering for commodities at the Alabama Buys supplier portal, <https://alabamabuys.gov>

29. Internet Website Links

Internet and/or website links will not be accepted in solicitation responses as a means to supply any requirements stated in this solicitation.

30. Solicitation Responses and Results

The complete solicitation file will be made available for review as provided by (or as outlined) in Section 41-4-115 of the Code of Alabama 1975 and Rule 355-4-1-.04 of the Department of Finance Administrative Code.

31. Exception to Terms and Conditions

Suppliers may place any qualifications, exceptions, conditions, reservations, limitations, or substitutions in their bid or proposal concerning the contract terms and conditions. However, the State is not obligated to accept any changes to the published terms and conditions of the solicitation.

32. Intent to Award

The State of Alabama Office of the Chief Procurement Officer will issue an 'Intent to Award' before a final award is made. The 'Intent to Award' will continue for a period of five (5) calendar days, after which the award will be final provided there are no protests. A detailed explanation of this process may be reviewed in the Alabama Administrative Code – Chapter 355-4-6-.01. All protest communications filed via email must be sent to: protests@purchasing.alabama.gov

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33. Confidentiality

Procurement information is a public record to the extent provided by state law and shall be available to the public. Section 41-4-115 of the Code of Alabama 1975 defines what is exempt from disclosure. Additional rules are included in Rules 355-4-1-.03(4) and 355-4-1-.04 of the Alabama Department of Finance Administrative Code.

34. Click Wrap

The State of Alabama acknowledges that additional terms between the supplier and the State or third-party terms may apply but does not agree to be bound by them unless provided for review and separately agreed to in writing by an authorized official of the State of Alabama. If the purchase or use of the supplies or services provided utilizes a computer interface, no State of Alabama end user shall be deemed to have agreed to any clause by virtue of it appearing in an "I agree" click box or other comparable mechanism ("click-wrap" or "browse-wrap"); rather the terms and conditions, such as End User License Agreements, may only be accepted by inclusion in an agreement and signature by an authorized official of the State of Alabama. If the terms and conditions or any other third-party terms and conditions are invoked through click wrap, execution by any unauthorized individual shall not bind the end user or the State of Alabama to such clause. Any clause which requires the State of Alabama to indemnify another party or clause which assigns jurisdiction to any state other than Alabama which is contained in such click-wrap is deemed to be stricken from the terms and conditions unless expressly agreed in writing and under the signature of an authorized individual.

35. Assignment

Any contract which results from this solicitation shall not be assignable by supplier without written consent of the State of Alabama. Any assignment or other transfer in violation of this provision will be null and void.

36. Debarment and Suspension

Supplier certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any governmental department or agency. If supplier cannot certify this statement, supplier must attach a written explanation for review by the Chief Procurement Officer.

37. Merit System Exclusion

It is understood and agreed that supplier is an independent supplier and as such all services rendered by supplier and its agents and employees thereof shall be as an independent supplier and not as an employee, Merit or otherwise, of the State of Alabama, and supplier or its agents and employees thereof shall not be entitled to or receive Merit System benefits.

38. Severability

In the event any provision of this solicitation or resulting contract shall not be enforceable, the remaining provisions shall continue in full force and effect.

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39. Volume of Business

Except as otherwise stated in this solicitation, the State of Alabama cannot and does not guarantee any volume of business.

40. Waiver

The failure of the State of Alabama to require performance of any provisions of this solicitation or resulting contract shall not affect the State's right to require performance at any time thereafter, nor shall a waiver of any breach or default constitute a waiver of any subsequent breach or default nor constitute a waiver of the provision itself.

41. Legislative Contract Review Committee

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. of the Code of Alabama 1975. The supplier is required to be knowledgeable of the provisions of that statute and the rules of the committee. These rules can be found at <https://alison.legislature.state.al.us/contract-review>. 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.

42. Compliance with Ala. Act No. 2023-409.

In compliance with Ala. Act No. 2023-409, by signing this contract, Supplier provides written verification that Supplier, without violating controlling law or regulation, does not and will not, during the term of the contract engage in economic boycotts as the term "economic boycott" is defined in Section 1 of the Act. Under Section 2 of the Act, the written verification may be waived if the contracting governmental entity determines based on cost and quality factors that such a waiver is clearly in the best interest of the public.

By submitting a response, I hereby affirm the following:

I acknowledge receipt of the solicitation and all amendments (new rounds). I have read the solicitation and agree to furnish each item or service offered at the price quoted. I will comply with all terms and conditions contained within this solicitation. I have not been in any agreement of collusion among bidders in restraint of freedom of competition by agreement to bid at a fixed price or to refrain from bidding. I further certify that I am not barred from bidding or entering into a contract and acknowledge that the State may declare the contract void if this certification is false.

Revised 06/03/2025

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Alabama Department of Public Health
Bureau of Prevention, Promotion, and Support

Request for Proposals
for
Coach Safety Act Database Enhancement and Implementation
Alabama Department of Public Health (ADPH)

Release Date:
September 12, 2025

OVERVIEW AND PURPOSE

ADPH is issuing this Request for Proposal (RFP) to identify a qualified vendor to design, develop, and implement enhancements to the Coach Safety Database in compliance with the Alabama Coach Safety Act.

The Coach Safety Act requires that all athletic coaches of youth sports in Alabama complete comprehensive training that includes five core components:

- 1. Concussion Awareness and Prevention
- 2. Heat and Hydration-Related Illness Prevention
- 3. Sudden Cardiac Arrest Recognition and Response
- 4. Overuse Injury Prevention
- 5. Emergency Preparedness

The goal of this project is to springboard from the existing data set, enhance the system's reporting requirements, improve user-friendliness, and create innovative solutions to capture, track, and report compliance with these requirements.

ELIGIBLE APPLICANTS

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Eligible applicants must be able to demonstrate the following:

1. Documented experience implementing similar database projects.
2. Proven track record in delivering compliant, secure technology solutions.
3. Ability to leverage existing data set.
4. Commitment to ongoing maintenance and support.

FUNDING AVAILABLE

This is a competitive request for proposals that will be awarded based on the applicant's ability to meet the scope of work requirements and demonstrate experience.

Funding contingent on resources; ADPH may award full, partial, or no funding.

All payments are on a reimbursement basis pending satisfactory completion of work and approval of submitted invoices and supporting documentation.

PROJECT DESCRIPTION

ADPH seeks a qualified vendor to partner in enhancing and modernizing the existing Coach Safety Database. This project will build upon the current data infrastructure to create a robust, secure, and user-friendly system that ensures compliance with the Alabama Coach Safety Act. The enhanced database must capture all required training elements for every certified coach, support comprehensive and customizable reporting, and streamline certification management for organizations statewide.

The selected vendor will be expected to:

Conduct a comprehensive review of the current database, including technical architecture, data quality, reporting capabilities, and user feedback.

Collaborate with ADPH to define system requirements that address operational needs, legal compliance, and long-term scalability.

Improve reporting capabilities to allow real-time, exportable compliance and certification status reports for ADPH and its partners.

Design a modern, accessible, and intuitive user interface for administrators and coaches.

Implement an automated certification renewal reminder system, sending alerts 90, 60, and 30 days before expiration and tracking renewals.

Ensure all five mandated training components are tracked, documented, and verifiable.
Provide secure, accurate migration of all existing data to the upgraded platform with minimal downtime.

Integrate advanced data privacy and cybersecurity measures to protect sensitive information.

Offer ongoing maintenance, technical support, and periodic upgrades to ensure continuous alignment with evolving requirements.

This project is critical to ensuring that all youth sports coaches in Alabama meet the safety training standards established by state law, ultimately contributing to safer sports environments and improved athlete well-being.

SCOPE OF WORK

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The selected applicant will coordinate with ADPH to plan, facilitate, develop, and deliver all requirements and create innovative solutions to capture, track, and report compliance. This will require the vendor to:

Review current system and data, define requirements.
 Improve interface, enhance reporting, validate training completion, and add renewal reminders.
 Migrate data with minimal disruption.
 Pilot test, provide materials and live sessions.
 Launch system, maintain, and update.

PERFORMANCE METRICS AND DELIVERABLES

System Uptime: 99.5% monthly uptime
 User Login Success Rate: 98%
 Certification Renewal Reminder Accuracy: 100% timely reminders
 Data Migration Accuracy: 99.9%
 Report Generation Speed: <10 seconds
 Help Desk Response Time: 95% within 1 business day
 Training Completion: 100% admin training pre-launch
 Bug Resolution: 90% high-priority fixes in 5 days

CONTRACT TERMS AND CONDITIONS

State of Alabama laws, rules, and regulations specifically govern the format and requirements of contracts between state agencies and offerors. A pro forma contract and business associate agreement (BAA), if required, is included as Attachment A. If awarded, the offeror agrees to meet all State of Alabama required clauses in the contract and BAA, if required. The contract length will be for twelve months with an option to renew for an additional 4 twelve-month periods.

BUDGET

The proposal should include a detailed yearly budget outlining proposed costs to complete all tasks included in the scope of work. The budget should include any travel costs. ADPH has an on-site print shop, so printing costs for key documents should not be included.

PROPOSAL FORMAT

Proposals must be submitted by email to the address below and received by 5:00 PM CST on October 7th, 2025.

Email: FinanceRFP@adph.state.al.us

Pages should be typed and double-spaced (except cover page, budget, and attachments) using 1-inch margins and 12-point Times Roman or Arial font.

Proposals should follow this format:

Application Cover Page
 -Applicant organization, name, address, and county.

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- Applicant contact person, phone number, and email address.
- Name and signature of the applicant's organizational representative authorized to sign a contract.
- Tax identification number, Unique Entity Identification (UEI) number, Zip Code + 4.

Executive Summary: Overview of your approach, qualifications, and knowledge of database creation and management.

Detailed Workplan and Timeline: Detailed deliverables, project milestones, and schedule to meet requirements and deliverables.

Experience and References: Contact details for three organizations where the applicant had similar engagements.

Budget: Provide a detailed five-year budget with proposed costs for completing all tasks included in the scope of work.

Required Attachments:

- Certificate of Compliance with the Beason-Hammon Alabama Taxpayers and Citizen Protection Act
- State of Alabama Disclosure Statement
- E-Verify Memorandum of Understanding (MOU) and supplement if applicable
- W-9 version 2024

PROPOSAL SUBMISSION

Deadline for Submission: Applications must be received by 5:00 PM CST on October 7, 2025. Applications received after this time will not be considered for the award. Late applications will not be returned to the applicant.

Applicants who submit proposals determined to be reasonably sufficient for selection for the award may be discussed, but proposals may be accepted without such discussions. If additional information or discussions are needed with any applicants, they will be notified.

PROPOSAL EVALUATION

A review panel comprised of ADPH staff will evaluate the proposals based on the following criteria:

Executive Summary – 40 points

- Proven Performance & Relevant Experience – 20 points
- Ability to Leverage Existing Data Set – 20 points

Scope of Work – 40 points

- Detailed workplan for project milestones and timeline for completion – 10 points
- Innovation & User-Friendliness – 10 points
- Coverage of All Five Training Components – 10 points
- Ongoing Maintenance & Support – 10 points
- Proposed methodology

Experience and References – 10 points

- Demonstrated experience working with database creation & management, with three references and contact information for demonstrated experience listed

Budget – 10 points

- Proposals will be evaluated on the cost of the service(s) based on the work to be performed related to the scope of this project.

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The award will go to the proposal that conforms to the solicitation and is the most advantageous to the state, taking into consideration price and evaluation factors.

CONTACT INFORMATION

Applicants requesting additional information should email FinanceRFP@state.adph.al.us by 5:00 pm CST September 19, 2025. Responses will be provided on September 23, 2025.

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As required by Section 31-13-9(k) of the Code of Alabama 1975, the supplier agrees to the following: “By signing this contract, the contracting parties affirm, for the duration of any 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.”

To enroll in the E-Verify program visit <https://www.e-verify.gov/>

19. Conflict of Law

If any provision of this solicitation and any subsequent award shall contravene any statute or Constitutional provision or amendment, either now in effect or which may, during the course of this agreement, be enacted, then that conflicting provision shall be deemed null and void.

20. Disclosure Statement

A Proposal must include one original Disclosure Statement as required by Code Section 41-16-82, et seq., of the Code of Alabama 1975. The Disclosure Statement, and information, may be downloaded from the State of Alabama Attorney General’s web site at <https://www.alabamaag.gov/Forms>

21. Certification Pursuant to Act No. 2006-557

Section 41-4-142 of the Code of Alabama 1975 (Act No. 2006-557) provides that every bid submitted and contract executed shall contain a certification that the supplier, supplier, and all of its affiliates that make sales for delivery into Alabama or leases for use in Alabama are registered, collecting, and remitting Alabama State and local sales, use, and/or lease tax on all taxable sales and leases into Alabama. By submitting this bid or proposal, the supplier is hereby certifying that they are in full compliance with Section 41-4-142, they are not barred from bidding or entering into a contract as a result and acknowledges that the awarding authority may declare the contract void if the certification is false.

22. Supplier Qualifications

After bid opening, the State reserves the right to request written proof of qualifications including, but not limited to, manufacturer’s reseller authorization, professional licenses, certificates of insurance, etc.

23. Pricing

The State of Alabama reserves the right to conduct analysis based on cost realism and/or price reasonableness for any or all bids as determined necessary in the sole discretion of the Chief Procurement Officer. Such analysis may include requests pursuant to Section 41-4-141 of the Code of Alabama 1975.

24. Product Delivery, Receiving and Acceptance:

In accordance with the Uniform Commerce Code (Title 7 of the Code of Alabama 1975), after delivery, the State of Alabama shall have the right to inspect all products before accepting. The State will inspect products in a reasonable timeframe. Signature on a delivery document does not constitute acceptance by the State. The State will accept products only after satisfactory inspection.

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25. Invoices

Inquiries concerning invoice payments are to be directed to the receiving agency.

26. Late Payments

Penalty for agencies paying invoices late may not exceed the rate charged by State of Alabama Comptroller's Office per Section 41-16-3 of the Code of Alabama 1975 and as established by the Secretary of the Treasury under the authority of 26 U.S.C. §6621.

27. Electronic Payments

Suppliers must accept multiple forms of electronic payment at no additional cost to the State. Payment forms include but are not limited to state issued credit cards, P-cards, EFT or other forms of electronic payment.

28. Supplier Registration

Suppliers may receive bid notices by registering for commodities at the Alabama Buys supplier portal, <https://alabamabuys.gov>

29. Internet Website Links

Internet and/or website links will not be accepted in solicitation responses as a means to supply any requirements stated in this solicitation.

30. Solicitation Responses and Results

The complete solicitation file will be made available for review as provided by (or as outlined) in Section 41-4-115 of the Code of Alabama 1975 and Rule 355-4-1-.04 of the Department of Finance Administrative Code.

31. Exception to Terms and Conditions

Suppliers may place any qualifications, exceptions, conditions, reservations, limitations, or substitutions in their bid or proposal concerning the contract terms and conditions. However, the State is not obligated to accept any changes to the published terms and conditions of the solicitation.

32. Intent to Award

The State of Alabama Office of the Chief Procurement Officer will issue an 'Intent to Award' before a final award is made. The 'Intent to Award' will continue for a period of five (5) calendar days, after which the award will be final provided there are no protests. A detailed explanation of this process may be reviewed in the Alabama Administrative Code – Chapter 355-4-6-.01. All protest communications filed via email must be sent to: protests@purchasing.alabama.gov

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33. Confidentiality

Procurement information is a public record to the extent provided by state law and shall be available to the public. Section 41-4-115 of the Code of Alabama 1975 defines what is exempt from disclosure. Additional rules are included in Rules 355-4-1-.03(4) and 355-4-1-.04 of the Alabama Department of Finance Administrative Code.

34. Click Wrap

The State of Alabama acknowledges that additional terms between the supplier and the State or third-party terms may apply but does not agree to be bound by them unless provided for review and separately agreed to in writing by an authorized official of the State of Alabama. If the purchase or use of the supplies or services provided utilizes a computer interface, no State of Alabama end user shall be deemed to have agreed to any clause by virtue of it appearing in an "I agree" click box or other comparable mechanism ("click-wrap" or "browse-wrap"); rather the terms and conditions, such as End User License Agreements, may only be accepted by inclusion in an agreement and signature by an authorized official of the State of Alabama. If the terms and conditions or any other third-party terms and conditions are invoked through click wrap, execution by any unauthorized individual shall not bind the end user or the State of Alabama to such clause. Any clause which requires the State of Alabama to indemnify another party or clause which assigns jurisdiction to any state other than Alabama which is contained in such click-wrap is deemed to be stricken from the terms and conditions unless expressly agreed in writing and under the signature of an authorized individual.

35. Assignment

Any contract which results from this solicitation shall not be assignable by supplier without written consent of the State of Alabama. Any assignment or other transfer in violation of this provision will be null and void.

36. Debarment and Suspension

Supplier certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any governmental department or agency. If supplier cannot certify this statement, supplier must attach a written explanation for review by the Chief Procurement Officer.

37. Merit System Exclusion

It is understood and agreed that supplier is an independent supplier and as such all services rendered by supplier and its agents and employees thereof shall be as an independent supplier and not as an employee, Merit or otherwise, of the State of Alabama, and supplier or its agents and employees thereof shall not be entitled to or receive Merit System benefits.

38. Severability

In the event any provision of this solicitation or resulting contract shall not be enforceable, the remaining provisions shall continue in full force and effect.

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39. Volume of Business

Except as otherwise stated in this solicitation, the State of Alabama cannot and does not guarantee any volume of business.

40. Waiver

The failure of the State of Alabama to require performance of any provisions of this solicitation or resulting contract shall not affect the State's right to require performance at any time thereafter, nor shall a waiver of any breach or default constitute a waiver of any subsequent breach or default nor constitute a waiver of the provision itself.

41. Legislative Contract Review Committee

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. of the Code of Alabama 1975. The supplier is required to be knowledgeable of the provisions of that statute and the rules of the committee. These rules can be found at <https://alison.legislature.state.al.us/contract-review>. 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.

42. Compliance with Ala. Act No. 2023-409.

In compliance with Ala. Act No. 2023-409, by signing this contract, Supplier provides written verification that Supplier, without violating controlling law or regulation, does not and will not, during the term of the contract engage in economic boycotts as the term "economic boycott" is defined in Section 1 of the Act. Under Section 2 of the Act, the written verification may be waived if the contracting governmental entity determines based on cost and quality factors that such a waiver is clearly in the best interest of the public.

By submitting a response, I hereby affirm the following:

I acknowledge receipt of the solicitation and all amendments (new rounds). I have read the solicitation and agree to furnish each item or service offered at the price quoted. I will comply with all terms and conditions contained within this solicitation. I have not been in any agreement of collusion among bidders in restraint of freedom of competition by agreement to bid at a fixed price or to refrain from bidding. I further certify that I am not barred from bidding or entering into a contract and acknowledge that the State may declare the contract void if this certification is false.

Revised 06/03/2025

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Alabama Department of Public Health
Bureau of Prevention, Promotion, and Support

Request for Proposals
for
Coach Safety Act Database Enhancement and Implementation
Alabama Department of Public Health (ADPH)

Release Date:
September 13, 2025

OVERVIEW AND PURPOSE

ADPH is issuing this Request for Proposal (RFP) to identify a qualified vendor to design, develop, and implement enhancements to the Coach Safety Database in compliance with the Alabama Coach Safety Act.

The Coach Safety Act requires that all athletic coaches of youth sports in Alabama complete comprehensive training that includes five core components:

1. Concussion Awareness and Prevention
2. Heat and Hydration-Related Illness Prevention
3. Sudden Cardiac Arrest Recognition and Response
4. Overuse Injury Prevention
5. Emergency Preparedness

The goal of this project is to springboard from the existing data set, enhance the system's reporting requirements, improve user-friendliness, and create innovative solutions to capture, track, and report compliance with these requirements.

ELIGIBLE APPLICANTS

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Eligible applicants must be able to demonstrate the following:

1. Documented experience implementing similar database projects.
2. Proven track record in delivering compliant, secure technology solutions.
3. Ability to leverage existing data set.
4. Commitment to ongoing maintenance and support.

FUNDING AVAILABLE

This is a competitive request for proposals that will be awarded based on the applicant's ability to meet the scope of work requirements and demonstrate experience.

Funding contingent on resources; ADPH may award full, partial, or no funding.

All payments are on a reimbursement basis pending satisfactory completion of work and approval of submitted invoices and supporting documentation.

PROJECT DESCRIPTION

ADPH seeks a qualified vendor to partner in enhancing and modernizing the existing Coach Safety Database. This project will build upon the current data infrastructure to create a robust, secure, and user-friendly system that ensures compliance with the Alabama Coach Safety Act. The enhanced database must capture all required training elements for every certified coach, support comprehensive and customizable reporting, and streamline certification management for organizations statewide.

The selected vendor will be expected to:

Conduct a comprehensive review of the current database, including technical architecture, data quality, reporting capabilities, and user feedback.

Collaborate with ADPH to define system requirements that address operational needs, legal compliance, and long-term scalability.

Improve reporting capabilities to allow real-time, exportable compliance and certification status reports for ADPH and its partners.

Design a modern, accessible, and intuitive user interface for administrators and coaches.

Implement an automated certification renewal reminder system, sending alerts 90, 60, and 30 days before expiration and tracking renewals.

Ensure all five mandated training components are tracked, documented, and verifiable.
Provide secure, accurate migration of all existing data to the upgraded platform with minimal downtime.

Integrate advanced data privacy and cybersecurity measures to protect sensitive information.

Offer ongoing maintenance, technical support, and periodic upgrades to ensure continuous alignment with evolving requirements.

This project is critical to ensuring that all youth sports coaches in Alabama meet the safety training standards established by state law, ultimately contributing to safer sports environments and improved athlete well-being.

SCOPE OF WORK

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The selected applicant will coordinate with ADPH to plan, facilitate, develop, and deliver all requirements and create innovative solutions to capture, track, and report compliance. This will require the vendor to:

Review current system and data, define requirements.
 Improve interface, enhance reporting, validate training completion, and add renewal reminders.
 Migrate data with minimal disruption.
 Pilot test, provide materials and live sessions.
 Launch system, maintain, and update.

PERFORMANCE METRICS AND DELIVERABLES

System Uptime: 99.5% monthly uptime
 User Login Success Rate: 98%
 Certification Renewal Reminder Accuracy: 100% timely reminders
 Data Migration Accuracy: 99.9%
 Report Generation Speed: <10 seconds
 Help Desk Response Time: 95% within 1 business day
 Training Completion: 100% admin training pre-launch
 Bug Resolution: 90% high-priority fixes in 5 days

CONTRACT TERMS AND CONDITIONS

State of Alabama laws, rules, and regulations specifically govern the format and requirements of contracts between state agencies and offerors. A pro forma contract and business associate agreement (BAA), if required, is included as Attachment A. If awarded, the offeror agrees to meet all State of Alabama required clauses in the contract and BAA, if required. The contract length will be for twelve months with an option to renew for an additional 4 twelve-month periods.

BUDGET

The proposal should include a detailed yearly budget outlining proposed costs to complete all tasks included in the scope of work. The budget should include any travel costs. ADPH has an on-site print shop, so printing costs for key documents should not be included.

PROPOSAL FORMAT

Proposals must be submitted by email to the address below and received by 12:00 PM CST on October 4th, 2025.

Marcus Johnson
 Alabama Department of Public Health
 RSA Tower, Suite 1050
 201 Monroe St.
 Montgomery, AL 36104
 Email: FinanceRFP@adph.state.al.us

Pages should be typed and double-spaced (except cover page, budget, and attachments) using 1-inch margins and 12-point Times Roman or Arial font.

Proposals should follow this format:

Application Cover Page

-Applicant organization, name, address, and county.

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- Applicant contact person, phone number, and email address.
- Name and signature of the applicant's organizational representative authorized to sign a contract.
- Tax identification number, Unique Entity Identification (UEI) number, Zip Code + 4.

Executive Summary: Overview of your approach, qualifications, and knowledge of database creation and management.

Detailed Workplan and Timeline: Detailed deliverables, project milestones, and schedule to meet requirements and deliverables.

Experience and References: Contact details for three organizations where the applicant had similar engagements.

Budget: Provide a detailed five-year budget with proposed costs for completing all tasks included in the scope of work.

Required Attachments:

- Certificate of Compliance with the Beason-Hammon Alabama Taxpayers and Citizen Protection Act
- State of Alabama Disclosure Statement
- E-Verify Memorandum of Understanding (MOU) and supplement if applicable
- W-9 version 2024

PROPOSAL SUBMISSION

Deadline for Submission: Applications must be received by 5:00 PM CST on September 23, 2025. Applications received after this time will not be considered for the award. Late applications will not be returned to the applicant.

Applicants who submit proposals determined to be reasonably sufficient for selection for the award may be discussed, but proposals may be accepted without such discussions. If additional information or discussions are needed with any applicants, they will be notified.

PROPOSAL EVALUATION

A review panel comprised of ADPH staff will evaluate the proposals based on the following criteria:

Executive Summary – 40 points

- Proven Performance & Relevant Experience – 20 points
- Ability to Leverage Existing Data Set – 20 points

Scope of Work – 40 points

- Detailed workplan for project milestones and timeline for completion – 10 points
- Innovation & User-Friendliness – 10 points
- Coverage of All Five Training Components – 10 points
- Ongoing Maintenance & Support – 10 points
- Proposed methodology

Experience and References – 10 points

- Demonstrated experience working with database creation & management, with three references and contact information for demonstrated experience listed

Budget – 10 points

- Proposals will be evaluated on the cost of the service(s) based on the work to be performed related to the scope of this project.

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The award will go to the proposal that conforms to the solicitation and is the most advantageous to the state, taking into consideration price and evaluation factors.

CONTACT INFORMATION

Applicants requesting additional information should email FinanceRFP@state.adph.al.us by 5:00 pm CST September 20, 2025. Responses will be provided on September 23,2025.