

**Request for Proposal (RFP)  
RFP ALSDE 2025-12  
Alabama State Department of Education,  
Special Education Services Section**



**REQUEST FOR PROPOSAL  
READING INTERVENTION FOR STUDENTS WITH DISABILITIES IN GRADES 4-8  
AND TRANSITION PLANNING FOR STUDENTS WITH DISABILITIES  
ALABAMA STATE DEPARTMENT OF EDUCATION  
SPECIAL EDUCATION SERVICES SECTION**

Inquiries related to this RFP are to be emailed to:

Cindy Gillespie  
Office of Operations  
Alabama State Department of Education  
Email: [rfpproposals@alsde.edu](mailto:rfpproposals@alsde.edu)

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**Deadline:**

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**Proposals must be received no later than 4:00 p.m. Central on July 7, 2025.  
It is required that each vendor clearly note the RFP Number & Vendor Name in the subject line and  
email to: [rfpproposals@alsde.edu](mailto: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 vendor to the information provided.
2. Must be currently registered with the Alabama Department of Finance, Division of Procurement as a State Vendor and provide vendor number. <http://www.purchasing.alabama.gov>
3. The vendor must complete the affidavit for business entity/employer/vendor. 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), Special Education Services (SES) Section, seeks proposals from eligible vendors to conduct training for educators responsible for improving outcomes for students with disabilities.

**Background:**

The ALSDE, SES Section, has made a concerted effort to provide local education agencies (LEAs), schools, and teachers with resources and training to help reduce the achievement gap between general education students and those with disabilities. The ALSDE, SES Section, aims to intensify its efforts to train educators in evidence-based practices for intensive reading intervention for students with disabilities in Grades 4-8 and transition planning for students with disabilities.

The ALSDE announces the availability of funds to support the following:

<b>Option 1: Intensive Intervention for Students with Disabilities in Grades 4-8, Partnership with National Technical Assistance Center</b>
<p>Objective:</p> <ul style="list-style-type: none"><li>• Train Alabama LEAs and ALSDE staff, up to 40 schools per region, in evidence-based practices for intensive reading intervention for students with disabilities in Grades 4-8.</li><li>• Topics should include but are not limited to root cause analysis, the data-based instructional cycle, specially designed instruction, intensive intervention, reading strategies, monitoring progress, progress monitoring, and family and stakeholder engagement for literacy.</li></ul> <p>Requirements:</p> <ul style="list-style-type: none"><li>• The successful applicant must demonstrate extensive knowledge of evidence-based practices for intensive reading interventions for students with disabilities in Grades 4-8.</li><li>• Those eligible to apply must currently or previously (within the last 24 months) be a federally funded Technical Assistance and Dissemination (TA&amp;D) program center or manage or run one.</li></ul>
<b>Option 2: Transition Planning, Partnership with National Technical Assistance Center</b>
<p>Objective:</p> <ul style="list-style-type: none"><li>• Train Alabama LEAs and ALSDE staff, up to 40 schools per region, in transition planning to help improve post-school outcomes for youth and young adults with disabilities.</li><li>• Topics should include, but are not limited to, transition planning for students with disabilities in elementary and secondary settings, transition program development, teams to support transition services, school and community-based work programs, transition curriculum, student-led individualized education programs (IEPs), and family and stakeholder engagement as it relates to transition planning for students with disabilities.</li></ul> <p>Requirements:</p> <ul style="list-style-type: none"><li>• The successful applicant must demonstrate extensive knowledge of transition planning for students with disabilities.</li><li>• Those eligible to apply must currently or previously (within the last 24 months) be a federally funded TA&amp;D program center or manage or run one.</li></ul>

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There is no requirement to address both Options. Applicants may address one or more options and must submit a separate proposal for each option addressed. The ALSDE may contract for Option 1 and/or Option 2.

The vendor is not permitted to advocate for or promote the sale of their marketing merchandise during any ALSDE-sponsored training or professional development meetings. This RFP may be awarded to multiple vendors.

**1.2 Anticipated Time Table**

June 24, 2025, 3PM      Question Submission Deadline

June 25, 2025, 5PM      Question Responses Due

July 7, 2025, 4PM      Proposal Submission Deadline

NOTE: All questions must be emailed to [rfgqanda@alsde.edu](mailto:rfgqanda@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](https://www.achievethecore.org/alabama), 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:

Professional Experience and Qualifications	35 points
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Detailed Description and Delivery of Services	35 points
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Budget Proposal	30 points
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*Professional Experience and Qualifications:* Please detail (a) number of years of experience providing educator and systems level training in developing high-quality education programs to improve outcomes for students with disabilities; (b) number of years of experience working as an educator and systems level training provider on evidence-based practices for intensive reading intervention for students with disabilities and/or transition planning for students with disabilities; (c) number of years as a federally funded TA&D program center.

*Detailed Description and Delivery of Services:* Provide a detailed description of the plan outlining the delivery of services (e.g., training and services to be provided; research-based or best practices strategies to be utilized in training; detailed timeline for delivery of services; and the ability to provide technical assistance to ALSDE staff and school districts).

*Budget/Cost Proposal:* Provide a detailed description and explanation of project costs by project task and/or hourly rates.

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**Best and Final Offers:**

The ALSDE may either accept a vendor's initial proposal by award of a contract or enter into discussions with vendors whose proposals are deemed to be reasonably acceptable of consideration for award. After discussions conclude, a vendor 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 vendor accepts and agrees to all conditions and requirements herein.

The ALSDE will make all decisions regarding the 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 vendors in a manner and method prescribed by the ALSDE.

**Rejection of Proposal:**

The ALSDE reserves the right to reject any or all proposals it deems non-responsive, late in submission, or unsatisfactory in any way. The 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>.**

**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 vendors to respond to these specifications.

**Selection Process:**

The ALSDE will select the vendor(s) that provides the most technically sound and cost-effective proposal that best fits the needs of the ALSDE. Final selection of the successful vendor(s) will not be based solely on cost. The vendor(s) product will be evaluated primarily on the scope of the activities linked to associated costs as detailed in the RFP. The RFPs will be reviewed to ascertain that minimum requirements have been met. The ALSDE reserves the right to conduct discussions with potential vendors 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 the top finalists for final scoring. The vendor(s) will provide notice to the ALSDE of any partnership with another firm to provide parts of the solution; however, the vendor(s) 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 vendor(s), and the vendor(s) is responsible for ensuring that each subcontractor acknowledges and is contractually bound by the staffing plan and other commitments listed in this RFP.

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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 vendor(s) provides to the ALSDE as part of the RFP, are subject to *Open Records Act* laws and thus are subsequently in the public domain.

NOTE: This RFP may be awarded to multiple vendors.

**Intent to Award:**

The Division of Procurement will send out an intent to award to participating suppliers, defining the protest period. The Chief Procurement Officer (CPO) 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.

**1.4 Conditions and Terms**

**Contract Terms:**

The ALSDE intends to execute an initial contract with contractor(s) 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 vendor(s) and the 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 the 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 vendor(s) shall be fully prepared to commence work after full execution of the contract by the 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. Vendors must reply to each element of the RFP.

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**Section 2.00 Scope**

**OPTION 1:**

**2.1 Scope of Vendor's Work and Responsibilities**

**Option 1: Intensive Intervention for Students with Disabilities in Grades 4-8, Partnership with National Technical Assistance Center**

The ALSDE, SES Section, seeks proposals from eligible vendors to conduct regional intensive reading intervention training for students with disabilities in Grades 4-8 for Alabama LEAs and the ALSDE staff. The vendor(s) will collaborate with the ALSDE, SES Section in determining the need for training on evidence-based practices for intensive reading interventions and arranging training dates, times, and locations. Dates and times will be mutually agreed upon and convenient for attendees. One or two sessions per topic are anticipated, based on identified needs. Training, coaching, and technical assistance will be provided by the vendor. Costs for products and services are inclusive of all development, delivery, materials, travel, and transportation. The vendor(s) will assist with measuring the effectiveness of training and coaching (e.g., providing participant evaluations). The content of products and services will be customized for Alabama, aligned with Alabama academic standards. The ALSDE will have an opportunity to review and approve sessions and materials before delivery to the field.

The vendor(s) will develop and provide training for Alabama LEAs and ALSDE staff on:

- Specially designed instruction (e.g., using intensive reading intervention to deliver specialized instruction for students with disabilities)
- Data-based individualization
- Implementing tiered support systems that address students' literacy needs
- Reading interventions for Tiers II and III
- Evidence-based reading strategies
- Progress monitoring (e.g., planning progress monitoring, including finding a baseline score, developing an ambitious goal, and creating a data collection schedule; identifying strategies for setting an academic progress monitoring goal; and identifying progress monitoring measures)
- Choosing strategies that support intensive intervention
- Describing intensive intervention and how it fits within a tiered system
- Using the data-based instruction cycle to make decisions
- Monitoring progress using formative assessments
- Collecting, graphing, and interpreting data
- Root cause analysis
- Family engagement for literacy

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

**Option 1: Intensive Intervention for Students with Disabilities in Grades 4-8, Partnership with National Technical Assistance Center**

The ALSDE, SES Section will schedule training in central locations throughout Alabama. The ALSDE, SES Section will collaborate with the vendor(s) to arrange mutually agreed-upon locations, dates, and class sizes for in-person training sessions in various locations throughout the state. The section will also provide timely feedback upon review of training content before its presentation. The ALSDE, SES Section will provide a system for participants to register and maintain attendance records. The section will also provide a Learning Management System (LMS) to host any virtual training and all accompanying materials, including uploading and organizing all materials provided in the LMS. The ALSDE, SES Section is responsible for initiating contracts, processing and paying invoices, and articulating deadlines.

**OPTION 2:**

**2.1 Scope of Vendor's Work and Responsibilities**

**Option 2: Transition Planning, Partnership with National Technical Assistance Center**

The ALSDE, SES Section seeks proposals from eligible vendors to conduct regional training for Alabama LEAs and ALSDE staff in transition planning. The vendor will collaborate with the ALSDE, SES Section, in determining the need for training on transition planning and arranging training dates, times, and locations. Dates and times will be mutually agreed upon and convenient for attendees. One or two sessions per topic are anticipated, based on identified needs. Training, coaching, and technical assistance will be provided by the vendor(s). Costs for products and services are inclusive of all development, delivery, materials, travel, and transportation. The vendor will assist with measuring the effectiveness of training and coaching (e.g., providing participant evaluations). The content of products and services will be customized for Alabama and aligned with Alabama transition standards. The ALSDE will have an opportunity to review and approve sessions and materials before delivery to the field.

The vendor(s) will develop and provide training for Alabama LEAs and ALSDE staff on:

- Effective transition planning for elementary and secondary transition
- Instruction, programs, and teams to support transition services
- Student-centered planning
- Student-led IEPs
- College and career readiness
- Developing transition teams: team development, leadership, communication with families and communities, sustainability
- Evidence-based models and practices for transition
- Implementation of transition curriculum
- School-based work programs
- Community-based work programs
- Secondary transition infrastructure
- Interagency collaboration
- Family and stakeholder engagement
- Use of transition data for transition program development
- Taxonomy for transition planning



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

<b>Option 2: Transition Planning, Partnership with National Technical Assistance Center</b>
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The ALSDE, SES Section, will schedule training in central locations throughout Alabama. The ALSDE, SES Section will collaborate with the vendor(s) to arrange mutually agreed-upon locations, dates, and class sizes for in-person training sessions in various locations throughout the state. The section will also provide timely feedback upon review of training content before its presentation. The ALSDE, SES Section, will provide a system for participants to register and maintain attendance records. The section will also provide an LMS to host any virtual training and all accompanying materials, including uploading and organizing all materials provided in the LMS. The ALSDE, SES Section, is responsible for initiating contracts, processing and paying invoices, and articulating deadlines.
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**Section 3.00 General Requirements**

**3.1 Requirements of Proposal**

The vendor(s) 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 the contract award. The proposal may be submitted under the same cover with Vendor Requirements and Cost Proposal in two distinct sections. E-Verify information is required to be submitted for all employees to include contractors of the vendors, if necessary and applicable.

**Part I**

**Signed Cover Letter:**

The cover letter shall serve as the first page of the vendor's proposal. The vendor(s) 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 vendor(s). It will state that the vendor(s) 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 letter(s).

**Part II**

**Vendor Qualification and Experience:**

The vendor(s) shall provide satisfactory evidence of the vendor'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 vendor's background and relevant experience related to the required activities in the RFP.

**Part III**

The vendor(s) 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.

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**Vendor Organization:**

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

**References:**

The vendor(s) 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 vendor's proposal.

**Part IV**

**Cost Proposal:**

The vendor(s) shall include the fee structure and pricing for the training sessions/program, if applicable or requested. The vendor(s) 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 bid proposal and provide qualifications 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 the use of a Subcontractor; however, the ALSDE reserves the right to refuse the Subcontractor a vendor selects. A contractor and associated personnel shall remain solely responsible for the performance of all work, including work that may be subcontracted.

A vendor 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 Vendor 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. Vendors agree to comply with all applicable federal and state laws and regulations.

Per the current Fiscal Policy and Procedures Manual (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 vendor is aware of and in compliance with the requirements of the Beason-Hammon Alabama Taxpayer and Citizen Protection Act; a statement that the vendor 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 vendor has knowledge of this law and is in compliance. Before a contract is signed, the vendor 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 vendor attests that no employee, officer, or agent of the vendor 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 that 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 vendor, if selected as the career planning system vendor, shall neither award nor offer gratuities, favors, nor anything of monetary value from vendors 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 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 vendor 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 vendor.

The vendor 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 vendor's software solution does not use, contain, or incorporate 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