

Request for Proposal (RFP)
RFP ALSDE 2026-04
Alabama State Department of Education,
Special Education Services

Alabama State Department of Education



Rite Request for Proposal

RFP ALSDE 2026-04

DUE PROCESS HEARING OFFICER

Alabama State Department of Education
Special Education Services

Inquiries related to this RFP are to be emailed to:

Cindy Gillespie
Office of Operations
Alabama State Department of Education
Email: rfpproposals@alsde.edu

Deadline: NEW ELECTRONIC PROCEDURES FOR SUBMISSION

Proposals must be received no later than 4:00 p.m. on February 25, 2026.

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

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

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

Suppliers who have been suspended, non-renewed, or dismissed in Alabama and/or other states or territories for dispute resolution work (e.g., hearing officer, mediator, IEP facilitator) in the past 10 years are not eligible for selection and cannot apply.

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

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Section 1.00 Administrative Overview

1.1 Purpose and Background

Purpose:

The Alabama State Department of Education (ALSDE) is seeking proposals from eligible applicants to contract as independent due process hearing officers for special education due process hearings under Part B of the *Individuals with Disabilities Education Act* (IDEA). The purpose of these contracts is to fulfill the ALSDE's responsibility to provide this IDEA procedural safeguard in accordance with 20 U. S. C 1400, et. seq., (IDEA, P. L. 108-446) CFDA 84.027A, 34 *Code of Federal Regulations* (C.F.R.) Part 300 and AAC, 290-8-9.08(9)(c) Impartial Due Process Hearing Procedures.

Background:

The ALSDE requires qualified and impartial due process hearing officers who do not have a personal or professional interest that would conflict with his or her objectivity in implementing the process. Due process hearing officers independently resolve special education disputes under the IDEA through accessible, fair, prompt processes and sound decisions. Due process hearing officers are expected to demonstrate integrity, impartiality, and professional competence.

Those eligible to apply must:

- Not be a person who is an employee of the ALSDE, or an employee or board member of an LEA in the state of Alabama.
- Not be a person having a personal or professional interest that would conflict with his or her objectivity.
- Be licensed to practice law in the state of Alabama and be in good standing and must provide a certificate of good standing for all bars for which he/she is a member.
- Not be an attorney who has represented parties in any IDEA dispute, educational dispute, student discipline, and/or student activity in the two years preceding the proposal submission deadline and must not do so while serving as an impartial due process hearing officer.
- If the attorney is a member of a firm, the attorney must apply in his/her individual capacity, not as a member of the firm, and must not use the resources of the firm in the performance of the Supplier's work and responsibilities under this RFP.
- Possess knowledge of, and the ability to understand the provisions of the IDEA, Federal and State regulations pertaining to the IDEA, and legal interpretations of the IDEA by federal and state courts;
- Possess the ability to work effectively under pressure and strict deadlines.
- Possess the knowledge and ability to conduct hearings in accordance with appropriate, standard legal practice.
- Possess the knowledge and ability to render and write decisions in accordance with appropriate, standard legal practice.
- Be willing to travel to locations in Alabama that are convenient for both the parents and the school district for any due process hearings.

Compensation is based upon the following, which is subject to periodic revision:

\$125.00 an hour with itemized invoices required.

Payment for travel follows state and federal guidelines, and travel hours are compensated at half of the regular hourly rate.

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There is a \$2,875.00 reimbursement cap on professional fees for each assigned case that does not go to hearing (travel per diem and other costs, such as postal fees, are not included in the professional fee cap).

There is a \$10,000 reimbursement cap on professional fees for each assigned case that goes to hearing (travel per diem and other costs, such as postal fees, are not included in the professional fee cap).

A Hearing Officer will not receive payment in excess of \$2,875.00 for his or her professional fees for an assigned case that does not go to hearing unless extraordinary circumstances exist with regard to a particular case.

A Hearing Officer will not receive payment in excess of \$10,000.00 for his or her professional fees for an assigned case that goes to hearing unless extraordinary circumstances exist with regard to a particular case.

A Hearing Officer may request an exception to the cap, citing the rationale for the existence of extraordinary circumstances.

The ALSDE will provide oversight/approval of invoices to ensure their integrity and to identify professional development needs for an individual hearing officer and the cadre.

Detail in invoices must be supported by the record of the hearing.

1.2 Time Table

February 12, 2026, 3:00PM CMT	Question Submission Deadline
February 13, 2026, 5:00PM CMT	Question Responses Due
February 25, 2026 4:00PM CMT	Proposal Submission Deadline

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

1.3 Proposal Evaluation

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

Proposal Evaluation Criteria:

- 40% Description of how Supplier will fulfill work and responsibilities.
- 50% Supplier qualifications and experience.
- 10% Writing Sample.

Additional factors and considerations:

- Geographic distribution of suppliers may affect award selections.
- Supplier must provide Certificates of Good Standing for all Bars for which the Supplier is a member at the time of the submission of the proposal or a subsequent date set by the ALSDE.
- Previous billing practices and cost effectiveness (when available) will be considered as part of the overall evaluation process.
- Past performance (when available, including but not limited to mandatory remediation and suspensions) will be considered as part of the overall evaluation process.

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- Suppliers who have been suspended, non-renewed, or dismissed in Alabama and/or other states or territories for dispute resolution work (e.g., hearing officer, mediator, IEP facilitator) in the past 10 years are not eligible for selection and cannot apply.

Termination/Discharge/Resignation.

Each Supplier must respond to the following questions:

1. Have you ever been involuntarily terminated, discharged, compelled to resign, resigned while disciplinary action was pending, or resigned in lieu of termination from any employment position whether full-time, part-time, permanent, contractual, or otherwise?
2. If you answered, yes to question #1 provide an explanation, noting any mitigating or extenuating circumstances.

Best and Final Offers:

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

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

Rejection of Proposal:

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

Qualified bidders aggrieved in connection with the solicitation of a contract may protest to the Chief Procurement Officer. See generally State of Alabama Department of Finance Administrative Code Regulations at [Administrative Code Regulations](#).

Confidentiality:

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

Selection Process:

The ALSDE will select the supplier that provides the most technically sound and cost-effective proposal that best fits the needs of the ALSDE. Final selection of the successful supplier will not be based solely on cost. The supplier product will be evaluated primarily on the scope of the activities linked to associated costs as detailed in the RFP. RFPs will be reviewed to ascertain that minimum requirements have been met. The ALSDE reserves the right to conduct discussions with potential suppliers in order to clarify information contained in their proposals, but the ALSDE has no obligation to do so. This may include requesting a presentation of top finalists for final scoring. The supplier will provide notice to the ALSDE of any partnership

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with another firm to provide parts of the solution; however, the supplier must provide management of the partner and is responsible for all project performance. Any subcontractor or partner will be subject to the same vetting process as the supplier, and the supplier is responsible for ensuring that each subcontractor acknowledges and is contractually bound by the staffing plan and other commitments listed in this RFP.

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

This RFP may be awarded to multiple suppliers.

Intent to Award

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

Disclaimer Notice:

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

Availability of Funds:

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

1.4 Conditions and Terms

Contract Terms:

The ALSDE intends to execute an initial contract with Contractor for a period of up to two (2) years, with contract renewals equaling no longer than three (3) additional years, pending written agreement of the supplier and ALSDE dependent upon required state approvals, availability of funds, performance evaluations of the project and evaluation of the Supplier's performance of the scope of work in section 2.1 of the RFP, at the full discretion of the ALSDE. The contract will commence pending CPO signature, Legislative Review Committee approval, and the Governor's signature. Each contract renewal will be presented to the Legislative Oversight Committee for approval.

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

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

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Section 2.00 Scope

2.1 Scope of Supplier's Work and Responsibilities

Due process hearing officers must adhere to the IDEA, 20 U.S.C. § 1400 (2004); Code of Federal Regulations, 34 C.F.R. § 300; and the AAC, Chapter 290-8-9. Failure to comply with the IDEA, federal regulations, and state code may be the basis for removal as an ALSDE due process hearing officer. Work as a due process hearing officer on this contract is sporadic and not guaranteed.

Specific responsibilities of the qualified due process hearing officers include:

- Stay informed of, and abide by all statutes, rules, and administrative orders relevant to special education and related services.
- Provide services in compliance with but not limited to the IDEA, 20 U.S.C. § 1400 (2004); Code of Federal Regulations, 34 C.F.R. § 300; and the AAC, Chapter 290-8-9.
- Maintain good character and report in writing to the ALSDE a change in Bar licensing status or conviction of a felony or misdemeanor within 14 days.
- Disclose any personal or professional interest that would conflict with objectivity.
- Engage in educational activities that promote professional growth and attend mandatory training.
- Demonstrate integrity, impartiality, and professional competence.
- Conduct high quality and timely administrative hearings in accordance with the requirements in the IDEA law and regulations, AAC, Chapter 290-8-9 (including, without limitation, timelines) and appropriate, standard legal practice and provide decisions under applicable laws consistent with the requirements of due process.
- Ensure a clear, accurate, and complete administrative record is made of the proceedings and includes a certification signed by Hearing Officer representing that the record is complete and accurate.
- Manage the prehearing process. The prehearing activities must include the Hearing Officer's timely conduct, consistent with appropriate, standard legal practice, of a prehearing conference at the commencement of the 45-day hearing timeline, or in expedited cases soon after appointment. The prehearing conference must include framing the issues raised in the hearing request and the relief being sought with clarity and specificity and timely determining jurisdiction over the issues and parties.
- Preside and rule on pre-hearing, hearing, and post-hearing matters.
- Conduct hearings in accordance with the requirements in the IDEA, AAC, Chapter 290-8-9 (including, without limitation, timelines) and appropriate, standard, legal practice, including taking testimony; determining the relevancy of testimony as it is occurring; and ruling on admissibility of evidence.
- Maintain control of the hearing, which may include parties who are upset or are having difficulty understanding the proceeding.
- Analyze legal problems, some of which may be difficult and complex; and apply legal principles and precedents with a commitment to making an unbiased and legally correct decision.
- Issue well-written decisions in accordance with appropriate, standard legal practice, containing necessary findings of fact and conclusions of law and disposing of all legal issues. Decisions/orders must be clear, comprehensive, concise, understandable, and founded upon demonstrable facts based in the record, and include the application of appropriate legal authority.
- Demonstrate efficient case-management strategies, including monitoring the status of the case and issuing decisions and closing all cases within strict timelines required by the governing federal and state laws.
- Develop and maintain current and accurate knowledge of administrative rules, policies and procedures, and other substantive law for caseloads.

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- Demonstrate knowledge and understanding of the IDEA and AAC, Chapter 290-8-9, including legal interpretations and binding, as well as persuasive, case law and the acquisition of expertise in these administrative hearing procedures and substantive legal standards.
- Maintain confidentiality, including deleting any personally identifiable information in findings and fact and decisions as directed by the ALSDE.
- Communicate with parties to the case, the ALSDE employees, and other relevant individuals.
- Comply with the ALSDE due process policies and procedures, including providing case updates and completing and submitting required paperwork in a timely manner, and, if applicable, the ALSDE's Hearing Officer Manual.
- Cooperate in the conduct of an annual evaluation by an impartial knowledgeable individual to determine the Hearing Officer's compliance with the requirements of IDEA; Ala. Code Title 16, Chapter 39; AAC, Chapter 290-8-9, and standard legal practice. (The evaluation of the Hearing Officers may be more frequent at the ALSDE's discretion, including upon the ALSDE's determination of good cause with regard to an individual Hearing Officer.)

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

Specific responsibilities of the ALSDE include:

- Maintain a list of qualified individuals who serve as due process hearing officers.
- Bear the cost of due process hearings.
- Appoint a qualified hearing officer when a due process complaint is received.
- Provide for a qualified court reporter to make an official transcript of the hearing.
- Arrange for an interpreter, as needed, when requested.
- Maintain comprehensive tracking and filing regarding each impartial due process hearing to include, but not be limited to, all written correspondence, evidence, decisions, and transcripts.
- Provide professional development for independent due process hearing officers.
- Provide an annual review of the independent due process hearing officer work and responsibilities.
- Provide payment to due process hearing officer, according to state rules and regulations, upon receipt of an approvable signed claim.

Section 3.00 General Requirements

3.1 Requirements of Proposal

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

Part I

Signed Cover Letter:

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

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Part II

Supplier Qualification and Experience:

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

Qualifications

Examples of qualifications include possession of teaching or educational administration certification along with a Juris Doctor degree; attainment of additional or specialized legal certifications or endorsements; completion of an earned doctorate in another field; or active membership in recognized professional organizations.

Experience

Examples of experience include years of work as an attorney, arbitrator, hearing officer, administrative law judge, or other judicial positions.

Part III

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

Supplier Organization:

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

References:

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

If the Supplier has worked as a hearing officer in other states or territories within the past ten years, the list of references provided must include the hearing officer's supervisor or the individual directly responsible for overseeing the hearing officer or their function.

Writing Sample:

The Supplier must provide a legal writing sample, preferably a decision that has not been edited by anyone other than the Supplier, and which does not exceed 25 pages. Any writing sample that exceeds 25 pages must be reduced to an excerpt of 25 or fewer pages that includes a fully formed thought process that demonstrates the Supplier's ability to write concisely, clearly, and completely.

The preferred sample is an authored judicial or administrative law decision that includes findings of facts and application of the law to the facts and, preferably, an order. In the absence of an authored decision, an authored legal brief or memorandum on one or more dispositive issues in a contested case before a tribunal will be accepted. Any review by another individual (e.g., supervisor, technical assistance provider) of the Supplier's authored writing sample prior to issuance must be disclosed.

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Executive Summary:

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

Part IV

Subcontractor Disclosure:

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

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

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

Section 4.00 General Terms and Conditions

4.1 Governance

This RFP and its terms shall be governed and construed according to the laws of the state of Alabama. Any dispute arising out of this RFP shall be brought in the state of Alabama, with venue in Montgomery County, Alabama. Suppliers agree to comply with all applicable federal and state laws and regulations. Per the current FPPM (Fiscal Policy and Procedures Manual): Non-appropriation and Proration (Section 41-4-144(c)).

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."

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4.2 Immigration

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

BEASON-HAMMON ALABAMA TAXPAYER AND CITIZEN PROTECTION ACT
COMPLIANCE

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

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

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

Rev.5-24-13

4.3 Conflict of Interest

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

4.4 Discrimination

Alabama Non-Discrimination Statement:

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

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4.5 Artificial Intelligence (AI) Systems

AI Model Development and Use Attestation:

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

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

The supplier further attests and agrees that any violation of this subsection will be considered a material breach of this RFP, and may result in its termination, legal action, or both, at the sole discretion of the ALSDE. If the supplier's software solution does not use, contain or incorporate Artificial Intelligence (AI), the proposal shall include a written statement attesting that the software solution does not use, contain, or incorporate any AI.

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APPENDIX "A"

State of _____
County of _____

CERTIFICATE OF COMPLIANCE WITH THE BEASON-HAMMON ALABAMA TAXPAYER AND CITIZEN PROTECTION ACT (ACT 2011-535, as amended by ACT 2012-491)

DATE: _____

RE Contract/Grant/Incentive (describe by number or subject):

by and between
(Contractor/Grantee) and
(State Agency, Department or Public Entity)

The undersigned hereby certifies to the State of Alabama as follows:

1. The undersigned holds the position of _____ with the Contractor/Grantee named above, and is authorized to provide representations set out in this Certificate as the official and binding act of that entity, and has knowledge of the provisions of THE BEASON-HAMMON ALABAMA TAXPAYER AND CITIZEN PROTECTION ACT (ACT 2011-535 of the Alabama Legislature, as amended by ACT 2012-491) which is described herein as "the Act."
2. Using the following definitions from Section 3 of the Act, select and initial either (a) or (b), below, to describe the Contractor/Grantee's business structure.

BUSINESS ENTITY. Any person or group of persons employing one or more persons performing or engaging in any activity, enterprise, profession, or occupation for gain, benefit, advantage, or livelihood, whether for profit or not for profit.

a. Self-employed individuals, business entities filing articles of incorporation, partnerships, limited partnerships, limited liability companies, foreign corporations, foreign limited partnerships, and foreign limited liability companies authorized to transact business in this state, business trusts, and any business entity that registers with the Secretary of State.

b. Any business entity that possesses a business license, permit, certificate, approval, registration, charter, or similar form of authorization issued by the state, any business entity that is exempt by law from obtaining such a business license, and any business entity that is operating unlawfully without a business license.

EMPLOYER. Any person, firm, corporation, partnership, joint stock association, agent, manager, representative, foreman, or other person having control or custody of any employment, place of employment, or of any employee, including any person or entity employing any person for hire within the State of Alabama, including a public employer. This term shall not include the occupant of a household contracting with another person to perform casual domestic labor within the household.

____ (a) The Contractor/Grantee is a business entity or employer as those terms are defined in Section 3 of the Act.
____ (b) The Contractor/Grantee is not a business entity or employer as those terms are defined in Section 3 of the Act.

3. As of the date of this Certificate, the Contractor/Grantee does not knowingly employ an unauthorized alien within the State of Alabama and hereafter it will not knowingly employ, hire for employment, or continue to employ an unauthorized alien within the State of Alabama;
4. The Contractor/Grantee is enrolled in E-Verify unless it is not eligible to enroll because of the rules of that program or other factors beyond its control.

Certified this _____ day of _____ 20 _____.

Name of Contractor/Grantee/Recipient

By: _____

Its _____

The above Certification was signed in my presence by the person whose name appears above, on
this _____ day of _____ 20 _____.

WITNESS: _____

Printed Name of Witness