

**Alabama State Department of Education**



**Request for Proposal**

**RFP ALSDE 2024-09**

**Alabama Talent Triad Enhancement**

**Alabama State Department of Education**

**Career and Technology Education**

**Note: FAXED OR E-MAILED PROPOSALS WILL NOT BE ACCEPTED.**

Inquiries and response submissions related to this RFP are to be addressed to:

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Alabama State Department of Education

50 N. Ripley Street, Room P305

Gordon Persons Building

Montgomery, AL 36104

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**Deadline:**

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**Proposals must be received no later than 4:00 p.m. on March 25, 2024.**

**It is required that each vendor clearly mark the envelope RFP ALSDE 2024-09 in the lower left corner of the envelope (Response packages that are not marked will be rejected).**

The proposal package must contain the following:

1. **Original proposal plus four copies** with original signatures (The proposal must be signed by an official authorized to legally bind the vendor to the information provided). **One (1) electronic copy** on a USB flash drive in MS Word format.
2. Must be currently registered with The Alabama Department of Finance, Division of Purchasing 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 should be presented on the form found in Appendix A.

**Proposal Opening**

**March 26, 2024**

**9:00 am**

**Gordon Persons Building, Carter Conference Room**

**50 North Ripley Street**

**Montgomery, AL 36104**

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## Section 1.00 Administrative Overview

### 1.1. Purpose and Background

#### **Purpose:**

The purpose of this Request for Proposal (RFP) is to solicit proposal from qualified vendors, including any of its partners or affiliates (collectively referred to as the "Vendor") to enhance the Alabama Talent Triad (ATT) platform to include all Career and Technical Education (CTE) credentials and Career Readiness Indicators (CRI) offered in Alabama schools. This will ensure that credential and skills are available in the Alabama Credential Registry, the Alabama Skills-Based Job Description Generator and Employer Portal and the Alabama Learning and Employment Record (LER) within the ATT Platform for verified data synchronization to every student's individual digital learner's wallet and the employer's portal.

The purpose also entails the ATT Services Vendor (Vendor) will conduct an analysis, map skills assertion data to CTE credentials issued by ALSDE, map all ALSDE CRIs to skills data, and prepare statewide CRI graduation requirements. Additionally, the Vendor will be responsible for interoperability development with existing and new systems, providing necessary reporting, develop training content, training and support services to users, instructors, teachers, counselors, and other relevant stakeholders, and ensure these training resources are available online 24/7 for easy access.

#### **Background:**

The Alabama State Department of Education (ALSDE) is inviting proposals from experienced vendors to assist in expanding the Alabama Talent Triad (ATT) initiative to include all Career and Technical Education (CTE) credentials and Career Readiness Indicators (CRI) offered in Alabama schools into the Alabama Credential Registry and the Alabama Skills-Based Job Description Generator and Employer Portal.

While conducting analysis on the Alabama Talent Triad manufacturing and healthcare pilot, which included 3,290 high school students who received CTE credentials, it was determined that the next step is to map skills assertion data to CTE credentials issued by ALSDE. After further analysis, it has been determined by ALSDE that to prepare for the statewide CRI graduation requirement, as well as goals of the Alabama Talent Triad initiative for supporting a skills-based economy to make all learning count, it is necessary to map all ALSDE CRIs to skills data.

### 1.2. Anticipated Timetable

March 11, 2024	Question Deadline
March 13, 2024	Responses Due
March 25, 2024	Proposal Submission Deadline
March 26, 2024	Bid Opening

### 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:

Vendor qualifications and experience	35 points
Budget proposal	30 points
Detailed description and delivery of training	35 points

#### 1.3.1. Best and Final Offers:

The ALSDE may either accept a vendor's initial proposal by award of a contract or enter discussions with vendors whose proposals are deemed to be reasonably acceptable consideration for award. After discussions are concluded, 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 evaluation of the proposal. The ALSDE reserves the right to judge and determine whether a request is compliant with and has satisfactorily met 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.

#### 1.3.2. Rejection of Proposal:

ALSDE reserves the right to reject any or all proposals which are deemed to be 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 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>.**

#### 1.3.3. Confidentiality:

All information contained in the RFP is 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.

#### **1.3.4. Selection Process:**

**The award depends on the number of proposals submitted and the quality of the proposed projects, funding availability and the best interests of the Department.**

The ALSDE will select the vendor that provides the most technically sound and cost-effective proposal that best fits the needs of the ALSDE. Final selection of the successful vendor will not be based solely on cost. The vendor 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 vendors to clarify information contained in their proposals, but the ALSDE has no obligation to do so. The vendor will provide notice to the ALSDE any partnership with another firm to provide parts of the solution; however, the vendor must provide management of the partner and is responsible for all project performance. Any sub-Vendor or partner will be subject to the same vetting process as the vendor, and the vendor is responsible for ensuring that each sub-Vendor 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 ALSDE or any respondents. 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 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 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 point in time, as more information becomes known. If, within the confines of this RFP, the vendor provides intellectual property be it understood that all RFP contents are subject to Open Records Act laws and thus are subsequently in the public domain.

#### **1.3.5. Intent to Award**

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.

#### **1.3.6. 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.

#### **1.3.7. Availability of Funds:**

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

## **1.4. Conditions and Terms**

### **1.4.1. Contract Terms:**

The contract resulting from this RFP may be renewable for four (4) additional years pending written agreement of the vendor and 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 Legislative Review Committee approval and the Governor's signature.

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

Proposals should 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.

## Section 2.00 Scope

### 2.1. Scope of Vendor Work and Responsibilities

#### 2.1.1. Business Objective

Career and Technical Education (CTE) credentials and Career Readiness Indicators (CRI) implementation shall result in the ability to issue all CTE credentials with skill assertions, and to verify those credentials and skills within a student's LER. It directly supports the state's recently enacted college and career readiness indicator graduation requirement, which is in alignment with the ATT initiative in building a skills-based economy for Alabama. This approach will ensure every student has both their verified credentials and verified skills available to them in their individual digital learner wallets. It will make stackable pathways transparent, enable dual credit opportunities, and ultimately establish competency equivalencies that will enable meaningful learning and earning pathway recommendations available for every K-12 student should they choose to share their LER data.

#### 2.1.2. Alabama Talent Triad

Governor Ivey officially launched the Alabama Talent Triad (ATT), on December 6, 2023. ATT a platform for Alabama education and training providers, student/jobseekers, and employers to connect with one another. The platform comprises of the Alabama Credential Registry, Alabama Skills-Based Job Description Generator and Employer Portal, and the Alabama Learning and Employment Record (LER). The description of each of the technology solution is hereunder.

1. **Alabama Credential Registry:** It is a system that supports defining skills on credential records, support verification of credential issuer and program by education & training providers, contains education providers, education providing organizations, and makes each credential awarded to Alabamians transparent and supports the development of the annual Compendium of Valuable Credentials promulgated by the Alabama Committee on Credential Quality and Transparency.

The Vendor shall implement an interoperable solution to get credential and skills data from various sources to the Alabama Credential Registry within ATT to ensure the CTE credentials in the Alabama Credential Registry are tagged with skills, education program, and provider details are able to be verified by issuers contributing to the Alabama Learning and Employment Record.

2. **Alabama Skills-Based Job Description Generator and Employer Portal:** It is a system that will allow employers to create skills-based job descriptions based on the "DNA" of the jobs in their firms, as well as on affiliated programs of trusted education & training providers.

The Vendor shall implement an interoperable solution to get credential and skills data from various sources to the Alabama Skills-Based Job Description Generator and Employer Portal within ATT to allow employers to create skills-based job descriptions based on the "DNA" of the jobs in their firms, as well as on affiliated programs of trusted education & training providers.

3. **Alabama Learning and Employment Record (LER):** This system will allow job seekers to synchronize verified credential and skills available within ATT to be part of their LER, add self-attested credential as part of their LERs, add verified credentials and skills from verified providers as part of their LERs develop and share verified resumes, view recommended skills-

based job descriptions generated from the employer portal within a personal Digital Learner Wallet. The Digital Learner Wallets go beyond verified LERs to support all the other things an individual knows and can do to provide a robust experience to support skills-based hiring, and an overall skills-based economy.

The Vendor shall implement an interoperable solution to get verified CTE credential and skills data from various sources to be accessible through the LER for the job seeker/student to add and build the verified credentials and verified skills in their LER.

**All requirements for this RFP are in Tables 1.0 to Table 4.0**

**2.1.2.1. Alabama Talent Triad Credentials and Skills Requirements**

The Alabama Talent Triad Credentials and Skills Requirements are contained in *Table 1.0*. As a part of the response to this RFP, the Vendor must describe how they plan to fulfill the requirements in *Table 1.0*

**Table 1.0: Alabama Talent Triad Credentials and Skills Requirements**

Requirement ID	Requirement Description
1001	<p>The Vendor shall conduct and complete data research, collection, analysis, and definition for all Career and Technical Education (CTE) credentials and Career Readiness Indicators (CRI) credentials to capture the required data to provide LERs for all K-12 students within the Alabama Talent Triad. The analysis will include, but not limited to:</p> <ul style="list-style-type: none"> <li>• CTE and CRI Clusters</li> <li>• CTE and CRI Program</li> <li>• CTE and CRI Credentials</li> <li>• CTE and CRI Course Catalogs</li> <li>• CTE and CRI Skills data</li> <li>• 3rd Party Credentials</li> <li>• Micro-credentials</li> <li>• Skills assertions data</li> <li>• Definitions for each credential</li> <li>• Meta data for each credential and micro-credential</li> </ul>
1002	The Vendor shall conduct and complete a content analysis and cataloging services of all CTE Credentials, CRI, and Skills
1003	The Vendor shall map all CTE data to skills assertions data.
1004	The Vendor shall map all CRI data to skills assertions data.
1005	The Vendor shall, upon completion of the analysis, provide to ALSDE a report of the analysis and results on Requirement ID 1001 to Requirement ID 1004.
1006	The Vendor shall provide skills data to ALSDE to be included for all CTE credentials.



Requirement ID	Requirement Description
1007	<p>The Vendor shall apply metadata to each credential within the Alabama Credential Registry that includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• CTE Credentials and CRI cluster</li> <li>• Skills (competencies)</li> <li>• Issuers</li> <li>• Education providers</li> <li>• Known equivalencies</li> <li>• Stackable sequences</li> </ul>
1008	<p>The Vendor shall apply metadata to each micro-credential within the Alabama Credential Registry that includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• CTE Credentials and CRI cluster</li> <li>• Skills (competencies)</li> <li>• Issuers</li> <li>• Education providers</li> <li>• Known equivalencies</li> <li>• Stackable sequences</li> </ul>
1009	<p>The Vendor shall ensure that all updates made to the ALSDE CTE credentials system(s) and non ALSDE systems are published and available within the Alabama Credential Registry, which include but not limited to:</p> <ul style="list-style-type: none"> <li>• CTE Credentials and CRI cluster</li> <li>• Skills (competencies)</li> <li>• Issuers</li> <li>• Education providers</li> <li>• Known equivalencies</li> <li>• Stackable sequences</li> </ul>
1010	<p>The Vendor shall develop an ATT Platform best practices document for the following:</p> <ul style="list-style-type: none"> <li>• ALSDE and LEA use of the Alabama Credential Registry</li> <li>• ALSDE and LEA use and contributions to the Alabama Learning and Employment Record (LER)</li> </ul>
1011	<p>The Vendor shall submit the ATT Platform best practices document to ALSDE at a time to be agreed upon by ALSDE and the Vendor.</p>
1012	<p>The Vendor shall update the ATT Platform best practices document every six (6) months after the initial agreed upon date between ALSDE and the Vendor.</p>
1013	<p>The Vendor shall submit a detailed project schedule and keep it updated during the duration of the contract.</p>
1014	<p>The Vendor shall provide a monthly project report that will include but not limited to the following:</p> <ul style="list-style-type: none"> <li>• Project timeline</li> <li>• Project schedule – Previous, current, and future period, and slippage</li> <li>• Project status</li> <li>• Project Risks – Past, Current, and Future</li> <li>• Project Issues – Past, Current, and Future</li> <li>• Blockers</li> <li>• Decisions</li> <li>• Financial</li> </ul>

Requirement ID	Requirement Description
1015	The Vendor shall maintain a risks and issue register that will capture all the risks and issues from the start of this contract.
1016	The Vendor shall document lessons learned within 30 (thirty) days of completion of each quarter (calendar year) for this project and share the report with ALSDE.
1017	<p>The Vendor shall create a dashboard specific to this project that has auto update and drill down capabilities to captures and displays the following data points, which includes but not limited to:</p> <ul style="list-style-type: none"> <li>• Number of data sources</li> <li>• Number of students in the ATT Platform</li> <li>• Number and percentage of students from each data source</li> <li>• Number and percentage of students using LER and Digital Learner Wallet</li> <li>• Number and percentage of Employers – Break down by Industry</li> <li>• Number and percentage of Employers who have posted jobs</li> <li>• Number and percentage of Job Postings</li> <li>• Number and percentage of Verified Credential</li> <li>• Number and percentage of Verified Skills</li> <li>• Number and percentage of Credentials to be verified</li> <li>• Number and percentage of Skills to be verified</li> <li>• Frequency of user access – Break down (Number and percentage) by students and employers</li> <li>• System Performance</li> <li>• Bug and defects metrics and reports</li> <li>• Training related issues – Count and drill down for details</li> <li>• Data ingestion issues – Count and drill down for details</li> <li>• Project Risks – Count and drill down for details</li> <li>• Project Issues – Count and drill down for details</li> </ul>
1018	The Vendor shall develop and submit an Enterprise Data Management Plan (EDMP) explicitly related to ALSDE data to ALSDE for review and approval one (1) months after Contract Start.
1019	The vendor shall equip ALSDE and other data providers the ability to produce unlimited on-demand reports without degradation to the systems performance.

### 2.1.3. Data Management

The Vendor will establish and maintain a comprehensive data governance program with well-defined policies, process, and procedures. The Vendor shall comply with all requisite Federal, State, and Local laws, rules and regulations, and external mandates. The Vendor shall provide an Enterprise Data Management Plan (EDMP) that describe how the Vendor handles data, ensures data quality and consistency, increases accountability, improves data security, and optimizes data usage.

#### 2.1.3.1. Data Management Requirements

The Data Management Requirements are provided in *Table 2.0*. As a part of the response to this RFP, the Vendor must describe how they plan to fulfill the requirements in *Table 2.0*.

**Table 2.0: Data Management Requirements**

Requirement ID	Requirement Description
1020	<p>The Vendor shall in the EDMP describe how the Vendor handles data provided by ALSDE. The EDMP must include, but not be limited to, the following:</p> <ul style="list-style-type: none"> <li>• Data Architecture</li> <li>• Data Modeling and Design</li> <li>• Data Storage and Operations</li> <li>• Data Security</li> <li>• Data Integration and Interoperability</li> <li>• Data Quality and consistency</li> <li>• Data Retention</li> <li>• Data Dictionary</li> <li>• Accountability for Data</li> <li>• Data usage</li> </ul>
1021	The Vendor shall in the EDMP document the Vendor’s approach to supporting and collaborating with ALSDE and other data providers related to this project regarding the overall data management and governance policies and principles.
1022	The Vendor shall keep current the EDMP with a formal review every six (6) months.
1023	The Vendor shall provide, implement, maintain, and support comprehensive metadata management for all metadata defined within the Vendor’s environments including, but not limited to, a data dictionary to align with the Enterprise Data Management Plan.
1024	The Vendor shall have a metadata management program that encompasses metadata, master data, data dictionaries, reference data, and business rules with established polices, processes, and procedures.
1025	The Vendor shall provide and maintain an online data dictionary and metadata dictionary, featuring customizable search and reporting capabilities, that is accessible to authorized users identified by ALSDE.
1026	The Vendor shall provide an ETL/ELT solution that includes exception handling mechanisms to facilitate error correction and auditing without impacting concurrent, overall operations.
1027	The Vendor shall have the capability to flag and retain all credential and skills data received from various sources in a non-archived state until such time as the ALSDE gives approval to archive or purge the specified data.
1028	The Vendor shall obtain ALDE approval prior to archiving any data.
1029	The Vendor shall comply with all Federal, States, and Local Laws, Rules and Regulations in the use, management, and access to the credential and skills data within the ATT Platform.

**2.1.4. Data Integration**

The Vendor shall receive credential data and skills data from various sources. The Vendor shall work closely with ALSDE and other data providers to establish connections, develop interface control documents (ICDs).

### 2.1.4.1.Data Integration Requirements

The Data Integration Requirements are provided in *Table 3.0*. As a part of the response to this RFP, the Vendor must describe how they plan to fulfill the requirements in *Table 3.0*.

**Table 3. 0: Data Integration Requirements**

Requirement ID	Requirement Description
1030	The Vendor shall work with ALSDE data and data from parties related to this project to receive, ingest, update, and make data available into the ATT Platform.
1031	The Vendor shall implement an interoperable solution to get credential and skills data from various sources to the Alabama Credential Registry within ATT Platform.
1032	The Vendor shall ensure that the ALSDE credentials and credentials related to this project are tagged to skills, have the credentials verified for each issuer and program by education & training providers, and make each credential awarded to Alabamians transparent.
1033	The Vendor shall implement an interoperable solution to get credential and skills data from ALSDE and data sources related to this project to the Alabama Skills-Based Job Description Generator and Employer Portal within the ATT Platform.
1034	The Vendor shall implement an interoperable solution to get verified credential and skills data from various sources to be accessible through the LER for job seeker/student to add and build the verified credentials and verified skills in their LER.
1035	The Vendor shall make enhancement to the ATT platform to include all CTE credentials, CRIs, and skills data.
1036	The Vendor shall develop and submit an Enterprise Interface Control Documents (EICDs) for all ALSDE and related interfaces to the ATT Platform for ALSDE review and approval within one (1) month after contract start.
1037	The Vendor shall keep current the EICDs with a formal review every six (6) months.
1038	The Vendor shall have ability to apply corrections to previously loaded records.
1039	The Vendor shall have the ability to develop a real-time Application Programming Interface (API) that supports data ingestion, data updates.
1040	<p>The Vendor shall perform root cause analysis and present the results to the ALSDE, along with a remediation plan, for any anomalies related to data ingestion and load processes. The Vendor shall adhere to the following process:</p> <ol style="list-style-type: none"> <li>1. <b>Anomaly Notification:</b> <ol style="list-style-type: none"> <li>a. During business hours, an initial notification of the anomaly shall be provided, via email, to ALSDE within one (1) hour of detection and identification.</li> <li>b. Outside of business hours, an initial notification shall be provided, via email, with a follow-up call scheduled the first business day after the anomaly.</li> </ol> </li> <li>2. <b>Root Cause Analysis:</b> The root cause analysis shall be provided to ALSDE within three (3) business days, or a timeframe agreed upon by ALSDE.</li> </ol>

### 2.1.5. Training

Training will need to manage and administer the initial and ongoing knowledge of the ATT Platform to enable stakeholders to maximize their usage, familiarity, application, and comprehension of all aspects of the platform. The training stakeholders are the following:

- Students
- Teachers
- Families
- Counselors
- LEAs identified resources
- ALSDE identified resources
- Employers using the ATT Platform

### 2.1.6. Training Requirements

The Training Requirements are provided in *Table 4.0*. As a part of the response to this RFP, the Vendor must describe how they plan to fulfill the requirements in *Table 4.0*.

**Table 4. 0: Training Requirements**

Requirement ID	Requirement Description
1041	The Contract shall provide a training framework for this project that includes but not limited to: <ul style="list-style-type: none"> <li>• Planning</li> <li>• Scheduling</li> <li>• Development</li> <li>• Maintenance</li> <li>• Just-in-time/reoccurring delivery to the stakeholders</li> <li>• Customization of any aspect or variable of the training necessary to meet specified needs of each target audience</li> </ul>
1042	The Vendor shall provide a training tool that has the following capabilities: <ul style="list-style-type: none"> <li>• Virtual</li> <li>• Role-based access</li> <li>• 24/7 access to training content</li> </ul>
1043	The Vendor shall develop training content that should be accurate, engaging, and tailored to the targeted learners needs.
1044	The Vendor shall develop training that meets the specific needs of each stakeholder group listed in section 2.1.5.
1045	The Vendor shall ensure that all training videos are available through the ATT Platform.
1046	The Vendor shall ensure that the training tool is accessible on various devices and platforms for ease of use by the stakeholders.
1047	The Vendor shall provide adequate user support to address any issues or queries related to the training content. This includes technical support for accessing the content online.
1048	The Vendor shall conduct twelve (12) informational webinars to the stakeholders listed in section 2.1.5.

Requirement ID	Requirement Description
1049	The Vendor shall hold six (6) customized training sessions for each of the stakeholders group listed in section 2.1.5.
1050	The Vendor shall ensure that online training materials are 508 compliant.
1051	The Vendor shall ensure that online training must be available in Spanish and other languages as requested by ALSDE.
1052	The Vendor shall develop train-the-trainer curriculum for instructors, teachers, counselors, and other relevant stakeholders.
1053	The Vendor shall provide training to train-the-trainer user groups.

### 2.1.7. Narrative Questions

Vendors must answer each narrative question or statement clearly and completely. Each narrative question response must address the applicable specification(s) and should include any Vendor-specific knowledge, creativity, or innovation that shows how the topic will support ALSDE goals and objectives. **All questions shall have detailed descriptive responses, and examples where applicable.**

#### Example for responses to Narrative Questions:

1. What are your experiences, and approaches you took in working with state/governmental agencies embarking on modular solutions?

*Vendor response to Question/Statement. Identify and/or label any specific references to applicable requirements in-line with the text (e.g., “REQ – 1234”).*

2. How did your team collaborate and remain engaged with multiple stakeholders?

*Vendor response to Question/Statement. Identify and/or label any specific references to applicable requirements in-line with the text (e.g., “REQ – 1234”).*

#### Narrative Questions that Vendor needs to respond while submitting their proposals to the RFP

1. What are your experiences in working with state/governmental agencies?
2. How did your team collaborate and remain engaged with multiple stakeholders?
3. What were the challenges you had to overcome while engaging multiple stakeholders? Provide example of the lessons learned. Describe how you would implement these lessons learned with the stakeholders.
4. What is your approach to ensure the project team, stakeholder, and executive management are fully informed on the project progress?
5. What is your approach to the monthly status meetings, and weekly stakeholder touchpoint meetings.
6. What is your approach to recording, updating, and following up on risks, issues, action items, and decisions? Provide examples
7. What is your approach in identifying gaps in current processes and applying continuous process improvement to gain efficiencies?
8. What is your approach to managing data being provided by multiple sources to be used in the ATT Platform? Provide examples of any workflows implemented in previous implementation.
9. How do you plan to integrate data from different sources into the ATT Platform?
10. What is your approach to delivering definitions of data and metadata? Provide examples

11. What is your approach to performing analysis of CTE and CRI clusters, program, credentials, course catalogs, skills data, CRI graduation requirements, micro-credentials, and skills assertions data.
12. What is your approach to ensuring verified credentials data and verified skills data are available to the users of the ATT Platform.
13. What is your expertise in library science, specifically cataloging principles and experience with complex metadata design and mapping.
14. What is your experience developing Ontology schemas as well as open standards such as Credential Transparency Description Language (CTDL).
15. What is your experience in cataloging skills-based credential records for multiple institutions for the purposes of creating and publishing to a credential registry.
16. What is your high-level approach to integrating with external interfaces and describe your experience with this approach?
17. How do you plan to maintain a comprehensive data program for data accuracy, quality, consistency, and integrity during data integration?
18. What is your approach in providing a user-friendly dashboard that provides information contained in Requirement ID 1017 of this RFP that includes auto update and drill down capabilities? Proposal shall contain examples with screenshots.
19. What is your experience in developing training curriculum?
20. What is your experience in developing training content and training videos?
21. What is your approach to making available training curriculum, content, and training videos available online that is accessible on multiple devices?
22. What is your experience in analyzing student credential and skills data, developing skills ontology, developing systems, solutions, or platform that uses student's credential and skills data for use by students and multiple stakeholders.

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

To meet the objectives of this RFP, ALSDE will provide:

- Appropriate API to data in the Student Information Systems under the data sharing agreement between ALSDE, the Office of Education and Workforce Statistics, and the Vendor.

## **Section 3.00 General Requirements**

### **3.1 Requirements of Proposal**

The vendor 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 Vendor Requirements and Cost Proposal in two distinct sections. E-Verify information is required to be submitted for all employees to include Vendors 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 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. It will state that the vendor 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.

#### **Part II**

##### **Vendor Qualification and Experience:**

Vendor 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 as related to the required activities in the RFP with a minimum of 2 years of experience in analyzing student credential and skills data; developing skills ontology; developing Application Program Interfaces (APIs) to consume data from other systems; developing systems, solutions, or platform that uses student's credential and skills data for use by students and multiple stakeholders; developing training relevant training content and providing training.

#### **Part III**

Vendor 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.

##### **Vendor Organization:**

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

##### **References:**

The vendor 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:**

Vendor shall include the fee structure and pricing for the training sessions/program. The vendor shall submit a cost proposal in addition to other required information.

Flat rates for half and/or whole day training sessions should be inclusive of travel and/or supplies and materials costs and identify if the training is in person or virtual, and the proposed number of participants. Flat rates for consulting, coaching, and/or professional services should stipulate the cost per hour and the proposed number of hours. Project costs must include all proposed necessary charges to be made by the contractor/grantee in accomplishing the objectives of the contract/grant during the specified contract/grant period (initial contract/grants are generally for a one-year period unless otherwise noted).

### **Sub-Vendor Disclosure:**

If the execution of work to be performed requires the hiring of sub-Vendors, **you must clearly state this in the bid proposal and provide qualification for such individuals.** Sub-Vendors 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 sub-Vendor; however, the ALSDE reserves the right to refuse the sub-Vendor you have selected. Vendor and associated personnel shall remain solely responsible for the performance of all work, including work that may be subcontracted.

Describe your rationale for utilizing sub-Vendors including relevant past experience partnering with stated sub-Vendor(s). Documents for E-Verification of sub-Vendors are the sole responsibility of the Vendor and must be available upon request to ensure compliance.

## **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.

### **4.2 Immigration**

The proposal must contain a statement that the firm is aware of and in compliance with the requirements of the Beason-Hammon Alabama Taxpayer and Citizen Protection Act and 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 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.

*Rev.5-24-13*

### **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 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 vendor, if selected as the career planning system vendor, shall neither award nor offer gratuities, favors, nor anything of monetary value from vendors or sub-vendors.

### **4.4 Data Usage Restriction Clause**

- 1 The Vendor, hereby **attests and agrees** that it is expressly prohibited from using any data provided to it by the data providers, either in its raw form or after undergoing any form of processing, aggregation, or transformation, for the purpose of training a new Artificial Intelligence (AI) product, model, algorithm, or any similar computational construct (collectively referred to as the "AI System") to be used in a new product, model, service, or offering (collectively referred to as

the "Product") of the Vendor or any of its partners or affiliates. The Vendor **further attests and agrees** that any violation of this clause will be considered a material breach of this RFP and/or Contract to be entered into by the vendor, and may result in termination of the Contract, legal action, or both, at the sole discretion of ALSDE.

- 2 Notwithstanding the restrictions set forth in Section 4.4.(1) of this Agreement, the Vendor may use the data provided by the data providers to:
  - a. Customize the AI System currently in use, which may result in the development of a new AI System, or
  - b. Develop a new AI System.

Provided that such customization or development is expressly required by the State to meet specific needs of Alabama (the "State-Specific Needs"). Any such use of the data for the State-Specific Needs shall be subject to prior written approval by the State and shall be carried out in accordance with all applicable laws, regulations, and the terms and conditions of this Agreement.

The State shall submit the request in writing for the purpose of Section 4.4.(1). Upon receipt of request from the State by the vendor, the vendor shall submit to the State, in writing, a Request for Approval (RFA) to use the data for AI System training, details of the data use, and statement of model training completion.

- i. Request for Data use for AI System training: Submit an RFA, in writing, to the State to use the data provided by the data providers for AI System training.
- ii. Details of Data Use: The RFA shall include a comprehensive written explanation that outlines, the following, but is not limited to:
  - a. Purpose of data usage
  - b. Data elements that will be used for the AI System training
  - c. Specifics of the AI System
  - d. Methods of data utilization
  - e. Expected outcomes
  - f. Duration of data usage
  - g. The manner the data providers data will be stored, processed, and secured
  - h. Name(s) of the individual(s) who will have access to the data
  - i. The controls in place to prevent unauthorized use
  - j. Specific types of data that will be used for model training
  - k. Description of model training process
  - l. Risks associated with using the data for model training and how these risks will be mitigated
  - m. A risk register contains the following, but is not limited to:
    1. Level of risk
    2. Mitigation strategies
    3. Status of the risk(s)
- iii. Statement of Model Training Completion: The statement shall include a comprehensive written explanation that outlines, the following, but is not limited to:
  - a. Statement that the model training has been completed
  - b. Summary of the model training, including information specified in the details of data use section above.
  - c. Deletion of data or data will be returned by a certain date

- d. Statement that no training data has been stored
- e. Contact information of person(s) whom stakeholders can contact any questions or concerns

#### **4.5 AI Model Development and Use Attestation Clause**

The vendor, hereby provides, **in its response to the RFP**, a written statement attesting to the following:

1. **Pretrained AI System**: The AI System used in the performance of this RFP and/or Contracts have been pretrained. No data provided under this RFP and/or Contracts is being used to train an AI System to be used in a new product of the Contractor or any of its partners or affiliates.
2. **Responsibility in AI System Development**: The vendor used all responsible measures needed during the development of the AI System that is used in the performance of this RFP and/or Contract.
3. **Human-in-the-Loop AI System Training**: A human-in-the-loop approach was used in training of the AI System, ensuring human oversight and intervention were integral parts of the training process.
4. **Unbiased Data Selection and Algorithm Development**: The process of data selection for AI System training were conducted in an unbiased manner, adhering to the principles of fairness and non-discrimination.
5. **Expected Outcomes**: The results produced by the AI System meet the expected outcomes as defined in this Agreement.

The Contractor **further attests and agrees** that any violation of this clause will be considered a material breach of this RFP and/or Contract, and may result in its termination, legal action, or both, at the sole discretion of ALSDE.

#### **4.6 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.

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  
\_\_\_\_\_ (Vendor/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 Vendor/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 Vendor/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 Vendor/Grantee is a business entity or employer as those terms are defined in Section 3 of the Act.  
\_\_\_\_ (b) The Vendor/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 Vendor/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 Vendor/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 Vendor/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