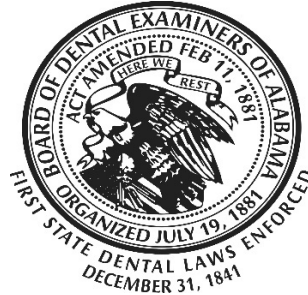


**Request for Proposal (RFP)
RFP BDEAL 2023-05
Board of Dental Examiners of Alabama
Code of Alabama 1975, §34-9-26**

Board of Dental Examiners of Alabama



**Request for Proposal
RFP BDEAL 2023-05
Code of Alabama 1975, §34-9-26**

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

Dr. Mary Beth Finn
Financial Services Manager
Board of Dental Examiners of Alabama
2229 Rocky Ridge Road
Birmingham, AL 35216
Email: marybeth@dentalboard.org

Deadline:

**Proposals must be received no later than 4:00 p.m. on September 14, 2023.
It is required that each vendor clearly mark the envelope RFP BDEAL 2023-05 in the lower
left corner of the envelope (Response packages that are not marked will be rejected.)**

The proposal package must contain the following:

Original proposal plus one copy with original signatures.

**Proposal Opening
September 15, 2023
9:00 a.m.
2229 Rocky Ridge Road
Birmingham, AL 35216**

Request for Proposal (RFP)
RFP BDEAL 2023-05
Board of Dental Examiners of Alabama
Code of Alabama 1975, §34-9-26

Table of Contents

Section 1.00 Administrative Overview

- 1.1 Purpose and Background
- 1.2 Anticipated Timetable
- 1.3 Proposal Evaluation
- 1.4 Conditions and Terms

Section 2.00 Scope

- 2.1 Scope of Vendor's Work and Responsibilities
- 2.2 Scope of BDEAL Work and Responsibilities

Section 3.00 General Requirements

- 3.1 Requirements of Proposal

Section 4.00 General Terms and Conditions

- 4.1 Governance
- 4.2 Immigration
- 4.3 Conflict of Interest
- 4.4 Discrimination

Request for Proposal (RFP)
RFP BDEAL 2023-05
Board of Dental Examiners of Alabama
Code of Alabama 1975, §34-9-26

Section 1.00 Administrative Overview

1.1 Purpose and Background

Purpose:

The purpose of this proposal is to seek proposals from qualified, experienced, dental instructors to instruct as a subject matter expert for the Alabama Dental Hygiene Program.

Background:

Alabama Dental Hygiene Program, commonly referred to as the “ADHP” is a unique accelerated certification program developed over 50 years ago to meet the needs of the dental profession and the citizens of the State of Alabama.

The ADHP combines essential formal classroom education and training coupled with the students working with his/her sponsoring dentist in the clinical environment to develop the real-world application of dental hygiene skills. Today, the ADHP trains over 200 dental hygiene students annually.

1.2 Anticipated Timetable

September 14, 2023, 4 p.m. Proposal Submission Deadline

September 15, 2023, 9 a.m. 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	35 points
Vendor Experience in ADHP	10 points
Teaching Experience at the post-secondary level	25 points
Detailed description of approach to methodology and/or presentation of training materials and/or modules.	30 points

Request for Proposal (RFP)
RFP BDEAL 2023-05
Board of Dental Examiners of Alabama
Code of Alabama 1975, §34-9-26

Best and Final Offers:

BDEAL 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 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 BDEAL. By submitting a proposal each vendor accepts and agrees to all conditions and requirements herein.

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

Rejection of Proposal:

BDEAL reserves the right to reject any or all proposals which are deemed to be non-responsive, late in submission, or unsatisfactory in any way. BDEAL shall have no obligation to award a contract for work, goods and/or services because 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>.

Request for Proposal (RFP)
RFP BDEAL 2023-05
Board of Dental Examiners of Alabama
Code of Alabama 1975, §34-9-26

Confidentiality:

All information contained in the RFP is the exclusive property of BDEAL. 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 number of awards depends on the number of positions needed and the subject matter expertise of the candidates.

BDEAL will select the vendors that meet the requirements of the proposal. RFPs will be reviewed to ascertain that minimum requirements have been met. BDEAL reserves the right to conduct discussions with potential vendors to clarify information contained in their proposals, but BDEAL has no obligation to do so.

Unless provided by law, nothing in this RFP shall be construed to create any legal obligation on the part of BDEAL or any respondents. BDEAL 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 BDEAL 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 BDEAL for any costs, expenses, or fees related to the RFP. All supporting documentation submitted in response to the RFP will become the property of BDEAL. 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.

Only the final results of the BDEAL Evaluation Committee may be considered public. Any work papers, individual evaluator or consultant comments, notes, or score will not be considered public. The final results of the BDEAL Evaluation Committee will not be publicly available until a final contract(s) has received all necessary approvals.

Open Records act requests can be made at the following website:

<https://www.dentalboard.org/public/>

Disclaimer Notice:

BDEAL 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 BDEAL to proceed are conditioned upon the continued availability of funds that may be expended for these purposes.

Request for Proposal (RFP)
RFP BDEAL 2023-05
Board of Dental Examiners of Alabama
Code of Alabama 1975, §34-9-26

1.4 Conditions and Terms

Contract Terms:

The contract resulting from this RFP is good for one year. It may be renewable for four (4) additional years pending written agreement of the vendor and BDEAL, dependent upon required state approvals, availability of funds, performance evaluations, at the full discretion of BDEAL. The contract will commence pending Legislative Review Committee approval and Governor's signature, and/or the approval of the Chief Procurement Officer, whichever is most appropriate.

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.

Request for Proposal (RFP)
RFP BDEAL 2023-05
Board of Dental Examiners of Alabama
Code of Alabama 1975, §34-9-26

Section 2.00 Scope

2.1 Scope of Vendor's Work and Responsibilities

1. Creation of all teaching materials to use in conjunction with textbooks and other classroom resources in area of subject matter expertise for classroom lecture and presentation in the Alabama Dental Hygiene Program.
2. Content knowledge and expertise of one or more of the following:
 - a. Periodontology/Periodontics
 - b. Dental Radiography
 - c. Oral Pathology
 - d. Head and Neck Anatomy
 - e. Cariology
 - f. Infection Control
3. Instruction of all assigned/scheduled training requested by BDEAL.
4. Meeting all deadlines for presentations, exam questions and other submissions for review by the Educational Director BEFORE being used in instruction of the students.
5. Providing students with instructional assistance and encouragement.
6. Providing students with alternative learning resources if requested.
7. Attending all required staff meetings.
8. Understanding all the resources and policies of the Alabama Dental Hygiene Program and BDEAL.
9. Responding to all requests from Board staff, the ADHP Coordinator, and/or the Educational Director in a timely manner.

Request for Proposal (RFP)
RFP BDEAL 2023-05
Board of Dental Examiners of Alabama
Code of Alabama 1975, §34-9-26

2.2 Scope of Board of Dental Examiners of Alabama's Work and Responsibilities

1. BDEAL is authorized by law to enter contracts for such instructional services on behalf of the Alabama Dental Hygiene Program.
2. BDEAL will provide a venue for the instruction and resources to be used by the instructor.
3. The Board agrees to pay compensation for professional services in the preparation, instruction, and testing of material in the Vendor's subject matter expertise. (Copies of all materials produced by the Vendor in this subject delivery will be provided to the Board and are the property of the Board. In addition, the Vendor may be recorded and said recordings may be retained by the Board.)
4. In consideration for the services to be rendered, BDEAL agrees to pay to Vendor \$150.00 per hour not to exceed a total of \$12,000 annually; plus, mileage and per diem at the rates allowed by law, payable upon receipt of invoices itemizing the services rendered and costs expended, not to exceed \$2000 annually. A maximum of two hours of prep/planning for every day of lecture may be compensated.*

****By application to this RFP, the vendor agrees to the stated pay of the position or can supply a lesser amount as a request for review.***

Request for Proposal (RFP)
RFP BDEAL 2023-05
Board of Dental Examiners of Alabama
Code of Alabama 1975, §34-9-26

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.** Educational qualifications, instructional qualifications, ADHP experience, and specific subject-matter experience will be evaluated for contract award.

(Each Part shall be a separate section and not combined with any other part.)

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.

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 and specific experience in the Alabama Dental Hygiene Program. The discussion shall include a description of the vendor's background and relevant experience as related to the required activities in the RFP. (Official college transcripts may be requested.)

Part III

Detailed Plan:

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.

Part IV

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.

Request for Proposal (RFP)
RFP BDEAL 2023-05
Board of Dental Examiners of Alabama
Code of Alabama 1975, §34-9-26

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 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 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 subcontractors.

Request for Proposal (RFP)
RFP BDEAL 2023-05
Board of Dental Examiners of Alabama
Code of Alabama 1975, §34-9-26

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.

Request for Proposal (RFP)
RFP BDEAL 2023-05
Board of Dental Examiners of Alabama
Code of Alabama 1975, §34-9-26

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

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

WITNESS: _____