



2601 Carson Road  
Birmingham, Alabama 35215-3098

**RFP Invitation 26-003**  
**Request for Proposal for Assessment/Accreditation Management Software**

**RFP Opening Date:** *December 3rd, 2025*

**RFP Opening Time:** 2:00 P.M.

**RFP Opening Location:** George Wallace Hall Room 115

**Submit bid proposal to:** Jefferson State Community College

JSCC RFP  
Attention: Denise Lauderdale  
George Wallace Hall Room #100  
2601 Carson Road  
Birmingham, Alabama 35215

November 4th, 2025

To Whom It May Concern:

Jefferson State Community College will receive sealed proposals for Assessment and Accreditation Management Software, RFP 26-003, in its Business Office until **Wednesday December 3rd, 2025 at 2:00 PM** for the item(s) described and specified on the attached sheet(s). All proposals received after this time will not be considered. The proposals will be publicly opened.

General Conditions and Instructions to Vendors:

All proposals are to be in sealed envelopes with the **opening date and RFP number to Appear on the outside of the envelope**. Proposals should be mailed to **Jefferson State Community College, ATTN: Denise Lauderdale, 2601 Carson Road, Birmingham, AL 35215**. If you have questions regarding this RFP, contact **Denise Lauderdale, Purchasing Coordinator at 205-856-8020**. We will not accept proposals that are faxed or emailed. Proposals must be **received** by the time and date listed above, not postmarked. Proposals delivered by Federal Express, Airborne Express, and all other delivery services must be labeled with "RFP enclosed" along with the opening date and RFP number on the **outside** of the delivery service's envelope.

Only written modifications to proposals will be accepted.

The College reserves the right to accept proposals in any combination or reject any proposal or part thereof and to waive any technicality in the RFP which in its sole discretion is in the best interest of the College. The College expressly reserves the right to reject all proposals if, in its sole discretion, the College believes the rejection of all proposals would be in the best interests of the College. Awards may be issued to multiple vendors.

After the proposals are opened, all proposals become the property of the College and will be made available for public inspection.

The proposal is to be made without connections with any other person, company, or party making a proposal and is to be in all respects fair and in good faith, without collusion or fraud.

Jefferson State Community College may cancel any agreement with a successful vendor at any time with a 30-day written notice. In the event that the vendor wishes to not renew the contract, vendor must give a sixty (60) day written notice before the end of the contract.

Alabama laws require that, as a condition for the award of a contract by a college to a business entity or employer with one or more employees working in Alabama, the business entity or employer must provide documentation of enrollment in the E-Verify program. During the performance of the contract, the business entity or employer shall participate in the E-Verify program and shall verify every employee that is required to be verified according to the applicable federal rules and regulations. The contractor's E-Verify Memorandum of Understanding must be included with the proposal. If you do not believe these requirements are applicable to your entity, include an explanation justifying such exemption. An entity can obtain the E-Verify Memorandum of Understanding upon completion in the E-Verify enrollment process located at the federal web site [www.uscis.gov/everify](http://www.uscis.gov/everify).

The Alabama Department of Homeland Security (<http://immigration.alabama.gov>) has also established an E-Verify employer agent account for any business entity or employer with 25 or fewer employees that will provide a participating business entity or employer with the required documentation of enrollment in the E-Verify program. An Employer Identification Number (EIN), also known as a Federal Tax Identification Number, is required to enroll in E-Verify or to establish an E-Verify employer agent account.

In submitting a proposal, the vendor agrees to execute a contract incorporating the General Conditions and Instructions to Vendors for any and all items which collectively shall constitute the contract.

RFP awards are subject to change or cancellation due to unanticipated decrease in funding (including tuition, local, state, or federal). RFP awards are also subject to change or cancellation due to changes in local, state, federal laws, regulations, policies, or changes in the policies of the Alabama Community College System.

Act 2001-955 requires the Disclosure Statement (included with this RFP) be completed and filed with all proposals, bids, contracts, or grant proposals to the State of Alabama in excess of \$5,000.

**Table of Contents**  
Jefferson State Community College  
R F P #26-003  
Assessment/Accreditation Management Software

Evaluation Criteria	5 – 6
Introduction & Vendor Information Response	7 – 13
Format	14 – 15
Scope of Services	16 – 17
Acknowledgement of Receipt Form	18
Collusion/Fraud Statement	19
Minority Information	20
Vendor Disclosure Form	21 - 24

**Evaluation Criteria**  
Jefferson State Community College  
Request for Proposal #26-003

Assessment/Accreditation Management Software will be evaluated in accordance with the following criteria:

1. Points can be assigned as follows:

1. Excellent	30
2. Good	20
3. Fair	10
4. Poor	5
5. Unacceptable	0

2. Each category weighted by importance and compared to similar size institutions where applicable:

	<u>Weight Factor</u>
1. Qualification	
• Ease of use by faculty and staff	25
• Demonstrated Knowledge of Jefferson State	10
2. Ease of implementations/customizations	
Reporting Features	15
3. Proposed charge for system	20
4. References (3 similar size institutions w/multiple campus locations)	10
5. Implementation Plan	5
6. Staff Training (both Jefferson State and Vendor)	15

EXAMPLE:      Qualification  
                    Good Rating 20 x 30 (weighting) = 600 points

                    Staff Training  
                    Poor Rating 5 x 15 (weighting) = 75 points

### **Evaluation Criteria Worksheet**

	Weight Factor	Points Assigned	Total
1. Qualification	25		
2. Ease of implementations/customizations	10		
3. Reporting Features	15		
4. Proposed charge for system	20		
5. References (3 similar size campuses) w/multiple campus locations	10		
6. Implementation Plan	5		
7. Staff Training	15		

**Request for Proposal**  
**Introduction & Vendor Instructions**  
Jefferson State Community College  
Assessment/Accreditation  
Management Software

1. Purpose

The purpose of this RFP is to establish a contract for an Assessment and Accreditation Management software with Jefferson State Community College. The Assessment and Accreditation Management requirements are contained in the Scope of Services and Specifications of the RFP.

2. Commitment of the Community College

Jefferson State Community College reserves the right to withdraw this RFP at any time and for any reason. Receipt of proposal materials by the College or submission of a proposal to the College confers no rights upon the proposer nor obligates the College in any manner.

A contract, based on this RFP, may or may not be awarded. Any contract resulting in an award from the RFP is invalid until properly approved and executed by the President of Jefferson State Community College. Any agreements shall be construed and interpreted according to the laws of the State of Alabama.

3. Issuing Office

This RFP is being issued by and sealed proposals are to be submitted to:

Denise Lauderdale  
Jefferson State Community College  
2601 Carson Road  
Birmingham, AL 35215

4. Form of Contract

The successful vendor shall submit a proposed agreement, the scope and terms of the contract shall consist of the RFP, any amendments thereto, and the contractor's proposal in response to the Request for Proposal. In the event that an issue is addressed in one document that is not addressed in the other documents, no conflict in language shall be deemed to have occurred. However, the College reserves the right to clarify any contractual relationship in writing with the concurrence of the Contractor, and such written clarification shall govern in case of conflict with the applicable requirements stated in the RFP or the Contractor's proposal. In all other matters not affected by the written clarification, if any, the RFP shall govern.

No modifications or changes in any provision in the contract shall be made, or construed to have been made, unless such modification is mutually agreed to, in writing, by the Contractor and the College and incorporated as a written amendment to the contract. Memoranda of understanding and correspondence shall not be construed as amendments to the contract.

The contract shall be construed according to the laws of the State of Alabama. Any legal proceedings against the College regarding this RFP, or any resultant contract, shall be brought in the State of Alabama.

5. Deviations from the Form of Contract

The stated requirements appearing elsewhere in the RFP shall become a part of the terms and conditions of any resulting contract. Any deviations must be specifically defined by the Contractor in the proposal.

6. Execution of Contract

The Contractor to whom the RFP is awarded shall, within ten (10) days after prescribed documents are presented for signature, execute and deliver to Jefferson State the contract in substantial form, and include those items added or deleted during negotiations. The Contractor shall also provide satisfactory evidence of all required insurance coverage and proof satisfactory to Jefferson State, of the authority of the person executing the contract on behalf of the Contractor.

The above documents must be furnished, executed, and delivered before the contract will be executed by Jefferson State. The contract will not be binding upon Jefferson State until it has been executed by Jefferson State and a copy of such fully executed contract is deliverable to the Contractor.

The contract shall be for five years with successive one year renewal options not to exceed a total of ten (10) years.

7. Contract Requirements

VENDOR DISCLOSURE FORMS:

State of Alabama Act 2001-955 requires that the Vendor Disclosure statement be completed and filed with all proposals, bids, contracts or grant proposals to the State of Alabama in excess of \$5,000.00. A vendor disclosure statement is not required for contracts for gas, water, and electric services, where no competition exists, or where rates are fixed by law or ordinance. In circumstances where a contract is awarded by competitive bid, the disclosure statement shall be required only from the person receiving the contract and shall be submitted within ten (10) days of the award. A new vendor disclosure statement is required for each purchase in excess of \$5,000.00 regardless of prior purchases. A current vendor disclosure statement must be on file before invoices can be processed for payment.



8. Proposal Addenda and Rule for Withdrawal

Prior to the deadline date specified for receipt of proposals, a proposal may be withdrawn by submitting a written request for its withdrawal to the address listed. Unless requested by the College, it will not accept any addenda, revisions, or alterations to proposals after the proposal due date. Any submitted proposal shall remain valid for six (6) months after the proposal due date.

9. Rejection of Non-Responsive Proposals

Proposals shall be considered non-responsive if they contain omissions, alterations of unacceptable conditions or limitations, or other irregularities of any kind. Jefferson State may reject proposals considered non-responsive.

10. Oral Commitments

Potential vendors should clearly understand that any verbal representations made or assumed to be made during any oral discussions held between representatives of potential vendors and any Jefferson State Community College personnel are not binding on Jefferson State Community College, unless confirmed in writing by Denise Lauderdale.

Any oral clarifications of substance shall be reduced in writing by the proposer when requested by JEFFERSON STATE.

11. Offer of Gratuities

By submission of a proposal, the proposer certifies that no official or employee of the College has or will benefit financially or materially from this contract. The contract may be terminated by the College if it is determined that gratuities of any kind were either offered to, or received by, any official or employee of the Community College from the potential vendor, his agent, or employees.

12. Vendor Presentation/Demonstration

Vendors who submit a proposal in response to this Request for Proposal may be asked to make a presentation/demonstration of their proposal based on selection by Jefferson State Community College. Only those vendors selected by Jefferson State Community College may be asked to present. These presentations and demonstrations must show the College the "live" system functioning on a computer-based system. It cannot consist of a demonstration not actually running on a computer system. For example, a simple PowerPoint presentation will not be sufficient. The demonstration must actually exercise the system in real-time via connection to a vendor supplied hosted software solution. The presentation/demonstration may use vendor data of their own choosing.

13. Restrictions on Communicating with Community College Staff

From the issue date of the Request for Proposal, until a Contractor is selected, and selection is announced, vendors are not allowed to communicate with any College staff. Questions will **only** be answered by e-mail. Please email to Jhayesla@jeffersonstate.edu by November 19<sup>th</sup>, 2025.

The College shall reserve the right to reject a proposal for violation of this provision.

14. RFP Addenda

Addenda to this Request for Proposal may be necessary prior to the closing date and will be furnished by email to all prospective vendors. Failure to acknowledge receipt of addenda in accordance with instructions contained in the addendum may result in the proposal not being considered. No changes 24 hours before opening date.

15. Compliance with the Law

Contractor shall comply with all applicable laws, ordinances, rules and regulations relating to the Services provided under this Agreement.

16. Insolvency

In addition to all other rights herein, either party hereto may terminate this Agreement without prior notice should the other party become insolvent, voluntarily file for bankruptcy or receivership, or make any assignment for the benefit of creditors, or should the other party have commenced against it any proceeding, suit or action in bankruptcy or receivership provided such proceeding, suit or action is not dismissed within thirty (30) days.

JEFFERSON STATE's financial status depends directly upon appropriations from the State of Alabama. Therefore, this agreement, and its continuation, is hereby expressly made contingent upon JEFFERSON STATE actually receiving from the State of Alabama an appropriation in sufficient amount so as to allow JEFFERSON STATE to meet its financial obligations. Such determination shall be made solely by JEFFERSON STATE and such determination shall be final and binding upon both parties. If at any time JEFFERSON STATE shall determine that its appropriation is not adequate to allow it to meet its obligations, then in such event JEFFERSON STATE shall be allowed to terminate this Agreement, upon 90 days written notice to Contractor, with all other termination and final settlement provisions remaining applicable hereto.

17. Trade Secrets and Proprietary Information

During the term of this Agreement, Contractor and College may have access to certain proprietary materials of each other. In the case of Contractor, proprietary information shall include management guidelines and procedures, faculty data, student data, staff data, operating manuals, and similar compilations regularly used in Contractor's business operations ("Trade Secrets"). Neither College nor Contractor shall disclose any of the other party's Trade Secrets or other proprietary information, directly or indirectly, during or after the term of this Agreement. The parties shall not photocopy or otherwise duplicate any such material without the prior written consent of the originator. All Trade Secrets and other proprietary information shall remain the exclusive property of its originator and shall be returned thereto immediately upon termination of this Agreement.

As a reminder, all student data must be protected under the provisions of FERPA (Family Educational Rights and Privacy Act). The successful vendor must demonstrate the security mechanisms in place to protect against data loss or security breaches. Also, evidence of FERPA training and certification of all vendor employees servicing the JEFFERSON STATE account must be provided prior to contract initiation.

18. Assignment

This Agreement, or any portion thereof, may not be assigned by either party without the written consent of the other.

19. Catastrophe

Neither Contractor nor JEFFERSON STATE shall be liable for failure to perform its respective obligations hereunder when such failure is caused by fire, explosion, water, act of God, civil disorder or disturbance, strikes, vandalism, war, sabotage, weather and energy related closings, governmental rules or regulations, failure of third parties to perform their obligations with respect to the Services, or like causes beyond the reasonable control of such party, or for real or personal property or damage due to such causes.

It is required by the College that the successful vendor speak to their disaster recovery/backup methodology in order for the vendor supplied data center to remain operational in a disaster situation. The College requires that the vendor demonstrate routine exercise of their disaster recovery plan and provide reports to the Community College of those exercises. Failure to provide adequate disaster recovery/backup mechanisms in order to mitigate vendor downtime could result in the termination of the contract by JEFFERSON STATE should the deficiency not be corrected. Remediation of the disaster recovery/backup facilities would be required in a mutually agreed to time frame by the vendor and Community College.

20. Severability

If any term or provision of this Agreement or the application hereof to any person or circumstance shall, to any extent or for any reason be invalid or unenforceable, the remainder of this Agreement and the application of such term or provision to any person or circumstance other than those as to which it is held invalid or unenforceable shall not be affected thereby, and each remaining term and provision of this Agreement shall be valid and enforceable to the fullest extent permitted by law.

21. Amendments to Agreement

All provisions of this Agreement shall remain in effect throughout the term hereof unless the parties agree, in a written document signed by both parties, to amend, add or delete any provision. This Agreement contains all agreements of the parties with respect to matters covered herein, superseding any prior agreements and may not be changed other than by an agreement in writing signed by the parties hereto.

22. Entire Agreement

This Agreement and its attachments and other documents specifically incorporated by reference herein contains the entire understanding and agreement of the parties concerning the matters contained herein and supersedes and replaces any prior or contemporaneous oral or written contracts or communications concerning the matters contained herein.

23. Additional Terms

Any contract awarded under this request or proposal shall include the following additional terms and conditions:

**The following provisions shall take precedence over any and all contrary or conflicting provisions of the agreement between the parties and shall govern the rights and obligations of the parties:**

This agreement shall be governed by and construed in accordance with the laws of the State of Alabama without giving effect to any choice or conflict of laws, provisions, or rules (whether of the State of Alabama or any other jurisdiction) that would cause the application of the laws of any jurisdiction other than those of the State of Alabama.

It is further agreed that the terms and commitments contained herein shall not constitute a debt of the State of Alabama in violation of Section 213 of the Constitution of Alabama of 1901, as amended by Amendment Number 26. If any provision of this agreement shall contravene any statute or constitutional provision, either now in effect or which may be enacted during the term of this agreement, then the conflicting provision of this agreement shall be deemed null and void. Contractor understands, acknowledges, and agrees that its sole and exclusive remedy for any claim which may arise from or relate to this agreement is to file a claim with the Board of Adjustment of the State of Alabama.

By signing this contract, the contracting parties affirm for the duration of this agreement, that they will not violate federal immigration law or knowingly employ, hire, for employment, or continue to employ an unauthorized alien within the State of Alabama. Furthermore, a contracting party found to be in violation of this provision shall be deemed in breach of this agreement and shall be responsible for all damages resulting there from.

This agreement constitutes the sole and entire agreement of the parties to this agreement with respect to the subject matter contained herein, and supersedes all prior and contemporaneous understandings, negotiations, and agreements, both oral and written, with respect to such subject matter.

In accordance with the recommendations of the Governor and the Attorney General of the State of Alabama, the parties shall consider settling all disputes arising from or related to this agreement by using appropriate forms of non-binding alternative dispute resolution.

In the event of proration of the fund from which payment under which this agreement is to be made, the agreement will be subject to termination.

This agreement may be executed in counterparts, each of which shall be deemed and original, but all of which together shall be deemed to be one and the same agreement.

**Response Format**  
Jefferson State Community College  
Assessment/Accreditation  
Management Software

Proposals shall be submitted in the format contained in the Request for Proposal. This material must be in sequence and related to the Request for Proposal. The College will make no reimbursement for the cost of developing or presenting proposals in response to this Request. Only information specifically related to this type of project will be evaluated. Proposals must present the following information.

**Section A:** Company Profile: A brief narrative describing the company's history, corporate resources, management team, company philosophy, approach to providing services, qualifications, higher education experience, total number of years in business, relevant experience and benefit JEFFERSON STATE will receive through contracting with the firm.

The College requires a listing of all higher education institutions served that are similar in demographics and multi-campus education delivery. In addition, at least three account references from this list should be included that contains liaison names, telephone numbers, physical addresses, email addresses, and a description of services provided, and dates of the services.

**Section B:** System Features: A complete description of the assessment and accreditation management software, and all of the features of the software should be included. The services available and described can extend beyond the requested services in this proposal.

**Section C:** Company Profile: Number of years in business, number of community college clients, emergency preparedness/disaster recovery methodology and plan.

**Section D:** Callability: Methodology employed by the facility/vendor used to address peak times or cyclical trends related to accreditation and assessment cycles. Also, costs associated with any other components necessary for addressing increased demand on systems.

**Section E:** Implementation Plan: Describe the process used to implement the contracted services, including any customization or transition period that will be required. Provide a listing of events and timeframes for accomplishing the implementation.

**Section F:** Reporting Features: Describe how the assessment and accreditation management will be reported and accessed. Training related to the use of the reporting features is a required component of the proposal.

**Section G:** JEFFERSON STATE Staff Training/Development: Describe the training and development program that the vendor will implement at JEFFERSON STATE for JEFFERSON STATE staff. Include a detailed instruction plan and the number of hours of training required, as well as a description of any services that would be provided specifically for JEFFERSON STATE.

**Section H:** Research and Development Capabilities: The vendor must have the research and development capabilities needed to remain aware of changing industry technologies for assessment and accreditation management. A brief description of the vendor's research and development capabilities must be included in the RFP response.

**Section I:** Exceptions to Request for Proposal: The vendor must address any and all exceptions to the Request for Proposal. These should be referenced by subsection.

**Section J:** Additional Explanations and Interpretations: Any explanation desired regarding the meaning or interpretation of the Request for Proposal, attachments, specifications, etc. must be e-mailed to Denise Lauderdale.

Any information given to prospective vendors concerning the Request for Proposal will be furnished/addressed by e-mail or provided in an addendum to the Request for Proposal.

**Section K:** Acknowledgement of Amendment or Addendum to Request for Proposal: Receipt by a vendor of an amendment or addendum to the Request for Proposal must be acknowledged by inserting a copy in the vendors' proposal.

**Section L:** Further Information: All proposals received in response to this Request for Proposal will be evaluated and ranked in accordance with the evaluation criteria stated in the RFP. Vendors are cautioned that the College will not accept after the closing date for receipt of proposal, data that is essential for a complete and thorough evaluation of the proposal. The College expects to award a contract based on the initial offer; therefore, all proposals should be submitted on the most favorable and complete price, and terms, including scope of services based on our stated criteria, that vendor can submit to the College.

**Section M:** Proprietary Information: After the award of the contract, all proposals will be opened for public inspection. Trade secrets, test data and similar proprietary information will remain confidential, provided such material is clearly marked. However, net cost information will not be considered confidential.

**Section N:** ADA Section 508 Compliant: Each vendor must certify that its proposal and the services offered are in full compliance with the Americans with Disabilities Act Section 508. Specific data related to the vendor's compliance methodology would be beneficial.

# Scope of Services

## GENERAL INFORMATION

### Objective

Jefferson State Community College (JEFFERSON STATE) is soliciting proposals for assessment and accreditation management software that must enable the institution to gather and report on assessment data, organize and report accreditation activities on various levels, and manage the credentials of staff and faculty. JEFFERSON STATE seeks to ensure that the assessment and accreditation management software provided results in streamlined assessment and accreditation reports and processes. JEFFERSON STATE's objectives include but are not limited to assessment data collection and reporting, accreditation document creation and submission, and tracking of all faculty and staff credentials. All three pieces should interconnect, particularly through reporting. The assessment and accreditation management software should be integrated with Canvas, have exporting features that allow further data manipulation in Excel or SPSS, and allow for html and pdf-based reporting to accreditors. Exported reports should have some demographic breakdown ability including but not limited to: Student Age, Race, Gender, financial aid indicators, Delivery Method (including dual enrollment), and instructor status.

All assessment data gathering and reporting must go down to the individual section level designated by unique course registration number (CRN). Accreditation reports created for the purpose of submission to an outside accrediting body must be able to appear in html (static website) format and pdf format. Faculty and staff credentialing must allow for specific qualifying documentation of coursework outside of the awarded degree(s). For example, a faculty member with a master's degree in biology who carries 18 hours in English coursework, must be able to be qualified for both English and Biology within the software. Program planning and review process should have the capability to occur on the department level, division level, and institutional level with clear connections or "roll-ups" between each.

- Questions that may be asked of a vendor:
  - Jefferson State needs the ability to create yearly course level assessments where faculty teaching various sections can input their data at the section level and then that data aggregates to allow for a course (all sections) assessment report (required every year). Please indicate whether your software has the features needed to accomplish this and offer a brief narrative about how the process works.
  - How do faculty gain access to the software system? Can we access via SSO and/or through our LMS?
  - Can all information provided in the yearly assessment reports be easily accessed by the person or persons composing the program review? Give a brief description of how information is connected and moves through your system.
  - Please give a quick overview of the ability of your platform to link SLO's and service outcomes from the course and department levels all the way to the institutional level. (Course Mapping)
  - This program will also be used for some planning purposes. We use Unit



Operational Plans in addition to our traditional assessment documents to articulate program outcomes that require resources each year. This is a separate document from our yearly course assessments and 3-year program reviews. Can we create this workflow in addition to the program review and assessment documentation?

- We have a lot of different accrediting agencies we work with. Is it possible to set up self-studies for those programs? Also, can we have a different program review template for different programs? Our health-related programs have a unique version to complete as an addition to their self-study.
- With reference to accreditation documentation, can information from our assessments and program reviews be easily accessed and linked within the accreditation document builder?

## **Background**

Jefferson State Community College serves 15,000+ students annually at its four campuses in Alabama (Birmingham, Hoover, Pell City, and Clanton) dually enrolled and on-line. Jefferson State is accredited by the Commission on Colleges of the Southern Association of Colleges. Jefferson State is focused on providing world class service to students and all constituents; therefore, assessment and accreditation management is critical to the needs of the Community College.

The key performance indicators for the successful vendor will include but is not limited to:

- Faculty Participation – More than 75%
- Plan-to-Report Completion Ratio – More than 75%
- Course-Level Outcome Mapping Coverage – More than 90%

## ACKNOWLEDGEMENT OF RECEIPT FORM REQUESTS FOR RFP 26-003

In acknowledgement of receipt of the Request for Proposal, the undersigned agrees that he/she has received a complete copy, beginning with the title page and ending with Page 33.

The acknowledgement of receipt should be signed and returned by the vendor no later than the close of business on November 19<sup>th</sup>, 2025. Only potential vendors who elect to return this form completed with the indicated intention of submitting a bid will receive copies of all offers or written questions and written responses to those questions as well as RFB amendments and or addendums, if any are issued.

Firm \_\_\_\_\_

Represented by \_\_\_\_\_ Title \_\_\_\_\_

Email \_\_\_\_\_

Phone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**(Must Circle One)** Firm **does or does not** intend to respond to this Request for Bid.

The following name and address must be used for all correspondence related to the Request for Bid.

Jefferson State Community College  
Attention: Denise Lauderdale  
2601 Carson Road  
Birmingham, Alabama 35215-3098

**Form may be faxed or emailed to the attention of Denise Lauderdale**

**FAX# 205-856-7781**

**Email address: Jhayesla@jeffersonstate.edu**

## Collusion/Fraud Statement

I certify that I have read the General Conditions and Instructions to Bidders of the bid and this offer is made without prior understanding, or connection with any entity or person submitting a bid for the same materials, supplies or equipment, and is in all respects fair and without collusion or fraud. I am authorized to sign this bid for the bidder. I agree to abide by all conditions of this bid request.

\_\_\_\_\_  
Name of Company (please type or print in ink)

\_\_\_\_\_  
Authorized Signature (sign in ink)

\_\_\_\_\_  
Complete Address for Mailing Purchase  
Order and Payment

\_\_\_\_\_  
Typed/Printed Name of Signature Above

\_\_\_\_\_  
City State Zip Code

\_\_\_\_\_  
Title (please type)

\_\_\_\_\_  
Telephone Number

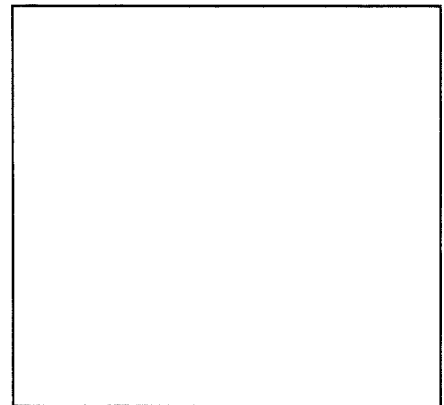
\_\_\_\_\_  
Fax Number

## NOTARIZATION

Sworn and subscribed before me this the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
*Notary Public Signature*

\_\_\_\_\_  
*My commission expires (date)*



## MINORITY INFORMATION

If this business is minority owned, please list the qualification status below:

---

### Immigration Compliance

By signing this contract, the contracting parties affirm, for the duration of the agreement, that they will not violate federal immigration or knowingly employ, hire for employment, or continue to employ an unauthorized alien within the state of Alabama. Furthermore, a contracting party found to be in violation of this provision shall be deemed in breach of this agreement and shall be responsible for all damages resulting therefrom.

JSCC RFP 26-003

Date: \_\_\_\_\_

\_\_\_\_\_  
Name of Company (please type or print in ink)

\_\_\_\_\_  
Authorized Signature (sign in ink)

\_\_\_\_\_  
Title (please type or print in ink)

\_\_\_\_\_  
Typed/Printed Name of Signature

## **VENDOR DISCLOSURE STATEMENT**

### **Vendor Disclosure Statement Information and Instructions**

Act 2001-955 requires the disclosure statement to be completed and filed with all proposals, bids, contracts, or grant proposals to the State of Alabama in excess of \$5,000. The disclosure statement is not required for contracts for gas, water, and electric services where no competition exists, or where rates are fixed by law or ordinance. In circumstances where a contract is awarded by competitive bid, the disclosure statement shall be required only from the person receiving the contract and shall be submitted within ten (10) days of the award.

A copy of the disclosure statement shall be filed with the awarding entity and the Department of Examiners of Public Accounts and if it pertains to a state contract, a copy shall be submitted to the Contract Review Permanent Legislative Oversight Committee. The address for the Department of Examiners of Public Accounts is as follows: 50 N. Ripley Street, Room 3201, Montgomery, Alabama 36130-2101. If the disclosure statement is filed with a contract, the awarding entity should include a copy with the contract when it is presented to the Contract Review Permanent Legislative Oversight Committee.

The State of Alabama shall not enter into any contract or appropriate any public funds with any person who refuses to provide information required by Act 2001-955.

Pursuant to Act 2001-955, any person who knowingly provides misleading or incorrect information on the disclosure statement shall be subject to a civil penalty of ten percent (10%) of the amount of the transaction, not to exceed \$10,000.00. Also, the contract or grant shall be voidable by the awarding entity.

### **Definitions as Provided in Act 2001-955**

**Family Member of a Public Employee** - The spouse or a dependent of the public employee.

**Family Member of a Public Official** - The spouse, a dependent, an adult child and his or her spouse, a parent, a spouse's parents, a sibling and his or her spouse, of the public official.

**Family Relationship** - A person has a family relationship with a public official or public employee if the person is a family member of the public official or public employee.

**Person** - An individual, firm, partnership, association, joint venture, cooperative, or corporation, or any other group or combination acting in concert.

**Public Official and Public Employee** - These terms shall have the same meanings ascribed to them in Sections 36-25-1(23) and 36-25-1(24), Code of Alabama 1975, (see below) except for the purposes of the disclosure requirements of this act, the terms shall only include persons in a position to influence the awarding of a grant or contract who are affiliated with the awarding entity. Notwithstanding the foregoing, these terms shall also include the Governor, Lieutenant Governor, members of the cabinet of the Governor, and members of the Legislature.

Section 36-25-1(23), Code of Alabama 1975, defines a public employee as any person employed at the state, county or municipal level of government or their instrumentalities, including governmental corporations and authorities, but excluding employees of hospitals or

other health care corporations including contract employees of those hospitals or other health care corporations, who is paid in whole or in part from state, county, or municipal funds. For purposes of this chapter, a public employee does not include a person employed on a part-time basis whose employment is limited to providing professional services other than lobbying, the compensation for which constitutes less than 50 percent of the part-time employee's income.

Section 36-25-1(24), Code of Alabama 1975, defines a public official as any person elected to public office, whether or not that person has taken office, by the vote of the people at state, county, or municipal level of government or their instrumentalities, including governmental corporations, and any person appointed to a position at the state, county, or municipal level of government or their instrumentalities, including governmental corporations. For purposes of this chapter, a public official includes the chairs and vice-chairs or the equivalent offices of each state political party as defined in Section 17-16-2, Code of Alabama 1975.

### **Instructions**

Complete all lines as indicated. If an item does not apply, denote N/A (not applicable). If you cannot include required information in the space provided, attach additional sheets as necessary.

The form must be signed, dated, and notarized prior to submission.



State of Alabama  
Disclosure Statement  
(Required by Act 2001-955)

ENTRY COMPLETING FORM

ADDRESS

CITY, STATE, ZIP

TELEPHONE NUMBER

( )

STATE AGENCY/DEPARTMENT THAT WILL RECEIVE GOODS, SERVICES, OR IS RESPONSIBLE FOR GRANT AWARD

ADDRESS

CITY, STATE, ZIP

TELEPHONE NUMBER

( )

This form is provided with:

☐ Contract ☐ Proposal ☐ Request for Proposal ☐ Invitation to Bid ☐ Grant Proposal

Have you or any of your partners, divisions, or any related business units previously performed work or provided goods to any State Agency/Department in the current or last fiscal year?

☐ Yes ☐ No

If yes, identify below the State Agency/Department that received the goods or services, the type(s) of goods or services previously provided, and the amount received for the provision of such goods or services.

STATE AGENCY/DEPARTMENT	TYPE OF GOODS OR SERVICES	AMOUNT RECEIVED

Have you or any of your partners, divisions, or any related business units previously applied and received any grants from any State Agency/Department in the current or last fiscal year?

☐ Yes ☐ No

If yes, identify the State Agency/Department that awarded the grant, the date such grant was awarded, and the amount of the grant.

STATE AGENCY/DEPARTMENT	DATE GRANT AWARDED	AMOUNT OF GRANT

1. List below the name(s) and address(es) of all public officials/public employees with whom you, members of your immediate family, or any of your employees have a family relationship and who may directly personally benefit financially from the proposed transaction. Identify the State Department/Agency for which the public officials/public employees work. (Attach additional sheets if necessary.)

NAME OF PUBLIC OFFICIAL OR EMPLOYEE	ADDRESS	STATE DEPARTMENT OR AGENCY

OVER

2. List below the name(s) and address(es) of all family members of public officials/public employees with whom you, members of your immediate family, or any of your employees have a family relationship and who may directly personally benefit financially from the proposed transaction. Identify the public officials/public employees and State Department/Agency for which the public officials/public employees work. (Attach additional sheets if necessary.)

NAME OF FAMILY MEMBER	ADDRESS	NAME OF PUBLIC OFFICIAL PUBLIC EMPLOYEE	STATE DEPARTMENT AGENCY WHERE EMPLOYED

If you identified individuals in items one and/or two above, describe in detail below the direct financial benefit to be gained by the public officials, public employees, and/or their family members as the result of the contract, proposal, request for proposal, invitation to bid, or grant proposal. (Attach additional sheets if necessary.)

---

---

---

---

---

Describe in detail below any indirect financial benefits to be gained by any public official, public employee, and/or family members of the public official or public employee as the result of the contract, proposal, request for proposal, invitation to bid, or grant proposal. (Attach additional sheets if necessary.)

---

---

---

---

---

List below the name(s) and address(es) of all paid consultants and/or lobbyists utilized to obtain the contract, proposal, request for proposal, invitation to bid, or grant proposal:

NAME OF PAID CONSULTANT/LOBBYIST	RELATION

*By signing below, I certify under oath and penalty of perjury that all statements on or attached to this form are true and correct to the best of my knowledge. I further understand that a civil penalty of ten percent (10%) of the amount of the transaction, not to exceed \$10,000.00, is applied for knowingly providing incorrect or misleading information.*

Signature \_\_\_\_\_ Date \_\_\_\_\_

Notary's Signature \_\_\_\_\_ Date \_\_\_\_\_ Date Notary Expires \_\_\_\_\_

*Act 2001-955 requires the disclosure statement to be completed and filed with all proposals, bids, contracts, or grant proposals to the State of Alabama in excess of \$5,000.*