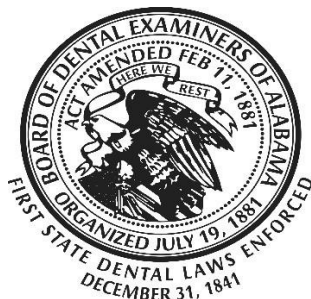


Request for Proposal (RFP)
RFP BDEAL 25-544-002
Board of Dental Examiners of Alabama Code of Alabama
1975, §41-6-70 through 41-16-79

Board of Dental Examiners of Alabama



Request for Proposal
RFP BDEAL 25-544-002
Code of Alabama 1975, §41-6-70 through 41-16-79

Inquiries related to this RFP must be sent to:

Rfp.questions@purchasing.alabama.gov

Responses to the RFP are to be sent to:

Rfp.responses@purchasing.alabama.gov

Deadline: September 10, 2025

It is required that each supplier clearly mark the submission RFP BDEAL 25-544-002.

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Section 1.00 Administrative Overview

1.1 Purpose and Background

Purpose:

The purpose of this proposal is to seek proposals from qualified, experienced, IT management service companies. The RFP describes minimum requirements for the IT services to be utilized by the Board of Dental Examiners of Alabama.

Background:

The Board of Dental Examiners of Alabama is a semi-autonomous agency of the State of Alabama. The Board is comprised of seven members. Six members are licensed dentists, and one member is a licensed dental hygienist. The Board is responsible for the administration and enforcement of the laws and administrative regulations governing the practice of dentistry and dental hygiene in Alabama. The responsibilities of the Board include the examination, licensure, and registration of applicants whom it finds to be qualified to practice dentistry and dental hygiene; efforts to ensure that all licensees are in compliance with the Dental Practice Act and relevant portions of permanent administrative regulations; the authority to make, amend, and adopt reasonable rules and regulations governing the conduct of dentists, dental hygienists, and other dental auxiliaries; and the obligation to undertake, when appropriate, adjudicatory proceedings and disciplinary action against licensees.

1.2 Anticipated Timetable

September 10, 2025, 5:00 p.m. CT. Proposal Submission Deadline

September 3, 2025, at 5:00 p.m. CT, will be the questions deadline. Questions with answers will be posted as an amendment to the RFP in STAARS.

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:

Supplier qualifications	30 points
Supplier Experience with References (min 3)	30 points
Detailed description of maintenance and support provided with any training included.	30 points
Fee Schedule	10 points

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Offers:

By submitting a proposal each supplier 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 suppliers in the manner and method prescribed by BDEAL. BDEAL will make a recommendation of the supplier chosen to the CPO of the State of Alabama.

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 suppliers 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>.

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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 Suppliers to respond to these specifications.

Selection Process:

The award will be made according to the listed evaluation criteria.

BDEAL will select the supplier that meets 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 suppliers 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 supplier 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 has received all necessary approvals.

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.

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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 supplier and BDEAL, dependent upon required state approvals, availability of funds, performance evaluations, at the full discretion of BDEAL. This contract will commence pending all required State of Alabama signatures.

The supplier shall be fully prepared to commence work after full execution of the contract by the 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. Suppliers must reply to each element of the RFP.

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Section 2.00 Scope

2.1 Scope of Supplier's Work and Responsibilities

The Board utilizes several commercial software systems on a daily basis. The Board also operates an informational website and allows online license renewal.

- Microsoft Office 365

The purchase of these packages and licenses annually will be included within the final total of the contract.

IT services should include but not be limited to:

- Provide routine and emergency services when required within a reasonable amount of time for business continuity
- Provide guidance with purchases of new equipment or software
- Provide setup of new computers when purchased
- Installation of new software/hardware or updates to existing software/hardware as needed. (Updates should be done on weekends unless critical for less disruption of business.)
- Troubleshoot problems with computers, software/hardware, email, and internet services and make recommendations for solutions
- Provide backup services and restoration in the event of system/software/hardware failure.
- Provide anti-spam filtering.
- Maintenance and support of Sophos and access points
- Creation, maintenance, and support for email services.
- Provide maintenance and support for VPN.
- Maintenance of the Virtual servers and backup support.
- Support/maintain firewall
- Ensure the Board is in compliance with all regulations/certificates as applicable in relation to IT and correspond with the State OIT when necessary.
- Maintain integrity of the Board's computer network and advise when additional precautions/changes are needed

The supplier must assign a full-time direct point of contact for the Board. The Board will establish a point of contact also.

Suppliers are encouraged to provide specific, detailed information regarding their products/services offered.

The supplier must cover travel and related costs for service and will not be reimbursed by the Board.

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The Board reserves the right to question and request additional information for a clearer understanding of any response that is unclear. The Board is not obligated to request information for incomplete answers or statements.

The Board may at any time, and at its sole discretion and without penalty, reject any and all proposals or terminate the RFP process. The Board may later choose to reissue the RFP with any modification it deems appropriate.

To Respond:

All responses to this RFP must include the following:

- Full company name or corporate name and physical address of headquarters and the office which will serve the Board
- A minimum of three references is required with documentation to include parameters of existing relationship and scope of work with each.
- Proposed Fee Schedule. Please specify any services/situations that would not be included in the monthly rate and that would be charged individually.
(Hourly rate/Monthly rate)
- Verification of compliance with the Beason-Hammon Alabama Taxpayer and Citizen Protection Act (E-Verify MOU) and the Alabama Statement of Disclosure.

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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 services.
2. BDEAL agrees to pay as awarded on contract.

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Section 3.00 General Requirements

3.1 Requirements of Proposal

The supplier must provide the following mandatory information. **Failure to provide this information may be cause for the proposal to be rejected.**

(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 supplier's proposal. The supplier shall complete the cover letter and attach it to the proposal in response to the RFP. (Providing RFP Number, Business Name, Complete Business Address, Contacts, Emails, and Phone numbers.

Part II

Supplier Qualification and Experience:

Supplier shall provide satisfactory evidence of the supplier's capability to coordinate the types of activities and to provide the services described in the RFP in a timely manner. Special attention should be given to the discussion of qualifications and submission of references. (Minimum of 3 references including the scope of work with the references) The discussion shall include a description of the supplier's background and relevant experience as related to the required activities in the RFP.

Part III

Detailed Plan:

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

Part IV

Fee Schedule:

The supplier shall include a complete fee schedule for the required scope of work.

Executive Summary:

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

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Section 4.00 General Terms and Conditions

2.1 Governance

This RFP and its terms shall be governed and construed according to the laws of the State of Alabama. Any dispute arising out of this RFP shall be brought in the State of Alabama, with venue in Montgomery County, Alabama. Suppliers agree to comply with all applicable federal and state laws and regulations.

2.2 Immigration

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

BEASON-HAMMON ALABAMA TAXPAYER AND CITIZEN PROTECTION ACT

COMPLIANCE

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

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

2.3 Conflict of Interest

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

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2.4 Discrimination

Alabama Non-Discrimination Statement:

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

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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: _____