



# ALABAMA DEPARTMENT OF HUMAN RESOURCES REQUEST FOR PROPOSALS

PROCUREMENT INFORMATION	
<b>RFP Number:</b> 2014-100-01	<b>RFP Title:</b> <i>Basic Residential Services For Children</i>
<b>Proposal Due Date and Time:</b> <i>Thursday, June 12, 2014 12:00 p.m., Central Time</i>	<b>Number of Pages:</b> 38
<b>Procurement Officer:</b>  Starr Stewart, Director Phone: (334) 353-4744 E-mail Address: <a href="mailto:starr.stewart@dhr.alabama.gov">starr.stewart@dhr.alabama.gov</a> Website: <a href="http://www.dhr.alabama.gov">http://www.dhr.alabama.gov</a>	<b>Issue Date:</b> <i>Thursday, April 24, 2014</i>
	<b>Issuing Division:</b>  <i>Family Services</i>

INSTRUCTIONS TO VENDORS	
<b>Submit Proposal to:</b>  Starr Stewart, Director Division of Resource Management-Office of Procurement Alabama Department of Human Resources Gordon Persons Building, Room 2153 50 Ripley Street Montgomery, AL 36130-4000	<b>Label Envelope/Package:</b>  <b>RFP Title/Number:</b> <i>Basic Residential Services For Children/2014-100-01</i> <b>Proposal Due Date:</b> <i>Thursday, June 12, 2014</i>
	<b>Special Instructions:</b> <i>Complete the Proposed Service Summary Form and submit with the original proposal.</i>

VENDOR INFORMATION	
(Fill in the information fields below and return this form with RFP response)	
<b>Vendor Name/Address:</b>          <b>DUNS NUMBER:</b> _____	<b>Authorized Vendor Signatory:</b>          (Please print name and sign in ink)
<b>Vendor Phone Number:</b> (    )	<b>Vendor FAX Number:</b> (    )
<b>Vendor Federal I.D. Number:</b>	<b>Vendor E-mail Address:</b>
Indicate whether this proposal is an original or a copy. <input type="checkbox"/> Original <input type="checkbox"/> Copy	
<b>Total number of proposal pages:</b> _____	
<b>Trade Secret Declarations:</b> ( <u>reference section/page(s) of trade secret declarations</u> )	



**APPENDIX C: TRADE SECRET AFFIDAVIT**

**Alabama Department of Human Resources**

**AFFIDAVIT FOR TRADE SECRET CONFIDENTIALITY**

DEPARTMENT OF \_\_\_\_\_)

)ss.

County of \_\_\_\_\_)

\_\_\_\_\_ (Affiant), being first duly sworn under oath, and representing  
\_\_\_\_\_ (hereafter "Vendor"), hereby deposes and says that:

1. I am an attorney licensed to practice in the State of \_\_\_\_\_, representing the vendor referenced in this matter, and have full authority from the vendor to submit this affidavit and accept the responsibilities stated herein.

2. I am aware that the vendor is submitting a proposal to the Alabama Department of Human Resources for RFP # \_\_\_\_\_. Public agencies in Alabama are required by Alabama law to permit the public to examine documents that are kept or maintained by the public agencies, other than those legitimately meeting the provisions of the Alabama Trade Secrets Act, Alabama Code Section 8-27-1, and that the Department is required to review claims of trade secret confidentiality.

3. I have read and am familiar with the provisions of the Alabama Trade Secrets Act, am familiar with the case law interpreting it, and understand that all information received in response to this RFP will be available for public examination except for:

- (a) trade secrets meeting the requirements of the Act; and
- (b) information requested by the Department to establish vendor responsibility unless prior written consent has been given by the vendor.

4. I am aware that in order for the vendor to claim confidential material, this affidavit must be fully completed and submitted to the Department, and the following conditions must be met by the vendor:

- (a) information to be withheld under a claim of confidentiality must be clearly marked and separated from the rest of the proposal;
- (b) the proposal may not contain trade secret matter in the cost or price; and
- (c) the vendor's explanation of the validity of this trade secret claim is attached to this affidavit.

5. I and the vendor accept that, should the Department determine that the explanation is incomplete, inadequate or invalid, the submitted materials will be treated as any other document in the department's possession, insofar as its examination as a public record is concerned. I and the vendor are solely responsible for the adequacy and sufficiency of the explanation. Once a proposal is opened, its

APPENDIX C: TRADE SECRET AFFIDAVIT

contents cannot be returned to the vendor if the vendor disagrees with the Department's determination of the issue of trade secret confidentiality.

6. I, on behalf of the vendor, warrant that the vendor will be solely responsible for all legal costs and fees associated with any defense by the Department of the vendor's claim for trade secret protection in the event of an open records request from another party which the vendor chooses to oppose. The vendor will either totally assume all responsibility for the opposition of the request, and all liability and costs of any such defense, thereby defending, protecting, indemnifying and saving harmless the Department, or the vendor will immediately withdraw its opposition to the open records request and permit the Department to release the documents for examination. The Department will inform the vendor in writing of any open records request that is made, and the vendor will have five working days from receipt of the notice to notify the Department in writing whether the vendor opposes the request or not. Failure to provide that notice in writing will waive the claim of trade secret confidentiality, and allow the Department to treat the documents as a public record.

Documents that, in the opinion of the Department, do not meet all the requirements of the above will be available for public inspection, including any copyrighted materials.

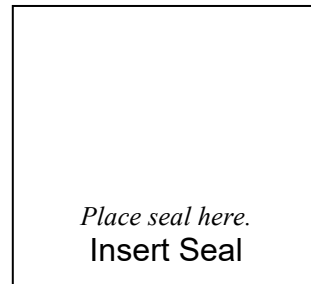
\_\_\_\_\_  
Affiant's Signature

Signed and sworn to before me on \_\_\_\_\_ (date) by \_\_\_\_\_  
\_\_\_\_\_  
(Affiant's name).

Name of Notary Public: \_\_\_\_\_ for the

Department of: \_\_\_\_\_

My Commission Expires: \_\_\_\_\_



**APPENDIX D: IMMIGRATION AFFIDAVIT**

FORM FOR SECTIONS 9 (a) and (b) BEASON-HAMMON ALABAMA TAXPAYER AND CITIZEN PROTECTION ACT; CODE OF ALABAMA, SECTIONS 31-13-9 (a) and (b)

**AFFIDAVIT FOR BUSINESS ENTITY/EMPLOYER /CONTRACTOR**

(To be completed as a condition for the award of any contract, grant, or incentive by the State of Alabama, any political subdivision thereof, or any state-funded entity to a business entity or employer that employs one or more employees)

State of \_\_\_\_\_

County of \_\_\_\_\_

Before me, a notary public, personally appeared \_\_\_\_\_ (print name) who, being duly sworn, says as follows:

As a condition for the award of any contract, grant, or incentive by the State of Alabama, any political subdivision thereof, or any state-funded entity to a business entity or employer that employs one or more employees, I hereby attest that in my capacity as \_\_\_\_\_ (state position) for \_\_\_\_\_ (state business entity/employer/contractor name) that said business entity/employer/contractor shall not knowingly employ, hire for employment, or continue to employ an unauthorized alien.

I further attest that said business entity/employer/contractor is enrolled in the E-Verify program.  
(ATTACH DOCUMENTATION ESTABLISHING THAT BUSINESS ENTITY/EMPLOYER/CONTRACTOR IS ENROLLED IN THE E-VERIFY PROGRAM)

\_\_\_\_\_  
Signature of Affiant

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 2\_\_\_\_.

I certify that the affiant is known (or made known) to me to be the identical party he or she claims to be.

\_\_\_\_\_  
Signature and Seal of Notary Public

**APPENDIX E: COST PROPOSAL FORM**

Contract Number: \_\_\_\_\_ Taxpayer ID#: \_\_\_\_\_

Agency: \_\_\_\_\_

Address: \_\_\_\_\_

Budget Period: \_\_\_\_\_ to \_\_\_\_\_

**Budget Expenses**

**I. PERSONNEL**

- A. Salaries (Attach Personnel Addendum) \_\_\_\_\_
- B. Fringe Benefits: \_\_\_\_\_

**II. SUBCONTRACTED SERVICES**

- A. Consultants: \_\_\_\_\_
- B. Audit Service: \_\_\_\_\_
- C. Other (Identify) \_\_\_\_\_

**III. TRAVEL**

- A. Mileage (Show rate of Reimbursement) \_\_\_\_\_
- B. Per Diem (Show Rate of Reimbursement) \_\_\_\_\_

**IV. SPACE**

- A. Telephone \_\_\_\_\_
- B. Rent (include copy of lease) \_\_\_\_\_
- C. Use Allowance (No More than 2% of Acquisition Cost/Year) \_\_\_\_\_
- D. Rental Rate System \_\_\_\_\_
- E. Utilities \_\_\_\_\_
- F. Maintenance of Building/Grounds \_\_\_\_\_
- G. Minor Repairs to Building \_\_\_\_\_

**V. SUPPLIES**

- A. Office \_\_\_\_\_
- B. Household \_\_\_\_\_
- C. Recreational \_\_\_\_\_
- D. Educational \_\_\_\_\_

**APPENDIX E: COST PROPOSAL FORM**

E. Medical \_\_\_\_\_

F. Personal Care \_\_\_\_\_

**VI. EQUIPMENT**

A. Rental (include rental agreement) \_\_\_\_\_

B. Repair \_\_\_\_\_

C. Depreciation  
(Attach Depreciation Addendum) \_\_\_\_\_

**VII. OTHER**

A. Insurance \_\_\_\_\_

B. Vehicle Operation \_\_\_\_\_

C. Taxes \_\_\_\_\_

D. Food in Excess of USDA \_\_\_\_\_

E. Other Allowable Costs \_\_\_\_\_

F. Specify General Categories \_\_\_\_\_

**VIII. TOTAL PROGRAM COST** \_\_\_\_\_

**IX. PROGRAM INCOME. Please report all income from all sources available to your program.**  
(Detail Sources)

_____	_____	_____
_____	_____	_____
_____	_____	_____

**X. CAPACITY INFORMATION**

A. License Capacity \_\_\_\_\_

B. Slots Allocated to DHR \_\_\_\_\_

C. Slots Allocated to Other Contracts \_\_\_\_\_

**XI. RATE INFORMATION**

A. Propose \_\_\_\_\_ Slots at \$ \_\_\_\_\_ Fixed Rate for  
\$ \_\_\_\_\_ Total





