Statewide RFP Database & Covered Entities

- Act 2012-407 requires Division of Control and Accounts to establish a statewide database of each request for a proposal (RFP) for a public contract by the State of Alabama.
- Covered entities include any agency, board, commission or department of the state which receives state or federally appropriated funds, the State Board of Education, a public college or trade school or a public university.
- RFP’s will be posted on state’s website.
- Effective January 1, 2013.
Covered Entities

• Covered entities are responsible for
  – RFP Processing
    • legal compliance of RFP issuance
    • all other contract procurement requirements
    • giving notice or advertising the solicitation to prospective vendors
    • any other laws, rules or regulations
  – WEBSITE Updating
    • entering required data elements on designated state website
    • updating RFP information when RFP is amended closed or awarded
    • attaching copies of RFP’s, or
    • linking to RFP posted on covered entity website
RFP Website

• 2 website views
  – Public
  – Registered entity
• All state and education covered entities must register to
  – post
  – update data elements
  – attach RFP’s or link documents
• Link to access RFP website and specific instructions
  http://comptroller.alabama.gov
RFP Registration
Log In Screen
Registration Page

Required Fields Include:
First Name
Last Name
E-mail
User Name
Password

Please type in your desired username and password below:
Username:
Password:
Re-type Password:
Your password must be between 7 and 20 characters, include at least one upper case letter, one special character, one lower case letter, and one numeric digit.

Additional Comments:

Please note that your account will not be created immediately. We verify the authenticity of all requests before approving them.

Register  Cancel
Registration Notification

Registration information sent for verification.
You will receive an email when your account has been created.
Successful Account Creation Notification

Your online RFP account has been created

Thank You:

No virus found in this message.
Checked by AVG - www.avg.com
Version: 2012.0.2221 / Virus Database: 2634/5436 - Release Date: 12/04/12
Create RFP
Initial Login
Create an RFP “Other”
Create an RFP with Specified Category “Computer Related Service”
Create an RFP “Sole Source – NOT ALLOWED”

Sole Source contracts are ineligible for the RFP process!!!
RFP Entry Submission Successful Notification

RFP entry submitted successfully.
The web application automatically moves RFP's from "Open" to "Closed" based on the dates users provide. It is the entity's responsibility to keep data current and accurate!!!
## Tracking Overview – Open Tab

The image displays a screenshot of the RFP Tracking Overview screen from the Alabama Department of Finance's Request for Proposal System. The screen shows a table with the following columns:

- **RFP Number**: 2013-165-03, 2013-165-02
- **Status**: Open
- **Category**:
  - DATA PROCESSING SERVICES & SOFTWARE (PROGRAMS/DEVELOP)
  - BUILDING MAINTENANCE & REPAIR SERVICES
- **Sub Category**:
  - MODIFICATION OF EXISTING EQUIPMENT
  - HEATING AND AIR CONDITIONING SERVICES
- **Est Dollar Amount**: 0.00

The interface appears to allow for changes through the "Update" links next to each estimation amount.
### Tracking Overview – Awarded Tab

**Alabama Department of Finance**

Request for Proposal System

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### RFP Tracking Overview

- **Welcome John Doe**
- 513 - Troy University

#### Awarded RFPs

<table>
<thead>
<tr>
<th>RFP Number</th>
<th>Status</th>
<th>Category</th>
<th>Sub Category</th>
<th>Est Dollar Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>2013-165-03</td>
<td>Awarded</td>
<td>DATA PROCESSING SERVICES &amp; SOFTWARE</td>
<td>MODIFICATION OF EXISTING EQUIPMENT</td>
<td>0.00</td>
</tr>
<tr>
<td>2013-165-01</td>
<td>Awarded</td>
<td>DATA PROCESSING SERVICES &amp; SOFTWARE</td>
<td>COMPUTER MANAGEMENT</td>
<td>0.00</td>
</tr>
</tbody>
</table>

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[Get Adobe Reader](#)
Public Search
Public Search View

### Request for Proposal Search

- **RFP Number**: 
- **Status**: Please Select
- **Agency**: Please Select
- **Category**: Please Select
- **Sub Category**: Please Select

### RFP Documents

<table>
<thead>
<tr>
<th>RFP Number</th>
<th>Agency</th>
<th>Agency Link</th>
<th>Agency RFP Number</th>
<th>Status</th>
<th>Category</th>
<th>Sub Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>2013-10-01</td>
<td>Finance</td>
<td></td>
<td>Closed</td>
<td></td>
<td>DATA PROCESSING SERVICES &amp; SOFTWARE (PROGRAMS/DEVELOPMENT)</td>
<td></td>
</tr>
<tr>
<td>2013-10-01</td>
<td>Finance</td>
<td></td>
<td>Closed</td>
<td></td>
<td>DATA PROCESSING SERVICES &amp; SOFTWARE (PROGRAMS/DEVELOPMENT)</td>
<td></td>
</tr>
<tr>
<td>2013-170-01</td>
<td>Academy of Honor</td>
<td></td>
<td>Closed</td>
<td></td>
<td>COMMUNICATIONS &amp; MEDIA RELATED SERVICES</td>
<td>GRAPHIC ARTS SERVICES (NOT PRINTING)</td>
</tr>
<tr>
<td>2013-170-02</td>
<td>Academy of Honor</td>
<td></td>
<td>Closed</td>
<td></td>
<td>HUMAN SERVICES</td>
<td>FAMILY PLANNING</td>
</tr>
<tr>
<td>2013-10-02</td>
<td>Finance</td>
<td></td>
<td>Closed</td>
<td></td>
<td>FINANCIAL SERVICES</td>
<td>AUDITING</td>
</tr>
<tr>
<td>2013-10-03</td>
<td>Finance</td>
<td></td>
<td>Closed</td>
<td></td>
<td>FINANCIAL SERVICES</td>
<td>ACCOUNTING BUDGETING</td>
</tr>
<tr>
<td>2013-170-03</td>
<td>Academy of Honor</td>
<td></td>
<td>Closed</td>
<td></td>
<td>FINANCIAL SERVICES</td>
<td>FEASIBILITY STUDIES (ALL KINDS)</td>
</tr>
<tr>
<td>2013-170-04</td>
<td>Academy of Honor</td>
<td></td>
<td>Closed</td>
<td></td>
<td>MISCELLANEOUS</td>
<td>RANKING SERVICES</td>
</tr>
<tr>
<td>2013-10-06</td>
<td>Finance</td>
<td></td>
<td>Closed</td>
<td></td>
<td>FINANCIAL SERVICES</td>
<td>ACCOUNTING AND BILLING SERVICES</td>
</tr>
<tr>
<td>2013-170-05</td>
<td>Academy of Honor</td>
<td></td>
<td>Open</td>
<td></td>
<td>FINANCIAL SERVICES</td>
<td>ACCOUNTING AND BILLING SERVICES</td>
</tr>
<tr>
<td>2013-170-06</td>
<td>Academy of Honor</td>
<td></td>
<td>Open</td>
<td></td>
<td>DESIGN SERVICES</td>
<td>ELECTRONICS</td>
</tr>
</tbody>
</table>
Public Search View with Filters
Frequently Asked Questions

1. If an entity already has copies of RFP documents posted on its website, can the agency link data to the RFP website?
   • Yes, RFP document link capability is on “Create New RFP” page under heading “General Information – Agency Link”. The entity has the option to enter or paste a link that will open the RFP document posted on the entity’s website. This replaces the requirement to attach a pdf copy of the RFP.

   Please Note: All other RFP website information must be entered.

2. If an entity already has copies of RFP documents posted on its website, is there a way to electronically load that specific data into the fields on the RFP website?
   • No, the application does not have electronic load capability from an entity.

3. Can an entity use its own number to identify its RFP instead of the automatically generated one from the RFP website?
   • The application will automatically generate a website RFP number. However, entities can enter their RFP numbers on the “Create New RFP” page under the heading “RFP Information – Agency RFP Number”.

4. Will there be automation features in the future?
   • None planned at this time. Automation and enhancements will be assessed going forward.

5. Will entities be allowed multiple user ids?
   • Yes, entities are allowed to register multiple user id’s and passwords. If entities set up multiple user id’s and passwords, the Comptroller’s Office strongly suggests the entity designate ONE individual to manage and coordinate the process. The Comptroller’s Office should be notified by e-mail who that individual is and contact information including e-mail address.

6. Will there be a limit to the number of user ids and passwords to the RFP website?
   • No, not at this time. If multiple user id’s and passwords become an issue, that will be handled on a case by case basis with the covered entity.

7. Will access (or what a user may do) on behalf of an entity be limited within the RFP website? Will there be levels of user access established that an entity can administer to multiple users of the RFP website?
   • No, a registered user may perform all RFP website functions. There are no limited access user levels established on the RFP website.
8. When should RFP’s be loaded to the RFP website?
• RFP’s should be loaded when issued by the covered entity.

9. Who monitors entities progress on the RFP’s website?
• Entities are responsible for complying with law, policies, procedures and rules.

10. If an RFP is currently in progress before January 1, 2013, should it be loaded onto the RFP website as of January 1, 2013, or do entities begin posting RFP’s as of January 1, 2013 forward?
• Entities should post RFP’s issued January 1, 2013 forward.

11. When loading RFP documentation, what should be included or excluded (i.e. blueprints, amendments, addendums, etc.)
• Include original RFP information considered part of RFP documentation. Required information is determined by the covered entity.

12. The RFP website only shows open and closed RFP information. Some entities have “continuous” RFP’s. Will an edit be made that effect?
• No.

13. Will a cost be charged to entities for use of the RFP website?
• Entities will not be charged for RFP website cost or maintenance.

14. Clarify RFP and what should be submitted on the RFP website.
• Act 2012-407 did not make any changes that affect legal contracting process or what is considered a Request for Proposal (RFP). RFP’s issued by a covered entity should be posted when issued.

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ISD Help Desk (help.desk@isd.alabama.gov / 334-242-2222) RFP Website Issues