

**REQUEST FOR PROPOSAL**  
**Auditing Services for FY2023-2024**

Responses to this Request for Proposal must be received on or before the date and time specified below. All Respondents must complete the following:

Name: \_\_\_\_\_

Firm, if applicable: \_\_\_\_\_

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

City, State, Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_

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

Federal Tax ID: \_\_\_\_\_

**RETURN BY: 3:00 PM Central on 10/30/2023**

**General instructions:** Respondents must submit a response to this Request for Proposal on or before the return date and time. Pricing must remain good for 90 days. All charges related to the services must be provided on this form. **NOTES: (1) Late responses will not be considered, and (2) award(s) will be made in the best interests of the Board.**

**The Respondent's authorized agent must sign below. By signing this response, Respondent acknowledges and represents that Respondent has read, acknowledges, and accepts all requirements of this RFP. Failure to sign below will disqualify this response.**

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**I. GENERAL INFORMATION.**

A. **Purpose.** This request for proposal (RFP) is to contract for auditing services to be provided for the Alabama 9-1-1 Board (hereinafter referred to as "the Board") for the period of October 2022 through September 30, 2024.

B. **Who May Respond.** Only individuals or firms who are currently licensed to do business in Alabama and maintain an office in Alabama may respond to this RFP.

**C. Instructions on Proposal Submission.**

1. **Closing Submission Date.** Proposals must be submitted no later than 3:00 PM Central on 10/30/2023.

2. **Inquiries.** Inquiries concerning this RFP must be directed to Leah Missildine, Executive Director of the Alabama 9-1-1 Board via email at [leah@al911board.com](mailto:leah@al911board.com) or by telephone at 334-440-7911 during regular business hours.

3. **Terms and Conditions of Proposal.**

- a) **Costs.** All costs incurred in the preparation of a proposal responding to this RFP will be the responsibility of the Respondent and will not be reimbursed by the Board.
- b) **Term of Contract.** The term of this contract and work orders resulting from this RFP shall be from date the contract is executed by all necessary individuals and continue for a two-year basis.
- c) **Governing Law.** The RFP and any resulting contract and work orders shall be governed, construed, and interpreted in accordance with the laws of the State of Alabama.
- d) **Independent Contractor.** Respondent shall serve as an independent contractor in providing services under any contract resulting from this RFP. Respondent and Respondent's employees shall not be employees of the Board.

4. **Instructions to Prospective Contractors.** Respondents must submit an original hardcopy and one (1) digital copy of their response by postal mail, electronic mail, and/or hand delivery to:

Leah Missildine, Executive Director  
Alabama 9-1-1 Board  
ATTN: Auditing Services  
1 Commerce Street, Suite 620  
Montgomery, AL 36104  
[leah@al911board.com](mailto:leah@al911board.com)

5. **Right to Reject.** The Board reserves the right to reject, in its sole discretion, any or all RFP responses and all or any part of any response and waive minor technicalities. The Board will award a contract, if any, to serve the best interests of the Board and the State of Alabama. The Board's waiver of any deviations in any response will not constitute a modification of this RFP and will not preclude the Board from asserting all rights against Respondent for failure to comply with all terms and conditions of this RFP. All RFP responses become property of the Board. The Board may reissue another RFP for the

services as described in this RFP or similar services at any time.

6. **Anticipated Timetable and Notification of Award.** The Board currently anticipates that the selection of a qualified individual or firm and execution of the contract will proceed according to the following approximate timetable:

Issuance of Request for Proposals	10/23/2023
Deadline for Proposal Responses	10/30/2023
Contract Executed	upon approval of Contract Review Committee

Notification will be made by the Board's Executive Director. Contracts may be subject to review by the Contract Review Permanent Legislative Oversight Committee or the Governor of the state of Alabama or a combination thereof.

- D. **Description of Entity.** The Alabama 9-1-1 Board was created effective July 1, 2012, to plan for the implementation of a single statewide 911 charge and the distribution of the revenues generated by that 911 charge with cooperation of the Commercial Mobile Radio Service (CMRS) Board. Upon the effective date of the new statewide 911 charge or October 1, 2013, the Alabama 9-1-1 Board replaced and superseded the CMRS Board.

The Alabama 9-1-1 Board was created to provide a consistent funding mechanism in a single agency to facilitate implementation of existing as well as emerging types of 9-1-1 services in Alabama with the charge that is collected from all types of service providers (e.g. wireline, wireless, VOIP, etc.) and amounts collected are to be distributed to Emergency Communication Districts (ECDs) and others as set out by statute. See Ala. Code § 11-98.

The Board consists of 13 members, each serving four-year terms, appointed by the Governor subject to confirmation by the Senate. Seven of the members are recommended by the Alabama Association of 911 Districts, one from each of the seven congressional districts, as such districts existed on May 8, 2012, with each district representative recommended selected by vote of the Alabama Association of 911 Districts' members from that congressional district. Two members are recommended by CMRS providers licensed to do business in Alabama. Two members are recommended by incumbent local exchange carriers operating in Alabama, who cannot be from the same local exchange carrier. Two members are recommended by cable companies that provide interconnected VoIP services in Alabama, who cannot be from the same cable company.

Under *Ala. Code* § 11-98, the Alabama 9-1-1 Board has the following powers and duties:

- (1) To develop and publish a 911 Annual Report.:
- (2) To administer the 9-1-1 Fund and the monthly statewide 9-1-1 charge.
- (3) To distribute revenue in the 9-1-1 Fund.
- (4) To establish policies and procedures to fund advisory services, grants, and training for districts and to provide funds in accordance with these policies and procedures to the extent funds are available.
- (5) To make and enter into contracts and agreements necessary or incidental to the performance of its powers and duties and to use revenue available to the 9-1-1 Board for administrative expenses to pay its obligations under the contracts and agreements.
- (6) To accept gifts, grants, or other money for the 9-1-1 Fund.
- (7) To undertake its duties in a manner that is competitively and technologically neutral as to all voice communications service providers.

- (8) To administer the deployment and operation of a statewide 911 voice and data system that utilizes emerging communication technologies that are capable of connecting to a 911 system and delivering 911 and emergency information to districts.
- (9) To establish a certification program to train and certify public safety telecommunicators employed by a primary PSAP receiving 911 calls, including establishing minimum core competency topics and minimum number of training hours, deciding whether a written examination is required, and any necessary certification requirements, to the extent funds are available to cover all costs for the training established by the board.
- (10) To adopt rules in accordance with the Administrative Procedure Act:
  - a. to implement this chapter;
  - b. to establish the statewide 911 charge; and,
  - c. in response to technological changes, apply, collect, and remit the statewide 911 charge, without duplication, to the active service connections of other originating service providers that are technically capable of accessing a 911 system, subject to the provisions applicable to voice communications service providers under *Ala. Code* § 11-98.
- (11) To take other necessary and proper action to implement *Ala. Code* § 11-98.

## II. SCOPE OF SERVICES.

The following represent the type services expected to be performed either in part or in whole by the Respondent:

Audit the Financial Statements of the Board.

Review, draft, and advise the Board on policies, rules, and legislation pertaining to the finances of the Board.

Attend meetings of the Board and meet with management as necessary.

Other financial services as needed.

## III. PROPOSAL CONTENTS.

- A. Experience.** The Respondent should describe its experience, including the names, address, contact persons, and telephone number of at least three clients, preferably including clients similar to the Alabama 9-1-1 Board.
- B. Organization, Size, Structure, and Areas of Practice.** If the Respondent is a firm, it should describe its organization, size, structure, areas of expertise, and office location(s).

- C. **Qualifications.**
1. Professional and education background of each team member.
  2. Prior experience of each team member with respect to the required experience listed above. Only include resumes of individuals likely to be assigned to the representation. Education, position in firm, years and types of experience, and continuing professional education will be considered.
- D. **Price.** The Respondent's proposed price should include information on the billing rate(s) for the services being provided.

#### IV. PROPOSAL EVALUATION

- A. **Submission of Proposals.** Respondents must submit an original hardcopy and one (1) digital copy of their RFP response by postal mail, electronic mail, and/or hand delivery to:
- Leah Missildine, Executive Director  
Alabama 9-1-1 Board  
1 Commerce Street, Suite 620  
Montgomery, AL 36104  
leah@al911board.com
- B. **Evaluation Procedure and Criteria.** Proposals that are submitted in compliance with this RFP will be evaluated according to the criteria set out below:
1. **Experience and References:** Strength of skills, experience, and qualifications of the individuals who are anticipated to perform the services described in the RFP. References should be clear as to the type of work performed.
  2. **Knowledge and Expertise:** Breadth of knowledge of the 911 industry and expertise regarding performing financial services for state and/or local government agencies.
  3. **Cost:** Proposed cost, reasonableness of costs, hourly or monthly rates, and costs assigned to personnel, if applicable.
  4. **Clarity of Proposal:** Clarity and content of Respondent's proposal, including their understanding of the nature of the solicitation, their work plan, and communication skills.
  5. **Interviews:** Presentation during an interview, if conducted.