



Request for Proposal RFP2025-01

Website Development Services

AUGUST 2024

ISSUED BY

UNIVERSITY OF NORTH ALABAMA

REPRESENTATIVE

Brandon Blaylock

bblaylock@una.edu

256.765.5034

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Calendar of Events

Issue Date	08/26/2024
Deadline for Written Questions	09/16/2024
Publication of Written Responses to the Questions	09/27/2024
Deadline for Proposals and Open Bids	11/01/2024 2:00 PM CDT
Anticipated Award Date	12/02/2024

Mailing Instructions

Do not place more than one bid in an envelope. Envelopes containing more than one bid may not be opened in time for a bid to be considered.

Envelopes containing bids must be sealed, marked and addressed as follows:

ADDRESSED TO:	(If via any postal service)	(If hand carry)
	University of North Alabama	University of North Alabama
	Purchasing Department - RFP 2025-01	Purchasing Department - RFP 2025-01
	UNA M/S 5025	601 Cramer Way, Room 17
	One Harrison Plaza	One Harrison Plaza
	Florence, AL 35632-0001	Florence, AL 35632-0001

Labeled:

BID FOR: Website Development Services

Bid No. 2025-01

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CAUTION – The above mailing address line, UNA Box 5025, is the address for the University of North Alabama Central Mail Room and is not part of the physical address for the University of North Alabama Purchasing Department. Envelopes or packages addressed to this box number may not be received in the Purchasing Department by the specified bid due date and time. It is the bidder’s responsibility to ensure that the bid is received in the Purchasing Department by the date and time specified; no assumptions should be made in regard to an extension due to unforeseen circumstances of any kind, no due date or time will change without advance written notice from the Procurement Office.

Bidders are strongly cautioned to mail or ship bids to allow ample time for receipt in the Purchasing Department, not the Central Mail Room nor Central Receiving. Overnight or next day delivery services may not be adequate. Since bids must be received in a sealed envelope, faxed or emailed bid copies cannot be accepted.



Introduction

The University of North Alabama (UNA or the University) is soliciting proposals for web development and design related services. These specialties may include, but are not limited to, planning, research, strategy, design, and website/digital development.

The selected proposer(s) will work with the Office of Enrollment Marketing and Digital Communication to achieve the University’s goals for growth and enhancing the brand. The proposer(s) must have a successful record of assisting organizations achieve their goals through innovative, leading edge web development. The University of North Alabama is looking for a strategic partner or partners—sophisticated, highly integrated and engaged firms with strong subject matter expertise, and results-oriented background in web development.

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The University anticipates the possibility of awarding to multiple design and/or web agencies although if one firm brings best-in-class capabilities in all areas and communicates its interest in being a full-service agency, that will be considered.

The University of North Alabama Story

The University of North Alabama traces its roots to 1830 and LaGrange College, the first state-chartered college in Alabama. The school relocated to its current location in Florence from its original site in Franklin County in 1854. The institution would later become the first state-supported teachers' college in the South and one of the first coeducational institutions in the nation.

The University of North Alabama is a public university in Florence, Alabama. It is the state's oldest public university. Occupying a 130-acre campus in a residential section of Florence, UNA is located within a four-city area that also includes Tuscumbia, Sheffield and Muscle Shoals.

Brand Notes

Colors

NORTH ALABAMA PURPLE PANTONE 268 C: 79 R: 89 M: 100 G: 43 Y: 0 B: 138 K: 0 HTML: 592B8A	UNA GOLD PANTONE 1235 C: 0 R: 255 M: 25 G: 185 Y: 94 B: 42 K: 0 HTML: FFB92A	NORTH ALABAMA WHITE C: 0 R: 255 M: 0 G: 255 Y: 0 B: 255 K: 0 HTML: FFFFFFFF
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Weiss

The "legacy" font of UNA that has been used for many years and is most associated with the brand because of its role in the logo.

Weiss Medium
 ABCDEFGHIJKLM
 NOPQRSTUVWXYZ
 abcdefghijklm
 nopqrstuvwxyz

Weiss Italic
 ABCDEFGHIJKLM
 NOPQRSTUVWXYZ
 abcdefghijklm
 nopqrstuvwxyz

Avenir

Our workhorse. A sans-serif font that is sophisticated and modern in style.

Avenir 35 Light
 ABCDEFGHIJKLM
 NOPQRSTUVWXYZ
 abcdefghijklm
 nopqrstuvwxyz

Avenir 35 Light Oblique
 ABCDEFGHIJKLM
 NOPQRSTUVWXYZ
 abcdefghijklm
 nopqrstuvwxyz

Avenir 65 Medium
 ABCDEFGHIJKLM
 NOPQRSTUVWXYZ
 abcdefghijklm
 nopqrstuvwxyz

Avenir 65 Medium Oblique
 ABCDEFGHIJKLM
 NOPQRSTUVWXYZ
 abcdefghijklm
 nopqrstuvwxyz

Scope of Services and Web Development Overview

The University of North Alabama operates under a varied marketing and advertising model with distinct media plans for enrollment that supports its colleges, online and graduate programs, and traditional offerings. The website that will be developed must be capable of supporting these distinct offerings while maintaining a unified brand and identity. The plan is comprehensive in that it supports the University's message at the international, national and local levels across a variety of target audiences through both direct response and traditional awareness-based platforms.

The University of North Alabama's primary goal for the website is to drive enrollment. To this end, the University is looking to develop a new website which is modern, compelling, engaging, and easy to navigate.

The goals of the new website focus on enhancing the University of North Alabama brand, clearly distinguishing between external and internal audiences, and improving accessibility. To achieve an improved UNA brand, the marketing website will feature standardized templates, page types, and graphics, ensuring a cohesive and professional appearance. The site will target prospective students, parents, alumni, and peer institutions with a focus on recruitment. The site will be consistent with the University's brand standards and will be cohesive in look and feel. Lastly, the website will be developed in accordance with modern accessibility standards to ensure that all users, regardless of their abilities, can navigate and utilize the site effectively.

Phases of Development

The proposed project will include multiple phases. The University will entertain proposals for all of the phases, or individual phases as identified in the proposal.

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1. Strategy and Discovery

The first phase of the website overhaul requires the selected agency to undertake, in coordination with the Enrollment Marketing and Digital Communication Department, stakeholder interviews to gather insights and define specific project objectives, followed by an analysis of the current website's performance, user behavior, and competitive landscape. This phase ensures that all subsequent development aligns with strategic goals and user requirements, setting a solid foundation for the project.

2. Design

- a. Account for all page types
- b. Selection of a CSS framework
- c. Wireframes
- d. Final Designs
- e. **Deliverable:** Clickable, responsive HTML, CSS or interactive figma style prototype.

3. Implementation

- a. Selection and implementation of Content Management System
- b. Implementation of design in CMS
- c. **Deliverable:** Functional CMS with design implemented, deployed to beta server

4. Content Migration

- a. Migrate all relevant content from current production site to new beta site.
- b. **Deliverable:** Production ready website live at beta.una.edu

5. Training

- a. Developer training on the new CMS contingent upon need and the selection of the CMS in the Strategy and Discovery phase.

6. Deployment

- a. **Deliverable:** Live new site at una.edu

RFP Requirements

Proposers submitting a response to this RFP must be aware and willing to perform all requirements listed as well as any subsequent requirement additions and/or edits made through official RFP addenda(s).

General Requirements

1. **Purpose**

The purpose of this RFP is to establish a contract (or contracts) for web design and development services for University of North Alabama. The categories of service requirements are contained in the "[Scope of Services](#)" section.

2. **Professional Expectations**

Proposers interested in presenting proposals must demonstrate substantial experience and expertise in the development and implementation of services. If there are any conflicts of interest, including performance of work for a competitor of the University of North Alabama, or if there are any potential barriers to completing the projects under this solicitation, the firm must disclose these issues in the response to this RFP.

In addition, all proposers must agree to the following terms and be willing to provide the following services upon successful completion of RFP and subsequent contract award:

- A. The proposer(s) will participate in developing UNA Web, Marketing, and Branding plans, and act in ways which help UNA achieve its strategic goals and objectives.
- B. The proposer(s) will assist UNA in analysis, research and planning for all projects and activities undertaken within the scope of the contract.

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- C. Proposer(s) will provide competent and experienced staff for the UNA account to maintain a positive, productive relationship and to meet all agreed upon project timelines.
- D. If requested, proposer personnel shall be available to timely attend planning meetings, budget reconciliation meetings, and other meetings as reasonably requested during the term of the contract.
- E. The proposer should also be able to participate in videoconferencing with the UNA representatives throughout the contract term.
- F. Proposer(s) will work with UNA to identify strategic issues for the specific area for which it is proposing that may arise, perform relevant work to study the issues and recommend actions in response to findings. Proposers will work closely at all times with the Enrollment Marketing and Digital Communications team and other relevant UNA team members, which may include various personnel as appropriate.
- G. All marketing research and associated results will be the property of UNA and cannot be shared without express prior written consent of a UNA official.
- H. All findings will remain confidential unless specific written approval of a UNA official is provided.
- I. All imagery, designs, and audio-visual representations produced while under contract will become property of UNA.
- J. All ideas, innovations, and patents created under contract will become property of UNA.
- K. All copy (taglines, slogans, or themes), design, photography, videography, audio-visuals, artwork, and graphics exclusively prepared for UNA will become the sole property of UNA.
- L. Original, native layered art files produced under contract are the sole property of UNA and should be made available upon request. UNA reserves the right to edit/adapt originals as needed.
- M. Proposer(s) must be able to secure any stock photographs or illustrations needed to execute concepts.

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- N. Proposer(s) must accept UNA's logo, style guide, and any UNA-provided theme line, whether or not prepared by the proposer and work to develop the idea to completion. See Appendix A for sample logos.
- O. Proposer(s) will provide concept development and production of communications as assigned. The proposer(s) may be requested to acquire various production and creative materials and related services with third parties on behalf of UNA. With written, advanced approval of a cost estimate, these acquisitions may be reimbursed to the proposer. A mark-up or commission may or may not be allowed depending on the circumstances. However, costs must be pre-approved by owners before production begins.
- P. UNA is a nonprofit educational institution and is eligible for discount pricing and tax exemption. Awarded proposer(s) must also directly pay all media and creative invoices and submit these expenses monthly to UNA for reimbursement. UNA will provide its awarded proposer(s) with a copy of its sales tax exemption certificate.
- Q. In addition to the requirements set forth above, UNA is also interested in other marketing services proposers can provide, particularly innovative ideas to control costs and increase efficiency.

3. Commitment of the University

The University of North Alabama reserves the right to withdraw this RFP at any time and for any reason. Receipt of proposal materials by the University or submission of a proposal to the University confers no rights upon the proposer nor obligates the University in any manner.

A contract or contracts, 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 approved designee on behalf of University of North Alabama. Any agreements shall be construed and interpreted according to the laws of the State of Alabama.

4. RFP Questions

Every request for such interpretation or correction shall be emailed to Ms. Cindy

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Conlon, Associate Vice President, at chconlon@una.edu and Mr. Brandon Blaylock, Director, Web Development, at bblaylock@una.edu.

Any questions must be received by the deadline shown in the Calendar of Events ([page 2](#)) in order to be given consideration. All such interpretations and supplemental instructions will be answered as an addendum to this Request for Proposal and will be transmitted by email to all proposers by the close of business on the date listed in the Calendar of Events.

Any verbal communication regarding RFP shall have no force or affect toward the final agreement. All parties represent that no promises, representations, or inducements have been made with respect to the subject matter of this proposal and potential agreement resulting from written proposals.

5. RFP Addenda

Addenda to this RFP may be necessary prior to the closing date and will be furnished by email to prospective proposers.

Requirements for Response to the RFP

1. Proposal

All proposers responding to this RFP are required to submit a Proposal which follows the [formula outlined below in the Proposal Instructions](#) to be considered. See Appendix B for related Forms.

2. Professional Expectations

The proposer is encouraged to carefully examine all related RFP documents to become fully informed. The proposer is responsible for collecting all necessary data required for developing its proposal for the described services.

3. 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 email addresses listed above.

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Unless requested by the University, the University will not accept any addenda, revisions, or alterations to proposals after the due date.

Any submitted proposal shall remain valid for six (6) months after the due date.

4. **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. UNA may reject proposals considered non-responsive. UNA, in its sole discretion, reserves the right to overlook minor inconsistencies.

Requirements for RFP Awards

1. **Execution of Contract**

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

The above documents must be furnished, executed, and delivered before the contract will be executed by UNA. The contract will not be binding upon UNA until it has been executed by UNA and a copy of such fully executed contract is deliverable to the proposer. The contract shall be for a term of one year with an option for annual renewal for a period not to exceed a cumulative total of five additional years, at the sole discretion of UNA.

2. **Form of Contract**

The successful proposer(s) shall submit a proposed agreement(s), the scope and terms of the contract shall include the RFP, any amendments thereto, and the

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vendor's proposal in response to the RFP. 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 University reserves the right to clarify any contractual relationship in writing with the concurrence of the proposer, and such written clarification shall govern in case of conflict with the applicable requirements stated in the RFP or the 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 proposer and the University 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 University regarding this RFP, or any resultant contract, shall be brought in the State of Alabama, administrative or judicial.

3. Deviations from the Form of Contract

Stated requirements appearing elsewhere in the RFP shall become a part of the terms and conditions of any resulting contract. Any deviations, therefore, must be specifically defined by the proposer in the proposal which, if successful, shall become part of the contract, but such deviations must not be in conflict with the basic nature of this RFP.

4. 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.

5. Confidentiality and Proprietary Information

During the term of this agreement and subsequent contracts, proposer and the University may have access to certain confidential and proprietary materials of

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each other. As a public entity of the state all contracts are considered public record and must be made available under the terms of Alabama law, however certain information may remain confidential and is defined under Code of Alabama Section 41-4-115(b). Neither the University nor proposer shall disclose any of the other party's confidential or 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 confidential and other proprietary information shall remain the exclusive property of its originator and shall be returned thereto immediately upon termination of this agreement. This provision shall survive termination of this agreement. Awarded proposer(s) may be required to sign a non-disclosure agreement.

As a reminder, certain student data must be protected under the provisions of FERPA (Family Educational Rights and Privacy Act) and the Gramm-Leach-Bliley Act. The selected firm or firms must have administrative, technical and physical safeguards to protect the security, confidentiality and integrity of the University's confidential information.

6. Assignment

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

7. Catastrophe

Neither proposer nor UNA 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, 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 destroyed or damaged due to such causes.

8. Severability

If any term or provision of this agreement shall, to any extent or for any reason, be invalid or unenforceable, the remainder of this agreement and the application

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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 Alabama law. The University is an entity of the State of Alabama and as such does not waive any rights available to it within the laws of Alabama. Any dispute would be subject to a ruling from the Alabama Board of Adjustment.

9. 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.

10. 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.

Proposal Instructions

All proposers responding to this RFP will be required to submit a Proposal by the due date shown in the [Calendar of Events](#). See [Appendix B](#) for related forms.

Proposal Outline

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 University

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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 in the sequence shown.

1. **Cover Sheet**

2. **Agency/Firm Philosophy, Culture, Approach**

Provide a narrative that addresses how your firm plans to address the needs expressed in this Request for Proposal. Describe your firm's philosophy. Please specify whether you intend to submit a proposal for all phases of the project as described, or for specific phases only. If your proposal is limited to particular phases, clearly identify which phases your proposal will address.

- A. Short narrative explaining how the firm intends to provide the required services throughout the term of the contract. Close with a summary of any problems which should be anticipated and proposed solutions to mitigate them as proactively as possible.
- B. Provide details of the products or tools; expertise and/or services included to fulfill the RFP requirement.

3. **Agency / Firm Profile and Experience**

- A. Agency Details: Provide the following:
 - i. Description of your firm's relevant qualifications to perform the requested and offered services.
 - ii. Provide examples of experience relevant to the scope outlined within this RFP. Include the size, scope, and timeline of the services provided.
 - iii. Agency overview, corporate background, mission statement, and/or philosophy;
 - iv. Primary business focus or specialty;
 - v. Headquarters location;
 - vi. Length of experience in providing web development and design services;
 - vii. Competitive research capabilities;
 - viii. Any other notable facts that may demonstrate your firm's unique qualifications and aid in the selection process.

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B. Sample Contracts

The proposer is to provide at least 1 example contract addressing requirements similar to those of UNA. Include case studies to illustrate successful past performance for the services being offered. The contracts should ideally be of similar size, scope and complexity to the needs of the University of North Alabama. The following are to be provided:

- i. Client name, address, name and telephone number for Account Manager assigned to contract
- ii. A brief, but informative description of the marketing, design, and/or development effort provided including the specific services provided with portfolio samples;
- iii. The dollar volume for the contract/project;
- iv. The term of the contract (start date and completion date); or note ongoing
- v. Similarities to the UNA contract as described in this RFP.

C. Firm References

All firms responding must supply reference information for three previous clients. UNA will notify the bidding firm prior to contacting their references. References will be held in the strictest confidence, and each reference must be from a different contract; only one reference per contract is allowed.

4. Key Personnel/Staffing Qualifications/References**A. Personnel Details**

Firms are to present a plan for the management and staffing of the design and development services being offered to be provided to the University. The Plan shall delineate between full-time and part-time employees, as well as, associated schedules and labor hours.

The University of North Alabama is primarily interested in the capabilities and experience of the office and specific individuals who will provide the majority of the required services to the University. Unless specifically stated to the contrary, all requested information about the proposers

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should be limited to the individuals who will serve the contract with the University.

B. Key Personnel Resumes

Firms will provide a brief resume or curriculum vitae for the person(s) recommended as the Executive-in-Charge and the Account Manager under this contract.

The resume of each person should include their experience on similar contracts, both with your firm and other firms. Give a brief description of the project/contract. Also, indicate the role the person performed for the project/contract (i.e. Executive-in-Charge, Account Manager, etc.)

C. Personnel Commitment

By submitting the name of the Executive-in-Charge and the Account Manager and other Key People for consideration, the proposer is committing these individuals to UNA for this contract, if awarded.

Personnel changes will require written authorization from the University via a contract amendment.

5. **Acknowledgement of Review of the University of North Alabama Contract Terms and Conditions**

The proposer is to warrant that they have reviewed all requirements included in this RFP and will execute a contract with these mandatory terms and conditions upon request by UNA, as may be negotiated. Any exceptions to the Contract are to be noted. Proposer is to also acknowledge that UNA is under no obligation to accept such requested exceptions and, as a result of such exceptions, may elect to find the proposer not susceptible of the award(s) of the Contract(s).

6. **Pricing**

A. In addition to providing a total bid estimate, the pricing must be broken down by anticipated hours for each of the phases of development the proposal covers.

- i. Provide hourly billing rates (inclusive of all expenses, overhead and profit) for staff. The quoted hourly billing rates will be valid for the term of the contract.

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- ii. Provide examples of previous quotes, the actual resulting number of hours, and the amount charged for a project effort of similar size and scope.
- B. Include the phases of the project for which the agency is providing a proposal. [See pages 6 and 7](#) for a list of the phases and deliverables for each phase.
- C. For any work done under the resulting contract, the contractor will provide a quotation using the quoted hourly rates and the level of effort applicable to the project for review and approval by the University.
- D. UNA may also reimburse the agency for the cost of media, out-sourced creative, other third-party services expenses, or other items requested by UNA on a monthly basis. The proposal will provide a detailed quotation for any such work done under the contract for review and approval by the University.

7. Disclosure

If there are any conflicts of interest, including performance of work for a competitor of University of North Alabama, or if there are any potential barriers to complete the performance of this project, the firm must disclose these issues on the [included disclosure form in Appendix B](#).

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Appendix A - Example Logos



University of
NORTH ALABAMA



University of
NORTH ALABAMA

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Appendix B - Proposal Forms and Legal Documentation

UNIVERSITY OF NORTH ALABAMA VENDOR CERTIFICATION PURSUANT TO ACT2012-491 & ACT2014-044

ALABAMA LAW (SECTION 31-13-9 , CODE OF ALABAMA 1975: By signing a contract resulting from this proposal, the contracting parties affirm, for the duration of the 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 the agreement and shall be responsible for all damages resulting therefrom.

ALABAMA LAW SECTION 16-25-26C , CODE OF ALABAMA 1975; Legislation requiring the University of North Alabama to report to Retirement Systems of Alabama individuals paid for personal services who are currently receiving benefits from TRSA or ESA became effective October 1, 2013. No minimum level of compensation was defined. **Any individual receiving direct or indirect compensation from this contract who is a retiree receiving benefits from the State of Alabama Retirement System MUST NOTIFY UNA of this status along with Bid/RFP Submission.**

Bidder hereby certifies full compliance with Act No. 2012-491 & Act No. 2014-044:

Date: _____

Company: _____

Authorizing Signature: _____

Printed Name: _____

Title: _____

State of _____ County of _____

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**CERTIFICATE OF COMPLIANCE WITH THE BEASON-HAMMON ALABAMA TAXPAYER AND
CITIZEN**

PROTECTION ACT (ACT 2011-535, as amended by Act 2012-491)

RE: Contract/Grant/ Incentive (*describe by number or subject*): **BID/RFP_2025-01**_by and
between _____ (Contractor/Grantee) and the **University of
North Alabama** (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 201 1-535 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. "Business entity" shall include, but not be limited to the following:
 - a) Self-employed individuals, business entities filing articles of incorporation, partnerships, limited partnerships, limited liability companies, foreign corporations, foreign limited partnerships, 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, 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. 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

By: _____

Its: _____

The above Certification was signed in my presence by the person whose name appears above, on this ____ day of _____ 20____.

WITNESS: _____ Printed name of Witness: _____

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

ENTITY COMPLETING FORM

Agreement Number

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 good or services previously provided, and the amount received for the provision of such goods or services.

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.

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.)

_____ initial
I have read and understand the contents of this page

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.)

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:

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I have read and understand the contents of this page

RFP No. 2025 -01 For: Website Development Services

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 2001-995 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.

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I have read and understand the contents of this page