



ALABAMA JUDICIAL BUILDING

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Request for Proposal

For a Computer-Assisted Legal Research Service

for the

Alabama Judicial Department

Issued: June 12, 2015

**Alabama Supreme Court and State Law Library
Heflin-Torbert Judicial Building, 300 Dexter Avenue
Montgomery, Alabama 36104**

June 12, 2015

NOTICE OF REQUEST FOR PROPOSAL

TO: Electronic Information Services Vendors

FROM: Timothy A. Lewis, Director and State Law Librarian

RE: Request for Proposals for Computer-Assisted Legal Research Service

A Request for Proposal (RFP) for a Computer-Assisted Legal Research service for the Alabama Judicial Department has been posted on the website of the Alabama Supreme Court and State Law Library <<http://judicial.alabama.gov/library.cfm>>. Please visit our website to view or download the RFP.

This notice is being sent to those vendors on the vendor list for Commodity Class 915, subclass 28 and Commodity Class 956, subclass 70.

I. PURPOSE: This Request for Proposal (RFP) has been issued by the Alabama Supreme Court and State Law Library, hereinafter referred to as the “Law Library”, to obtain offers from qualified vendors for the purpose of providing online access to primary and secondary legal research resources for the Alabama Judicial Department.

NOTE: Proposals will be considered only from respondents who are regularly engaged in the service/products business, are financially stable and responsible, and who have the necessary ability and personnel to provide the services and goods required by this RFP.

II. ISSUING OFFICER: The Issuing Officer is the sole point of contact outside of conferences and meetings with the Law Library negotiating team, from the date of the release of the RFP until negotiations are initiated. All questions and requests for clarification outside the above-referenced meetings should be directed to:

Timothy A. Lewis, Director
Alabama Supreme Court and State Law Library
Heflin-Torbert Judicial Building
300 Dexter Avenue
Montgomery, AL 36104
Email: tlewis@appellate.state.al.us

III. TIME LINE: The following time schedule will be strictly adhered to in all actions relative to the RFP, unless modified by the Law Library by addendum to this RFP.

June 12, 2015	Issue date of the Request for Proposal
June 19, 2015	Deadline for vendors to submit written questions regarding RFP. Each question must cite the particular section of the RFP to which it relates.
June 26, 2015	Answers to any written questions will be forwarded via e-mail to all interested vendors.
July 6, 2015	Respondents’ replies are due to the Issuing Officer. Responses must be received at the Law Library no later than 5:00 p.m. Central Standard Time.
July 7-10, 2015	Vendors schedule demonstration of their products through the Issuing Officer at the Judicial Building.
July 12-15, 2015	Vendors schedule demonstration of their products through the Issuing Officer during the Circuit and District Judges’ Conference in Point Clear, Alabama.

July 20, 2015	Start of negotiations with selected respondents.
August 3, 2015	Final, firm offers to be submitted in writing by 5:00 p.m. Central Standard Time.
August 17, 2015	Release date of evaluation and decision of intended award.

IV. RESERVATIONS

- A. The Law Library reserves the right, at its sole discretion, at any time and for any valid reason, to reject any or all proposals submitted in response to this RFP, or to cancel the RFP, if it is determined by the Law Library to be in its best interests.
- B. If a proposal is selected, the Law Library reserves the right, at its sole discretion, at any time and for any valid reason, to change its decision with respect to the selection and to select another proposal, or to cancel the RFP, if it is determined by the Law Library to be in its best interests.
- C. Notwithstanding the amendment provisions otherwise set forth herein, the Law Library reserves the right, at its sole discretion, to waive any minor irregularity or discrepancy in an otherwise valid proposal which would not jeopardize the overall program, and to award a contract on the basis of such a waiver in the event the Law Library determines that such an award is in its best interests. Minor irregularities are those which will not have a significant, adverse impact on overall cost or performance as determined at the sole discretion of the Law Library.
- D. The Law Library reserves the right to negotiate with any vendor whose proposal meets the requirements of the RFP, as well as to select an applicant other than the applicant offering the lowest price, if it is determined to be in the best interest of the Law Library.
- E. Issuance of this RFP does not constitute a commitment by the Law Library to select any proposal submitted in response to the RFP or to award a contract to any applicant who responds to the RFP.
- F. Selection of a proposal shall not be binding upon the Law Library and may or may not, at the Law Library's sole discretion, result in the Law Library entering into a contract with the vendor.
- G. The Law Library reserves the right to require all vendors to provide a presentation of their proposals and their services. This presentation will require a demonstration showing that the services offered meet the specifications as described herein. Oral presentations, if requested, will be made July 7- 9, 2015 in the Judicial Building, and July 12-15, 2015 at the Circuit and District Judges Conference n Point Clear, Alabama.

H. The Law Library reserves the right to amend the RFP. All amendments, if any, will be made by written addendum issued by the Law Library and will be mailed to all vendors to whom the RFP was originally mailed.

V. OPERATIONAL GUIDELINES:

A. **PROCUREMENT DESCRIPTION:** The objective of the Law Library in soliciting and evaluating proposals in response to this RFP is to obtain a timely, accurate computer-assisted legal research service at a reasonable rate.

B. **APPLICABLE PROGRAM REGULATIONS:** The services requested under this RFP are subject to all applicable federal and state laws, regulations, rules, and procedures.

VI. SUBMISSION OF PROPOSALS:

A. **NUMBER OF COPIES:** Each vendor must submit the original and one hard copy of the proposal along with an electronic version of the proposal, including appendices.

B. **SIGNATURES:** The original proposal must contain the original ink signature of the person(s) legally authorized to bind the vendor to the proposal.

C. **NATURE AND FORMAT OF PROPOSALS:** To be considered, the proposal must be concise; describe the vendor's ability to meet the RFP requirements; and comply with the timeline specifications in the RFP. The vendor must be responsive to the content and format specifications, in sequence, specified in the RFP.

D. **EXECUTIVE SUMMARY:** Each proposal should include an executive summary that denotes the following:

1. Vendor's office headquarters address, telephone and fax numbers, website URL
2. Vendor's legal status (e.g., corporation, S-corporation, limited liability company, limited liability partnership, etc.) and the year the vendor was organized to business as it currently substantially operates.
3. Vendor's Federal Tax Identification number.
4. Vendor's parent company, if applicable.
5. Vendor's total number of years in business.
6. Number of years vendor has provided online research tools.
7. The name, title, address, telephone number, e-mail address, and fax number of the person authorized by the organization to negotiate the contract or offer clarifications on behalf of the vendor;
8. The name, title, address, telephone number, e-mail address, and fax number of the person authorized by the organization to contractually obligate the vendor; and
9. The name, title, address, telephone number, e-mail address, and fax number of the person(s) to be contacted as vendor's account representative.
10. A guarantee that the vendor's proposal, as submitted, will remain in full force and effect through August 31, 2015, unless withdrawn prior to the proposal due date.

- E. **CLIENT REFERENCES:** Vendor must provide contact information, including the telephone number, names, and e-mail, for four government client references. Each client reference shall be unique. If the Vendor submits contact information for two or more individuals from the same client, only one will be contacted. Vendor must select clients who respond in a timely manner to telephone and/or e-mail inquiries with objective information regarding the products the client has purchased.
- F. **ORGANIZATION:** The proposal should be organized in the exact order in which the requirements are presented in the RFP. The proposal should contain a table of contents, which cross-references the RFP requirement and the specific page of the response in the vendor's proposal.
- G. **SUPPLEMENTAL MATERIALS:** Elaborate proposals in the form of brochures or other presentations beyond that necessary to present a complete and effective proposal are not desired.
- H. **DISCLOSURE STATEMENT:** A disclosure statement as required by Article 3B of Title 41, *Code of Alabama* 1975 (a copy of which is enclosed with this RFP) should be attached to the proposal.
- I. If the vendor is located in Alabama or employs an individual or individuals within the state of Alabama, the vendor shall provide a copy of its Employment Eligibility Verification (E-Verify) Memorandum of Understanding (MOU). The vendor must also complete and return the Certification of Compliance form, a copy of which is enclosed with this RFP.

If the vendor is not located in the state of Alabama and does not employ an individual or individuals within the state of Alabama, then an E-Verify MOU is not required. Instead, the vendor shall complete and return the Certification of Compliance form, included in this RFP.

VII VENDOR'S CERTIFICATIONS:

- A. **CERTIFICATION:** By submitting a proposal in response to this RFP, the vendor warrants and represents to the Law Library that the vendor accepts and agrees with all of the terms and conditions of the RFP. Further, by so submitting, the vendor certifies to the Law Library that the vendor is legally authorized to conduct business within the state of Alabama and to carry out the services described in this RFP, and that all of the statements are true and correct.
- B. **REVOLVING DOOR POLICY:** The vendor warrants that neither the vendor nor any of the vendor's trustees, officers, directors, agents, or employees is a current employee of the Judicial System, and that, to the best of its knowledge, none of these individuals has been an employee of the Judicial System within a two-year (24 month) period ending with the date of this RFP.

- C. **COLLUSION WITH OTHER VENDORS:** The vendor certifies by submission of this proposal and any resulting contract that the vendor has not publicly or privately colluded with any other vendor to fix prices or conditions of the contract that is envisioned to follow acceptance of one of the proposals submitted.
- D. **VENDOR PROPRIETARY OR CONFIDENTIAL INFORMATION:** Any information in the proposal that the vendor desires to claim as proprietary and exempt from disclosure under state or federal law that provides for the nondisclosure of the information, must be clearly designated. Each page containing the information claimed to be exempt from disclosure must be identified by the words “Proprietary Information” printed in the lower right hand corner of the page. Marking the entire proposal or entire sections of the proposal as proprietary, confidential, or exempt from disclosure will not be honored. The vendor must state in the Executive Summary whether their proposal contains any proprietary or confidential information. The Law Library will not honor any proposal indicating that pricing is proprietary or confidential, and if a request for release of a vendor’s pricing is made, the Law Library will release such information in a manner consistent with public records law, ordinarily after completion of the RFP process. If a public records request is made to obtain or view information contained in a proposal that the vendor has marked confidential or proprietary, the Law Library will notify the vendor of the request and of the date that the records will be released to the requester unless the vendor obtains a court order enjoining that disclosure. If the vendor does not obtain a court order enjoining disclosure, the Law Library will release the requested information on the date specified. The Law Library’s sole responsibility shall be limited to maintaining the information marked proprietary in a secure area and notifying the vendor of any request(s) for disclosure as long as the Law Library retains the vendor’s proprietary marked information. Failure to so label such information or failure to timely respond after notice of a public records request has been given shall be deemed a waiver by the vendor of any claim that such information is proprietary and exempt from disclosure.
- E. **NON-ENDORSEMENT AND PUBLICITY:** In selecting a vendor under this RFP, the Law Library [Judicial System] is neither endorsing a vendor’s product and/or services nor suggesting that a vendor is the best or only solution to the Judicial System’s needs. By submitting a proposal, the vendor agrees to make no reference to the Law Library, the Judicial System, or the State of Alabama in any literature, promotional material, brochures, sales presentation or the like, regardless of method of distribution, without the prior review and express written consent of the Law Library.

VIII. SERVICES REQUIRED: All vendors tendering proposals shall provide the following contents and services:

A. Mandatory Contents of Services

1. Full-text coverage of opinions (both reported and unreported) issued by trial and appellate courts in the United States, including state, federal, and territorial, to include internal page references to official and unofficial report volumes and parallel citations

- for court reports and opinions for federal courts of all jurisdictions and all levels as required by the most recent edition of *The Bluebook: A Uniform System of Citation*, and the most recent edition of *ALWD Citation Manual: A Professional System of Citation*, as well as citation formats required by the courts;
2. Notations to specifically numbered topical headnotes organized by subject matter;
 3. Full-text, annotated coverage of both current and historical state, federal and territorial statutes and court rules;
 4. Full-text, annotated coverage of state, federal and territorial administrative rules and decisions;
 5. An automatic case history and citation verification service (e.g., Shepard's Citations, KeyCite, or equivalent) that shows notations to specifically-numbered topical headnotes;
 6. Full-text coverage of state, federal, and territorial legislative materials;
 7. Full-text coverage of state, federal, and territorial attorneys general opinions;
 8. General legal encyclopedia (e.g., *Corpus Juris Secundum*, *American Jurisprudence*, 2d);
 9. All United States law reviews, legal periodicals, and bar journals;
 10. All Alabama treatises, forms and practice materials, and any other database materials specific to Alabama, now available or which become available to the vendor during the term of the contract, any third part contracts between the vendor and the author notwithstanding.
- Special requirement:** Vendor is responsible for ensuring access to such database materials at no additional charge to the Law Library.
11. Alabama jury materials, including pattern jury instructions in civil and criminal cases. and jury verdict reports and data;
 12. A legal dictionary with Latin and English phrases; and

B. Supplemental Contents of Services

1. National treatises, forms, and textbooks;
2. PDF images of the official case reporter of the state of Alabama and PDF case reporter images of other state or regional reporters for each state.
3. Vendors responding to the RFP may include additional features, databases, or benefits not specified and/or required that are considered desirable for the better value for the Judicial System. If such additional features, databases, or benefits will be included in the proposal for an additional charge, the proposal should indicate the charge attributable to the additional feature, database, or benefit.

IX. MANDATORY PRINTING, DOWNLOADING, AND E-MAILING

Vendors shall provide the following printing downloading, and e-mailing capabilities:

- A. Printing one or more selected documents from a printer connected (either directly or as a shared network device) to the user's device.
- B. Downloading one or more selected documents to the user's computer to store such documents in a user-specified storage media (disk, flash drive, etc.) for later printing or manipulation through a word processing program.

- C. E-mailing one or more selected documents.
- D. Unlimited printing, downloading, and e-mailing of retrieved documents at no additional charge, including all available PDF formats, subject to copyright and licensing restrictions. Downloading and e-mailing formats shall, at a minimum include formatted word processing, PDF, and ASCII text.

X. PRICING REQUIREMENTS: All replies must provide the following pricing outline:

- A. Flat-rate pricing for the Judicial Department and a supply of an unlimited number of passwords, not to exceed 650 in number, for all mandatory database contents.
- B. A separate price should be stated for each database constituting “supplemental contents.”
- C. Each vendor proposal should identify pricing for services to be provided over a two-year period. The pricing for each year should be noted separately.

XI. MANDATORY METHODS OF ACCESS:

- A. The primary access method will be via the Internet. Some users will have broadband access or may need access using mobile devices including, but not limited to Blackberry, Android, iPad, and/or iPhone. Users will access the vendor’s web page using a standard browser. Microsoft Internet Explorer version 8.0 and higher is the primary browser, but others such as Firefox, Chrome, or Safari may also be in use. Any secured information provided shall have the ability to use 128-bit or better encryption for all traffic, including the logon and the session, if requested.
- B. Back-up access plan for internet down time.

XII. MANDATORY SEARCH AND RETRIEVAL CAPABILITIES: All replies must meet the following search and retrieval requirements:

- A. Word or phrase search
- B. Specification of proximity relationship between and among search terms
- C. Field or segment searching
- D. Root expansion and universal character symbols
- E. Boolean searching
- F. Option for browsing retrieved documents on a page or search-term basis
- G. Highlighting of search terms in retrieved results
- H. The ability to search all selected state databases and all state judicial opinions in one search
- I. The ability to search all selected federal databases and all federal judicial opinions in one search
- J. Hypertext links within documents
- K. Retrieval of documents by citation
- L. The ability to print and download entire documents or selected portions of results
- M. Common or natural language searching
- N. Citation checking history and treatment
- O. The ability to extract citations from electronic documents for citation verification
- P. Electronic clipping services

- Q. Search by set index terms and summary fields
- R. An integrated indexing system with hyperlinks
- S. Dual- and single-column printing in plain-text (ASCII) and common word-processing formats
- U. The ability to view and print in PDF format.
- V. The ability to track searches and to retrieve an individual's research history for up to 365 days
- W. The ability to save a list of frequently used databases
- V. The ability to copy and paste with citations into a word processing document

XIII. MANDATORY SPECIAL REQUIREMENTS:

- A. Vendor shall provide a method whereby the user will be notified before trying to access a database that it is not included in the vendor's flat rate or per password pricing plan.
- B. Vendor shall be required to block databases not included in the flat rate contract
- C. Vendor shall provide two (2) additional master passwords, as part pf the flat-rate agreement, which will allow persons authorized by the Law Library to access any database that is not included in the vendor's flat rate password plan.
- D. Vendor shall update and have available online all judicial opinions, statutes, administrative materials, and related information within 24 hours of their release or revision.
- E. Vendor shall provide monthly reports of all usage identified by password and individual.
- F. Vendor shall ensure that all judicial opinions posted to databases have been reviewed by attorneys and that headnotes have been prepared by attorneys.
- G. Vendor shall provide in-person training onsite and online at no charge as often as required for users to be proficient in use of service.
- H. Vendor shall provide reference materials on the use of their services in either in paper or electronic format.
- I. Vendor shall provide access to attorneys for customer assistance both online and by toll-free telephone. This shall be available 24 hours each day.
- J. Vendor shall provide technical assistance both online and by toll-free telephone 24 hours each day.
- K. During the contract period, any new Alabama-specific databases added by the vendor to its databases directory or catalog will be deemed to be included in the contract and may be accessed at no additional cost to the Law Library, any contract between the Vendor and author or publisher notwithstanding.
- L. Vendor shall provide manual or automated password maintenance (i.e., new passwords at the request of designated staff) both online and via toll-free telephone 24 hours each day.

XIV. OTHER TERMS AND CONDITIONS:

- A. Databases and services not indicated in the technical specifications will be provided to the Law Library at no more than the vendor's standard government rate.
- B. Vendor will provide a list of optional services and costs upon request by the Law Library.
- C. User guides will be provided free of charge, as requested.



State of Alabama Disclosure Statement

(Required by Act 2001-955)

ENTITY COMPLETING FORM

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

STATE AGENCY/DEPARTMENT	TYPE OF GOODS/SERVICES	AMOUNT RECEIVED
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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.

STATE AGENCY/DEPARTMENT	DATE GRANT AWARDED	AMOUNT OF GRANT
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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.)

NAME OF PUBLIC OFFICIAL/EMPLOYEE	ADDRESS	STATE DEPARTMENT/AGENCY
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OVER

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.)

NAME OF FAMILY MEMBER	ADDRESS	NAME OF PUBLIC OFFICIAL/ PUBLIC EMPLOYEE	STATE DEPARTMENT/ AGENCY WHERE EMPLOYED
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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:

NAME OF PAID CONSULTANT/LOBBYIST	ADDRESS
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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 2001-955 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.

FORMS OF ACCEPTABLE IDENTIFICATION

- 1) The applicant's driver's license or non-driver's identification card issued by the division of motor vehicles or the equivalent governmental agency of another state within the United States if the agency indicates on the applicant's driver's license or non-driver's identification card that the person has provided satisfactory proof of United States citizenship.
- (2) The applicant's birth certificate that verifies United States citizenship to the satisfaction of the county election officer or Secretary of State.
- (3) Pertinent pages of the applicant's United States valid or expired passport identifying the applicant and the applicant's passport number, or presentation to the county election officer of the applicant's United States passport.
- (4) The applicant's United States naturalization documents or the number of the certificate of naturalization. If only the number of the certificate of naturalization is provided, the applicant shall not be included in the registration rolls until the number of the certificate of naturalization is verified with the United States Bureau of Citizenship and Immigration Services by the county election officer or the Secretary of State, pursuant to 8 U.S.C. § 1373(c).
- (5) Other documents or methods of proof of United States citizenship issued by the federal government pursuant to the Immigration and Nationality Act of 1952, and amendments thereto.
- (6) The applicant's Bureau of Indian Affairs card number, tribal treaty card number, or tribal enrollment number.
- (7) The applicant's consular report of birth abroad of a citizen of the United States of America.
- (8) The applicant's certificate of citizenship issued by the United States Citizenship and Immigration Services.
- (9) The applicant's certification of report of birth issued by the United States Department of State.
- (10) The applicant's American Indian card, with KIC classification, issued by the United States Department of Homeland Security.
- (11) The applicant's final adoption decree showing the applicant's name and United States birthplace.
- (12) The applicant's official United States military record of service showing the applicant's place of birth in the United States.
- (13) An extract from a United States hospital record of birth created at the time of the applicant's birth indicating the applicant's place of birth in the United States.

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

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