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**BOARD OF DENTAL EXAMINERS OF ALABAMA**

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Birmingham, AL 35216  
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June 26, 2020

**Request for Proposal**

**Description of Services:** Online Proctoring of Examinations

**Agency Name:** Board of Dental Examiners Alabama

**Proposals accepted through:** July 8, 2020

The Board of Dental Examiners of Alabama is a semi-autonomous agency of the State of Alabama. The Board is comprised of seven members. Six members are licensed dentists and one member is a licensed dental hygienist. The Board is responsible for the administration and enforcement of the laws and administrative regulations governing the practice of dentistry and dental hygiene in Alabama. The responsibilities of the Board include the examination, licensure, and registration of applicants whom it finds to be qualified to practice dentistry and dental hygiene; efforts to ensure that all licensees are in compliance with the Dental Practice Act (Title 34-9 et seq Code of Alabama, (1975)) and relevant portions of permanent administrative regulations; the authority to make, amend, and adopt reasonable rules and regulations governing the conduct of dentists, dental hygienists, and other dental auxiliaries; the obligation to undertake, when appropriate, adjudicatory proceedings and disciplinary action against licensees and administration of the Alabama Dental hygiene Program.

1. **Scope of Work:** The Board of Dental Examiners of Alabama is issuing a Request for Proposals (RFP) in the online proctoring marketplace to ensure that we have the best available tools for our faculty and students to improve their teaching and learning processes while preserving the integrity and value of the Alabama Dental Hygiene Program in a secure and fair manner.
2. **Term** – The anticipated initial agreement will be for 1 year.
3. **Number of Awards:** The Board intends to award this solicitation to a single respondent.

**Mandatory Requirements:** The Board will review the mandatory requirements to determine if they have been met.

1. Must provide multi-factor identity verification and environment security scans where unpermitted materials can be removed before the exam.

2. Must provide monitoring by live staff and artificial intelligence. Proctor must be able to intervene in real time when evidence of suspicious behavior is detected.
3. Must provide the ability to limit access to online resources during exams
4. Must provide intuitive, customizable and an easy to use solution that is cross-platform, browser independent, and is user friendly.
5. Must Provide test-takers with assistance before or during an exam with access to full tech support.
6. Must easily integrate with the Canvas LMS.
7. Prefer that the service employ SSO using CAS and/or Shibboleth
8. Must provide robust reporting

**Minimum Qualifications:**

- Must have appropriate licenses and liability insurance in the state of Alabama
- A “preferred vendor” shall be a person, firm, or corporation which is granted preference priority according to the following:
  - (1) PRIORITY #1. Produces or manufactures the product within the state.
  - (2) PRIORITY #2. Has an assembly plant or distribution facility for the product within the state.
  - (3) PRIORITY #3. Is organized for business under the applicable laws of the state as a corporation, partnership, or professional association and has maintained at least one retail outlet or service center for the product or service within the state for not less than one year prior to the deadline date for the competitive bid.
  - (4) PRIORITY #4. A business that is physically located in the state and that is more than 50 percent owned by a person who was discharged or released under conditions other than dishonorable and who has at least 24 months' active service in the United States' military, naval, or air service, or who has less than 24 months of active service in any of the foregoing and was separated with a service-connected disability, or a national guardsman or reservist who completed active federal service for purposes other than training or who served at least 180 days of continuous service for purposes other than training.

**To Respond:**

Send a Cover Letter and Proposal to the Board of Dental Examiners of Alabama

You may mail your response to:

Board of Dental Examiners of Alabama  
Attn: Sonya Lankford  
2229 Rocky Ridge Rd.  
Birmingham, Al 35216

You may email your response to [bdeal@dentalboard.org](mailto:bdeal@dentalboard.org)

The deadline for submissions is July 8, 2020. Late submissions will not be considered. Awards will be made in the best interest of the Board of Dental Examiners of Alabama.

For questions or additional information on this position, please contact the Board by emailing questions to [bdeal@dentalboard.org](mailto:bdeal@dentalboard.org)

The Board of Dental Examiners of Alabama is an Equal Employment Opportunity employer.

In the event a proposal is received for the product or service from a person, firm, or corporation deemed to be a responsible bidder and a preferred vendor where any state higher education institution, department, board, bureau, commission, committee, institution, corporation, authority, or office is the awarding authority and the bid is no more than five percent greater than the bid of the lowest responsible bidder, the awarding authority may award the contract to the preferred vendor.