



**Alabama Department of Economic and Community Affairs  
Surplus Property Division**

**Request for Proposal (RFP) for:**

**ONLINE MARKETPLACE SERVICES**

**RFP Issue Date: August 10, 2022**

**RFP Due Date: September 7, 2022**

## **Description of Services:**

The Alabama Department of Economic and Community Affairs Surplus Property Division (“ADECA”) is soliciting proposals from qualified applicants to periodically manage and conduct Online Marketplace services for surplus property deemed eligible for sale, and to provide administrative services and assistance associated with Online Marketplace services for the online auctions of government surplus property. ADECA intends to have the contract awarded and active by December 1<sup>st</sup>, 2022.

## **General Requirements:**

- Must provide an online marketplace for the sale of state-owned surplus property to the public.
- Online marketplace platform must be compatible with state inventory systems for importing and exporting data. Surplus Property currently uses AssetWorks.
- Online Marketing must include features such as:
  - Advertising features to attract bidders for increased sales competition
  - Catalog options
  - Options for “second chance” items that do not sell during auctions
- Must perform administrative functions related to the online marketplace to include, but is not limited to, detailed listings, selling options, transactions, collection of funds, reimbursement of funds, reporting options.
- Must provide assistance via phone, email, and onsite when requested. At a minimum, assistance must be available in the form of a service desk email, account representative, and ongoing training to the customer staff here at ADECA. Assistance must be available between the hours of 7:00 a.m. to 5:00 p.m. Central Time, Monday through Friday, except for major holidays.
- Must develop and maintain clear terms and conditions for buyers to assist Surplus Property Division in minimizing issues before, during, and after auctions.
- The Online Marketplace platform must have, or be developing, future consideration for the scheduling assistance for buyers after auctions have ended.

## **Qualification Requirements:**

The Vendor has a continuing obligation to disclose information throughout the RFP process should any qualifications or situations change that might render the Vendor unqualified as a candidate.

The following are minimum requirements:

- The Vendor is/will be registered to do business with the State of Alabama through the STAARS Vendor Self Service (“VSS”), if selected. For more information, visit VSS at <https://procurement.staars.alabama.gov>.

- The Vendor covenants that it will have no interest, direct or indirect, that will conflict in any manner or degree with the performance of the contract. The Vendor shall employ no person having any such known interests.
- The Vendor has a policy and practice of equal employment opportunity and nondiscrimination based on race, color, national origin, disability, age, sex, and religion.
- The Vendor attests that all workers providing the services described in this RFP are either citizens of the United States or are in proper and legal immigration status that authorizes them to be employed for pay within the United States.
- The Vendor attests that it is not currently engaged in, and will not engage in, the boycott of a person or an entity based on doing business with a jurisdiction with which this state can enjoy open trade.

**Selection Criteria:**

ADECA is seeking a Vendor who will provide the most advantageous service for the lowest cost as a percentage of sales with the largest database of customers available. If multiple responses are received, ADECA may consider allowing Vendors the opportunity to demonstrate their services. For example, Vendors may be asked to conduct a demonstration of services during the review process to determine which Vendor best fits ADECA's needs while generating the most revenue from online auctioning. ADECA reserves the right to award the contract to the Vendor that serves the best interests of the State of Alabama.

**Required Information:**

Proposals should be as thorough and detailed as possible so that your capabilities to provide the required services can be properly evaluated.

To be considered, responses to this RFP must include the following:

- (1) A detailed summary of the services to be provided
- (2) Brief transmittal letter
- (3) A detailed statement of fees with total project cost
- (4) A minimum of two references, with preference given to those from customers who are state agencies that administer surplus property programs.
- (5) An original and completed Disclosure Statement as required by Ala. Code § 41-16-82. (A blank Disclosure Statement can be found on the Alabama Department of Examiners of Public Accounts' website at <https://examiners.alabama.gov/PDF/publications/Vendor-Disclosure-Statement.pdf>.)
- (6) All proposals submitted must contain one (1) original and three (3) copies.

All proposals must be received no later than 4:00 pm CST, Wednesday, September 7, 2022, at:

Alabama Department of Economic and Community Affairs  
Surplus Property Division  
Attn: RFP Coordinator  
4590 Mobile Highway  
Montgomery, Alabama 36108

It is the responsibility of the Vendor to ensure that its proposal is timely received by ADECA on or before the deadline stated above. ADECA will not consider proposals received after the deadline. ADECA assumes no responsibility for late delivery by the U.S. Mail, the State's Central Mail Facility, a commercial courier service, or any other method of delivery selected by the Vendor.

Questions pertaining to this RFP may be submitted by email to Surplus Property Division RFP Coordinator, at [SP@adeca.alabama.gov](mailto:SP@adeca.alabama.gov).

**Agreement:**

All terms and conditions, as well as duties of the Vendor, shall be set forth in a contract agreement between the Vendor and ADECA. The contract will incorporate by reference the requirements of the RFP and the Vendor's proposal as negotiated.

State law prohibits ADECA from agreeing to (1) indemnify the Vendor; (2) waive the right for jury trial; (3) grant a security interest; or (4) binding arbitration. Additionally, it is mandatory that Alabama laws apply to the performance of the contract and that jurisdiction and venue be in Montgomery, Alabama for state and federal courts.

**Public Information:**

Vendors are cautioned that all responses received will be considered a "public writing" and therefore could be subject to public inspection, upon request, pursuant to Ala. Code § 36-12-40.