TO: Member Institutions of the Alabama Commission on Higher Education

From: Cathy Randall, Interim Chair, Alabama Women's Hall of Fame

Date: June 1, 2021

RE: Alabama Women's Hall of Fame Request for Proposals

The Alabama Women’s Hall of Fame (AWHF) was established at Judson College in 1970 to provide a permanent place of honor for Alabama's most outstanding women and a place for people to visit and learn about the significant contributions that these women have made to our state and nation. By 2020, ninety-six Alabama women had been inducted to the AWHF and honored with bronze plaques displayed on Judson College’s campus in Marion, Alabama.

On May 6, 2021, the Board of Trustees of Judson College announced that the college would cease operations in the summer of 2021. The AWHF anticipates identifying a prospective host institution through the RFP process, negotiating terms of an agreement with the prospective host, and issuing a letter of intent signed by both parties no later than the fall of 2021.

Enclosed please find the Request for Proposal with complete details.

Cathy Randall, Interim Chair
Alabama Women’s Hall of Fame
1001 Wellesley Green
Tuscaloosa, AL 35406
205.792.2612
REQUEST FOR PROPOSALS

TO: Prospective Host Institutions

FROM: The Alabama Women’s Hall of Fame (AWHF)

RE: Request for Proposals to Provide Hosting Services Including Administrative Functions, Historical Displays, and Events Sponsored by the Alabama Women’s Hall of Fame

ISSUE DATE: June 1, 2021

DEADLINE: 5:00 PM CDT on July 30, 2021

DELIVERY: PDF file delivered via email to AlabamaWHF@gmail.com

QUESTIONS: Potential proposers may submit written questions concerning this RFP at any time up to 5:00 PM CDT on June 18, 2021, via email to AlabamaWHF@gmail.com. If, in its sole discretion, the AWHF determines that a written question merits an answer, the question and answer will be emailed no later than 5:00 PM CDT on Monday, June 28, 2021, via the same distribution list used for transmittal of the RFP.

Introduction

The Alabama Women’s Hall of Fame (AWHF) was established at Judson College in 1970 to provide a permanent place of honor for Alabama's most outstanding women and a place for people to visit and learn about the significant contributions these women have made to our state and nation. In 1975, Alabama Act 1061 gave the AWHF standing as a state agency and codified the composition of the board, the process for selecting honorees, and the AWHF’s relationship with Judson College as its host institution. Agreements adopted from time to time by the AWHF and Judson further detailed the terms of the hosting arrangement, including services provided by Judson and the responsibilities for costs incurred in the operation of the AWHF. By 2020, ninety-six Alabama women had been inducted to the AWHF and honored with bronze plaques displayed in A. Howard Bean Hall on Judson College’s campus in Marion, Alabama.

On May 6, 2021, the Board of Trustees of Judson College announced that the college would cease operations in the summer of 2021. The following week, the Board of Directors of the
AWHF voted to initiate a search for a new host institution through the issuance of this RFP and the evaluation of submitted proposals. Because the location of the AWHF is provided in statute (Alabama Code 1975 § 41-9-551) to be at Judson College, new legislation will be required to amend the Code and authorize the relocation of the AWHF to a different host institution. House Joint Resolution 289, passed on the final day of the 2021 regular session of the Alabama Legislature, authorizes the search for a new host institution and requires the preparation of statutory amendments for consideration by the Legislature during the 2022 regular session. HJR289 was signed by Gov. Kay Ivey on May 26, 2021, and enumerated Alabama Act 2021-532.

The AWHF anticipates identifying a prospective host institution through the RFP process, negotiating terms of an agreement with the prospective host, and issuing a letter of intent signed by both parties by the fall of 2021. The letter of intent and draft legislation will be delivered to the Legislature before the opening of the next regular session on January 11, 2022. Upon enactment of necessary revisions to the Code, the AWHF and the new host institution will be able to execute a formal agreement based on the 2021 letter of intent.

The AWHF desires to complete the transfer of its operations and inductee plaques in time to hold its first induction at the new host institution in 2022 at a mutually agreeable date. The 2021 induction program will take place at the Alabama Department of Archives and History (ADAH) on September 9, 2021, under an interim arrangement. The ADAH is not a candidate to become the new host institution.

Proposals submitted in response to this RFP should address fully the requirements detailed below. The AWHF reserves the right to reject any proposal. There is no guarantee that an agreement will be made pursuant to this RFP. This RFP may be modified or amended at any time in the discretion of the AWHF.

Section 1. Scope of Services Required by the AWHF

Describe the prospective host institution’s capacity for addressing each of the following requirements.

a. Administrative office for the AWHF, which may be jointly used for another function of the host institution but must include:
   i. Secure storage for the records of the AWHF
   ii. Secure storage for AWHF supplies
   iii. Postal mail service, incoming and outgoing
   iv. Telephone number
   v. Dedicated email address
   vi. Computer
   vii. Access to a photocopier

b. Part-time executive secretary position, which may include other administrative responsibilities assigned by the host institution. The executive secretary shall
serve as a nonvoting member of the board. The amount of time required weekly for AWHF duties will fluctuate with the annual cycle of nominations, board meetings, and induction ceremonies. The executive secretary is typically busiest from October to March, averaging 10 to 30 hours per week, with the three weeks preceding the annual induction being the busiest. The induction has traditionally been held in March in association with Women’s History Month. During other months, the time commitment averages 1 to 3 hours per week.

c. Suitable facility for the display of AWHF plaques, which will be 96 in number after the 2021 induction. The display area should be publicly accessible during normal operating hours and at other times on the request of the AWHF with prior notice. The plaques are fabricated of bronze, measure typically 20” x 30” x 3”, and weigh 80 to 90 pounds each. At Judson College the plaques are displayed on freestanding half-walls of finished wooden construction as shown in the attached photographs. As currently configured, two thousand square feet will accommodate the existing number of plaques and limited future growth.

d. Use of a conference room and parking for periodic meetings of the Board of Directors, typically two per year.

e. Use of an auditorium, audiovisual support, and parking for an annual induction ceremony with 50 to 150 attendees.

f. Use of space adequate for a catered luncheon in association with the induction ceremony, including food service, tables, chairs, linens, tableware, and a/v support. If the prospective host institution does not have a food service, provide the name of a required or recommended caterer, if applicable.

h. Support from facilities or curatorial staff for the installation of existing plaques, addition of future plaques, and routine cleaning and maintenance of the plaques.

i. Delivery location for drop-shipment of new plaques by the fabricator.

j. Hosting and maintenance of AWHF website: http://www.awhf.org/

k. Service by the president of the host institution on the AWHF Board of Directors.

**Section 2. In-Kind and Direct Support**

a. Provide itemized description and value of in-kind support provided by the host institution for the services in section 1.
b. Provide itemized description and cost of services requiring financial support by the AWHF.

N.B. Appendix C is the hosting agreement in place between the AWHF and Judson College as of FY2020. The document serves as a point of reference but should not be seen as prescriptive in shaping the agreement between the AWHF and a new host institution. For example, the budget category for utilities exists because Judson dedicated one of its historic structures solely to the AWHF—a circumstance which may not recur. Additionally, it should be noted that Judson’s in-kind support typically exceeded the levels indicated in the agreement.

The AWHF is eligible to receive state appropriations, but state funding has been inconsistent in the past decade. During FY2022, the AWHF will receive $10,000 in state support. By statute, all gifts to and activities of the AWHF are exempt from Alabama taxation. In May 2020, the AWHF received 501 (c) (3) tax-exempt status from the IRS.

Section 3. Mission Relevance

Describe the institution’s history of providing educational, health, or other services to women. How would the presence of the AWHF complement the host’s mission? What benefits would accrue to the host and the AWHF through an association?

Section 4. Required Attachments to Proposal

a. Photographs of proposed spaces for:
   i. Administrative office
   ii. Hall of Fame display
   iii. Board meetings
   iv. Induction ceremonies
   v. Luncheons

b. Campus map marked with locations of proposed spaces.

c. Letter of support from the institution’s president or chief operating officer.

Appendices to this RFP:
A. Alabama Code 1975 §§ 41-9-550 to 41-9-554
B. Alabama Act 2021-532
C. FY2020 Agreement between AWHF and Judson College
D. Photographs of Plaque Display at Judson College

-END-
Section 41-9-550
Creation; composition; appointment; qualifications of members; meetings; quorum; compensation; expenses; terms of office; chairman and executive secretary of board; vacancies on board.

There is created and established a board to be designated and known as the Alabama Women's Hall of Fame. The board shall be composed of 11 members with at least one member chosen from each of the following fields: politics, art, education, business, law, community service, medicine, religion, and science. The initial members of the board shall be appointed by the Governor. In addition, the Governor and the President of Judson College shall serve as voting members of the board. The executive secretary shall serve as a nonvoting member of the board. The board shall meet semiannually and at other times as its rules and bylaws may prescribe. A quorum of five members of the board shall be present for business to be conducted. The board may meet and transact any of its business by telephone provided written notice is given to all board members 10 days prior to the date of the meeting. The members of the board shall not be compensated for their services, but each member shall be entitled to reimbursement for expenses incurred in attending board meetings. Members of the board shall serve for terms of three years. The board shall fill vacancies as they occur and shall have the full and final right of choosing succeeding members. The chair shall be elected annually. The executive secretary shall serve at the pleasure of the board.

(Acts 1975, No. 1061, §1; Acts 1994, No. 94-687, p. 1321, §1.)

Section 41-9-551
Location and offices of board and hall of fame.

The board shall be domiciled at Judson College, Marion, Perry County, where it shall maintain such halls, rooms or quarters as may be considered suitable and appropriate for conducting its affairs. Judson College shall cause to be set apart a section thereof to be used by the board for display of plaques, busts, books, papers, pictures and other memorabilia relating to women of achievement.

(Acts 1975, No. 1061, §2.)

Section 41-9-552
Functions and purposes of board; election and installation of members of hall.

It shall be the function and main purpose of the board to honor those women of Alabama who have rendered outstanding services or have won fame on account of their achievements. It shall elect to the Alabama Women's Hall of Fame such women who are nominated for election and who receive a unanimous vote of the board of directors with at least a quorum of the board present and voting
unanimously. The installation of each elected member of the Alabama Women's Hall of Fame may occur on a separate occasion so as to focus attention on the individual contribution of each honoree. No more than two new members of the hall shall be selected each year, and these new members must be deceased at the time of their selection. Nominations shall be received from the public.

*(Acts 1975, No. 1061, §3.)*

**Section 41-9-553**

Appropriations to board.

The board shall receive an annual appropriation which shall be fixed by the Legislature during each regular session. The appropriation shall be used by the board to pay for stationery, plaques, display cases, installation programs, administrative functions, and such other necessary or appropriate expenses incurred in carrying out the purposes of the board.


**Section 41-9-554**

Donations, gifts, etc.

The board may solicit and accept donations, contributions and gifts of money and property, and all gifts made to the board shall be exempt from taxation in Alabama. All property, money, income, resources and activities of the board shall likewise be exempt from taxation.

*(Acts 1975, No. 1061, §6.)*
1 HJR289
2 214245-2
3 By Representative Collins
4 RFD:
5 First Read: 17-MAY-21
ENROLLED, House Joint Resolution,

AUTHORIZING THE ALABAMA WOMEN'S HALL OF FAME BOARD

TO INITIATE A SEARCH PROCESS FOR A NEW HOST INSTITUTION.

WHEREAS, the Alabama Women's Hall of Fame was
established in 1975 to honor those women of Alabama who have
rendered outstanding services or have won fame on account of
their achievements; and

WHEREAS, since its establishment, the Alabama
Women's Hall of Fame has been domiciled at Judson College in
Marion, Alabama, one of the nation's premier women's colleges;
and

WHEREAS, founded in 1838, when formal education for
women was rare, Judson College has served Alabama and its
people for over a century and a half by providing women with a
high-quality and well-rounded education along with a Christian
support system; it is one of Alabama's most celebrated
institutions of higher education; and

WHEREAS, the Board of Trustees of Judson College
determined on May 6, 2021, that the college could no longer
continue its mission; as such, a new host institution is now
needed for the Alabama Women's Hall of Fame, so that Alabama's
women and their achievements may be properly memorialized and
celebrated; now therefore,
BE IT RESOLVED BY THE LEGISLATURE OF ALABAMA, BOTH
HOUSES THEREOF CONCURRENCY, That the board of the Alabama
Women's Hall of Fame is hereby authorized to initiate a search
process for a new host institution for the Alabama Women's
Hall of Fame and make any immediate necessary arrangements for
the housing and display of its property and memorabilia. The
board shall consider the ability of the institution to furnish
halls, rooms, or quarters as may be considered suitable and
appropriate for conducting its affairs and the cost of those
furnishings, as well as the reputation and legacy of the
institution.

BE IT FURTHER RESOLVED, That the board of the
Alabama Women's Hall of Fame shall report any statutory
amendments necessary to fulfill the change in host institution
to the Legislature no later than the first day of the 2022
Regular Session.
Mac McCheyne  
Speaker of the House of Representatives  

President and Presiding Officer of the Senate  

I hereby certify that the within Act originated in the House of Representatives and was adopted by the House 17-MAY-21.  

Jeff Woodard  
Clerk  

Senate 17-MAY-21  

Approved 5-26-2021  

8:30 a.m.  

GOVERNOR  

Alabama Secretary Of State  
Act Num....: 2021-532  
Bill Num....: HJR-269  

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AGREEMENT BETWEEN
ALABAMA WOMEN’S HALL OF FAME
AND
JUDSON COLLEGE
(October 1, 2019 to September 30, 2020)

WHEREAS, the Alabama Women’s Hall of Fame, an agency of the State of Alabama pursuant to Act No. 1061, Acts of Alabama, 1975, codified at §41-9-55 through 41-9-544, Code of Alabama 1975, has determined that it needs certain types of administrative support to carry out efficiently the terms and provisions of this Act, and

WHEREAS, the Alabama Women’s Hall of Fame must be domiciled at Judson College, Marion, Perry County, Alabama, and

WHEREAS, Judson College has, for a consideration stated below, agreed to provide this administrative support to the Alabama Women’s Hall of Fame,

NOW, THEREFORE, it is hereby agreed that Judson College (“Judson”) will provide the following services to the Board of Directors of the Alabama Women’s Hall of Fame (“Board”):

1. Judson will provide a “home office” for the Alabama Women’s Hall of Fame, consisting of a mailing address to receive mail and a telephone number which will be answered for the Board and at which messages will be received for the Board during normal working hours.

2. Judson will provide a suitable facility for the presentation of wall plaques honoring the service of women who have been inducted into the Alabama Women’s Hall of Fame, which will be open to the public during Judson’s normal business hours in each academic term and otherwise by appointment.

3. Judson will provide the following services per the following budget:

<table>
<thead>
<tr>
<th>Service</th>
<th>Value per annum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Staff Salaries</td>
<td>$10,000.00</td>
</tr>
<tr>
<td>Work-Study</td>
<td>1,000.00</td>
</tr>
<tr>
<td>Employee Benefits</td>
<td>2,233.00</td>
</tr>
<tr>
<td>Postage</td>
<td>500.00</td>
</tr>
<tr>
<td>Advertisement</td>
<td>200.00</td>
</tr>
<tr>
<td>Printing</td>
<td>700.00</td>
</tr>
<tr>
<td>Office Supplies &amp; materials</td>
<td>100.00</td>
</tr>
<tr>
<td>Utilities</td>
<td>9,000.00</td>
</tr>
<tr>
<td>Induction</td>
<td>7,300.00</td>
</tr>
<tr>
<td>Travel</td>
<td>220.00</td>
</tr>
<tr>
<td>Indirect Support Expenses</td>
<td>7,134.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$38,387.00</strong></td>
</tr>
</tbody>
</table>
Employees of Judson working under this contract are not employees of the State of Alabama and are not entitled to benefits under the State Merit System.

4. For all services listed above, the Board shall pay Judson College, quarterly, upon receipt of invoice, an amount equal to the actual expenses incurred on behalf of the Board by Judson College for the preceding period, not to exceed a total of $38,387.00 for the fiscal year ending September 30, 2020.

5. In the event funds are not available from the State of Alabama or other sources during any state fiscal year to pay Judson, payment to Judson may be reduced during the fiscal year to reflect the level of support available. The Board will make a good faith effort to secure funds from sources other than the State of Alabama during each year of this contract to replace funds not available from the State of Alabama.

6. The terms of this contract may be canceled by either party upon sixty day's written notice. In the event this contract is terminated prior to the end of the fiscal year all unspent funds will revert to the Board.

7. This contract is effective for the state fiscal year, from October 1, 2019 to September 30, 2020. This contract will renew automatically from year to year unless either party give notice of intention to terminate at least thirty days before the end of the contract period.

Done as of this the 31st day of October 2019.

Alabama Women’s Hall of Fame

By: Rhonda Pitts Chambers
Chairperson of the Board

Judson College

By: W. Mark Tew
President
ANNE MAE BEEDOW

In May 1918 Beedow was inducted into the first unit of the Army Nurse Corps as a Lieutenant. She served as a pioneer nurse and student with Base Hospital No. 12 in Vincenza, Italy. During the "Vittorio Veneto" offensive, one of the Italian front's key breakthroughs, she developed the technique for administering pentothal sodium intravenously for major surgery patients. Her technique was used well through the twentieth century.

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