



## Procurement Services

University of Arkansas at Little Rock

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### QUESTIONS AND ANSWERS

Responses are below in **RED**

Q: Is the \$100,000 reflective of the 5 month grant period? Will the future 12 month grant periods have a larger (\$200,000) budget?

A: The award amount per region is only reflective of the five-month period for that region. Future funding will encompass a full twelve months.

Q: Will someone be on campus at UALR from January 4-8 to receive the mailed grant package? Or receive a hand-delivered package?

A: Yes, staff will return to campus on January 2, 2024.

Q: What other entities can provide suitable references for this program? Universities, Health Departments, Law Enforcement Agencies, School Districts, etc?

A: Any agency that your organization deems suitable may provide a reference.

Q: For this RFP, do we need to provide details for our proposed budgets and work plans for the additional years, or only for the 5 month period?

A: Submit a work plan/budget for the five-month award period.

Q: What all counts towards the page total? Does the budget count?

A: The budget form is exclusive of the 25 pages.

#### **Regarding section 1.7 Response Documents:**

Q: Are binder clips acceptable?

A: Yes, binder clips are acceptable.

Q: Section 1.7.A states the response should be limited to twenty-five (25) double-sided pages, while it is stated in the Technical Response Packet that the submission must not exceed twenty-five (25) single-sided pages—which is correct?

A: Due to language inconsistencies in these documents, 25 double-sided pages will be accepted.

Q: What tabs will be acceptable with submission?

A: **Label dividers such as Avery 11437 are acceptable.**

Q: It is stated in the RFP that “responses within the Information for Evaluation and Exceptions sections must not contain the prospective supplier’s name or any other identifiers, including, without limitation, names of staff members, projects, and addresses.” Is this referring to any potential contractors or is this referring to the entity, or supplier, submitting the application?

A: **This refers to the supplier submitting the application. Any potential contractors should be listed on page five (5) of the Technical Response Packet.**

Q: If the above refers to the entity, or supplier, submitting the application, is it acceptable to list agency name and other identifiers in the Information for Evaluation section of the proposal, specifically section B?

A: **Yes, it is acceptable to list the agency name and other identifiers in section B in the Information for Evaluation section.**

Q: Is the requirement to submit 2 PDF copies of the Technical Proposal Packet on the same flash drive?

A: **The requirement is to submit one (1) PDF copy of the Technical Proposal Packet on a flash drive and one (1) PDF copy of the Financial Proposal Packet as a separate file on the flash drive. It is acceptable for the copy of the Technical Proposal Packet, the Financial Proposal Packet, and the redacted PDF copy of the Technical Proposal Packet to be placed on one flash drive.**

**Regarding the Technical Response Packet:**

Q: If unable to list supplier’s name and identifying information it will not be possible to fully complete Information for Evaluation section B. Can you offer clarification on which sections must contain no information regarding the supplier or entity submitting the proposal?

A: **You may include information necessary to complete section B of the Information for Evaluation.**

Q: Can you offer clarification on “Workday services,”?

A: **Per Addendum #1, the Workday language is replaced with “substance abuse prevention,” to read in full “Respondents must provide a minimum of three (3) references, preferably in higher education and for substance abuse prevention.”**

Q: Can you offer clarification on which sections must contain no information regarding the supplier or entity submitting the proposal?

A: Sections A, C, D, E, F, G, and H must not contain the prospective supplier's name or any other identifiers. You may include this information as necessary to respond to section B.

**Regarding the Financial Response Packet:**

Q: Should this signed page [page 3 of the Financial Proposal Packet] be submitted with the Budget Request Form or in the Information for Evaluation portion of submission?

A: The Financial Proposal Packet, including the hard copy and electronic copy, must be submitted separately from the Technical Proposal Packet and should be clearly marked. The Financial Proposal Packet and Technical Proposal Packet may be on the same flash drive, but the files must be separate.