



Procurement Services

University of Arkansas at Little Rock

2801 S. University Ave., Little Rock, AR 72204-1099 | (O) 501.916.3144 | (F) 501.916.3425

REQUEST FOR QUALIFICATIONS (RFQ)

SOLICITATION INFORMATION

Solicitation Number:	FB-24-022	Solicitation Issued:	May 3, 2024
Description:	On-Call Engineering Services		

SUBMISSION DEADLINE FOR RESPONSE

Bid Opening Date:	May 31, 2024	Bid Opening Time:	3:00 pm, CST
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Per Arkansas Procurement Law and Bid Rules, it is the supplier's responsibility to submit bids at the designated location on or before the bid opening date and time. **Bid submissions received after the designated bid opening date and time may be rejected as untimely.** Procurement Services shall return them to the supplier without review. It is not necessary to return "no bids."

DELIVERY OF RESPONSE DOCUMENTS

Delivery Address:	University of Arkansas at Little Rock Office of Procurement University Services Building C100 2801 South University Little Rock, AR 72204 Suppliers are responsible for delivering their bid documents to the University of Arkansas at Little Rock on or before the scheduled bid opening time. Postage service providers—USPS, UPS, and FedEx—deliver mail to our offices based on our street address. Supplier assumes all risk for timely and properly submitted deliveries.
Bid's Outer Packaging:	Seal the outer packaging and mark it with the following information. <ul style="list-style-type: none">• Solicitation number• Date and time of bid opening• Prospective supplier's name and return address Improperly marked packages may be opened for identification purposes.

UA LITTLE ROCK PROCUREMENT SERVICES CONTACT

Buyer:	Jennifer Crosland	Buyer Email:	jcrosland@ualr.edu
Main Email:	procurement@ualr.edu	Main Phone:	501-916-3144
Website:	https://ualr.edu/procurement/bids/		

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Section 1 - General Instructions and Information

Do not respond to items in this section unless specifically and expressly required

1.1. Purpose

The University of Arkansas at Little Rock (UA Little Rock) is soliciting proposals from qualified and experienced engineering firms, hereinafter referred to as Consultants, to provide as-needed professional services for projects with estimated construction costs not to exceed \$2,000,000.00.

1.2. About UA Little Rock

The University of Arkansas at Little Rock is a metropolitan research university that provides access to quality education through flexible learning and unparalleled internship opportunities. At UA Little Rock, we prepare our students to be innovators and responsible leaders in their fields. Committed to its mission, UA Little Rock is a driving force in Little Rock's thriving cultural community and a significant component of the city and state's growing profile as a regional leader in research, technology transfer, economic development, and job creation.

For more information on the university, please see ualr.edu/about/.

1.3. Non-Mandatory Bidder Conference

Please join us via Zoom at 2:00 p.m. CST for a pre-bid meeting. See Section 1.7, Schedule of Events, for the pre-bid meeting date.

Zoom Registration Link: <https://ualr-edu.zoom.us/j/86924227022>
Meeting ID: 869 2422 7022
Dial-In Information: 877 853 5257 US Toll-free
888 475 4499 US Toll-free

The pre-bid meeting is used to review the specifications with all interested parties. The issuing buyer will note any questions asked during the meeting, which will be answered on **May 24, 2024**.

1.4. Live Bid Opening

Use the information below to view the proposal opening online.

Zoom Meeting Link: <https://ualr-edu.zoom.us/j/88963880182>
Meeting ID: 889 6388 0182
Meeting Password: 4k5aTFWE
Dial-In Information: 877 853 5257 US Toll-free
888 475 4499 US Toll-free

Note: No award will be made at the bid opening, only the announcement of names of respondents and a preliminary determination of proposal responsiveness. Attendance at the solicitation opening is not required.

1.5. Type of Contract

- 1.5.1. As a result of this RFQ, UA Little Rock intends to award a contract to **multiple suppliers**.
- 1.5.2. The anticipated starting date for any resulting contract is **September 2024**. However, the university may adjust the contract start date for up to three calendar months. By submitting a signed proposal in response to this RFQ, the prospective supplier represents and warrants that it will honor its proposal as being held open as irrevocable after this period.
- 1.5.3. The initial term of a resulting contract will be for one (1) year. Upon mutual agreement by the supplier and university, the contract may be renewed by UA Little Rock for up to six (6) additional

one-year terms or portions thereof, not to exceed a total aggregate contract term of seven (7) consecutive years.

- 1.5.4. Pursuant to Ark. Code Ann. § 19-11-249, any campus, unit or division of the University of Arkansas System or any college or university in Arkansas will be eligible to acquire from the successful purchaser or bidder goods or services that are the subject of this procurement, on all of the terms and conditions contained in any contract issued under this solicitation.
- 1.5.5. All IT procurement must comply with all state laws and appropriate Legislative Review, including Act 557 (see: www.arkleg.state.ar.us/Acts/Document?type=pdf&act=557&ddBienniumSession=2015%2F2015R).

1.6. Schedule of Events

- 1.6.1. For informational purposes, UA Little Rock is providing a Solicitation Schedule of Events; however, dates listed and noted with an asterisk (*) are anticipated dates only and are subject to change at the discretion of the university.

EVENT DESCRIPTION	DATE
Release of RFQ	05/03/2024
RFQ Advertisement	05/04-05/06/2024
Non-Mandatory Bidder Conference	05/15/2024 @ 2:00 pm, CST
Questions from Bidders due	05/20/2024
Answers to questions posted*	05/24/02024
Bid Deadline/Bid Opening	05/31/2024 @ 3:00 pm, CST
Oral Presentation/Demonstrations*	06/10/2024
Evaluation complete*	06/17/2024
Post Intent to Award and Start of Negotiations Period*	06/21/2024
Recommended award submitted for legislative approval*	September 2024
Final legislative review*	October 2024
Award Commences*	October 2024

Table A

1.7. University Contract Administrator

- 1.7.1. Michael Turner, Director of Energy Management Services, hereinafter referred to as the Contract Administrator, shall serve as UA Little Rock’s representative and administrator of this contract.
- 1.7.2. The Contract Administrator shall manage all aspects of the contractual relationship to ensure that the Supplier’s total performance is per the contractual commitments and that the obligations of the Supplier under the terms and conditions of the contract are being fulfilled.
- 1.7.3. The Contract Administrator shall work with the Supplier throughout the contract term. The Contract Administrator shall transmit all instructions, questions, approvals, and special requests concerning the contract. The Contract Administrator may designate other University personnel to assist with the administration of the contract.

1.8. Clarification of RFQ Solicitation

- 1.8.1. Submit any questions requesting clarification of information contained in this solicitation via email to the buyer no later than the date and time listed in section 1.6 Table A. Questions will be consolidated and responded to by the university as deemed appropriate. The university's consolidated, written response is anticipated to be posted on the university's website by the close of business on the date provided in Table A.
 - A. For each question submitted, the prospective supplier should reference the specific solicitation item number to which the question refers.
 - B. Prospective suppliers' If a prospective supplier's questions are unclear or non-substantive, the university may request clarification of a question(s) or decline to answer.
 - C. Prospective suppliers may contact the buyer with non-substantive questions before the proposal opens.
- 1.8.2. The prospective supplier should notify the buyer of any term, condition, etc., that precludes the prospective supplier from submitting a compliant, responsive proposal. Prospective suppliers should note that it is their responsibility to seek resolution of all such issues, including those relating to the terms and conditions of the contract, before submitting qualifications.
- 1.8.3. Prospective suppliers may contact the buyer with non-substantive questions at any time prior to the proposal opening.
- 1.8.4. An oral statement by UA Little Rock will not be part of any contract resulting from this solicitation. It may not reasonably be relied on by any prospective supplier as an aid to interpretation unless it is expressly adopted in writing by UA Little Rock.

1.9. Definition of Terms

- 1.9.1. The buyer has made every effort to use industry-accepted terminology in this solicitation and will further attempt to clarify any point of an item in question as indicated in the clarification of this bid solicitation.
 - A. The words "bidder," "proposer," "contractor," "consultant," and "supplier" are used synonymously in this document and mean a responsible offeror who submits qualifications in response to this solicitation.
 - B. The words "proposal" and "qualifications" are used synonymously in this document and mean a responsible and responsive submission in response to this solicitation.
 - C. "Responsive Proposal" means a proposal submitted in response to this solicitation that conforms in all material respects to this RFQ.
 - D. "Shall" and "Must" mean the imperative and are used to identify requirements.
 - E. "Requirement" signifies a qualification requirement and that supplier's agreement to and compliance with that item is mandatory.
 - F. "Specification" means any technical or purchase description or other description of a commodity or service's physical or functional characteristics or nature. "Specification" may include a description of any requirement for inspecting, testing, or preparing a commodity or service for delivery.
 - G. The words "UA Little Rock," "university," "campus," "UALR," and "University of Arkansas at Little Rock" are used synonymously in this document.
 - H. The terms "Request for Qualifications," "RFQ," "Bid," and "Solicitation" are used synonymously in this document.
 - I. The words "Hiring department," "user(s)," "requestor," and "departments" are used synonymously in this document to mean the end user requesting service.

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- J. "Redacted" means the retroactive editing, censoring, or obscuring of parts of a document to remove confidential or otherwise sensitive material.
- K. "Business Day" means Monday through Friday, 8:00 AM to 4:30 PM Central Time, excluding State Holidays
- L. "State Holiday" means the following days during the year when State Offices are closed:
- Christmas Day
 - Christmas Eve
 - Dr. Martin Luther King Jr.'s Birthday
 - Independence Day
 - Labor Day
 - New Year's Day
 - Thanksgiving Day
 - Veteran's Day
 - George Washington's Birthday and Daisy Gatson Bates Day
 - Memorial Day
- M. Any day otherwise designated by public proclamation by the President of the United States, or the Governor of the State of Arkansas as a legal holiday is a State Holiday.
- N. If any State Holiday falls on a Saturday, Saturday and the preceding Friday are both State Holidays.
- O. If any State Holiday falls on a Sunday, Sunday and the following Monday are both State Holidays.
- P. Central Time is the time zone for Little Rock, AR. Therefore, all meetings and deadlines will be based on Little Rock, AR time.
- Q. "State" means the State of Arkansas.

1.10. Response Documents

Do not include any other documents or ancillary information, such as a cover letter or promotional/marketing information.

1.10.1. Technical Response Packet

Prospective suppliers shall utilize the Technical Proposal Packet to submit their responses.

- A. The Original Technical Proposal Packet must be received on or before the bid opening date and time.
- B. Only documents submitted in the English language will be accepted.
- C. The packet should be marked "Original" and must include the following:
 1. Original signed Proposal Signature Page.
 2. Original signed Proposed Subcontractors Form, if applicable.
 3. Response to Information for Evaluation and Exceptions sections
 - a. 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.
 - b. Responses **may** include design specifications and functional information on projects completed by the supplier in order to convey requested information without the provision of other project, building, or location identifiers.
 4. Other documents and information expressly required in this solicitation.
- D. The following items, which **must be submitted before a contract award** to the prospective supplier, may also be included with the prospective supplier's proposal.
 1. [EO 98-04: Contract and Grant Disclosure Form](#)
 2. Copy of prospective supplier's Equal Opportunity Policy
 3. Voluntary Product Accessibility Template (VPAT), if applicable.
 4. Procurement Services will issue the apparent successful supplier an invitation to PaymentWorks, upon completion of the evaluation, release of the Intent to Award letter, and ALC approval.
- E. **Do not include pricing in the technical proposal packet.** Instead, submit pricing as an additional but separate document.

1.10.2. Recommended Response Documents

In addition to the Technical Proposal Packet, the following items should be submitted:

1. One (1) complete hard copy (marked "COPY") of the Technical Response Packet.
2. One (1) PDF copy of the Technical Response Packet on a flash drive.
 - a. The Information for Evaluation and Exceptions should be a separate file on the flash drive
3. All additional copies **must** be identical to the original hard copy.
 - a. In case of a discrepancy, the original hard copy shall govern.
4. If the university requests additional copies, they must be delivered within twenty-four (24) hours of the request.
5. One (1) redacted (marked "REDACTED") copy of the original Technical Proposal Packet, preferably on a flash drive. (See Proprietary Information in Standard Terms and Conditions.)

1.11. Acceptance of Requirements

- 1.11.1. Unless a prospective supplier expressly and conspicuously identifies any exception or exceptions to any of the Requirements in the scope of this RFQ by listing them on the Exceptions Form (See Technical Response Packet), the prospective supplier understands and agrees its submission of a proposal to represent that its proposal meets all such requirements.

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- 1.11.2. A prospective supplier's proposal may be rejected if a prospective supplier takes exception to any requirements in the scope of this RFQ.

1.12. Additional Terms and Conditions

- 1.12.1. This RFQ incorporates all of the Solicitation Terms and Conditions located on the UA Little Rock Procurement Services website here: <https://ualr.edu/procurement/bids/>.
- 1.12.2. Any special terms and conditions included in this solicitation shall override the Solicitation Terms and Conditions.

Section 2 - Requirements & Specifications

Do not respond to items in this section unless specifically and expressly required

2.1. Scope of Work

2.1.1. Professional services required:

- A. Maintenance, repair or minor renovation projects
- B. Feasibility studies
- C. Preliminary plans and budget estimates
- D. Technical assistance
- E. Emergency damage recovery projects

2.1.2. The selected Consultants may also be required to:

- A. Support the efforts of the University in preparing plans, specifications, and cost estimates
- B. Perform field investigations and constructability analysis
- C. Provide emergency services on short notice and within a tight time schedule

2.2. Mandatory Requirements

- 2.2.1. Printed responses should be formatted no larger than 8.5in x 11in, limited to 50 sheets maximum (100 pages), fully recyclable (i.e. no plastic covers, plastic tabs, etc.), and bound with glue, staples, or thread (i.e. perfect bound, saddle stitching, etc.). Metal or plastic coil binding are not allowed.
- 2.2.2. Proof of current professional liability insurance coverage (\$1,000,000 minimum required)
- 2.2.3. Proof of licensure or eligibility:

Engineers: All engineers shall hold valid individual licenses in the State of Arkansas, and all engineering firms shall hold a valid Certificate of Authorization (COA) issued by the Arkansas State Board of Licensure for Professional Engineers and Professional Surveyors under A.C.A. 17-30-105 and A.C.A. 17-30-303. Joint-venture firms are also required to hold a COA. A COPY OF A VALID ARKANSAS CERTIFICATE OF AUTHORIZATION MUST BE INCLUDED WITH THE SUBMITTAL.

2.3. Performance Standards

State law requires that qualifying contracts for services include Performance Standards to measure the overall quality of services provided. The university's Performance Standards are outlined in Table B.

- 2.3.1. Performance Standards identify expected deliverables, performance measures, or outcomes, and define the acceptable standards a supplier should meet to avoid assessment of damages.
- 2.3.2. The university may be open to Performance Standards negotiations before contract award, before the commencement of services, or throughout the contract duration.
- 2.3.3. The university shall have the right to modify, add, or delete Performance Standards throughout the contract's term should the university determine it is in its best interest to do so.
- 2.3.4. Any changes or additions to performance standards will be made in good faith following accepted industry standards, and may include the input of the supplier to establish reasonably achievable standards.

- 2.3.5. All changes made to the Performance Standards shall become an official part of the contract.
- 2.3.6. Performance Standards shall continue throughout the term of the contract.
- 2.3.7. Failure to meet the minimum Performance Standards as specified may result in the assessment of damages.
- 2.3.8. If a Performance Standard is not met, the supplier will have the opportunity to defend or respond to the insufficiency.
- 2.3.9. The university shall have the right to waive damages if it determines there were extenuating factors beyond the supplier's control that hindered performance. In these instances, the university shall determine the performance acceptability.
- 2.3.10. Should any compensation be owed to the university due to the assessment of damages, the supplier should follow the direction of the university regarding the required compensation process.

2.4. Contents Requirements

- 2.4.1. Submissions should be presented in an easily-accessible manner according to the above guidelines and should include the following:
 - A. Name, address, telephone number, and web address of the firm
 - B. Name, telephone number, and email address of the primary contact person for the response. The primary contact will be used by the University for all communication related to shortlist, interviews, and selection.
 - C. A letter of introduction, signed by an officer or principal of the firm with contracting authority
 - D. Details of the firm, i.e. its size, structure, disciplines, and a profile of its philosophy and approach
 - E. Resumes detailing qualifications, experience, and responsibilities of the key staff who will work directly with the University under this contract
 - F. Identify engineering consultants and preferred partners with specialized qualifications and experience who the firm will utilize as required for work under this contract. Provide details of the consulting firms, i.e. its size, disciplines, profile, and key staff
 - G. Examples of previous projects (within the past 5 years) demonstrating experience with similar engineering programs, scale and character, and design features and details, specifically any prior projects of this type at institutions of higher education
 - H. List projects currently under contract with higher educational institutions and other state agencies
 - I. Prior experience constructing buildings under nationally recognized sustainable rating systems
 - J. List of client references, minimum of three and no more than six
 - K. Proof of licensure or eligibility. All respondents shall be licensed in the State of Arkansas. Joint venture firms are also required to be licensed in the State of Arkansas. A copy of a valid Arkansas license for all team member firms must be included with the response.
 - L. Proof of current professional liability insurance coverage (\$1,000,000 minimum required)
 - M. Submit the following forms and statements:
 - 1. Contract and Grant Disclosure and Certification Form
 - 2. Equal Opportunity Policy or authorized written statement
 - 3. Combined Certification Form for Contracting with the State of Arkansas
 - 4. Certificate of women-owned, minority-owned, or service-disabled veteran owned business, if applicable

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SERVICE CRITERIA	ACCEPTABLE RANGE	DMG FOR INSUF. PERFORMANCE
Adherence to university requirements	Reference standard terms and conditions, and all articles of RFQ	May be cause for termination of contract
Scope of Work	Reference Scope of Work and Objectives of RFQ, Description, Overview, and Proposal Requirements	May be cause for termination of contract
Key Performance Indicators	85% effectiveness in relationship to Key Performance Indicators	May be cause for termination of contract

Table B

Section 3 - Selection

Do not provide responses to items in this section unless specifically and expressly required.

3.1 Technical Proposal Score

- 3.1.1. UA Little Rock will review each Technical Proposal Packet to verify submission requirements have been met. Technical Proposal Packets that do not meet submission requirements may be disqualified and may not be evaluated.
- 3.1.2. The UA Little Rock Evaluation Committee will evaluate and score qualifying Technical Proposals.
- 3.1.3. Evaluation will be based on the prospective supplier’s response to the Information for Evaluation section included in the Technical Proposal Packet. See Table C for scoring scale.
- 3.1.4. Members of the Evaluation Committee will individually review and evaluate qualifications and complete an Individual Score Worksheet for each proposal.
- 3.1.5. After individual evaluations are complete, the Evaluation Committee will meet to discuss their ratings. At this consensus scoring meeting, each member will be afforded an opportunity to discuss his or her rating for each evaluation criteria.
- 3.1.6. After the committee discusses their individual scores as a group, each member will have the opportunity to change their initial individual scores, if they feel that is appropriate.
- 3.1.7. The final individual scores of the evaluators will be recorded on the Consensus Score Sheets and averaged to determine the consensus score for each proposal.
- 3.1.8. Other agencies, consultants, and experts may also examine documents at the discretion of the university.

QUALITY RATING	QUALITY OF RESPONSE	DESCRIPTION	CONFIDENCE IN PROPOSED APPROACH
10	Excellent	When considered in relation to the RFQ evaluation factor, the response squarely meets or exceeds the requirements and exhibits outstanding knowledge, creativity, ability or other exceptional characteristics.	High to Very High
5	Acceptable	When considered in relation to the RFQ evaluation factor, the response is of acceptable quality.	Low to Moderate
0	Poor to Unacceptable	When considered in relation to the RFQ evaluation factor, the response is inferior or clearly does not meet the requirement, either because it was left blank or because the response is unresponsive.	Very Low or No Confidence

Table C

3.2 The Information for Evaluation

- 3.2.1. The Information for Evaluation section has been divided into subsections. Items and questions have each been assigned a maximum point value of five (5). Each subsection is weighted according to its significance as determined by the university. The total point value for each subsection is reflected below as the Maximum Raw Score Possible.

INFORMATION FOR EVALUATION SUBSECTIONS	MAXIMUM RAW POINTS POSSIBLE	SUBSECTION'S WEIGHTED PERCENTAGE	* MAXIMUM WEIGHTED SCORE POSSIBLE
E.1 Qualifications	16	16%	112
E.2 Prior experience with projects at universities or other large institutions, or public agencies	16	16%	112
E.3 Prior experience with building systems similar to those found on the UA Little Rock campus	16	16%	112
E.4 Ability to respond to requests for service within a short window of time, as required by job or project particulars	16	16%	112
E.5 Ability to provide adequate support for ongoing service and maintenance requirements, generally	16	16%	112
Interview	20	20%	140
Total Technical Score	100	100%	700

Table D

*Subsection's Percentage Weight x Total Weighted Score = Maximum Weighted Score Possible for the subsection.

The supplier's weighted score for each sub-section will be determined using the following formula:

$$(A/B)*C = D$$

A = Actual Raw Points received for subsection in evaluation
 B = Maximum Raw Points possible for sub-section
 C = Maximum Weighted Score possible for subsection
 D = Weighted Score received for subsection

- 3.2.2. Supplier's weighted scores for subsections will be added to determine the Total Technical Score for the Proposal.
- 3.2.3. Responses that do not receive a minimum weighted technical score **[500 or higher]** may not move forward in the solicitation process.

3.3 Oral Presentation/Demonstration Score

The issuing buyer will contract the prospective suppliers with the top technical proposal scores to schedule an oral presentation or demonstration. After each oral presentation or demonstration is complete, the Evaluation Committee will have the opportunity to discuss and revise their scores on the Post-Demonstration Consensus Score Sheet.

The final post presentation individual scores of the evaluators will be averaged to determine the final technical score for each proposal.

3.4 Discussions

Arkansas Procurement Law allows discussions with responsible offerors whose qualifications have been determined to be reasonably susceptible to being selected for award. UA Little Rock reserves the discretion and the right to engage in discussions to the fullest extent permitted under Ark. Code Ann. § 19-11-230 and procurement rules. After an initial evaluation, UA Little Rock may elect to request a best and final offer (BAFO) from a competitive range of responsible Consultants determined, based on the ranking of the qualifications, to be reasonably susceptible of being selected for award.

3.5 Prospective Supplier's Acceptance of Evaluation Technique

The submission of a Technical Proposal Packet signifies the prospective supplier's understanding and agreement that subjective judgments will be made during the evaluation and scoring of the responses.

Section 4 - Terms and Conditions

Do not provide responses to items in this section unless specifically and expressly required.

4.1. Minority Business Policy

Minority participation is encouraged in this and all other procurements by state agencies. Minority is defined by Arkansas Code Annotated § 15-4-303 as a lawful permanent resident of this State who is: African American, Hispanic American, American Indian, Asian American, Pacific Islander American, or a Service Disabled Veteran as designated by the United States Department of Veterans Affairs. The Arkansas Economic Development Commission conducts a certification process for minority businesses. Bidders unable to include minority-owned businesses as subcontractors “may explain the circumstances preventing minority inclusion.”

- 3.1.1. The Arkansas Economic Development Commission conducts a certification process for minority-owned and women-owned businesses.
- 3.1.2. Per Arkansas Code Annotated § 15-4-303, a minority-owned business is defined as a business that is at least fifty-one percent (51%) owned by one (1) or more minority persons, and a minority is defined as a lawful permanent resident of this State who is:
 - African American
 - American Indian
 - Asian American
 - Hispanic American
 - Pacific Islander American
 - A Service Disabled Veteran as designated by the United States Department of Veteran Affairs
- 3.1.3. Per Act 1080 of the 91st General Assembly Regular Session 2017, a women-owned business is defined as a business that is at least fifty-one percent (51%) owned by one (1) or more women who are lawful permanent residents of this State.

4.2. Equal Employment Opportunity Policy

In compliance with Arkansas Code Annotated § 19-11-104, UA Little Rock must have a copy of the supplier's Equal Opportunity Policy before issuing a contract award. UA Little Rock will maintain a file of all supplier EO policies submitted in response to solicitations issued by this office. The submission is a one-time requirement, but suppliers are responsible for providing updates or changes to their respective policies and supplying EO policies upon request to other state agencies that must comply with this statute. Suppliers that do not have an established EO policy will not be prohibited from receiving a contract award but are required to submit a written statement to that effect.

- 3.2.1. *EO Policies* may be submitted in electronic format to the following email address: procurement@ualr.edu, but should also be included as a hardcopy accompanying the bid response.
- 3.2.2. The submission of an *EO Policy* to UA Little Rock is a one-time Requirement. Contractors are responsible for providing updates or changes to their respective policies and for supplying *EO Policies* upon request to other state agencies, which must also comply with this statute.
- 3.2.3. Prospective Contractors who are not required by law to have an *EO Policy* must submit a written statement to that effect.

4.3. Prohibition Of Employment Of Illegal Immigrants

- 3.3.1. Pursuant to Arkansas Code Annotated § 19-11-105, Contractor(s) providing services of \$25,000 or greater shall certify with UA Little Rock that they do not employ or contract with illegal immigrants.
- 3.3.2. By signing and submitting a response to this *Bid Solicitation*, a Prospective Contractor for services of \$25,000 or greater agrees and certifies that they do not employ or contract with illegal immigrants.

In addition, if selected, the Prospective Contractor certifies that they will not employ or contract with illegal immigrants during the aggregate term of a contract.

4.4. Restriction Of Boycott Of Israel

- 3.4.1. Pursuant to Arkansas Code Annotated § 25-1-503, a public entity shall not enter into a contract with a company unless the contract includes a written certification that the person or company is not currently engaged in, and agrees for the duration of the contract not to engage in, a boycott of Israel.
- 3.4.2. This prohibition does not apply to:
- A. A company which offers to provide the goods or services for at least twenty percent (20%) less than the lowest certifying business.
 - B. Contracts with a total potential value of less than \$1,000.
- 3.4.3. By checking the designated box on the first page of this bid, a Prospective Contractor agrees and certifies that they do not, and will not for the duration of the contract, boycott Israel.

4.5. Restriction Of Boycott Of Energy, Fossil Fuel, Firearms, and Ammunition Industries

- 3.5.1. In accordance with Ark. Code Ann. § 25-1-1002, respondent certifies that it is not currently engaged in a boycott of the energy, fossil fuel, firearms and ammunition industries and agrees for the duration of its agreement not to engage in a boycott of the energy, fossil fuel, firearms or ammunition industries.
- 3.5.2. The preceding does not apply to:
- A. A financial services provider as defined at Ark. Code Ann. § 25-1-1001(8)(A),
 - B. An agreement with a total potential value of less than \$75,000, or
 - C. A contract under which the supplier's price for the goods or services is at least 20% less than the lowest certifying business.

4.6. Restriction Of Contracts with Scrutinized Companies

- 3.6.1. In accordance with Ark. Code Ann. § 25-1-1001, respondent certifies that the government of the People's Republic of China ("PRC") does not wholly own the bidder or hold a majority interest in the bidder. Bidder further certifies that the PRC does not own or hold a majority interest in a for-profit parent company, subsidiary or affiliate of bidder, or in a subcontractor to be employed by bidder.
- A. A "scrutinized company" is an entity in which the People's Republic of China holds 51% or greater ownership, and includes any for-profit parent, subsidiary and affiliate of such a company.
 - B. This restriction applies regardless of the source of the funds, but does not apply to exempt commodities and services.

4.7. Payment And Invoice Provisions

- 3.7.1. Invoices are accepted by mail or email. Supplier shall send invoices to one of the following:

PHYSICAL ADDRESS	EMAIL
University of Arkansas at Little Rock ATTN: Facilities Management 2801 South University Ave Little Rock, Arkansas 72204	FACILITIES-INVOICES@UALR.EDU

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- 3.7.2. Payment shall be made in accordance with applicable State of Arkansas accounting procedures upon acceptance by the university.
- 3.7.3. UA LITTLE ROCK may not be invoiced in advance of delivery and acceptance of any equipment, service or commodity.
- 3.7.4. Payment will be made only after the contractor has successfully satisfied the university as to the goods and/or services purchased.
- 3.7.5. Suppliers shall provide an itemized invoice for all charges.
- 3.7.6. The Purchase Order Number and/or UA Little Rock Supplier Contract Number (SPC) should be referenced on each invoice.