



University of Arkansas at Little Rock  
Procurement Services  
University Services Building C100  
2801 South University  
Little Rock, Arkansas 72204

## REQUEST FOR QUALIFICATIONS

SOLICITATION INFORMATION			
Solicitation Number:	<b>FB-23-026</b>	Solicitation Issued:	March 23, 2023
Description:	RFQ Architectural Services		

SUBMISSION DEADLINE FOR RESPONSE			
Bid Opening Date:	April 04, 2023	Bid Opening Time:	2:00 p.m., CST
<p>Bid submissions <b>shall not</b> be accepted after the designated bid opening date and time. In accordance with Arkansas Procurement Law and Rules, it is the responsibility of suppliers to submit bids at the designated location on or before the bid opening date and time. Bids received after the designated bid opening date and time <b>shall</b> be considered late and <b>shall</b> be returned to the vendor without further review. It is not necessary to return "no bids".</p>			

DELIVERY OF RESPONSE DOCUMENTS	
Delivery Address:	<p>University of Arkansas at Little Rock Procurement Services University Services Building C100 2801 South University Little Rock, AR 72204</p> <p>Suppliers are responsible for delivery of their bid documents to the University of Arkansas at Little Rock prior to the scheduled time for bid opening. Delivery providers, USPS, UPS, and FedEx deliver mail to our street address on a schedule determined by each individual provider. These providers will deliver to our offices based solely on our street address. <b>Supplier assumes all risk for timely, properly submitted deliveries.</b></p>
Bid's Outer Packaging:	<p>Seal outer packaging and properly mark with the following information. If outer packaging of proposal submission is not properly marked, the package may be opened for proposal identification purposes.</p> <ul style="list-style-type: none"><li>● <b>RFQ Reference #FB-23-026</b> UALR Fraternity Chapter House</li><li>● Submission Deadline: 2:00 p.m. CST, April 4, 2023</li></ul>

UA LITTLE ROCK CONTACT INFORMATION			
Buyer:	Noel Johnson	Main Number:	501-916-3144
Email Address:	bnbartlett@ualr.edu		

**SECTION 1 - GENERAL INSTRUCTIONS AND INFORMATION**

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

**1.1 PURPOSE**

The University of Arkansas at Little Rock, in accordance with the policies of the Board of Trustees, is soliciting responses from qualified architects to provide design services for the University of Arkansas at Little Rock's New Fraternity Chapter House. The intent of this invitation is to establish an agreement with a qualified firm to provide architectural and engineering services for the design and construction of this project.

The University of Arkansas at Little Rock is a metropolitan research university that provides accessibility to a 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 metropolitan research university mission, UA Little Rock is a driving force in Little Rock's thriving cultural community and a major 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 <http://ualr.edu/>.

**1.2 NON-MANDATORY PRE-BID MEETING**

Please join us via Zoom at 1:00 PM 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/meeting/register/tZErcOyqrszjG9TjwqHrqDHJFpotalzwsCSb>

**Meeting ID:** 856 7521 0910

**Dial-In Information:** 877 853 5257 US Toll-free  
888 475 4499 US Toll-free

The pre-bid meeting is used to review the solicitation's specifications with all interested parties. Any questions asked during the meeting will be noted and answered on March 31, 2023.

**1.3 BID OPENING**

Use the meeting information below to view the bid opening online. See Section 1.5 Schedule of Events for bid opening day and time.

**Zoom Registration Link:** [https://ualr-edu.zoom.us/meeting/register/tZcvf--orzgtH9Ky2\\_uqj6xJKr\\_-XYvXH1zs](https://ualr-edu.zoom.us/meeting/register/tZcvf--orzgtH9Ky2_uqj6xJKr_-XYvXH1zs)

**Meeting ID:** 832 8601 3756

**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 names of respondents and a preliminary determination of proposal responsiveness will be made at the bid opening.

**1.4 POINT OF CONTACT**

**The issuing officer is the sole point of contact in the selection process.** Vendor questions regarding bid related matters should be made through the buyer. For question submission procedures see section **1.5 Clarification of RFQ and Questions.**

**1.5 SCHEDULE OF EVENTS**

ID	Event Description	Date
1	Release of RFQ	March 23, 2023

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2	Non-Mandatory Pre-Bid Meeting	March 28, 2023 @ 1:00 PM CST
3	Questions from Bidders due	March 30, 2023
4	Answers to questions posted	March 31, 2023
5	Bid Deadline/Bid Opening	April 6, 2023 @ 2:00 PM CST
6	Oral Presentations	April 11, 2023
7	Contract Negotiations	April 2023*
8	Design Begins	June 2023*
9	Construction Begins	October 2023*
10	Project Complete	May 2024*

\*Anticipated Dates. All professional services contract procurement will be compliant with all state laws and appropriate Legislative Review including Act 557 (see: <http://www.arkleg.state.ar.us/assembly/2015/2015R/Acts/Act557.pdf> )

**1.6 CLARIFICATION OF RFQ SOLICITATION**

- A. Submit any questions requesting clarification of information contained in this *RFQ Solicitation* in writing via email by the date and time listed in Section 1.5 to the buyer as shown on page one (1) of this *RFQ Solicitation*.
1. For each question submitted, Prospective Supplier should reference the specific solicitation item number to which the question refers.
  2. Prospective Suppliers' written questions will be consolidated and responded to by the University as deemed appropriate. The University's consolidated written response is anticipated to be posted to the University's website by the close of business on the date provided in Section 1.5. If Prospective Supplier questions are unclear or non-substantive in nature, the University may request clarification of a question(s) or decline to answer.
- B. 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 the responsibility of the Prospective Supplier to seek resolution of all such issues, including those relating to the terms and conditions of the contract, prior to the submission of a proposal.
- C. Prospective Suppliers may contact the buyer with non-substantive questions at any time prior to the proposal opening.
- D. An oral statement by UA Little Rock will not be part of any contract resulting from this solicitation and may not reasonably be relied on by any Prospective Supplier as an aid to interpretation unless it is reduced to writing and expressly adopted by UA Little Rock.

**1.7 RESPONSE DOCUMENTS**

- A. **Original Technical Proposal Packet**
- a. The original *Technical Proposal Packet* **must** be received on or before the bid opening date and time.
  - b. The Proposal Packet should be clearly marked "Original" and **must** include the following:
    - i. Original signed *Proposal Signature Page*. (See *Proposal Signature Page*.)
    - ii. Original signed *Proposed Subcontractors Form, if applicable*. (See *Subcontractors*.)
    - iii. *Technical Proposal* response to the *Information for Evaluation* section included in the *Technical Proposal Packet*.
    - iv. Other documents and/or information as may be expressly required in this *Bid Solicitation*.
  - c. The following items should be submitted in the original *Technical Proposal Packet*.

- a. EO 98-04 Disclosure Form.
- b. Copy of Supplier's *Equal Opportunity Policy*. (See *Equal Opportunity Policy*.)

**B. Additional Copies and Redacted Copy of the Technical Proposal Packet**

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

1. Additional Copies of the *Technical Proposal Packet*
  - a. **Six (6) complete hard copies (marked "COPY") of the *Technical Proposal Packet*.**
  - b. **One (1) electronic copy of the *Technical Proposal Packet*, on a flash drives, preferably in PDF.**
  - c. All additional hard copies and electronic copies **must** be identical to the original hard copy. In case of a discrepancy, the original hard copy **shall** govern.
  - d. If the University requests additional copies of the proposal, the copies **must** be delivered within twenty-four (24) hours of request.
2. One (1) redacted (marked "REDACTED") copy of the original *Technical Proposal Packet*, preferably on a flash drive. (See *Proprietary Information*.)

**1.8 ACCEPTANCE REQUIREMENTS**

- A. Unless a Prospective Supplier expressly and conspicuously identifies any exception or exceptions to any of the Requirements in the Specifications Section(s) of this RFQ by listing them on the Exceptions Form (See Response Packet), Prospective Supplier understands its submission of a proposal to represent that its proposal meets all such Requirements.
- B. A Prospective Supplier's proposal may be rejected if a Prospective Supplier takes exception to any Requirements in the Specifications Section(s) of this RFQ.

**1.9 ADDITIONAL TERMS AND CONDITIONS**

Any special terms and conditions included in this solicitation shall override the Solicitation Terms and Conditions located on the UA Little Rock [Procurement Services](#) website.

**1.10 PRIME SUPPLIER RESPONSIBILITY**

- A. Single and joint Supplier proposals and multiple proposals by Suppliers are acceptable. However, a single Supplier must be identified as the prime contractor in each proposal. The prime contractor will be responsible for the contract and will be the sole point of contact with regard to the software and services described herein.
- B. The Supplier shall not assign the contract in whole or in part or any payment arising there from without the prior written consent of UA Little Rock.
- C. The Supplier shall give UA Little Rock immediate notice, in writing, by certified mail of any action which, in the opinion of the Supplier, may result in litigation related in any way to the contract or UA Little Rock.

**1.11 UNIVERSITY CONTRACT ADMINISTRATOR:**

- A. Leslie Hutchins, Associate Vice Chancellor of Facilities Management, hereinafter referred to as the Contract Administrator, will serve as the university's representative and administrator of this contract.
- B. The Contract Administrator shall manage all aspects of the contractual relationship to ensure that the supplier's total performance is in accordance with the contractual commitments and that the obligations of the supplier under the terms and conditions of the contract are being fulfilled.
- C. The supplier may meet, at minimum, once per fiscal year with the university Contract Administrator to complete a contract review.
- D. The Contract Administrator shall work with the supplier throughout the term of the contract. All instructions, questions, approvals, and special requests in connection with the contract shall be transmitted through the Contract Administrator. Other University personnel may be designated by the Contract Administrator to assist with the administration of the contract.

**1.5 PIGGYBACK CLAUSE**

Pursuant to Ark. Code Ann. § 19-11-249, any state public procurement unit or campus, unit or division of the University of Arkansas System 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.

**1.13 PROPRIETARY INFORMATION**

- A. UA Little Rock will rely on a Freedom of Information Act (FOIA) exemption to withhold all information contained in any submitted bid document to the Owner until the notice of intent to award has been completed.
- B. UA Little Rock will also rely on an FOIA exemption to withhold the certified bid tabulation until after the notice of intent to award has been completed. After that time and pursuant to Arkansas statute, bid information will be available for public review upon FOIA request.
- C. All Bidders are hereby advised that any information that they may consider to be confidential or proprietary and would give a competitive advantage if disclosed, should be identified, along with a statement as to whether or not a claim of confidential or proprietary privilege is being asserted. If such information is later sought by a FOIA request, the Bidder will be allowed to justify its claim of privilege and UA Little Rock will assess the validity of said claim in advance of any release.

**1.14 CAUTION TO SUPPLIERS**

- A. Prior to any contract award, all communication concerning this *Bid Solicitation* **must** be addressed through the buyer.
- B. Suppliers **must not** alter any language in any solicitation document provided by the University.
- C. Suppliers **must not** alter the Official Bid Price Sheet.
- D. All official documents and correspondence related to this solicitation **shall** be included as part of the resultant contract.
- E. Proposals **must** be submitted only in English language.
- F. The University **shall** have the right to award or not award a contract, if it is in the best interest of the University to do so.
- G. Suppliers **must** provide clarification of any information in their response documents as requested by the buyer.
- H. Qualifications and proposed goods or services **must** meet or exceed the required specifications as set forth in this *Bid Solicitation*.
- I. Suppliers may submit multiple proposals.

**1.15 REQUIREMENT OF ADDENDUM**

- A. This *Bid Solicitation* **shall** be modified only by an addendum written and authorized by the University.
- B. An addendum posted within three (3) calendar days prior to the bid opening **shall** extend the bid opening and may or may not include changes to the Bid Solicitation.
- C. Only written addenda are part of the bid packet and should be considered.

**1.16 AWARD PROCESS**

- A. Contracts and purchases will be made or entered into with the lowest responsible bidder meeting specifications.
- B. The Grand Total Score for each Prospective Contractor, which is the sum of the Technical Score and Cost Score, will be used to determine the ranking of proposals. UA Little Rock may move forward to negotiations with those responsible Prospective Contractors determined, based on the ranking of the proposals, to be reasonably susceptible of being selected for award.
- C. A written purchase order or contract award mailed, or otherwise furnished, to the successful bidder within the time of acceptance specified in the solicitation results in a binding contract without further action by either party. The contract shall not be assignable by the vendor in whole or part without the written consent of the University.

**1.17 DOING BUSINESS WITH UA LITTLE ROCK**

- A. To conduct business with UA Little Rock, all suppliers must be registered and approved in PaymentWorks, our secure supplier management system. Suppliers can only register if a UA Little Rock employee invites them to do so in PaymentWorks.
- B. Failure to register in PaymentWorks may result in the cancellation of this award.
- C. For more information, see <https://ualr.edu/procurement/suppliers/>.

**1.18 MINORITY BUSINESS POLICY**

- A. Minority is defined by Arkansas Code Annotated § 15-4-303 as a lawful permanent resident of this State who is:

<ul style="list-style-type: none"><li>● African American</li><li>● American Indian</li><li>● Asian American</li></ul>	<ul style="list-style-type: none"><li>● Pacific Islander American</li></ul>
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<ul style="list-style-type: none"><li>• Hispanic American</li></ul>	<ul style="list-style-type: none"><li>• A Service Disabled Veterans as designated by the United States Department of Veteran Affairs</li><li>• Women- Owned Businesses</li></ul>
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B. The Arkansas Economic Development Commission conducts a certification process for minority businesses and disabled veterans. The Supplier's Certification Number should be included on the Supplier's *Proposal Signature Page*.

**1.19 EQUAL OPPORTUNITY POLICY**

- A. In compliance with Arkansas Code Annotated § 19-11-104, the University is required to have a copy of the Supplier's *Equal Opportunity (EO) Policy* prior to issuing a contract award.
- B. *EO Policies* may be submitted in electronic format to the buyer, but should also be included as a hardcopy accompanying the solicitation response.
- C. Suppliers, who are not required by law by to have an *EO Policy*, **must** submit a written statement to that effect.

**1.20 PROHIBITION OF EMPLOYMENT OF ILLEGAL IMMIGRANTS**

Pursuant to Arkansas Code Annotated § 19-11-105, prior to the award of a contract, selected Supplier(s) **must** certify on the Office of State Procurement's website, in the following link [DFA Illegal Immigrant Contractor Disclosure Certification](#), stating that they do not employ or contract with illegal immigrants.

**1.21 PAST PERFORMANCE**

In accordance with provisions of State Procurement Law, specifically OSP Rule R5:19-11-230(b)(1), a Prospective Contractor's past performance with the State may be used to determine if the Prospective Contractor is "responsible." Responses submitted by Prospective Contractors determined to be non-responsible will be rejected.

**1.22 TECHNOLOGY ACCESS**

- A. When procuring a technology product or when soliciting the development of such a product, the State of Arkansas is required to comply with the provisions of Arkansas Code Annotated §25-26-201 et seq., as amended by Act 308 of 2013, which expresses the policy of the State to provide individuals who are blind or visually impaired with access to information technology purchased in whole or in part with state funds. The Supplier expressly acknowledges and agrees that state funds may not be expended in connection with the purchase of information technology unless that technology meets the statutory requirements found in 36 C.F.R. §1194.21, as it existed on January 1, 2013 (software applications and operating ICSs) and 36 C.F.R. § 1194.22, as it existed on January 1, 2013 (web-based intranet and internet information and applications), in accordance with the State of Arkansas technology policy standards relating to accessibility by persons with visual impairments.
- B. ACCORDINGLY, THE Supplier EXPRESSLY REPRESENTS AND WARRANTS to the State of Arkansas through the procurement process by submission of a Voluntary Product Accessibility Template (VPAT) for 36 C.F.R. § 1194.21, as it existed on January 1, 2013 (software applications and operating ICSs) and 36 C.F.R. § 1194.22, that the technology provided to the State for purchase is capable, either by virtue of features included within the technology, or because it is readily adaptable by use with other technology, of:
  - 1. Providing, to the extent required by Arkansas Code Annotated § 25-26-201 et seq., as amended by Act 308 of 2013, equivalent access for effective use by both visual and non- visual means
  - 2. Presenting information, including prompts used for interactive communications, in formats intended for non-visual use
  - 3. After being made accessible, integrating into networks for obtaining, retrieving, and disseminating information used by individuals who are not blind or visually impaired
  - 4. Providing effective, interactive control and use of the technology, including without limitation the operating system, software applications, and format of the data presented is readily achievable by non-visual means;
  - 5. Being compatible with information technology used by other individuals with whom the blind or visually impaired individuals interact

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6. Integrating into networks used to share communications among employees, program participants, and the public
  7. Providing the capability of equivalent access by non-visual means to telecommunications or other interconnected network services used by persons who are not blind or visually impaired
- C. State agencies cannot claim a product as a whole is not reasonably available because no product in the marketplace meets all the standards. Agencies **must** evaluate products to determine which product best meets the standards. If an agency purchases a product that does not best meet the standards, the agency must provide written documentation supporting the selection of a different product, including any required reasonable accommodations.
- D. For purposes of this section, the phrase “equivalent access” means a substantially similar ability to communicate with, or make use of, the technology, either directly, by features incorporated within the technology, or by other reasonable means such as assistive devices or services which would constitute reasonable accommodations under the Americans with Disabilities Act or similar state and federal laws. Examples of methods by which equivalent access may be provided include, but are not limited to, keyboard alternatives to mouse commands or other means of navigating graphical displays, and customizable display appearance. As provided in Arkansas Code Annotated § 25-26-201 et seq., as amended by Act 308 of 2013, if equivalent access is not reasonably available, then individuals who are blind or visually impaired shall be provided a reasonable accommodation as defined in 42 U.S.C. § 12111(9), as it existed on January 1, 2013.
- E. If the information manipulated or presented by the product is inherently visual in nature, so that its meaning cannot be conveyed non-visually, these specifications do not prohibit the purchase or use of an information technology product that does not meet these standards.

**1.23 PUBLICITY**

Supplier agrees that it shall not publicize this agreement or disclose, confirm or deny any details thereof, to third parties or use any photographs or video recordings of the University name in connection with any sales promotion or publicity event without the prior express written approval of the University.

**1.24 RESERVATION**

This solicitation does not commit UA Little Rock to award a contract, to pay costs incurred in the preparation of a proposal in response to this request, or to procure or contract for commodities or services.



## SECTION 2 – SPECIFICATIONS

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

### 2.1 PROJECT DESCRIPTION

The University of Arkansas at Little Rock project is a new 2,175 square foot Fraternity Chapter Clubhouse. The new Chapter Clubhouse will be prominently located at the corner of 28<sup>th</sup> Street and South Fillmore Street increasing visibility of Greek life on our campus. It will contain a large meeting room, kitchen, offices, and a large exterior patio space. We envision a Chapter Clubhouse design that incorporates classical details typical to panhellenic organization buildings on university campuses.

The total project cost is currently estimated at \$786,000. Architects and consultants will work with a university building committee, campus administration, facilities management, and general contractor for the successful completion of this project.

The project is located at the University of Arkansas at Little Rock main campus. The address for the site is 2709 South Fillmore Street.

### 2.2 DESIGN SERVICES

- A. The Scope of Design Services will include: Evaluation of owner's program and concept with regard to design, feasibility assessment, graphic presentations, site planning, civil engineering, landscape design, cost analysis, schematic design phase, design development phase, and construction document phase, coordination and evaluation of bid pricing submitted by the general contractor and construction administration services including submittals and shop drawings reviews, schedule conformity, project management, coordination between consultants, owners and contractor, and project closeout documentation.
- B. Due to the unique location of the worksite, specialized design approaches will be needed to ensure the development of the site and the design of the pathway blends with surrounding areas and meets all regulatory requirements. In addition, construction activities must be performed in a manner which minimizes disruption to traffic and does not interfere with events that take place on campus.

### 2.3 MANDATORY REQUIREMENTS

- A. 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.
- B. Proof of current professional liability insurance coverage (\$1,000,000 minimum required)
- C. Proof of licensure or eligibility:

*Architects:* All firms shall be licensed, or eligible for licensure, in the State of Arkansas. Eligible firms not currently licensed in Arkansas must send a letter to the Arkansas State Board of Architects (501- 682-3171/501-682-3172 Fax) stating their intent to respond to an RFQ issued by the University of Arkansas. Please include project name, submittal date, and proof of valid NCARB certification in the letter. Consulting and joint-venture firms are also required to be licensed by the Arkansas State Board of Architects. Notification to the State Board must be made PRIOR to responding to this solicitation, and **A COPY OF EITHER A VALID ARKANSAS LICENSE OR THE LETTER OF INTENT TO THE STATE BOARD DESCRIBED ABOVE FOR ALL TEAM-MEMBER FIRMS MUST BE INCLUDED WITH THE RESPONSE.** The final selected firm(s) will have 30 days to make an application for corporate licensure after they are awarded the contract.

*Landscape Architects:* All firms shall be licensed by the Arkansas State Board of Architects, Landscape Architects, and Interior Designers. **A COPY OF A VALID ARKANSAS LICENSE MUST BE INCLUDED WITH THE SUBMITTAL.**



*Civil Engineers:* All engineers shall hold 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. 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.**

## **2.4 CONTENTS REQUIREMENTS**

- A. Submissions should be presented in an easily-accessible manner according to the above guidelines and should include the following:
1. Name, address, telephone number, and web address of the firm
  2. 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.
  3. A letter of introduction, signed by an officer or principal of the firm with contracting authority
  4. Details of the firm, i.e. its size, structure, disciplines, and a profile of its philosophy and approach
  5. Resumes detailing qualifications, experience, and responsibilities of the key staff who will work directly with the University under this contract
  6. 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
  7. Examples of previous projects (within the past 5 years) demonstrating experience with similar architectural programs, scale and character, and classical design features and details, specifically any prior projects of this type at institutions of higher education
  8. List projects currently under contract with higher educational institutions and other state agencies
  9. Prior experience constructing buildings under nationally recognized sustainable rating systems
  10. List of client references, minimum of three and no more than six
  11. 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.
  12. Proof of current professional liability insurance coverage (\$1,000,000 minimum required)
  13. Submit the following forms and statements:
    - a. Contract and Grant Disclosure and Certification Form
    - b. Equal Opportunity Policy or authorized written statement
    - c. TSS Illegal Immigrant Contractor Disclosure Certification Form
    - d. Restriction of Boycott of Israel Certification
    - e. Certificate of women-owned, minority-owned, or service-disabled veteran owned business, if applicable

**SECTION 3 – SELECTION**

- **Do not provide responses to items in this section.**

**3.1 TECHNICAL PROPOSAL SCORE**

- A. The buyer will review each *Response Packet* to verify submission Requirements have been met. *Response Proposals Packets* that do not meet submission *Requirements* **shall** be disqualified and **shall not** be evaluated.
- B. The UA Little Rock Evaluation Committee will evaluate and score qualifying responses. Evaluation will be based on Supplier's response to the *Information for Evaluation* section included in the *Response Packet*.
1. Members of the Evaluation Committee will individually review and evaluate proposals and complete an Individual Score Worksheet for each proposal.
  2. After initial individual evaluations are complete, the Evaluation Committee members will meet to discuss their individual ratings. At this consensus scoring meeting, each member will be afforded an opportunity to discuss his or her rating for each evaluation criteria.
  3. After committee members have had an opportunity to discuss their individual scores with the group, the individual committee members will be given the opportunity to change their initial individual scores, if they feel that is appropriate.
  4. The final individual scores of the evaluators will be recorded on the Consensus Score Sheets and averaged to determine the group or consensus score for each proposal.
  5. Other agencies, consultants, and experts may also examine documents at the discretion of the Agency.
- C. The *Information for Evaluation* section has been divided into subsections.
1. In each subsection, items/questions have each been assigned a maximum point value of five (5) points.

Quality Rating	Quality of Response	Description	Confidence in Proposed Approach
5	Excellent	When considered in relation to the RFQ evaluation factor, the response squarely meets the requirement and exhibits outstanding knowledge, creativity, ability or other exceptional characteristics. Extremely good.	Very High
4	Good	When considered in relation to the RFQ evaluation factor, the response squarely meets the requirement and is better than merely acceptable.	High
3	Acceptable	When considered in relation to the RFQ evaluation factor, the response is of acceptable quality.	Moderate
2	Marginal	When considered in relation to the RFQ evaluation factor, the response's acceptability is doubtful.	Low
1	Poor	When considered in relation to the RFQ evaluation factor, the response is inferior.	Very Low
0	Unacceptable	When considered in relation to the RFQ evaluation factor, the response clearly does not meet the requirement, either because it was left blank or because the response is unresponsive.	No Confidence

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2. The University has assigned Weighted Percentages to each sub-section according to its significance. The total point value for each subsection is reflected in the table below as the Maximum Raw Score Possible.

Information for Evaluation Sub-Sections	Maximum Raw Points Possible	SubSection's Weighted Percentage	* Maximum Weighted Score Possible
E.1 Qualifications	25	25	250
E.2 Prior experience with colleges and universities	25	25	250
E.3 Proximity to and familiarity with UA Little Rock	25	25	250
E.4 Ability to meet the needs of the universities	25	25	250
<b>Total Technical Score</b>	<b>100</b>	<b>100%</b>	<b>1000</b>

\*Sub-Section's Percentage Weight x Total Weighted Score = Maximum Weighted Score Possible for the sub-section.

- A. 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 sub-section in evaluation B = Maximum Raw Points possible for sub-section C = Maximum Weighted Score possible for sub-section D = Weighted Score received for sub-section
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- B. Supplier's weighted scores for subsections will be added to determine the Total Technical Score for the Proposal.
- C. Responses that do not receive a minimum weighted **score of 600** may not move forward in the solicitation process.

**3.2 ORAL PRESENTATION/DEMONSTRATION SCORE**

- A. The three Prospective Suppliers with the top Technical proposal scores after the completion of the technical proposal evaluation will be contacted to schedule an oral presentation/demonstration.
- B. After each oral presentation/demonstration is complete, the Evaluation Committee members will have the opportunity to discuss the oral presentation/demonstration and revise their individual scores on the Post-Demonstration Consensus Score Sheet based on the information provided during the oral presentation/demonstration.
- C. The final individual scores of the evaluators on the Post-Demonstration Consensus Score Sheets will be averaged to determine the final Technical score for each proposal.

**3.3 GRAND TOTAL SCORE**

The Technical Score and Presentation Score will be added together to determine the Grand Total Score for the Supplier. The Supplier with the highest Grand Total Score will be selected as the apparent successful Supplier. (See *Award Process*.) 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.

	Maximum Points Possible
Technical Proposal	700

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Oral Presentations	300
<b>Maximum Possible Grand Total Score</b>	<b>1,000</b>

**3.4 SUPPLIER ACCEPTANCE OF EVALUATION TECHNIQUE**

- A. Supplier **must** agree to all evaluation processes and procedures as defined in this solicitation.
- B. The submission of a *Technical Proposal Packet* **shall** signify the Supplier's understanding and agreement that subjective judgments **shall** be made during the evaluation and scoring of the responses.