



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

# ***TECHNICAL PROPOSAL PACKET*** ***FB-24-006***

## **CAUTION TO VENDOR**

Vendor's failure to submit required items and/or information as specified in the *Bid Solicitation Document* **shall** result in disqualification.



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## PROPOSAL SIGNATURE PAGE

RESPONDENT'S INFORMATION				
Company:				
Address:				
City:		State:		Zip Code:
Business Designation:	<input type="checkbox"/> Individual <input type="checkbox"/> Partnership	<input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Corporation	<input type="checkbox"/> Public Service Corp <input type="checkbox"/> Nonprofit	
Minority Designation: <i>See Minority Business Policy</i>	<input type="checkbox"/> Not Applicable <input type="checkbox"/> African American	<input type="checkbox"/> American Indian <input type="checkbox"/> Hispanic American	<input type="checkbox"/> Asian American <input type="checkbox"/> Pacific Islander American	<input type="checkbox"/> Service Disabled Veteran <input type="checkbox"/> Woman Owned
	AR Minority Certification #:	_____	Service Disabled Veteran Certification #:	_____

VENDOR CONTACT INFORMATION			
<i>Provide contact information to be used for bid solicitation related matters.</i>			
Contact Person:		Title:	
Phone:		Alternate Phone:	
Email:			

CONFIRMATION OF REDACTED COPY
<input type="checkbox"/> YES, a redacted copy of submission documents is enclosed. <input type="checkbox"/> NO, a redacted copy of submission documents is <u>not</u> enclosed. I understand a full copy of non-redacted submission documents will be released if requested.  <i>Note: If a redacted copy of the submission documents is not provided with vendor's response packet, and neither box is checked, a copy of the non-redacted documents, with the exception of financial data (other than pricing), shall be released in response to any request made under the Arkansas Freedom of Information Act (FOIA). See Bid Solicitation for additional information.</i>

ILLEGAL IMMIGRANT CONFIRMATION
By signing and submitting a response to this <i>Bid Solicitation</i> , a Prospective Contractor agrees and certifies that they do not employ or contract with illegal immigrants. If selected, the Prospective Contractor certifies that they will not employ or contract with illegal immigrants during the aggregate term of a contract.

ISRAEL BOYCOTT RESTRICTION CONFIRMATION
By signing and submitting a response to this <i>Bid Solicitation</i> , a Prospective Contractor agrees and certifies that they do not boycott Israel, and if selected, will not boycott Israel during the aggregate term of the contract.

**An official authorized to bind the vendor to a resultant contract must sign below.**

The signature below signifies agreement that either of the following shall cause the vendor's proposal to be disqualified:

- Additional terms or conditions submitted in their proposal, whether submitted intentionally or inadvertently.
- Any exception that conflicts with a Requirement of this *Bid Solicitation*.

Authorized Signature: \_\_\_\_\_ Title: \_\_\_\_\_  
*Use Ink Only.*

### SUBMISSION REQUIREMENTS CHECKLIST

Per the solicitation, the following items **must** be submitted with the Prospective Contractor's proposal:

- € *Proposal Signature Page*
- € *Proposed Subcontractors Form*
- € *Information for Evaluation*
- € *Exceptions Form*, if applicable
- € *Official Solicitation Price Sheet*, sealed separately

It is strongly recommended that the following items are also included with the Prospective Contractor's proposal:

- € *EO 98-04: Contract and Grant Disclosure Form*
- € *Copy of Prospective Contractor's Equal Opportunity Policy*
- € *Voluntary Product Accessibility Template (VPAT)*, if applicable
- € *Signed addenda*, if applicable

# PROPOSED SUBCONTRACTORS FORM

- **Do not** include additional information relating to subcontractors on this form or as an attachment to this form.
  - o Prospective Contractor **shall** complete and submit the *Proposed Subcontractors Form* included in the *Technical Proposal Packet*.
  - o Additional subcontractor information may be required or requested in following sections of this *RFP Solicitation* or in the *Information for Evaluation* section provided in the *Technical Proposal Packet*. **Do not** attach any additional information to the *Proposed Subcontractors Form*.
  - o The utilization of any proposed subcontractor is subject to approval by UA Little Rock Procurement Services.

**PROSPECTIVE CONTRACTOR PROPOSES TO USE THE FOLLOWING SUBCONTRACTOR(S) TO PROVIDE SERVICES.**

*Type or Print the following information*

Subcontractor's Company Name	Street Address	City, State, ZIP

**PROSPECTIVE CONTRACTOR DOES NOT PROPOSE TO USE SUBCONTRACTORS TO PERFORM SERVICES.**

## INFORMATION FOR EVALUATION

- Provide a response to each item/question in this section. Prospective Contractor may expand the space under each item/question to provide a complete response.
- Do not include additional information if not pertinent to the itemized request.

	Maximum RAW Score Available
<b>E.1 Experience and Qualifications:</b> Provide information that emphasizes your qualifications and expertise relating to the skill(s) identified in the Scope of Work. Describe experience of the team members being proposed for this project. Specifically, provide the following:	
A. Qualifications and experience of personnel who will be involved. Identify primary responsibilities for each team member, as well as any additional resources the supplier expects to be able to provide to the project. Include titles, roles, responsibilities and office location.	5 points
B. Provide a company overview that outlines your company capabilities. Include an explanation of what sets you apart from other firms	5 points
C. Provide two professional references from comparable clients.	5 points
<b>E.2 Method and Approach:</b> Proposals will be evaluated based on the vendor’s distinctive plan for performing the requirements of the RFP. The vendor should present a written narrative, which demonstrates the method or manner in which the vendor proposes to satisfy the requirements of the Scope of Service. The language of the narrative should be straightforward and limited to facts, solutions to problems, and plans of proposed action. The vendor should specifically address the following:	
A. Explain the in-house capabilities in regard to design work and how your design process sets you apart from others	5 points
B. Demonstrate your efforts to employ national best practices regarding accessible design	5 points
C. Demonstrate your efforts to employ national best practices regarding mobile-first design	5 points
	Maximum RAW Score Available
<b>E.3 Key Performance Indicators (KPIs) and Timeline/Processes:</b> Describe your firm’s approach to KPIs, both generally, and with regard to the potential Scope of Work proposed by the Owner. Also speak to your abilities to adhere to project timelines. Specifically:	
A. Using at least one case study, show the work you’ve done to revamp institution’s website while meeting mobile and accessibility expectations	5 points
B. Discuss your process to onboard such a project by each phase	5 points

C. Demonstrate your track record in delivering projects on time and on budget.	5 points

## EXCEPTIONS FORM

Prospective Contractor **shall** document all exceptions related to requirements in the RFP Solicitation and terms in the “Standard Commodities Contract or Standard Services Contract” and “Solicitation Terms and Conditions” located on the Procurement website.

ITEM #	REFERENCE (SECTION, PAGE, PARAGRAPH)	DESCRIPTION	PROPOSED LANGUAGE
1.			
2.			
3.			


# Contract and Grant Disclosure and Certification Form

Failure to complete all of the following information may result in a delay in obtaining a contract, lease, purchase agreement, or grant award with any Arkansas State Agency.

**IS THIS FOR:**

TAXPAYER ID NAME:  **Goods?**  **Services ?**  **Both ?**

YOUR LAST NAME: \_\_\_\_\_ FIRST NAME: \_\_\_\_\_  
 M.I.: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

SUBCONTRACTOR: \_\_\_\_\_ SUBCONTRACTOR NAME: \_\_\_\_\_  
 **Yes**  **No**

**AS A CONDITION OF OBTAINING, EXTENDING, AMENDING, OR RENEWING A CONTRACT, LEASE, PURCHASE AGREEMENT, OR GRANT AWARD WITH ANY ARKANSAS STATE AGENCY, THE FOLLOWING INFORMATION MUST BE DISCLOSED:**

## For Individuals\*

Indicate below if: you, your spouse or the brother, sister, parent, or child of you or your spouse is a current or former: member of the General Assembly, Constitutional Officer, State Board or Commission Member, or State Employee:

Position Held	Mark (√)		Name of Position of Job Held <small>[senator, representative, name of board/ commission, data entry, etc.]</small>	For How Long?		What is the person(s) name and how are they related to you? <small>[i.e., Jane Q. Public, spouse, John Q. Public, Jr., child, etc.]</small>	
	Current	Former		From MM/YY	To MM/YY	Person's Name(s)	Relation
General Assembly	<input type="checkbox"/>	<input type="checkbox"/>					
Constitutional Officer	<input type="checkbox"/>	<input type="checkbox"/>					
State Board or Commission Member	<input type="checkbox"/>	<input type="checkbox"/>					
State Employee	<input type="checkbox"/>	<input type="checkbox"/>					

**None of the above applies**

## For A supplier (Business)\*

Indicate below if any of the following persons, current or former, hold any position of control or hold any ownership interest of 10% or greater in the entity: member of the General Assembly, Constitutional Officer, State Board or Commission Member, State Employee, or the spouse, brother, sister, parent, or child of a member of the General Assembly, Constitutional Officer, State Board or Commission Member, or State Employee. Position of control means the power to direct the purchasing policies or influence the management of the entity.

Position Held	Mark (√)		Name of Position of Job Held <small>[senator, representative, name of board/commission, data entry, etc.]</small>	For How Long?		What is the person(s) name and what is his/her % of ownership interest and/or what is his/her position of control?		
	Current	Former		From MM/YY	To MM/YY	Person's Name(s)	Ownership Interest (%)	Position of Control
General Assembly	<input type="checkbox"/>	<input type="checkbox"/>						
Constitutional Officer	<input type="checkbox"/>	<input type="checkbox"/>						
State Board or Commission Member	<input type="checkbox"/>	<input type="checkbox"/>						
State Employee	<input type="checkbox"/>	<input type="checkbox"/>						

**None of the above applies**

Rev. 08/20/07



## Contract and Grant Disclosure and Certification Form

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**Failure to make any disclosure required by Governor's Executive Order 98-04, or any violation of any rule, regulation, or policy adopted pursuant to that Order, shall be a material breach of the terms of this contract. Any contractor, whether an individual or entity, who fails to make the required disclosure or who violates any rule, regulation, or policy shall be subject to all legal remedies available to the agency.**

**As an additional condition of obtaining, extending, amending, or renewing a contract with a state agency I agree as follows:**

1. Prior to entering into any agreement with any subcontractor, prior or subsequent to the contract date, I will require the subcontractor to complete a **CONTRACT AND GRANT DISCLOSURE AND CERTIFICATION FORM**. Subcontractor shall mean any person or entity with whom I enter an agreement whereby I assign or otherwise delegate to the person or entity, for consideration, all, or any part, of the performance required of me under the terms of my contract with the state agency.
  
2. I will include the following language as a part of any agreement with a subcontractor:  
*Failure to make any disclosure required by Governor's Executive Order 98-04, or any violation of any rule, regulation, or policy adopted pursuant to that Order, shall be a material breach of the terms of this subcontract. The party who fails to make the required disclosure or who violates any rule, regulation, or policy shall be subject to all legal remedies available to the contractor.*
  
3. No later than ten (10) days after entering into any agreement with a subcontractor, whether prior or subsequent to the contract date, I will mail a copy of the **CONTRACT AND GRANT DISCLOSURE AND CERTIFICATION FORM** completed by the subcontractor and a statement containing the dollar amount of the subcontract to the state agency.

*I certify under penalty of perjury, to the best of my knowledge and belief, all of the above information is true and correct and that I agree to the subcontractor disclosure conditions stated herein.*

Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

Vendor Contact Person \_\_\_\_\_ Title \_\_\_\_\_ Phone No. \_\_\_\_\_

***Agency use only***

Agency	Agency	Contact	
Contract			
Number _____	Name _____	Contact Person _____	Phone No. _____ or
Grant No. _____			



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OFFICIAL BID PRICE SHEET
SUBMIT THIS PAGE IN A SEPARATE SEALED ENVELOPE

Table with 6 columns: ITEM, DESCRIPTION, QTY, UNIT OF MEASURE, UNIT PRICE, EXTENDED AMOUNT. Rows 1-15.

GRAND TOTAL \$ \_\_\_\_\_

The prices bid must include all costs of the materials, shipping, delivery, and any additional equipment and labor necessary to fully meet the specifications described in Section 1.

Authorized Signature: \_\_\_\_\_