



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 PROPOSAL (RFP)

SOLICITATION INFORMATION

Solicitation Number:	FB-24-011	Solicitation Issued:	8/22/2023
Description:	Broadcast Engineering Services		

SUBMISSION DEADLINE FOR RESPONSE

Bid Opening Date:	9/19/2023	Bid Opening Time:	2:00, 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. **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:	Noel Johnson	Email:	bnbartlett@ualr.edu
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Section 1 - General 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 consultants to provide broadcast engineering services to KUAR/KLRE.

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 Pre-Bid Meeting

Please join us via Zoom on August 30, 2023 at 1:00 PM CST for a pre-bid meeting.

Zoom Registration Link:

<https://ualr-edu.zoom.us/j/85688602263?pwd=THRIbkFEWlIPRDRwdHpzK1Q3c3dSZz09>

Meeting ID: 856 8860 2263

Passcode: 724338

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 **September 8, 2023**.

1.4. Live Bid Opening

Use the information below to register for access to view the proposal opening virtually, to be held at the time and date listed on page one.

Zoom Registration Link: <https://ualr-edu.zoom.us/j/88399796713>

Meeting ID: 883 9979 6713

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. Schedule of Events

Event Description	Date
Release of RFP	August 22, 2023
Pre-Bid Meeting	August 30, 2023 @ 1:00 PM CST
Questions from Bidders due	September 6, 2023 by 4:00 PM CST
Answers to questions posted*	September 8, 2023
Bid Deadline/ Bid Opening	September 19, 2023 @ 2:00 PM CST
Evaluation complete*	September 2023
Recommended award submitted for legislative approval*	October 2023
Final legislative review*	October 2023
Award Commences*	November 2023

Table A

*Anticipated Dates.

1.6. Type of Contract

As a result of this RFP, UA Little Rock intends to award a contract to a single supplier. By submitting a signed proposal in response to this RFP, the prospective supplier represents and warrants that they will honor their proposal as being held open and irrevocable after this period.

- 1.6.1. The anticipated starting date for any resulting contract is **November 2023**. The university may adjust the contract start date for up to three calendar months.
- 1.6.2. The initial term of a 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.

1.7. University Contract Administrator

Jonathan Seaborn, hereinafter referred to as the Contract Administrator, shall serve as UA Little Rock's representative and administrator of this contract.

- 1.7.1. The Contract Administrator shall:
 - 7.1.1. 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.
 - 7.1.2. Work with the Supplier throughout the contract term.
 - 7.1.3. Transmit all instructions, questions, approvals, and special requests concerning the contract.
- 1.7.2. The Contract Administrator may designate other University personnel to assist with the administration of the contract.

1.8. Clarification of Solicitation

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 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.

- 1.8.1. For each question submitted, the prospective supplier should reference the specific solicitation item number to which the question refers.
- 1.8.2. If a prospective supplier's questions are unclear or non-substantive, the university may request clarification of a question(s) or decline to answer.
- 1.8.3. Prospective suppliers may contact the buyer with non-substantive questions before the proposal opens.

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.

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 a proposal.

1.9. Definition of Terms

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.

- 1.9.1. The words "bidder," "proposer," "consultant," "contractor," and "supplier" are used synonymously in this document and mean a responsible offeror who submits a proposal in response to this solicitation.
- 1.9.2. "Responsive Proposal" means a proposal submitted in response to this solicitation that conforms in all material respects to this RFP.
- 1.9.3. "Shall" and "Must" mean the imperative and are used to identify requirements.
- 1.9.4. "Requirement" signify a requirement of the proposal and that supplier's agreement to and compliance with that item is mandatory.
- 1.9.5. "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.
- 1.9.6. The words "UA Little Rock," "university," "campus," "UALR," and "University of Arkansas at Little Rock" are used synonymously in this document.
- 1.9.7. The terms "Request for Proposal," "RFP," "Bid," and "Solicitation" are used synonymously in this document.
- 1.9.8. The words "Hiring department," "user(s)," "requestor," and "departments" are used synonymously in this document to mean the end user requesting service.
- 1.9.9. "Redacted" means the retroactive editing, censoring, or obscuring parts of a document to remove confidential or otherwise sensitive material.
- 1.9.10. "Business Day" means Monday through Friday, 8:00 AM to 4:30 PM Central Time, excluding State Holidays.

1.9.11. "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
- George Washington's Birthday and Daisy Gatson Bates Day
- Independence Day
- Labor Day
- Memorial Day
- New Year's Day
- Thanksgiving Day
- Veteran's Day

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.

If any State Holiday falls on a Saturday, Saturday and the preceding Friday are both State Holidays.

If any State Holiday falls on a Sunday, Sunday and the following Monday are both State Holidays.

1.9.12. Central Time is the time zone for Little Rock, AR. Therefore, all meetings and deadlines will be based on Little Rock, AR time.

1.9.13. "State" means the State of Arkansas.

1.10. Technical Response Packet

1.10.1. Printed responses should be formatted no larger than 8.5in x 11in, limited to 10 double-sided 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 is not allowed.

1.10.2. Responses must be submitted in the English language.

1.10.3. The Technical Response Packet should be marked "Original" and include the following:

- Signed Proposal Signature Page
- Signed Proposed Subcontractors Form, if applicable
- Exceptions Page, if applicable
- Response to the Information for Evaluation.
 - Responses to 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.
- Other documents and information expressly required in this solicitation.

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. Prospective suppliers are encouraged to complete UA System [supplier registration](#) at <https://ualr.edu/procurement/suppliers/>.

1.11. Financial Proposal Packet

1.11.1. 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.

1.11.2. All pricing must be proposed in U.S. dollars and cents.

1.11.3. Failure to submit Financial Proposal Packet in a separate, clearly marked, and sealed envelope may result in disqualification.

1.12. Additional Submission Requirements and Recommendations

1.12.1. In addition to the original Technical Proposal Packet and the Financial Proposal Packet, the following items should be submitted:

- One (1) complete hard copy (marked "COPY") of the Technical Proposal Packet.
- One (1) PDF copy of the Technical Proposal Packet on a flash drive.

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- One (1) PDF copy of the Financial Proposal Packet on a flash drive.
- If the university requests additional copies, they must be delivered within twenty-four (24) hours of the request.
 - All additional copies must be identical to the original hard copy. In case of a discrepancy, the original hard copy shall govern.
- 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.)

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

Section 2 - Specifications

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

2.1. Introduction and Background

The University of Arkansas at Little Rock is soliciting proposals from qualified and experienced suppliers for 24/7/365 and on-call broadcast engineering services for KUAR/KLRE.

2.2. Current Environment and Locations

- Please describe the current environment (this should detail any existing shortfalls of equipment/space and any notable states of disrepair that would need immediate attention)
- Locations include, but are not limited to:
 - KUAR-FM and KUAR-HD transmitter site | Two Towers Rd., Shinall Mtn., Little Rock, AR
 - KLRE-FM and KLRE-HD transmitter site | 7701 Scott Hamilton Dr., Little Rock, AR
 - KLRE/KUAR offices and studios | 5820 Asher Ave. Suite 400, Little Rock, AR
 - K233AD Monticello translator site | 1327 Scogin Dr. Monticello, AR

2.3. Experience/Qualifications

- Experience installing, maintaining, and repairing broadcast studio equipment
- Experience interfacing IT and computer networks with broadcast and studio equipment
- Five (5) or more years of experience installing, maintaining and repairing, and extensive working knowledge of analog and digital, FM and HD transmitters, including but not limited to models manufactured by:
 - Broadcast Electronics
 - Nautel
 - Continental
- Five (5) or more years of experience and extensive working knowledge of transmitter electrical systems
- Experience and working knowledge of Federal Communication Commission FM and HD radio regulations
- Experience running EAS tests and operating and maintaining EAS systems
- Experience and working knowledge of FCC online reporting and submission platforms
- Ability to communicate effectively and efficiently with professionals with a broad range of skills and experience
- Must have 100% reliable transportation and the ability to access studios and transmitter sites in all weather conditions
- Must be able to climb ladders, crawl, kneel, and walk on various terrains
- Must be able to see colors well enough to differentiate electrical wiring
- Must be able to hear well enough to identify issues or abnormalities with broadcast audio
- Must have extensive understanding and five (5) or more years of experience moving and working safely around transmitters, towers, and associated electrical and structural equipment

2.4. Scope of Work and Responsibilities

2.4.1. Studio Responsibilities

- Maintain a comprehensive understanding and ability to configure and operate the stations' broadcasting equipment and associated software, and perform repairs and routine maintenance and adjustments to the equipment, including but not limited to:
 - Wheatnet IP Intelligent Network
 - Wheatnet Navigator program

- IP Scheduler
- AudioVault and AVFlex broadcast automation system
- EAS systems
- Satellite receivers
- Satellite antenna and associated equipment
- Microphones
- Mic processors
- Control surfaces
- Local Area Networks
- T1 and other data links
- Studio Transmitter Links
- Microwave transmission systems
- Uninterrupted Power Supplies
- Make emergency and urgent repairs in an on-call capacity
- Provide ongoing maintenance and updates to broadcast computers and equipment
- Advise station management on all broadcast engineering needs, including but not limited to:
 - Equipment
 - Repairs
 - Updates
- Install wiring, including but not limited to:
 - Coaxial cable
 - Cat 5
 - Electrical
- Install, uninstall, and/or move broadcast equipment as needed
- Communicate with station staff and suppliers to provide necessary information on repairs and orders
- Make adjustments as needed to audio processors and other equipment to improve the quality of audio recordings and broadcasts

2.4.2. Transmitter Responsibilities

- Maintain a comprehensive understanding and ability to configure and operate the stations' broadcasting equipment and associated software, and perform repairs and routine maintenance and adjustments to the equipment, including but not limited to:
 - Analog and digital broadcast transmitters and associated parts
 - Exciters
 - Remote control systems
 - Broadcast audio processing systems
 - Radio Data System units
 - RF switchers
 - RF controllers
 - Hardline installations
 - Wattmeters
 - Coax and multi-bay broadcast antennae
 - HD transmitters
 - Exporters
 - Importers
 - Processors
 - HD transmitter and software programming

- Studio Transmitter Links
- T1 and fiber data connections and links
- Install, uninstall, and/or move broadcast equipment as needed
- Communicate with station staff and suppliers to provide necessary information on repairs and orders
- Make emergency and urgent repairs in an on-call capacity
- Advise station management on all broadcast engineering needs, including but not limited to:
 - Equipment
 - Repairs
 - Updates
- Install wiring including but not limited to:
 - Coaxial cable
 - Cat 5
 - Electrical
- Have the ability to provide interim backup operation of station signal in the event of a primary transmitter failure

2.4.3. Preventative Maintenance: Weekly Inspections

- Perform weekly inspections of transmitters and associated equipment
- Make any and all repairs identified during weekly inspections
- Report results of weekly inspections to station management and obtain confirmation of report receipt

2.4.4. Ad-Hoc Services

- New projects under the UA Little Rock competitive bid threshold of \$20,000
 - Basic carpentry and metal fabrication
 - New system and space design as it pertains to broadcast engineering

2.5. 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.

- 2.5.1. Performance Standards identify expected deliverables, performance measures, or outcomes and define the acceptable standards a supplier should meet to avoid assessment of damages.
- 2.5.2. The university may be open to Performance Standards negotiations before the contract award, before the commencement of services, or throughout the contract duration.
- 2.5.3. 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.
- 2.5.4. Any changes or additions to performance standards will be made in good faith following accepted industry standards and may include the supplier's input to establish reasonably achievable standards.
- 2.5.5. All changes made to the Performance Standards **shall** become an official part of the contract.
- 2.5.6. Performance Standards **shall** continue throughout the term of the contract.
- 2.5.7. Failure to meet the minimum Performance Standards as specified may result in the assessment of damages.
- 2.5.8. If a Performance Standard is not met, the supplier can defend or respond to the insufficiency.
- 2.5.9. The university **shall** have the right to waive damages if it determines extenuating factors beyond the supplier's control hindered performance. In these instances, the university **shall** determine the performance acceptability.

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2.5.10. 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.

SERVICE CRITERIA	ACCEPTABLE RANGE	DAMAGES FOR INSUFFICIENT PERFORMANCE
Adherence to university requirements	Reference standard terms and conditions, and all articles of RPF	May be cause for termination of contract
Scope of Work	Reference Scope of Work and Objectives of RFP, Description, Overview, and Proposal Requirements	Failure to submit acceptable report by deadline may be cause for termination of contract.
Performance Indicator	At least 85% effectiveness	May be cause for termination of contract

Table B

Section 3 - Terms and Conditions

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

3.1. Doing Business With UA Little Rock

- 3.1.1. To conduct business with UA Little Rock, all suppliers must be registered and approved in PaymentWorks, our secure supplier management system.
- 3.1.2. 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.
- 3.1.3. Failure to register in PaymentWorks may result in the cancellation of this award or resulting contract.
- 3.1.4. For more information, see <https://ualr.edu/procurement/suppliers/>.

3.2. Piggyback Clause

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 of 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.

3.3. 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."

- 3.3.1. The Arkansas Economic Development Commission conducts a certification process for minority-owned and women-owned businesses.
- 3.3.2. 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 Veterans Affairs
- 3.3.3. 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.

3.4. 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.

- 3.4.1. *EO Policies* may be submitted electronically to the following email address: procurement@ualr.edu , but a hard copy should also be included with the bid response.
- 3.4.2. Submitting an *EO Policy* to UA Little Rock is a one-time Requirement. Contractors are responsible for providing updates or changes to their policies and supplying *EO Policies* upon request to other state agencies, which must also comply with this statute.
- 3.4.3. Prospective Contractors who are not required by law to have an *EO Policy* must submit a written statement to that effect.

3.5. Prohibition Of Employment Of Illegal Immigrants

- 3.5.1. 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.
- 3.5.2. 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.

3.6. Restriction Of Boycott Of Israel

- 3.6.1. 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.
- 3.6.2. This prohibition does not apply to:
 - 6.2.1. A company that offers to provide the goods or services for at least twenty percent (20%) less than the lowest certifying business.
 - 6.2.2. Contracts with a total potential value of less than \$1,000.

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.

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

In accordance with Ark. Code Ann. § 25-1-1002, the 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.

- 3.7.1. The preceding does not apply to:
 - A financial services provider as defined at Ark. Code Ann. § 25-1-1001(8)(A),
 - An agreement with a total potential value of less than \$75,000, or
 - A contract under which the supplier's price for the goods or services is at least 20% less than the lowest certifying business.

3.8. Restriction Of Contracts with Scrutinized Companies

- 3.8.1. In accordance with Ark. Code Ann. § 25-1-1001, the 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 the bidder or in a subcontractor to be employed by the bidder

- 3.8.2. 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, or affiliate of such a company.
- 3.8.3. This restriction applies regardless of the source of the funds but does not apply to exempt commodities and services.

3.9. Payment and Provisions

- 3.9.1. 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: Accounts Payable 2801 South University Ave Little Rock, Arkansas 72204	ACCOUNTSPAYABLE@UALR.EDU

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

Section 4 - Selection

4.1. Evaluation and Scoring

UA Little Rock will review each Technical Response Packet to verify submission requirements have been met. Submissions that do not meet specified requirements may be disqualified and not evaluated.

The UA Little Rock Evaluation Committee will evaluate and score qualifying proposals individually, and complete an Individual Score Worksheet for each proposal. Evaluations will be based on the prospective supplier's response to the Information for Evaluation section included in the Technical Response Packet.

QUALITY RATING	QUALITY OF RESPONSE	DESCRIPTION	CONFIDENCE IN PROPOSED APPROACH
5	Excellent	When considered in relation to the RFP evaluation factor, the response squarely meets or exceeds the requirements and exhibits outstanding knowledge, creativity, ability or other exceptional characteristics.	Very High
4	Good	When considered in relation to the RFP evaluation factor, the response squarely meets the requirement and is better than merely acceptable.	High
3	Acceptable	When considered in relation to the RFP evaluation factor, the response is of acceptable quality.	Moderate
2	Marginal	When considered in relation to the RFP evaluation factor, the response's acceptability is doubtful.	Low
1	Poor	When considered in relation to the RFP evaluation factor, the response is inferior.	Very Low
0	Unacceptable	When considered in relation to the RFP evaluation factor, the response clearly does not meet the requirement, either because it was left blank or because the response is unresponsive.	No Confidence

Table C

After completing individual evaluations, the Evaluation Committee will meet to discuss their ratings. At this consensus scoring meeting, each member will be allowed to discuss his or her rating for each evaluation criterion.

After the committee discusses their individual scores as a group, each member will have the opportunity to change their initial scores if they feel it is appropriate.

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. Other agencies, consultants, and experts may also examine documents at the university's discretion.

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	SUBECTION'S WEIGHTED PERCENTAGE	* MAXIMUM WEIGHTED SCORE POSSIBLE
E.1 Quality of Firm's General Information	15	15	105
E.2 Method and Approach	30	30	210
E.3 Relevant Experience and Qualifications	10	10	210
E.4 Overall Quality of Proposal	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

Supplier's weighted scores for subsections will be added to determine the Total Technical Score for the Proposal.

Responses that do not receive a minimum weighted score 550 or higher may not move forward in the selection process. The pricing for proposals that do not move forward shall not be scored.

4.2. Oral Presentation/Demonstration Score

The issuing buyer will contract the three prospective suppliers with the top technical proposal scores to schedule an oral presentation or demonstration.

The buyer will create a second set of score sheets by copying the Excel workbook (including the scores entered) and titling each of the score sheets in that workbook as "Post-Demonstration" score sheets.

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 individual scores of the evaluators on the Post-Demonstration Consensus Score Sheets will be averaged to determine the final technical score for each proposal.

4.3. Cost Score

When pricing is opened for scoring, the maximum cost points will be given to the proposal with the lowest price, as shown on the Financial Proposal Packet. (See Grand Total Score for maximum points possible on the Financial Proposal.)

The number of cost points given to the remaining proposals will be allocated by using the following formula:

$(A/B)*C = D$	A = Lowest Total Cost B = Second (third, fourth, etc.) Lowest Total Cost
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	<p>C = Maximum Points for Lowest Total Cost D = Total Cost Points Received</p>
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4.4. 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. Based on the ranking of the proposals, the university may move forward in discussions with those responsible prospective suppliers determined to be reasonably susceptible of being selected for award. (See Award Process.)

	MAXIMUM POINTS POSSIBLE
Technical Proposal	700
Cost	300
Maximum Possible Grand Total Score	1,000

Table E

4.5. Discussions

[Add any specific information here about how discussions will take place. If no specific restrictions were developed on how discussions will be conducted, you may use the following broad default language for this section.]

Arkansas Procurement Law allows discussions with responsible offerors whose proposals 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 Prospective Suppliers determined, based on the ranking of the proposals, to be reasonably susceptible of being selected for award.

4.6. 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.