



## **Procurement Services**

University of Arkansas at Little Rock

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***UA Little Rock***  
***Technical Response Packet***  
***FB-24-024***  
***Substance Abuse Prevention – Regional Prevention***  
***Provider [REGIONS 10 & 11]***

**CAUTION TO SUPPLIER**

*Supplier's failure to submit required items and/or information as specified in the solicitation may result in disqualification.*

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# Solicitation Signature Page

## PROSPECTIVE SUPPLIER INFORMATION

Company Name:	_____		
Contact Name:	_____	Title:	_____
Address:	_____		
City:	_____	State:	_____ ZIP Code: _____
Phone Number:	_____	Fax Number:	_____
E-Mail Address:	_____		
Business Designation (check one):	<input type="radio"/> Individual	<input type="radio"/> Sole Proprietorship	<input type="radio"/> Public Service Corp
	<input type="radio"/> Partnership	<input type="radio"/> Corporation	<input type="radio"/> Government/ Nonprofit

## MINORITY BUSINESS STATUS

Check Certification Type:	<input type="radio"/> African American	<input type="radio"/> Hispanic American	<input type="radio"/> Service Disabled Veteran
	<input type="radio"/> American Indian	<input type="radio"/> Pacific Island American	<input type="radio"/> Woman Owned
Certification#: _____	<input type="radio"/> Asian American		

## CONFIRMATION OF REDACTED COPY

- YES, a redacted copy of the submission is enclosed.
- NO, a redacted copy of submission is not enclosed. I understand that, if requested, a full, non-redacted submission will be released.

*Note: If a redacted copy is not provided with the 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).*

## CERTIFICATION AND ACKNOWLEDGEMENT

- By signing and submitting a response to this *Solicitation*, the Prospective Supplier acknowledges, agrees, and certifies that they do not boycott Israel and, if selected, will not do so during the aggregate term of the contract.
- The Prospective Supplier acknowledges, agrees, and 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 this Agreement that it will not engage in a boycott of the energy, fossil fuel, firearms or ammunition industries.
- The Prospective Supplier agrees and certifies that they do not employ or contract with illegal immigrants. If selected, the Prospective Supplier certifies that they will not employ or contract with illegal immigrants during the aggregate term of a contract.
- The Prospective Supplier 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.

*An official authorized to bind the Prospective Supplier to a resultant contract must sign below. The signature signifies the agreement that any exception in conflict with a solicitation requirement or a Solicitation Standard Term and Condition will disqualify this submission.*

**Authorized Signature:** \_\_\_\_\_ **Title:** \_\_\_\_\_

*Use Ink Only.*

**Printed/Typed Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

# Prospective Supplier Checklist

This checklist is provided to ensure all required information and documents are included in the submission packet. All documents must be completed in type or print. Illegible submissions may not be accepted. Recommended documents are not required but their submission is encouraged as they may be necessary for contract negotiations.

## Required Submission Documents

- Completed Solicitation Signature Page
- Proposed Subcontractors Form, if applicable
- Exceptions Form, if applicable
- Official Price Sheet, sealed separately
- Indicate Minority Business status, if applicable.
- Specification Sheets for all equipment proposed, please include product lead times
- Warranty and Installation schedule, if applicable
- Flash drive with a PDF copy of all submission documents

## Recommended Documents

- Redacted copy of submission.
- Additional terms, contracts, or user agreements
- Voluntary Products Accessibility Template [VPAT](#), if technology related.
- Prospective Supplier's Equal Employment Opportunity Policy, if applicable.
- **Bids over \$20,000:** Completed Contract Grant and Disclosure Form (EO 98-04).

# Proposed Subcontractors Form

State of Arkansas Procurement Law requires that subcontractors adhere to, and maintain all certifications, as the primary contractor. All subcontractor certifications must be submitted to the Office of Procurement Services within 30 days after award of the contract, and the contractor is required to maintain the certification on file for the remainder of the term of the contract.

***Do not include additional information relating to subcontractors on this form or as an attachment to this form.***

## CONFIRMATION OF SUBCONTRACTOR USE

- NO, I do not propose the use of a subcontractor to perform services.
- YES, I propose the use of the following subcontractors to provide services or goods.

SUBCONTRACTOR'S COMPANY NAME	STREET ADDRESS	CITY, STATE, ZIP

## Exceptions Form

Prospective Supplier **shall** document all requested exceptions to requirements outlined in FB-24-021 for Substance Abuse Prevention-Regional Prevention Provider and Standard Solicitation Terms and Conditions.

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.

REFERENCE (SECTION, PAGE, PARAGRAPH)	DESCRIPTION	PROPOSED LANGUAGE

# Supplier References

Respondents must provide a minimum of three (3) references, preferably in higher education and for substance abuse prevention. UA Little Rock reserves the right to contact any references provided to evaluate the level of performance and customer satisfaction

*Type or Print the following information*

## Reference 1:

- Organization Name:
- Address:
- Name of Contact:
- Phone Number:
- Email Address:

## Reference 2:

- Organization Name:
- Address:
- Name of Contact:
- Phone Number:
- Email Address:

## Reference 3:

- Organization Name:
- Address:
- Name of Contact:
- Phone Number:
- Email Address:

# Contract and Grant Disclosure and Certification Form

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

This is for:  Goods     Services     Both    Taxpayer ID Name: \_\_\_\_\_

First Name: \_\_\_\_\_ MI: \_\_\_\_\_ Last Name: \_\_\_\_\_

Physical Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Country (if outside US): \_\_\_\_\_

Subcontractor:  Yes     No    Subcontractor Name: \_\_\_\_\_

FOR INDIVIDUALS							
Indicate below if: you, your spouse or the brother, sister, parent, or child of you or your spouse <i>is</i> a current or former: member of the General Assembly, Constitutional Officer, State Board or Commission Member, or State Employee:							
Position Held	Mark (√)		Name of Job Position 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 BUSINESSES							
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 Job Position 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



# Contract and Grant Disclosure and Certification Form

Failure to make any disclosure required by Governor's Executive Order 98-04, or violation of any rule, regulation, or policy adopted pursuant to that Order, shall be a material breach of the terms of this contract. Any supplier, 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 UA Little Rock.

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

1. Before entering into any agreement with any subcontractor, before or after 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, the supplier, enter into 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 UA Little Rock.

2. I will include the following language in 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 violates any rule, regulation, or policy shall be subject to all legal remedies available to the contractor.*

3. No later than **10** standard business days after entering into any agreement with a subcontractor, whether before or after the contract date, I will mail a copy of the subcontractor's Contract and Grant Disclosure Certification Form and a statement containing the dollar amount of the subcontract to UA Little Rock.

Supplier Agreement		
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: _____
Supplier Contact Name: _____	Title: _____	Phone: _____

Office of Procurement Services Use Only		
Dept Name: _____	Contract #: _____	Grant #: _____
Dept Contact Name: _____	Email: _____	Phone: _____



## Information For Evaluation

Firms must provide the following items and any other items dictated in the RFP. The submitted technical proposal **must not exceed 25 single-sided pages, exclusive of the following:** Proposal Signature Page; All Agreement and Compliance Pages; Proposed Subcontractors Form, if applicable; Signed Addenda, if applicable; E.O. 98-04 – Contract Grant and Disclosure Form; Equal Opportunity Policy; Voluntary Product Accessibility Template (VPAT), if applicable; and Proof of Insurance

- Please provide a response for each item/question in this section. Vendor may expand the space under each item/question to provide a complete response or include it in proposal as attachment.
- Do not include additional information if not pertinent to the itemized request.

The following elements of the RFP are designed to illustrate firm Proposals and abilities in providing the services envisioned under this RFP. Each item should be addressed as written.

The RFP response should present a complete description of the respondent’s Proposals to perform and its approach to carry out the requirements as set forth in Section 2.4 Scope of Services. Respondent should address each item listed in the order it was written and label responses in a manner so as to reference the numbering system of this section.

The RFP response should be tabbed and contain a table of contents. Respondents should arrange their proposals in such a way to aid the evaluators in their assessment of the proposal with reference to this RFP document. The response should not exceed 25 pages (excluding forms and attachments). Pages must adhere to one inch margins and must use a 12-point font such as Times New Roman.

The RFP will be evaluated and scored in the following manner (applicants must respond to all part of this section and must also label subsections accordingly):

	Maximum RAW Score Available
A. <b>Executive Summary:</b> (Note: The executive summary should not exceed three pages.) Provide an executive summary on the specific region and how your agency will design the overall approach to providing services in the area for which you are applying:	<b>20 points</b>
a. Meet the general requirements of performing as the RPP for the region (Reference Section 2.5 of RFP)	
b. Conduct regional prevention efforts	
c. Collect regional data	
d. Provide training to impactors in the region	

e. Engage other strategic sectors and the community as a whole in prevention assessment, capacity building, planning, and implementation	
f. Evaluate RPP efforts and the selected strategies and programs	
g. Provide prevention services in an equitable way	
h. Provide culturally competent services	
i. Utilize the SPF in planning behavioral health projects	
<b>B. Respondent's Background, Experience, and Proposals:</b> Provide the following for your organization:	<b>15 points</b>
a. Purpose and Mission Statement	
b. IRS Tax Status – Non Profit, Private, Public Status	
c. Secretary of State Certificate – Articles of Incorporation	
d. List of Board of Directors/Officers, Contact Information, Sector Represented, Tenure/Term	
e. Geographic locations and populations served	
f. How long has your organization existed	
g. How long has your organization provided substance abuse prevention services similar to those described in this RFP	
<b>C. Regional Efforts/Expected Deliverables</b>	<b>100 points</b>
a. The agency must have a physical office (established by contract start date) in the region served. Please provide a narrative answer as to how the agency will meet the following responsibilities (C.b-C.k) that reach the entire region	7
b. Describe how your agency would organize and maintain a Regional Prevention Task Force whose purpose is to review needs and resource assessment data in the region and act in an advisory capacity to provide guidance and direction in planning and evaluating RPP efforts. The Task Force should include membership from the following communities: behavioral health organizations, parents, businesses, healthcare professionals, state and local agencies, civic and volunteer groups and others unique to the community. Task Force members should be representative of the counties served by the RPP	15
c. The contractor will promote RPP services to raise awareness of the program and develop a written marketing plan for their region and actively market prevention messages in their communities through appropriate social medial and local media such as radio and television, newspapers, magazines, and the internet – or any form of communication that will reach or influence people widely. Describe how your agency would meet this deliverable	10
d. The RPP is required to become certified in prevention through Prevention Professionals of Arkansas. Full time RPP staff will make an application within 8 months of employment and receive CPS credentials within 18 months of application date. Describe how your agency would meet this deliverable	5

<p>e. Tobacco Compliance Checks: Describe how your agency would fully coordinate with the UA Little Rock/MidSOUTH Synar Contractor by supporting the annual Synar research study by meeting timelines and submitting data of how well tobacco merchants adhere to state law regarding sales of tobacco to underage minors. The RPP will also implement DAABHS identified environmental Synar strategies</p>	<p>15</p>
<p>i. Include conducting tobacco compliance checks in counties identified in the random sample that fall within the assigned region. The RPP will document the youth inspector's appearance with a digital photo on each day an inspection is conducted. These records are to be maintained for three (3) years. Periodically, as determined by DAABHS and/or UA Little Rock/MidSOUTH, a coverage study must be done where all roads within a census tract are traveled and all businesses visited to determine the validity of the list of tobacco merchants</p>	
<p>ii. Plans and provides activities to reduce the sale of tobacco to underage youth (e.g. merchant education, parent awareness, etc.)</p>	
<p>iii. Organizes local groups to assist with community tobacco prevention activities</p>	
<p>f. Special Projects: Describe how your agency would choose special projects based on needs in the region you are applying for. Examples of such projects are: Yellow Ribbon, Fetal Alcohol Spectrum Disorder, Suicide Prevention, Recovery Month, Red Ribbon Week, Domestic Violence Month, Great American Smoke-out, Drugged and Drunk Driving, Gambling, Take Down Tobacco National Day of Action (formerly known as Kick Butts Day), Child Abuse Awareness Month, Alcohol Awareness, National Prevention Week, World No Tobacco Day, and more</p>	<p>5</p>
<p>g. Clearinghouse</p>	<p>5</p>
<p>i. Describe how your agency would function as a regional clearinghouse and library for dissemination of prevention information and provide a library of prevention resource materials for community access as needed and requested</p>	
<p>ii. Describe how your agency would follow CSAP publishing guidelines (for example, no materials with pictures of people drinking or smoking) for all prevention materials</p>	
<p>iii. Describe how your agency would raise community awareness of behavioral health prevention through media campaigns and public presentations and dissemination of prevention materials such as pamphlets and brochures, etc. by promoting and attending awareness events</p>	

iv. Create a prevention website/webpage and/or social medial page to promote prevention awareness messaging, resources, trainings, and events	
h. Describe how your agency would provide support for data collection in the following ways:	15
i. Arkansas Prevention Needs Assessment (APNA)	
1. Receive updated annual training of RPP responsibilities with the upcoming APNA school survey	
2. Recruit and promote retention of participating entities (Note: The goal is to recruit all schools in the region, with at least 80% of the schools within the region served completing the survey)	
3. Train and provide technical assistance, as requested, to personnel in survey administration	
4. Provide technical assistance to schools and communities in the use of collected data for prevention planning	
5. Recruit schools and communities to participate in spring APNA presentations for survey results	
6. Attend presentations	
ii. State Epidemiological Outcomes Workgroup (SEOW) – be a member of, contribute to and/or participate in the SEOW meetings, as appropriate	
i. Training: Describe how your agency would:	10
i. Obtain Trainer of Trainers (TOT) certifications as well as other approved prevention trainings to become knowledgeable in various prevention methodologies. All TOTs must be approved by UA Little Rock/MidSOUTH	
ii. Provide training and technical assistance in the region apply for	
iii. Contribute to and participate in Statewide Prevention Conferences organized by UA Little Rock/MidSOUTH	
iv. Attend other statewide meetings as requested by DAABHS and UA Little Rock/MidSOUTH	
v. Research, select, and be trained in two (2) evidence-based program training. Training must be approved by UA Little Rock/MidSOUTH. The contractor's selection should be based on the regional/community needs	
vi. Design and deliver prevention trainings specific to the needs of community groups	
vii. Recruit participants for identified trainings within the region applying for	

viii. Reach out to underserved groups, including the Arkansas Division of Children and Family Services (DCFS) and Arkansas Division of Youth Services (DYS)	
ix. Provide training and technical assistance on current prevention topics covering the lifespan (early childhood, college age, elderly), military, LGBTQ+ and, as appropriate, to the developmental state and age of the audience	
x. Obtain in advance pre-approval to attend selected national conference so as not to over duplicate Arkansas representation at the same conference (attendees shall bring back information from conferences and share new ideas with other RPPs in meetings)	
xi. Training newly hired staff in substance abuse prevention	
j. Coordination and collaboration:	8
i. Describe how your agency would organize community collaborations to provide substance abuse prevention activities in the region you are applying for. Give examples.	
ii. Describe how your agency would foster collaborative efforts with other prevention providers or stakeholders within the region such as the Partnership for Success (PFS) grantees, Drug Free Community Coalitions, healthcare organizations, faith-based organizations, methamphetamine grantees, youth groups, civic groups, treatment centers and providers, mental health centers, HIV prevention providers, domestic violence prevention providers, Arkansas Department of Health, DAABHS providers, Drug and Alcohol Safety and Education Programs (DASEP) providers, and others in the region	
iii. Describe how your agency would collaborate with county coalitions (RPP will encourage the community to form one if none exists within a county) to create logic models with action plans to address identified substance abuse related problems in the counties they serve	
k. Describe how your agency would participate in monthly communication meetings with UA Little Rock/MidSOUTH (in person or virtual) to plan, collaborate, and communicate about service delivery barriers and service delivery successes	5
<b>D. Evaluation Plan:</b> Evaluation plans include, but are not limited ;to, these components:	<b>20 points</b>
a. The Process Evaluation Plan shall include the following	
i. How evidence will be gathered to ensure RPPs efforts are consistent with the overall prevention	

plan. Provide explanation of how this data will be used to improve functioning of the RPP	
ii. How the RPP will coordinate county and regional plans and report how this information will be used to improve the RPP efforts	
iii. How possible barriers of varying RPP efforts will be detected and note how this information will be used to minimize those barriers	
b. The Outcome Evaluation (Behavioral Outcomes) Plan shall include the following:	
i. Indicate how community level indicators are to be used to determine whether the RPP activities made a difference. Plans must be specific about how and when data will be collected to determine whether there is a difference over time (e.g. higher APNA participation by schools within the region, lowered regional Synar violation rates, etc.)	
ii. Indicate how regional or systems change (e.g. new or modified program, policies or practices) will be documented to determine whether the environment has changed related to the goal. Identifies how and where data is to be collected to determine whether there is a difference in the rate of local/regional or systems change over time	
iii. Indicate how other things occurring in the region during the grant period will be documented to determine how they may have contributed to the observed effects or lack of effects	
iv. Describe the evaluation products that will be produced, indicating how often they will be produced, to whom they will be shown, and how they will be used to ongoing functioning of the RPP	
<b>E. Project Management:</b> Provide a detailed description of your proposed management. Including the following:	<b>15 points</b>
a. The number of staff that will be committed to the duties as stated in this RFP	
b. A detailed description on how your propose to staff the program and the qualifications, education, and experience needed for each position	
c. Indicate whether or not the proposed positions are to be full-time or part-time employees	
d. Provide lines of supervision for the staff positions (related organizational chart). Note: MidSOUTH staff and agency management will meet at least once per fiscal year	
e. A 12-month timeline of your proposed regional task force infrastructure in your region such as: task force meetings, committee meetings, events, youth activities, etc	
<b>F. Monitoring</b>	<b>10 points</b>
a. Describe how the applicant will monitor its efforts in implementation of the proposed plan(s)	

b. Describe administrative management of the funded program	
c. Describe oversight in supervision of efforts (Who will supervise? How often it will occur?)	
<b>G. Reporting:</b> Describe how your agency will meet the following reporting criteria:	<b>10 points</b>
a. The contractor will submit required reporting documents to UA Little Rock/MidSOUTH in a timely manner and enter all appropriate information into the REDCap and/or other data collection system/platform selected by UA Little Rock/MidSOUTH and DAABHS	
b. The applicant agrees to provide reports as requested by UA Little Rock/MidSOUTH to include, but not be limited to	
i. Monthly reports (for the preceding month), due on the fifth (5 <sup>th</sup> ) business day of each month (succeeding month).	
ii. The contractor will maintain program files/records at the RPP program site location. UA Little Rock/MidSOUTH will conduct periodic support visits to RPP site to provide technical assistance (TA) and review progress toward meeting all deliverables and will be reviewing files/records at this time.	
<b>H. Financial Management</b>	<b>10 points</b>
a. Provide a detailed description of fiscal oversight of the funds allocated for this RFP	
b. Monthly invoices (for the preceding month), due on the 15 <sup>th</sup> of each month (succeeding month)	
c. Describe how your agency will utilize approximately 25% of allocated award per quarter	