



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

SOLICITATION INFORMATION			
Solicitation Number:	FB-24-024	Solicitation Issued:	01/11/2024
Description:	Substance Abuse Prevention - Regional Prevention Provider [REGIONS 10 and 11]		

SUBMISSION DEADLINE FOR RESPONSE			
Bid Opening Date:	02/01/2024	Bid Opening Time:	2:00 p.m., CST
Bid submissions shall not 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 shall be considered late and shall be returned to the vendor without further review. It is not necessary to return "no bids".			

DELIVERY OF RESPONSE DOCUMENTS	
Delivery Address:	University of Arkansas at Little Rock Procurement Services - University Services Building C100 2801 South University Little Rock, AR 72204 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. Supplier assumes all risk for timely, properly submitted deliveries.
Bid's Outer Packaging:	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. <ul style="list-style-type: none">• Solicitation number• Date and time of bid opening• Prospective Supplier's name and return address

UA LITTLE ROCK CONTACT INFORMATION			
Buyer:	Jack Higginbotham	Main Number:	501-916-3144
Email Address:	jhigginbotha@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 purpose of this Request for Proposal (RFP), issued by the University of Arkansas at Little Rock, is to solicit qualified and experienced firms for selection of one (1) Regional Prevention Provider (RPP).

1.2 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 **1.9 Clarification of RFP and Questions.**

1.3 TYPE OF CONTRACT

- A. As a result of this RFP, UA Little Rock intends to award a contract to one supplier.
- B. The anticipated starting date for any resulting contract is **May 1, 2024**, except that the actual contract start date may be adjusted unilaterally by the University for up to three calendar months.
- C. By submitting a signed proposal in response to the RFP, the Prospective Supplier represents and warrants that it will honor its proposal as being held open as irrevocable for this period.
- D. The initial term of a resulting contract will be awarded thru **September 30, 2024**. 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.

1.4 SCHEDULE OF EVENTS

ID	Event Description	Date
1	Release of RFP	01/11/2024
3	Questions from Bidders due	01/17/2024
4	Answers to questions posted*	01/19/2024
5	Bid Deadline/ Bid Opening	02/01/2024
6	Evaluation complete*	02/16/2024
7	ALC Review	March 2024
8	Award Commences*	May 2024

*Anticipated Dates. All IT procurements 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>)

1.5 DEFINITION OF TERMS

- A. Unless otherwise defined herein, all terms defined in Arkansas Procurement Law and used herein have the same definitions herein as specified therein.
- B. The buyer has made every effort to use industry-accepted terminology in this *Bid Solicitation* and will attempt to further clarify any point of an item in question as indicated in *Clarification of Bid Solicitation*.
- C. "Prospective Supplier" means a responsible offeror or respondent who submits a proposal in response to this solicitation.
- D. The terms "Request for Proposal", "RFP," "RFP Solicitation," and "Solicitation" are used synonymously in this document.

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- E. "Responsive proposal" means a proposal submitted in response to this solicitation that conforms in all material respects to this RFP.
- F. "Proposal Submission Requirement" means a task a Prospective Supplier **shall** complete when submitting a proposal response. These requirements will be distinguished by using the term "shall" or "must" in the requirement.
- G. "Requirement" means a specification that a Supplier's commodity and/or service **must** meet or exceed in the performance of its contractual duties under any contract awarded as a result of this RFP. These specifications will be distinguished by using the terms "**shall**" or "**must**" in the requirement.
- H. "University" means the University of Arkansas at Little Rock. When the term "University" is used herein to reference any obligation of the University under a contract that results from this solicitation, that obligation is limited to the University using such a contract.
- I. Exceptions taken to any Requirement in this *Bid Solicitation*, whether submitted in the vendor's bid or in subsequent correspondence, **shall** cause the vendor's bid to be disqualified.
- J. Suppliers may request exceptions to NON-mandatory items. Any such request **must** be declared on the bid submission. Supplier **must** clearly explain the requested exception and should reference the specific solicitation item number to which the exception applies.
- K. "Prospective Supplier", "Supplier", and "Bidder" means a person who sells or contracts to sell commodities and/or services.
- L. "University of Arkansas at Little Rock", "UA Little Rock", "campus", and "university" are used synonymously in this document.
- M. "Business Day" means Monday through Friday, 8:00 AM to 4:30 PM Central Time, excluding State Holidays
- N. "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

Also, 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.

1.6 CLARIFICATION OF RFP SOLICITATION

- A. Submit any questions requesting clarification of information contained in this *RFP Solicitation* in writing via email by the date and time listed in Section 1.4 to the buyer as shown on page one (1) of this *RFP 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 1.4, Table A. 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

1. The original *Technical Proposal Packet* **must** be received on or before the bid opening date and time.
2. Printed responses should be formatted no larger than **8.5in x 11in, limited to twenty-five (25) double-sided pages, not to include attachments** and financial **proposal**, 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.
3. The Proposal Packet should be clearly marked "Original" and **must** include the following:
 - a. Signed Proposal Signature Page. (See Proposal Signature Page.)
 - b. Signed Proposed Subcontractors Form, if applicable
 - c. Response to Information for Evaluation and Exceptions sections
 - i. 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.
 - d. Other documents and/or information expressly required in this Bid Solicitation.
4. 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.)
5. **DO NOT** include any other documents or ancillary information, such as a cover letter or promotional/marketing information.

B. Pricing is requested for this solicitation and **must** be submitted **separately** with the response. (See Pricing.)

C. Additional Copies and Redacted Copy of the Technical Proposal Packet

In addition to the original *Technical Proposal Packet* and the *Official Bid Price Sheet*, the following items should be submitted:

1. Additional Copies of the Technical Proposal Packet
 - a. One (1) PDF copy of the Technical Proposal Packet, on a flash drive.
 - b. One (1) PDF copy of the Technical Proposal Packet as a separate file on the flash drive.
 - c. One (1) redacted PDF (marked "REDACTED") copy of the Technical Proposal Packet, on the flash drive. (See Proprietary Information.)
 - d. If the University requests additional copies of the proposal, the copies **must** be delivered within twenty-four (24) hours of request.
 - e. 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.

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 RFP by listing them on the *Exceptions Form* (See Technical Proposal 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 RFP.

1.9 **ADDITIONAL TERMS AND CONDITIONS**

- A. 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. The UA Little Rock 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 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.

1.12 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 INDEPENDENT PRICE DETERMINATION

- A. By submission of this proposal, the Supplier certifies, and in the case of a joint proposal, each party thereto certifies as to its own organization, that in connection with this proposal:
- The prices in the proposal have been arrived at independently, without collusion.
 - No prior information concerning these prices has been received from, or given to, a competitive company.
- B. Evidence of collusion **shall** warrant consideration of this proposal by the Office of the Attorney General. All Suppliers **shall** understand that this paragraph may be used as a basis for litigation.

1.14 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.

1.15 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.

1.16 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.

1.17 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.

1.18 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/>.

1.19 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">● African American● American Indian● Asian American● Hispanic American	<ul style="list-style-type: none">● Pacific Islander American● A Service Disabled Veterans as designated by the United States Department of Veteran Affairs● Women- Owned Businesses
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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*.

1.20 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.

1.21 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.

1.22 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.

1.23 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
 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.

1.24 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.

1.25 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 BACKGROUND

This Request for Proposal (RFP) is issued by the University of Arkansas at Little Rock (UA Little Rock)/MidSOUTH to qualified vendor(s) to provide professional comprehensive alcohol and other drug abuse prevention services to Arkansas communities while meeting all the requirements set forth by the Federal Block Grant, and the Arkansas Department of Human Services – Division of Aging, Adult, and Behavioral Health Services (DAABHS) – Prevention Services Rules of Practice and Procedure (Appendix 1).

The Substance Abuse and Mental Health Services Administration (SAMHSA) is the agency within the U.S. Department of Health and Human Services that leads public health efforts to advance the behavioral health of the nation. SAMHSA's Strategic Initiatives help provide treatment and services for people with mental health and substance use disorders, support the families of people with mental health and substance use disorders, build strong and supportive communities, prevent costly behavioral health problems, and promote better health for all Americans. Arkansas has received Substance Abuse Block Grant (SABG) funds from SAMSHA since 1971. DAABHS submits an annual application (with assurances, certifications, and planned expenditures), a bi-annual plan, and annual report outlining how this money is utilized. The SABG program provides funds and technical assistance to all 50 states and territories. It is the backbone of Arkansas's publicly funded substance abuse prevention, treatment, and recovery system. This funding stream is designed to help the State address its own unique needs related to addiction. Funding of the Regional Prevention Providers (RPPs) will help meet the federal requirement of at least 20% of the SABG funds being set-aside for the substance abuse prevention efforts.

2 Prevention Regions	Funds for Initial Term
Region 10 Hempstead, Howard, Lafayette, Little River, Miller, and Sevier Counties	\$57,801.00
Region 11 Calhoun, Columbia, Dallas, Ouachita, Nevada, and Union Counties	\$61,048.54

*Fund distribution is calculated by the following per region: 40% number of counties per region; 35% population of region; and 25% square miles of region. Funding is reimbursable up to the amount listed and dependent upon the availability of federal funds and direction of DAABHS/funder.

SUBSTANCE USE AND MENTAL HEALTH DISORDER

Substance use and mental health disorders can have a powerful effect on the health of individuals, their families, and their communities. According to the National Survey on Drug Use and Health (NSDUH) results detailing mental illness and substance use levels in 2021:

Drug Use and Substance Use Disorder

- Among people aged 12 or older in 2021, 61.2 million people (or 21.9% of the population) used illicit drugs in the past year. The most commonly used illicit drug was marijuana, which 52.5 million people used. Nearly 2 in 5 young adults 18 to 25 used illicit drugs in the past year; 1 in 3 young adults 18 to 25 used marijuana in the past year.
- 9.2 million people 12 and older misused opioids in the past year.

- 46.3 million people aged 12 (or 16.5% of the population) met the applicable DSM-5 criteria for having a substance use disorder in the past year, including 29.5 million people who were classified as having an alcohol use disorder and 24 million people who were classified as having a drug use disorder.
- The percentage of people who were classified as having a past year substance use disorder, including alcohol use and/or drug use disorder, was highest among young adults aged 18 to 25 compared to youth and adults 26 and older.
- In 2021, 94% of people aged 12 or older with a substance use disorder did not receive any treatment. Nearly all people with a substance use disorder who did not get treatment at a specialty facility did not think they needed treatment.

Mental Illness among Adults

- Nearly 1 in 4 adults 18 and older, and 1 in 3 adults aged 18 to 25, had a mental illness in the past year.
- Adults with serious mental illness had higher rates of treatment compared to those with any mental illness. Despite having the highest rate of serious mental illness, people aged 18 to 25 had the lowest rate of treatment in comparison to adults in the other age groups.
- White and Multiracial adults were more likely to receive mental health services in the past year than Black, Hispanic or Latino, or Asian adults

Co-Occurring Substance Use Disorder with any Mental Illness

- 13.5% of young adults aged 18 to 25 had both a substance use disorder and any mental illness in the past year.
- Nearly 1 in 3 adults had either a substance use disorder or any mental illness in the past year, and 46 percent of young adults 18 to 25 had either a substance use disorder or any mental illness.
- The percentage of adults aged 18 or older who met criteria for both a mental illness and a substance use disorder in the past year was higher among Multiracial adults than among White, Black, Hispanic or Latino, or Asian adults. Asian adults were less likely to have both AMI (any mental illness) and a substance use disorder in the past year compared with adults in most other racial or ethnic groups.

For more information about NSDUH, please visit

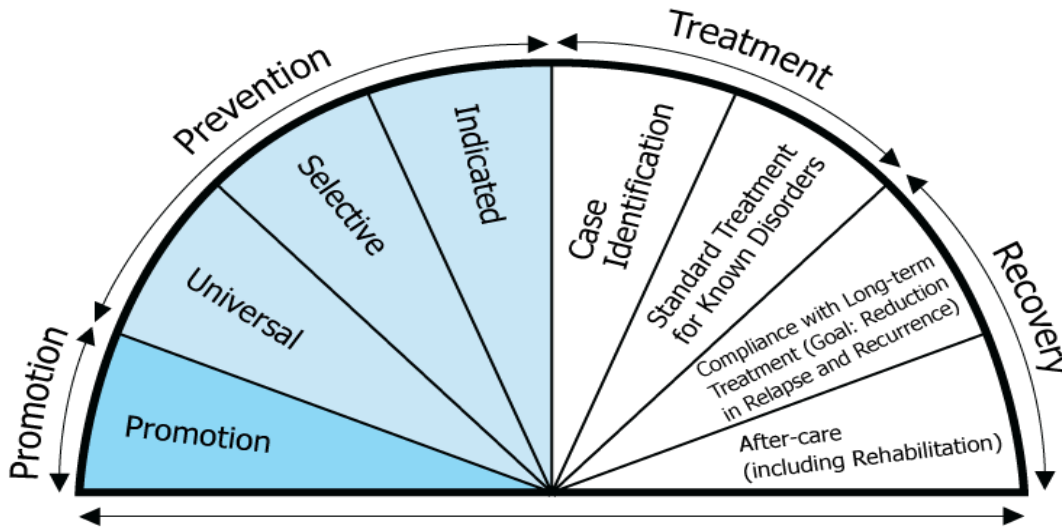
<https://www.samhsa.gov/newsroom/press-announcements/20230104/samhsa-announces-nsduh-results-detailing-mental-illness-substance-use-levels-2021>

Preventing substance use and/or mental health disorders and related problems in children, adolescents, and adults is critical to Americans' behavioral and physical health. Behaviors and symptoms that signal the development of a behavioral disorder often manifest two to four years before a disorder is present. In addition, people with a mental health issue are more likely to use alcohol or drugs than those not affected by mental illness. If communities and families can intervene early, behavioral health disorders might be prevented, or symptoms can be mitigated at any point along the continuum of care; understanding the risk and protective factors; and/or implementing an evidence based program/practices in the focus population.

Population Served:

A comprehensive approach to behavioral health also means seeing prevention as part of an overall continuum of care. The Behavioral Health Continuum of Care Model recognizes multiple opportunities for addressing behavioral health problems and disorders. Based on the Mental Health Intervention Spectrum, first introduced in a 1994 Institute of Medicine report, the model includes the following components:

- Promotion – These strategies are designed to create environments and conditions that support behavioral health and the ability of individuals to withstand challenges. Promotion strategies also reinforce the entire continuum of behavioral health services.
- Prevention – Delivered prior to the onset of a disorder, these interventions are intended to prevent or reduce the risk of developing a behavioral health problem, such as underage alcohol use, prescription drug misuse and abuse, and illicit drug use.
- Treatment – These services are for people diagnosed with a substance use or other behavioral health disorder.
- Recovery – These services support individuals' abilities to live productive lives in the community and can often help with abstinence.



In the Institute of Medicine's category, the primary prevention populations served are classified as:

Universal

Universal prevention interventions take the broadest approach, targeting "the general public or a whole population that has not been identified on the basis of individual risk". Universal prevention interventions might target schools, whole communities, or workplaces.

Example: Community policies that promote access to early childhood education, implementation or enforcement of anti-bullying policies in schools, education for physicians on prescribing drug misuse and preventive prescribing practices, social and decision-making skills training for all sixth graders in a particular school system.

Two subcategories further define universal interventions:

- **Universal Indirect** provides information to a whole population who has not been identified as at risk of having or developing problems. Interventions include media activities, community policy development, posters, pamphlets, and internet activities. Interventions in this category are commonly referred to as environmental strategies.
- **Universal Direct** interventions target a group within the general public who has not been identified as having an increased risk for behavioral health issues and share a common connection to an identifiable group. Interventions include health education for all students, after school programming, staff training, parenting classes, and community workshops.

Selective

This category of prevention intervention targets individuals or a population subgroup whose risk of developing mental health or substance abuse disorders is significantly higher than average prior to the diagnosis of the disorder. Selective interventions target biological, psychological, or social risk factors that are more prominent among high-risk groups than among the wider population.

Example: Social/emotional skills training for youth in low-income neighborhoods, prevention education for new immigrant families living in poverty with young children and peer support groups for adults with a history of family mental illness and/or substance abuse.

Indicated

These prevention interventions target "high-risk individuals who are identified as having minimal but detectable signs or symptoms foreshadowing mental, emotional, or behavioral disorder" prior to diagnosis of a disorder. Interventions focus on the immediate risk and protective factors present in the environments surrounding individuals.

Example: Information and referral for young adults who violate campus or community policies on alcohol and drugs; screening, consultation, and referral for families of older adults admitted to emergency rooms with potential alcohol-related injuries. A program for high school students who are experiencing problem behaviors such as truancy, failing academic grades, juvenile depression, suicidal ideation, and early signs of substance abuse.

Risk and Protective Factors (Appendix 2)

People have biological and psychological characteristics that can make them vulnerable or resilient to potential behavioral health problems. Individual-level protective factors might include a positive self-image, self-control, or social competence. In addition, people do not live in isolation; they are part of families, communities, and society. A variety of risk and protective factors exist within each of these environmental contexts.

Evidence-based Practices

Experts attest that an optimal mix of prevention interventions is required to address substance use issues in communities, because they are among the most difficult social problems to prevent or reduce. Providers should consider comprehensive solutions that fit the particular needs of their communities and population, within cultural context, and take into consideration unique local circumstances, including community readiness. Some interventions may be evidence-based, while others may document their effectiveness based on other sources of information and empirical data.

2.2 Arkansas Substance Abuse Prevention Grant Infrastructure

The Department of Human Services – Division of Aging, Adult, and Behavioral Health Services (DAABHS) is the Single State Authority (SSA) responsible for developing and promulgating standards, rules and regulations for alcohol and other drug abuse treatment programs within the State. DAABHS mission is to provide leadership and devote its resources to facilitate effective prevention, quality treatment, and meaningful recovery.

DAABHS is responsible for administering a comprehensive and coordinated program for the prevention and treatment of alcohol and drug abuse in Arkansas. As the SSA, DAABHS distributes federal funds from the Substance Abuse Block Grant (SABG). The Prevention Services Section of the DAABHS is the SSA responsible for substance abuse prevention in the State of Arkansas. DAABHS has contracted with UA Little Rock/MidSOUTH to oversee the prevention component of the SABG. Based on a vote by the Coordinating Council in 2016, the new RPP contracts will be awarded based on 13 regions.

2.3 Regional Prevention Provider System

The prevention regional system forms a statewide infrastructure for providing resource support necessary to promote prevention capacity development at the local level. In Arkansas each individual Regional Prevention Provider (RPP) is responsible for planning and implementing efforts in an assigned geographic region and the State agency maintains responsibility for assuring there is coordination of and consistency in resources available to each region. The regional system provides a means for assuring a basic level of prevention activities are being provided in each county in the state.

The RPP represents UA Little Rock/MidSOUTH and DAABHS in forming a regional infrastructure to develop knowledge, skills, and abilities within communities to address substance abuse prevention needs. The Regional Prevention Representative (RPR) (individual working for the RPP) must make progress toward the accomplishment of the state prevention plan and support the requirements of the federal funding source. The primary focus of the RPP will be to build substance abuse prevention capacity within the region and communities to address their own issues. The capacity development will be built through training, providing guidance, technical assistance, and raising community awareness. This will be accomplished by guiding the community in the Strategic Prevention Framework (SPF) (Appendix 3) Planning Process, promoting local utilization of the six prevention strategies (Appendix 4), and evidence-based programs as promoted by the Center for Substance Abuse Prevention (CSAP). These efforts must aim to affect a positive impact on reducing the alcohol, tobacco, and other drug use reported through the National Outcome Measures (NOMs) (Appendix 5).

The secondary focus will be to assist with the statewide prevention infrastructure for promoting and increasing behavioral health prevention efforts at all levels. The rationale in supporting a regional system is that locally based providers can better assist communities in solving their own problems because they:

- Reside in and are a part of that region;

- Understand and value the norms of the local culture;
- Are accessible geographically;
- Recognize the unique needs and diversity of their communities; and,
- Have existing relationships to support local efforts.

All provider efforts must fit within and promote progress toward goals of the Arkansas State Strategic Prevention Plan (5-year plan) (Appendix 6), including new revisions that are released during the contract period, and support requirements of the federal funding sources. The state supports development and implementation of a wide array of primary prevention interventions to meet local community and county needs and gaps in prevention services. Strategies based on assessment of needs, resources, and readiness are used to ensure funded prevention interventions to reduce risk and enhance protective factors.

Guidance provided to communities must promote the prevention premises adopted by the SSA responsible for SABG

UA Little Rock/MidSOUTH maintains responsibility for assuring there is coordination of and consistency in resources available to each region. The focus is capacity development of communities to plan and implement prevention activities. While the RPP will lead its communities in its own unique activities, in order to assure statewide consistency in directing efforts to communities the regional approach requires all providers to adhere to basic premises and core components. Thus overarching guidance and direction are provided to all RPPs from UA Little Rock/MidSOUTH to assure statewide consistency of resources made available to communities, but the provider agencies must develop their own unique plans for implementing the system in their region. UA Little Rock/MidSOUTH requires that the prevention activities provided by the RPPs should include information dissemination, education/training, problem identification and referral, alternative activities (training activities for teachers, after school program leaders, etc., not to include direct service activities), community-based process, and environmental strategies as defined by CSAP. The RPPs should also use the SPF five-step process in planning sustainable prevention efforts. The SPF steps include Assessment, Capacity Building, Planning, Implementation, and Evaluation, always keeping in mind the importance of cultural competency and sustaining all efforts. In order to meet the guidelines of CSAP, the objective is to initiate change across the entire population of an area for environmental improvement and design prevention strategies/initiatives to address the spectrum across the lifespan.

2.4 Scope of Services

The successful respondent will at a minimum deliver professional prevention services, meeting all requirements set for by DAABHS standards and DAABHS *Rules of Practice and Procedure* incorporated herein by reference. The most current DAABHS *Rules of Practice and Procedure* must always be followed, including new revisions that are released during the contract period. All efforts must fit within and promote progress toward goals of the state prevention plan and support requirement of the federal funding source. Guidance provided to communities must promote the prevention premises adopted by DAABHS and UA Little Rock/MidSOUTH, which are responsible for the SABG 20% prevention set aside. Comprehensive prevention services include, but are not limited to:

- Use of risk and protective factors as the foundation for prevention efforts;
- Adherence to the SPF in planning, implementing, and evaluating prevention efforts;
- Provider efforts that fit within and promote progress toward goals of the Arkansas Strategic Prevention Plan and support requirements of the federal funding sources. The state supports development and implementation of a wide array of primary prevention interventions to meet local community and county needs and gaps in prevention services. Strategies based on assessment of needs, resources, and readiness are used to ensure funded prevention interventions to reduce risks and enhance prevention factors.
- Providing regional support to DAABHS and UA Little Rock/MidSOUTH efforts to collect prevention data (i.e. APNA survey, Synar tobacco compliance checks, and regional and community evaluations);
- Offering and promoting evidence-based practice activities that fit within the CSAP defined prevention strategies, and align with needs identified in the regional and community evaluations.

2.5 General Requirements

At a minimum, the qualified provider(s) **shall** perform the following functions:

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1. Utilize staff experienced in providing prevention services to assure high quality prevention efforts. The staff members provide regional leadership for prevention; therefore, the standards of these personnel require an advanced level of prevention knowledge, skills, and experience.
2. Prevention staff are required to become certified in prevention through Prevention Professionals of Arkansas (PPA). Full time prevention staff will make an application within eight (8) months of employment and receive Certified Prevention Specialist (CPS) credentials within 18 months of application date.
3. Form linkages in service area, provide consultation and technical assistance, identify regional risk and protective factors, promote evidence-based prevention models, incorporate state of the art strategies, market and promote prevention capacity development, and plan for sustaining the efforts and progress made in community capacity development. Direct delivery of prevention services to individuals is not a part of the model.
4. Facilitate collaboration among prevention sources to reduce overlapping and duplicate services. The RPP program should interface with other prevention efforts within the region. Of particular interest would be collaborative efforts with schools, colleges, juvenile justice, businesses, civic organizations, faith-based organizations and other community, public, and private service providers including public health and behavioral health programs. Building and maintaining such relationships fosters stronger prevention services and outcomes.
5. 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 multiple community sectors including the following: youth, parents, business community, media, schools, youth-serving organizations, law enforcement agencies, faith-based organizations, healthcare professionals, state and local agencies, civic and volunteer groups. Task force members should be drawn from various counties served by the RPP in order to foster input from throughout the region.
6. Empower others to increase prevention efforts targeted to at-risk groups based on needs assessments and other local sources of data.
7. Cooperate and coordinate, as appropriate, with other RPPs in the state.
8. Cooperate with UA Little Rock/MidSOUTH and state-level contractor for the APNA survey to promote, secure commitment, follow up with schools and make presentations about the APNA results.
 - a. Arkansas Prevention Needs Assessment (APNA) Student Survey: The APNA student survey is conducted annually. APNA uses the Communities That Care Student Survey instrument, which is based on risk and protective factors and collects information on drug use and social indicators. Arkansas public school students in 6th, 8th, 10th, and 12th, grades are surveyed. Each participating school district is provided its own data results in district and building level reports. Data results are also published at the county, region, and state levels and posted online for public access. The APNA data has become a major planning resource for communities, schools, and state agencies. The APNA is used by a variety of organizations for both state and community level prevention planning.

By comparing the results of the previous APNA surveys, changes in alcohol, tobacco, and other drugs (ATOD) use, rates of antisocial behavior (ASB) and levels of risk and protective factors can be determined for each specific grade surveyed. Although the target populations for substance abuse prevention efforts are across the lifespan and not children only, it is a requirement that all of the substance abuse prevention providers' efforts are all data-driven and the APNA survey is a key component of the primary prevention data.

The APNA survey was first administered in the fall of 2002 and has been administered in the fall of each school year since then.
9. Collaborate with UA Little Rock/MidSOUTH and state-level contractor to conduct Synar tobacco compliance checks and the Synar coverage study.
 - a. Synar Tobacco Compliance Check: Synar tobacco compliance checks are conducted annually in Arkansas as a structured research project to determine the percentage of merchants selling to underage youth. The RPPs have an instrumental role in this effort. These random checks use youth inspectors aged 17-19 who attempt to purchase tobacco products. Periodically, a coverage study is completed where all roads within a census tract are traveled and all businesses visited to determine the validity of the list of tobacco merchants. The Synar tobacco compliance check is a collaborative effort of work between The Arkansas Department of Health, Arkansas Tobacco Control Board, DAABHS, UA Little Rock/MidSOUTH, RPPs, and community youth.
10. Collaborate with UA Little Rock/MidSOUTH and the state-level contractor, for the State Epidemiological Outcome Workgroup (SEOW) profile, by attending the SEOW meetings and contributing to discussions.

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- a. Arkansas State Epidemiological Outcome Workgroup (AR-SEOW): The AR-SEOW was developed in 2005 and was initially funded through the SPF State Incentive Grant (SIG). The AR-SEOW serves as a forum for policy-makers, researchers, and community representatives to have a data-driven exchange of ideas. One of the AR-SEOW's goals is to bring systematic, analytical thinking to the causes and consequences of the use of ATOD in order to effectively and efficiently utilize prevention resources. The profile includes a general population profile, information about factors that may contribute to substance abuse, and, in an effort to determine the effect of substance abuse in Arkansas, health and economic consequences. Specific county level data is included for each of the 75 counties.
Types of data collection:
 - i. Alcohol, tobacco, and other drug use indicators for youth and adults;
 - ii. Consequences including developmental, physiological, psychological, and community indicators;
 - iii. Contributing factors related to individuals, family, peers, school settings, and the community;
 - iv. Treatment admissions.
11. Emphasize community capacity building and anti-drug coalition development within each county served.
12. Operationalize prevention strategies by working through multiple settings in the service area such as community coalitions, schools, colleges, families, community task forces, faith-based organizations, law enforcement, media, civic groups, youth groups, neighborhoods, business work sites, and public housing authorities.
13. Organize, recruit, and conduct region-wide meetings/conferences/forums, etc.
14. Understand and provide guidance in the conduction of local prevention needs assessment/risk assessments and application of the data for planning.
15. Create and maintain regional and county level logic models or strategic plans to reduce incidence and prevalence of substance abuse rates in the state/region and impact the NOMs.
16. Promote utilization of evidence-based practices and promising prevention approaches and models based on scientific research.
17. Make referrals to other resources, as appropriate.
18. Build community investment and ownership by creating relationships involving multiple sectors of the community in achieving short-term objectives and long-term goals and prevention planning efforts.
19. Emphasize city and county wide efforts to educated community leaders and elected officials regarding prevention research, needs assessment data specific to the area, and other information to increase community interest in prevention and/or result in policy decisions that promote prevention and result in healthier communities.
20. Assist UA Little Rock/MidSOUTH and DAABHS, as requested, with other unforeseen state or regional efforts. This support might include such efforts as publicity/recruitment of participants for public forums/hearings/meetings; a request to represent UA Little Rock/MidSOUTH and/or DAABHS at meetings and presentations; and/or participate in special prevention planning efforts.
21. Provide regional and state-level training in evidence-based prevention programming, such as Substance Abuse Prevention Skills Training (SAPST), and other identified programs.
22. Create and maintain website/webpage and/or social media page(s) to promote prevention messaging, research, resources, and events.
23. Utilize approximately 25% of allocated awards amount quarterly.
24. In responding to the RPF, UA Little Rock/MidSOUTH expects full cooperation with the following components of the statewide prevention plan of Arkansas: AR-SEOW, APNA student survey, Synar tobacco compliance checks, and Archival Data Collection.
 - a. Archival Data Collection: Archival Data Collection for Risk Factors for Adolescent Drug and Alcohol Abuse in Arkansas is a contract designated to design a Risk Factor tool for Arkansas prevention efforts to increase the effectiveness of regional, county, and community efforts to prevent the abuse of ATOD. Data collected is county-level data that is to be used to support substance abuse prevention, planning, and evaluation. Archival data presents data for individual, peer, family, school, and community risk and protective factors for substance abuse.
25. REDCap Reports: Timely reports entered into the REDCap reporting platform and other reporting platforms, as required

Funding

The monies available for each region are listed in Section 2.1. The funding is subject to change based on the fund distribution calculation and the amount awarded to UA Little Rock/MidSOUTH by the funder. Funder controls all funds and contracts with UA Little Rock/MidSOUTH.

2.6 PERFORMANCE STANDARDS

- A. 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.
- B. Performance Standards identify expected deliverables, performance measures, or outcomes, and define the acceptable standards a supplier should meet to avoid assessment of damages.
- C. The university may be open to Performance Standards negotiations before contract award, before the commencement of services, or throughout the contract duration.
- D. 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.
- E. Any changes or additions to performance standards will be made in good faith following accepted industry standards, and may include the input of the supplier to establish reasonably achievable standards.
- F. All changes made to the Performance Standards shall become an official part of the contract.
- G. Performance Standards shall continue throughout the term of the contract.
- H. Failure to meet the minimum Performance Standards as specified may result in the assessment of damages.
- I. If a Performance Standard is not met, the supplier will have the opportunity to defend or respond to the insufficiency.
- J. The university shall have the right to waive damages if it determines there were extenuating factors beyond the supplier’s control that hindered performance. In these instances, the university shall determine the performance acceptability.
- K. 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
Monthly reporting into REDCap (or other platforms/reporting systems) as required	Due on the fifth (5 th) of the subsequent month.	Failure to meet the standard will result in a negative Vendor Performance Report and may be cause for contract cancellation.
Scope of Services	Supplier shall demonstrate a consistent pattern of meeting stated services.	Failure to meet the standard will result in a negative Vendor Performance Report and may be cause for contract cancellation.
Monthly invoicing	Due on the fifteenth (15 th) of the subsequent month.	Failure to meet the standard will result in a delay in reimbursement.

Table B

SECTION 3 – SELECTION

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

3.1 TECHNICAL PROPOSAL SCORE

- A. UA Little Rock will review each *Technical Proposal Packet* to verify submission Requirements have been met. *Technical 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 Technical Proposals. Evaluation will be based on Prospective Supplier’s response to the *Information for Evaluation* section included in the *Technical Proposal Packet*.
 - 1. Members of the Evaluation Committee will individually review and evaluate proposals and complete an Individual Score Worksheet for each proposal.

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 the requirement and exhibits outstanding knowledge, creativity, ability or other exceptional characteristics. Extremely good.	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

- 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.

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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 university.
- C. The *Information for Evaluation* section has been divided into sub-sections.
1. In each sub-section, items/questions have each been assigned a maximum point value of five (5) points.
 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.A Executive Summary	20	10	70
E.B Respondent's Background, Experience, and Proposals	15	7.5	52.5
E.C Regional Efforts/Expected Deliverables	100	50	350
E.D Evaluation Plan	20	10	70
E.E Project Management	15	7.5	52.5
E.F Monitoring	10	5	35
E.G Reporting	10	5	35
E.H Financial Management	10	5	35
Total Technical Score	200	100%	700

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

- D. 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 subsection C = Maximum Weighted Score possible for subsection D = Weighted Score received for subsection
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- E. Supplier's weighted scores for subsections will be added to determine the Total Technical Score for the Proposal.
- F. Responses that do not receive a minimum weighted **450** of **700** may not move forward in the solicitation process.

3.2 GRAND TOTAL SCORE

The Technical Score and Financial 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*.)

	Maximum Points Possible
Technical Proposal	700

Financial Proposal	300
Maximum Possible Grand Total Score	1,000

3.3 PROSPECTIVE SUPPLIER'S ACCEPTANCE OF EVALUATION TECHNIQUE

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

SECTION 4 – GENERAL CONTRACTUAL REQUIREMENTS

Do not provide responses to items in this section.

4.1 PAYMENT AND INVOICE PROVISIONS

- A. All invoices **shall** be forwarded to:
University of Arkansas at Little Rock
ATTN: MidSOUTH – SABG
2801 South University Avenue
DKSN 622
Little Rock, AR 72204
- B. Payment will be made in accordance with applicable UA Little Rock accounting procedures upon acceptance by UA Little Rock.
- C. UA Little Rock may not be invoiced in advance of delivery and acceptance of any service. Payment will be made only after the Contractor has successfully satisfied UA Little Rock as to the services rendered.
- D. Supplier should invoice UA Little Rock by an itemized list of charges.
- E. Purchase Order Number should be referenced on each invoice.

4.2 CONTRACT INFORMATION

- A. The University of Arkansas at Little Rock may not contract with another party:
- i. For a period of time which continues past the end of a fiscal year unless the contract allows cancellation by the Agency Purchasing Official upon thirty (30) days written notice whenever there are no funded appropriations for the contract
 - ii. To pay any penalties or charges for late payment or any penalties or charges which in fact are penalties for any reason
 - iii. To indemnify, defend, or hold harmless any party for any liability and damages
 - iv. Upon default, to pay all sums to become due under a contract
 - v. To pay damages, legal expenses or other costs and expenses of any party
 - vi. To continue a contract once the equipment has been repossessed
 - vii. To conduct litigation in a place other than Pulaski County, Arkansas
 - viii. To agree to any provision of a contract which violates the laws or constitution of the State of Arkansas
- B. A party wishing to contract with the University of Arkansas at Little Rock should:
- i. Remove any language from its contract which grants to it any remedies other than:
 - The right to possession
 - The right to accrued payments
 - The right to expenses of de-installation
 - The right to expenses of repair to return the equipment to normal working order, normal wear and tear excluded
 - ii. The right to recover only amounts due at the time of repossession and any unamortized nonrecurring costs as allowed by Arkansas law
 - iii. Include in its contract that the laws of the State of Arkansas govern the contract
 - iv. Acknowledge in its contract that contracts become effective when awarded by the Agency Purchasing Official
- C. The University of Arkansas at Little Rock may contract with another party:
To accept the risk of loss of the equipment and pay for any destruction, lost or damage of the equipment while the University has such risk, when the extent of liability for such risk is based upon the purchase price of the equipment at the time of any loss and the contract has required the University to carry insurance for such risk.

4.3 CONDITIONS OF CONTRACT

- B. The Supplier **shall** at all times observe and comply with federal and State of Arkansas laws, local laws, ordinances, orders, and regulations existing at the time of, or enacted subsequent to the execution of a resulting contract which in any manner affect the completion of the work.
- B. The Supplier **shall** indemnify and hold harmless the University and all its officers, representatives, agents, and employees against any claim or liability arising from or based upon the violation of any such law, ordinance, regulation, order or decree by an employee, representative, or subcontractor of the Supplier.

4.4 STATEMENT OF LIABILITY

- C. UA Little Rock will demonstrate reasonable care but shall not be liable in the event of loss, destruction, or theft of Contractor-owned items to be delivered or to be used in the installation of deliverables.
- D. The Supplier **shall** be required to retain total liability until the deliverables have been accepted by the "authorized UA Little Rock official."
- E. At no time will UA Little Rock be responsible for or accept liability for any Supplier-owned items.

4.5 RECORD RETENTION

- A. The Supplier **shall** maintain all pertinent financial and accounting records and evidence pertaining to the contract in accordance with generally accepted principles of accounting and as specified by UA Little Rock policies. Upon request, access **will** be granted to UA Little Rock, State or Federal Government entities or any of their duly authorized representatives.
- B. Financial and accounting records **shall** be made available, upon request, to UA Little Rock designee(s) at any time during the contract period and any extension thereof, and for five (5) years from expiration date and final payment on the contract or extension thereof.
- C. Other sections of this *Bid Solicitation* may contain additional Requirements regarding record retention.

4.6 PRICE DECREASE

In the event of a price decrease, the University shall be guaranteed full benefit of any savings that may occur during the term of this contract.

4.7 PRICE ESCALATION

- F. Price increases will be considered at the time of contract renewal.
- G. The Supplier **must** provide to the University a written request for the price increase. The request **must** include supporting documentation demonstrating that the increase in contract price is based on an increase in market price. The University **shall** have the right to require additional information pertaining to the requested increase.
- H. Increases **shall not** be considered to increase profit or margins.
- I. The University **shall** have the right to approve or deny the request.

4.8 CONFIDENTIALITY

- A. The Supplier, Supplier's subsidiaries, and Supplier's employees **shall** be bound to all laws and to all requirements set forth in this *Bid Solicitation* concerning the confidentiality and secure handling of information of which they may become aware of during the course of providing services under a resulting contract.
- B. Consistent and/or uncorrected breaches of confidentiality may constitute grounds for cancellation of a resulting contract, and the University **shall** have the right to cancel the contract on these grounds.
- C. Previous sections of this *Bid Solicitation* may contain additional confidentiality requirements.

4.9 TIME OF PERFORMANCE

Time is of the essence in the rendering of services hereunder. Supplier agrees to perform all obligations and rendering of services set forth in this RFP.

4.10 DEFAULT

- A. In the event that the Supplier fails to carry out or comply with any of the terms and conditions of the contract with the University, the University may notify the Supplier of such failure or default in writing and demand that the failure or default be remedied within ten (10) working days; and in the event the Supplier fails to remedy such failure or default within the ten (10) working day period, the University shall have the right to cancel the contract upon thirty (30) days written notice.
- B. The cancellation of the contract, under any circumstances whatsoever, shall not effect or relieve Supplier from any obligation or liability that may have been incurred or will be incurred pursuant to the

contract and such cancellation by the University shall not limit any other right or remedy available to the University by law or in equity.

4.11 INDEMNIFICATION

Under Arkansas law, the University of Arkansas at Little Rock may not enter into a covenant or agreement to hold a party harmless or to indemnify a party from prospective damages. However, with respect to loss, expense, damage, liability, claims or demands either at law or in equity for actual or alleged injuries to persons or property arising out of any negligent act or omission by the University and its employees or agents in the performance of this Agreement, the University agrees with Seller that: (a) it will cooperate with Seller in the defense of any action or claim brought against Seller seeking the foregoing damages or relief; (b) it will in good faith cooperate with Seller should Seller present any claims of the foregoing nature against University to the Claims Commission of the State of Arkansas; (c) it will not take any action to frustrate or delay the prompt hearing on claims of the foregoing nature by the said Claims Commission and will make reasonable efforts to expedite said hearing; provided, however, the University reserves its right to assert in good faith all claims and defenses available to it in any proceedings in said Claims Commission or other appropriate forum. The obligations of this paragraph shall survive the expiration or termination of this agreement.

4.12 PERMITS AND LICENSES

Contractor shall, at their sole expense, procure and keep in effect all necessary permits and licenses required for its performance under this agreement, and shall post or display in a prominent place such permits and/or notices as are required by law.

4.13 TERMINATION

- A. The agreement may be terminated, without penalty, by the University without cause by giving thirty days written notice of such termination to the seller.
- B. In no event shall such termination by the University as provided for under this Section give rise to any liability on the part of the University including, but not limited to, claims of Supplier for compensation for anticipated profits, unabsorbed overhead, or on borrowing. The University's sole obligation hereunder is to pay Supplier for products and/or services ordered and received prior to the date of termination.

4.14 INDEPENDENT Supplier STATUS

- A. Supplier agrees that its employees and agents have no employer-employee relationship with the University (refer to Contract/Disclosure Form).
- B. The University shall not be responsible for the Federal Insurance Contribution Act (FICA) payments, federal or state unemployment taxes, income tax withholding, Workers Compensation Insurance payments, or any other insurance payments, nor will the University furnish any medical or retirement benefits or any paid vacation or sick leave.

4.15 RIGHT TO AUDIT

- A.** At any time during the term of the agreement and for a period of four (4) years thereafter the University's audit representative, at its expense and at reasonable times, reserves the right to incrementally audit Supplier's records and manufacturer's pricing relevant to all pricing provided under this agreement.
- B.** In the event such an audit by the University reveals any errors/overpayments, the Supplier shall refund the University the full amount of such overpayments within thirty (30) days of such audit findings, or the University at its option, reserves the right to deduct such amounts plus interest owed the University from any payments due Seller.

4.16 ACCEPTANCE OF PRODUCTS AND SERVICES

- A. All services performed under this agreement shall be to the satisfaction of the University and in accordance with the specifications, terms, and conditions of the agreement.
- B. The University reserves the right to inspect the services performed, and to determine the quality, acceptability, and fitness of such services.

4.17 NON-DISCLOSURE

- A. Supplier and the University acknowledge that they or their employees may, in the performance of the resultant contract, come into the possession of proprietary or confidential information owned by or in the possession of the other.
- B. Neither party shall use any such information for its own benefit or make such information available to any person, Bidder, corporation, or other organizations, whether directly or indirectly affiliated with Supplier or the University, unless required by law.

4.18 NON-WAIVER OF DEFAULTS

Any failure of the University at any time to enforce or require the strict keeping and performance of any of the terms and conditions of this agreement shall not constitute a waiver of such terms, conditions, or rights, and shall not affect or impair same, or the right of the University at any time to avail itself of same.

4.19 CANCELLATION

- A. Any contract or item award may be canceled for cause by either party by giving thirty (30) days written notice of intent to cancel.
- B. Cause for the University to cancel shall include, but is not limited to, cost exceeding current market prices for comparable purchases; request for increase in prices during the period of the contract; or failure to perform to contract conditions.
- C. The contractor will be required to honor all purchase orders that were prepared and dated prior to the date of expiration or cancellation if received by the contractor within a period of thirty (30) days following the date of expiration or cancellation.
- D. Cancellation by the University does not relieve the Contractor of any liability arising out of a default or nonperformance.
- E. Cause for the Supplier to cancel shall include, but is not limited to the item(s) being discontinued and unavailable from the manufacturer.

4.20 SEVERABILITY

If one or more provisions of the resultant agreement, or the application of any provision to any party or circumstance is held invalid, unenforceable, or illegal in any respect, the remainder of the agreement and the application of the provision to other parties or circumstances shall remain valid and in full force and effect.

4.21 CONDITIONS OF CONTRACT

The successful Supplier **shall** at all times observe and comply with federal and State laws, local laws, ordinances, orders, and regulations existing at the time of or enacted subsequent to the execution of this contract which in any manner affect the completion of the work.

4.22 AWARD RESPONSIBILITY

The University of Arkansas at Little Rock will be responsible for award of any resulting contract. UA Little Rock shall be responsible for the administration of any resulting contract.

4.23 NEGOTIATIONS

As provided in this solicitation and under regulations, discussions may be conducted with responsible Supplier(s) who submit proposals determined to be reasonably susceptible of being selected for award for the purpose of obtaining clarification of proposal response and negotiation for best and final offers.

4.24 GOVERNING LAW

This agreement shall be construed and governed by the laws of the State of Arkansas.

SECTION 5 – STANDARD TERMS AND CONDITIONS

- Do not provide responses to items in this section.

5.1 PREPARATION OF PROPOSALS

- A. Failure to examine any drawings, specifications, and instructions will be at bidder's risk.
- B. All prices and notations must be printed in ink or typewritten. No erasures permitted. Errors may be crossed out and corrections printed in ink or typewritten adjacent, and must be initialed in ink by person signing bid.
- C. Brand Name References: Unless specified "No Substitute" any catalog brand name or manufacturer's reference used in the proposal request is descriptive only, not restrictive, and used to indicate the type and quality desired. If bidding on other than referenced specifications, the bid must show the manufacturer, brand or trade name, and other descriptions, and should include the manufacturer's illustrations and complete descriptions of the product offered. The University reserves the right to determine whether a substitute offered is equivalent to and meets the standards of the item specified, and the University may require the bidder to supply additional descriptive material, samples, or demonstrators. The bidder guarantees that the product offered will meet or exceed the referenced product and/or specifications identified in this proposal request. If the bidder takes no exception to the specifications, bidder will be required to furnish the product exactly as specified in the request.
- D. Samples: Samples or demonstrators, when requested, must be furnished free of expense to the University. Samples not destroyed during reasonable examination will become property of the University unless bidder states otherwise. All demonstrators will be returned after reasonable examination. Each sample should be marked with the bidder's name and address, bid number and item number.
- E. Time of Performance: The number of calendar days in which delivery will be made after receipt of order shall be stated in the bid.

5.2 SUBMISSION OF PROPOSALS

Bids, modifications or corrections thereof received after the closing time specified will not be considered.

5.3 ACCEPTANCE OF PROPOSALS

- A. The University reserves the right to accept or reject all or any part of a proposals or any and all proposals, to waive any informality, and to award the proposals to best serve the interest of the University.
- B. If a bidder fails to state the time within which a proposal must be accepted, it is understood and agreed that the University shall have 120 days to accept.

5.4 ERROR IN BID

In case of error in the extension of prices in the bid, the unit price will govern. No bid shall be altered or amended after the specified time for opening bids.

5.5 AWARD

- A. Award shall be made all or none to the lowest responsible responsive bidder.

- B. Contracts and purchases will be made or entered into with the lowest responsible bidder meeting specifications.
- C. When more than one item is specified in the proposals, the University reserves the right to determine the low bidder either on the basis of the individual items or on the basis of all items included in its Request for Proposals, or as expressly stated in the Request for Proposals.
- D. A written purchase order or contract award mailed, or otherwise furnished, to the successful bidder within the time of acceptance specified in the Request for Proposals results in a binding contract without further action by either party. The contract shall not be assignable by the Supplier in whole or part without the written consent of the University.

5.6 DELIVERY

- A. The Request for Proposals will show the number of days to place a commodity in the University designated location under normal conditions. If the bidder cannot meet the stated delivery, alternate delivery schedules may become a factor in award. The University has the right to extend delivery if reasons appear valid.
- B. Delivery shall be made during University work hours only, 8:00 a.m. to 4:00 p.m., unless prior approval for other shipment has been obtained.
- C. Packing memoranda shall be enclosed with each shipment.

5.7 ACCEPTANCE AND REJECTION

Final inspection and acceptance or rejection may be made at delivery destination, but all materials and workmanship shall be subject to inspection and test at all times and places, and when practicable. During manufacture, the right is reserved to reject articles which contain defective material and workmanship. Rejected material shall be removed by and at the expense of the contractor promptly after notification of rejection. Final inspection and acceptance or rejection of the materials or supplies shall be made as promptly as practicable, but failure to inspect and accept or reject materials or supplies shall not impose liability on the University thereof for such materials or supplies as are not in accordance with the specification. In the event necessity requires the use of materials or supplies not conforming to the specification, payment may be made with a proper reduction in price.

5.8 TAXES AND TRADE DISCOUNTS

- A. Do not include state or local sales taxes in bid price.
- B. Trade discounts should be deducted from the unit price and net price should be shown in the bid.

5.9 DEFAULT

- A. Back orders, default in promised delivery, or failure to meet specifications authorize the University to cancel this contract to the defaulting contractor. The contractor must give written notice to the University of the reason and the expected delivery date.
- B. Consistent failure to meet delivery without a valid reason may cause removal from the bidders list or suspension of eligibility for award.

5.10 WAIVER

The University reserves the right to waive any General Condition, Special Condition, or minor specification deviation when considered to be in the best interest of the University, so long as such waiver is not given so as to deliberately favor any single Supplier and would have the same effect on all Suppliers.

5.11 CANCELLATION

Any contract or item award may be canceled for cause by either party by giving 30 days written notice of intent to cancel. Cause for the University to cancel shall include, but is not limited to, cost exceeding current market prices for comparable purchases; request for increase in prices during the period of the contract; or failure to perform to contract conditions. The contractor will be required to honor all purchase orders that were prepared and dated prior to the date of expiration or cancellation if received by the contractor within a period of thirty (30) days following the date of expiration or cancellation. Cancellation by the University does not relieve the Contractor of any liability arising out of a default or nonperformance. Cause for the Supplier to cancel shall include, but is not limited to the item(s) being discontinued and unavailable from the manufacturer.

5.12 ADDENDA

- A. Addenda modifying plans and/or specifications may be issued if time permits. No addendum will be issued within a period of three (3) working days prior to the time and date set for the bid opening. Should it become necessary to issue an addendum within the three-day period prior to the proposal opening, the bid date will be reset giving bidders ample time to answer the addendum.
- B. Only written addenda is part of the bid packet and should be considered.

5.13 ALTERNATE BIDS

Unless specifically requested alternate bids will not be considered. An alternate is considered to be a bid that does not comply with the minimum provisions of the specifications.

5.14 BID OPENINGS

Bid opening will be conducted open to the public. However, they will serve only to open, read and tabulate the bid price on each bid. No discussion will be entered into with any Supplier as to the quality or provisions of the specifications and no award will be made either stated or implied at the bid opening.

5.15 DEBRIS REMOVAL

All debris must be removed from the University after installation of said equipment.

5.16 LACK OF FUND

UA Little Rock may cancel a contract to the extent funds are no longer available for expenditures under said contract. Any delivered but unpaid goods will be returned in normal condition to the contractor by the University. If the University is unable to return the commodities in normal condition and there are no funds legally available to pay for the goods, the contractor may file claim with Arkansas Claims Commission. If the contractor has provided services and there are no funds legally available to pay for the services, the contractor may also file claim.

5.17 DISCRIMINATION

In order to comply with the provisions of Act 954 of 1977 relating to unfair employment practices, the bidder agrees as follows: (a) the bidder will not discriminate against any employee or applicant for employee because of race, sex, color, age, religion, disability, or national origin; (b) in all solicitations or advertisements for employees, the bidder will state that all qualified applicants will receive consideration without regard to race, color, sex, age, religion, disability, or national origin; (c) the bidder will furnish such relevant information and reports as requested by the Human Resources Commission for the purpose of determining compliance with the statute; (d) failure of the bidder to comply with the statute and/or the rules and regulations promulgated thereunder and this nondiscrimination clause shall be deemed a breach of contract, and the contract may be canceled, terminated, or suspended, in whole or in part; (e) the bidder will include the provisions of items (a) through (d) in every subcontract so that such provisions will be binding upon such subcontractor of Supplier.

5.18 INVOICING

The contractor shall be paid upon completion of all of the following: (1) submission of an original and two copies of a properly itemized invoice showing both the bid number and the purchase order number, (2) delivery and acceptance of all commodities, and (3) proper and legal processing of the invoice by all necessary state agencies. Invoices must be sent to the UA Little Rock Financial Services.

5.19 PRICING

Bidders must quote F.O.B. inside destination and must bid the unit price. In case of such errors in extension, unit price shall govern. Prices are Bidder and, thus, are not subject to escalation unless otherwise stated in the solicitation. Unless otherwise specified, the bid must be Bidder for acceptance for 120 days from the bid opening date. "Discount from list" bids are not acceptable unless requested in the solicitation.

5.20 GUARANTY

All items bid shall be newly manufactured, in first class condition, of latest model and design, to include where applicable containers suitable for shipment and storage. The bidder hereby guarantees that

everything furnished hereunder will be free from defects in design, workmanship, and material and that, if sold by drawing, specifications, or sample, it will conform thereto and will serve the function for which it was furnished. The bidder further guarantees that, if the items furnished hereunder are to be installed by the bidder, such items will function properly when installed. The bidder also guarantees that all applicable laws relating to construction, packaging, labeling, and registration have been complied with. The bidder's obligations under this paragraph shall survive for a period of one (1) year from the date of delivery, unless otherwise specified herein.

5.21 STORAGE

UA Little Rock will be responsible for storage if the contractor delivers within the time required and UA Little Rock cannot accept delivery.

5.22 VARIATION IN QUANTITY

UA Little Rock assumes no liability for commodities produced, processed, or shipped in excess of those quantities specified on the UA Little Rock purchase order.

5.23 STATE PROPERTY

Any specifications, drawings, technical information, dies, cuts, negatives, positive, data, or any commodity furnished to the contractor hereunder or in contemplation hereof or developed by the contractor for use hereunder shall remain property of UA Little Rock and the State and shall be kept confidential, used only as expressly authorized and returned to UA Little Rock at the contractor's expense. Commodities must be properly identified by description when returned.

5.24 PATENTS OR COPYRIGHTS

The contractor agrees to indemnify and hold UA Little Rock harmless from all claims, damages, and costs, including attorney's fees, arising from infringement of patents or copyrights.

5.25 ASSIGNMENTS

Any contract entered into pursuant to the RFP is not assignable nor the duties there under delegable by either party without the written consent of the other party of the contract.

5.26 OTHER REMEDIES

In addition to the remedies outlined herein, the contractor and UA Little Rock have the right to pursue any other remedy permitted by law or in equity.

5.27 CONTINGENT FEE

The bidder guarantees that he has not retained a person to solicit or secure the contract upon agreement or understanding for a commission, percentage, brokerage, or contingent fee, except for retention of bon a fide employees or bon a fide established commercial selling agencies maintained by the bidder for the purpose of securing business.

5.28 ANTI-TRUST ASSIGNMENT

As part of the consideration for entering into any contract pursuant to the RFP, the bidder named on the front of the RFP acting herein by the authorized agent, hereby assigns, sells and transfers to UA Little Rock all rights title and interest in and to all causes of action it may have under the antitrust laws of the United States or this state for price fixing, which causes of action have accrued.

5.29 CLARIFICATIONS

Any interpretation or correction of the bid documents or specifications will be made only by addendum and will be mailed or delivered to each bidder of record. UA Little Rock will not be responsible for any oral explanations or interpretations of this bid. All questions concerning this RFP must be addressed to UA Little Rock Procurement Services, 2801 South University, Little Rock, AR 72204 (Telephone 501-569-3144)

5.30 PROPRIETARY INFORMATION

All bid information, bids, applications, briefs, sales brochures, etc. will become the property of UA Little Rock when submitted in response to this RFP. All bid documents submitted by the bidder shall be available for public inspection after bid opening.

5.31 PRODUCT INFORMATION

Bidders are requested to submit technical and descriptive literature, with bid. Information submitted shall be sufficiently detailed to substantiate that product offered meets or exceeds specifications. Failure to comply with this request may result in bid rejection.

5.32 TERMS AND CONDITIONS

To be considered, bidders must include as part of their bid all of the provisions of this RFP. An official authorized to bind the bidder to the resultant contract must sign bids. If the bidder submits standard terms and conditions with his bid, and if any section of those terms are in conflict with the laws of the State of Arkansas, the laws of the State of Arkansas will govern. Standard terms and conditions submitted may require alteration upon mutual agreement to adequately reflect all conditions of this RFP and the bidder's response.

5.33 PROHIBITION ON CONTRACTING WITH ENTITIES THAT BOYCOTT ISRAEL

In accordance with Ark. Code Ann. § 25-1-503, Supplier hereby certifies to the University that Supplier (a) is not currently engaged in a boycott of Israel and (b) agrees for the duration of this agreement not to engage in a boycott of Israel. A breach of this certification will be considered a material breach of contract. In the event that Supplier breaches this certification, University may immediately terminate this agreement without penalty or further obligation and exercise any rights and remedies available to it by law or in equity.

5.34 RESTRICTION OF BOYCOTT OF ENERGY, FOSSIL FUEL, FIREARMS, AND AMMUNITION INDUSTRIES

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

5.35 RESTRICTION OF CONTRACTS WITH SCRUTINIZED COMPANIES

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

5.36 MINORITY BUSINESS POLICY

Minority participation is encouraged in this and all other procurements by state agencies. "Minority" is defined by Arkansas Code Annotated 1-2-03 as "black or African American, Hispanic American, American Indian or Native American, Asian, Pacific Islander and women-owned." The Division of Minority Business Enterprise of the Department of Economic Development conducts a certification process for minority business. Bidders unable to include minority owned business as subcontractors "may explain the circumstances preventing minority inclusion".

5.37 CONTRACT INFORMATION

Bidders should note the terms and conditions stated in regard to the State's contracting authority and amend documents accordingly. Failure to conform to these standards may result in rejection of bid.

UNIVERSITY OF ARKANSAS AT LITTLE ROCK
REQUEST FOR PROPOSAL

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