



## **Procurement Services**

University of Arkansas at Little Rock

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***UA Little Rock***  
***Technical Response Packet***  
***FB-24-027***  
***Federal Relations Firm***

**CAUTION TO SUPPLIER**

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

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# Solicitation Signature Page

## PROSPECTIVE SUPPLIER INFORMATION

Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Business Designation (check one):  
 Individual       Sole Proprietorship       Public Service Corp  
 Partnership       Corporation       Government/ Nonprofit

## MINORITY BUSINESS STATUS

Check Certification Type:  
 African American       Hispanic American       Service Disabled Veteran  
 American Indian       Pacific Island American       Woman Owned  
Certification#: \_\_\_\_\_  Asian American

## CONFIRMATION OF REDACTED COPY

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

*Note: If a redacted copy is not provided with the packet, and neither box is checked, a copy of the non-redacted documents, with the exception of financial data (other than pricing), **shall** be released in response to any request made under the Arkansas Freedom of Information Act (FOIA).*

## CERTIFICATION AND ACKNOWLEDGEMENT

- By signing and submitting a response to this *Solicitation*, the Prospective Supplier acknowledges, agrees, and certifies that they do not boycott Israel and, if selected, will not do so during the aggregate term of the contract.
- The Prospective Supplier acknowledges, agrees, and certifies that it is not currently engaged in a boycott of the energy, fossil fuel, firearms and ammunition industries and agrees for the duration of this Agreement that it will not engage in a boycott of the energy, fossil fuel, firearms or ammunition industries.
- The Prospective Supplier agrees and certifies that they do not employ or contract with illegal immigrants. If selected, the Prospective Supplier certifies that they will not employ or contract with illegal immigrants during the aggregate term of a contract.
- The Prospective Supplier certifies that the government of the People's Republic of China ("PRC") does not wholly own the bidder or hold a majority interest in the bidder. Bidder further certifies that the PRC does not own or hold a majority interest in a for-profit parent company, subsidiary or affiliate of bidder, or in a subcontractor to be employed by bidder.

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

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

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

# Prospective Supplier Checklist

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

## Required Submission Documents

- Completed Solicitation Signature Page
- Proposed Subcontractors Form, if applicable
- Exceptions Form, if applicable
- Supplier References
- Official Price Sheet, sealed separately
- Indicate Minority Business status, if applicable.
- Flash drive with a PDF copy of all submission documents

## Recommended Documents

- Redacted copy of submission.
- Additional terms, contracts, or user agreements
- Prospective Supplier's Equal Employment Opportunity Policy, if applicable.
- Completed Contract Grant and Disclosure Form (EO 98-04).

# Proposed Subcontractors Form

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

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

## CONFIRMATION OF SUBCONTRACTOR USE

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

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

# Exceptions Form

Prospective Supplier **shall** document all requested exceptions to requirements outlined in [bid number] for [description] and Standard Solicitation Terms and Conditions.

<b>REFERENCE</b> (SECTION, PAGE, PARAGRAPH)	<b>DESCRIPTION</b>	<b>PROPOSED LANGUAGE</b>

# Contract and Grant Disclosure and Certification Form

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

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

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

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

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

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

## FOR INDIVIDUALS

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

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

**None of the above applies**

## FOR BUSINESSES

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

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

**None of the above applies**

# Contract and Grant Disclosure and Certification Form

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

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

1. Before entering into any agreement with any subcontractor, before or after the contract date, I will require the subcontractor to complete a Contract and Grant Disclosure and Certification Form. Subcontractor shall mean any person or entity with whom I, the supplier, enter into an agreement whereby I assign or otherwise delegate to the person or entity, for consideration, all, or any part, of the performance required of me under the terms of my contract with UA Little Rock.

2. I will include the following language in any agreement with a subcontractor:  
*Failure to make any disclosure required by Governor's Executive Order 98-04, or any violation of any rule, regulation, or policy adopted pursuant to that Order, shall be a material breach of the terms of this subcontract. The party who fails to make the required disclosure or violates any rule, regulation, or policy shall be subject to all legal remedies available to the contractor.*

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

Supplier Agreement		
I certify under penalty of perjury, to the best of my knowledge and belief, all of the above information is true and correct and that I agree to the subcontractor disclosure conditions stated herein.		
Signature: _____	Title: _____	Date: _____
Supplier Contact Name: _____	Title: _____	Phone: _____

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



# Supplier References

Respondents must provide a minimum of three (3) references. UA Little Rock reserves the right to contact any references provided to evaluate the level of performance and customer satisfaction

*Type or Print the following information*

Reference 1:

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

Reference 2:

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

Reference 3:

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



## Information For Evaluation

Firms must provide the following items and any other items dictated in the RFP.

- A. Description of how the services offered specifically meet the requirements and specifications as set forth in Section 2 of the RFP.
  - 1. Include two (2) 1-page case study examples of how the firm has successfully worked with a university for federal program development.
- B. Detailed information about how the firm meets the qualifications. Please use the rubric below to provide a response for each item/question in this section. Respondents should address each item listed in the order it was written and label responses in a manner so as to reference the numbering system of the rubric.
- C. References (see page 7).
  - Do not include additional information if not pertinent to the itemized request.
  - Responses must not contain the prospective supplier’s name or any other identifiers, including, without limitation, names of staff members, projects, and addresses.

<b>Information for Evaluation Subsections:</b>	<b>Maximum RAW Score Available</b>
<b>E.1 Prospective Supplier Qualifications</b>	<b>90</b>
<b>Minimum Qualifications:</b>	
A. Demonstrated relationships with federal funding agencies, including but not limited to the U.S. Department of Defense and U.S. Department of Energy.	10
B. Knowledge of federal funding systems and a demonstrated ability to track client funding interests and requests through the federal budget process.	10
C. Technical expertise and track record of federal research awards and legislative success in UALR research priority areas including advanced materials and nanotechnology, data/information science and visualization, photonics, energy and renewable energy, biotechnology and medical/healthcare, and manufacturing.	10
D. Demonstrated current working knowledge of Arkansas congressional delegation.	10
E. Experience with university research initiatives, coalitions and associations.	10

<b>Preferred Qualifications:</b>	
A. Experience facilitating partnerships between a public research university and federal agencies.	10
B. Demonstrated relationships with the U.S. DOE National Laboratories, and/or U.S. DOD laboratories or systems commands, and/or Federally Funded Research and Development Centers.	10
C. Experience consulting in the area of government affairs with a public research university.	10
D. Experience with technology transfer.	10

<b>E.2 Federal Agency Outreach to Preposition for Funding Opportunities</b>	<b>60</b>
A. Contractor shall assist University principal investigators to build relationships with federal program managers in technology areas of interest to UA Little Rock. Focus areas include (but are not limited to) Advanced materials and nanotechnology, data/information science and visualization, social media analysis for national security, cybersecurity, energy and renewable energy, biotechnology and medical/healthcare, and manufacturing. Agencies of particular interest include the Department of Defense, Department of Energy, Department of Agriculture, Department of Health and Human Services, and Department of Commerce.	10
B. Interact regularly with university principal investigators, center directors, and administrators to advise on federal research priorities, funding, agency trends, political factors, and other developments that impact ongoing research and relate to future research opportunities.	10
C. Identify program managers and federal officials across federal agencies and deliver to UA Little Rock marketing maps and recommendations on engagement.	10
D. Facilitate and lead visits/discussions involving UA Little Rock principal investigators and administrators with federal program managers and agency officials.	10
E. Grant and funding assessments to highlight specific opportunities for UA Little Rock.	10
F. Provide federal program development workshops/training to University principal investigators.	10

<b>E.3 Strategic Training</b>	<b>40</b>
A. The contractor shall leverage its network and use its understanding of federal agency interests to assist the University to team strategically for the pursuit of research opportunities and technology transfer. The contractor shall evaluate UALR strengths and research objectives and recommend private sector and government collaborators.	10
B. Identify potential research partners/collaborators, recommend teaming strategies, and facilitate teaming discussions.	10
C. Work with and advise UALR partners as part of team efforts, including leading team engagements with federal agencies, the Administration (Office of Management and Budget and White House/Office of Science and Technology Policy), and Congress.	10
D. Assist UALR to build and/or join ad hoc coalitions as appropriate to create new federal programs in areas of interest to UALR.	10

<b>E.4 Congressional Relations</b>	<b>60</b>
A. The contractor shall assist the University to craft and execute legislative initiatives that support the University's research and education mission. The contractor shall also help maintain awareness of University developments and priorities within the Arkansas delegation, and facilitate regular communications between the University and Congress.	10
B. Recommend innovative legislative strategies to continue congressional support for ongoing and new federal initiatives given the turbulent congressional budget cycle, and shifting policies on how Members of Congress can support constituent interests.	10
C. Assist the University to work with the Arkansas delegation (and other delegations as necessary) to execute legislative initiatives including preparing briefing materials, tracking progress of legislation, engaging proactively with congressional staff to provide timely information, etc.	10
D. Make recommendations for and assist in congressional engagement with the Administration to highlight University research and increase the visibility of UALR with agency officials.	10
E. Support University programs in Washington, DC involving the Arkansas delegation.	10
F. Promote and facilitate visits by Members of Congress and staff to the University and to University partner facilities.	10

<b>E.5 Proposal and Grant Support</b>	<b>40</b>
A. The contractor shall provide support to University principal investigators and administrators to achieve the highest level of quality in proposal submissions. The contractor shall also be available to provide guidance and expertise for the administration and close out of federal grants, agreements and contracts.	10
B. Assistance in capture team development and proposal formulation to capitalize on grant opportunities	10
C. Identify and provide detailed overviews of funding opportunities of interest to UALR research strengths including guidance on content, cost share, application process requirements and deadlines: <ol style="list-style-type: none"> <li>1. Provide red-team review of preliminary applications (white papers)</li> <li>2. Provide comments on draft and final versions of executive and technical summaries of applications</li> <li>3. Advise on cost proposals (e.g., allowable cost share, equipment purchases)</li> </ol>	10
D. Advise UALR on the execution and negotiation of awards and provide advisory services related to UALR federal contracting issues such as contract extensions, audit reviews, protests, transfer of equipment, and overhead rates.	10

<b>E.6 Required Submittals</b>	<b>30</b>
A. Description of how the services offered specifically meet the statement of work <ol style="list-style-type: none"> <li>1. Include two 1-page case study examples of how the vendor has successfully worked with a university for federal program development.</li> </ol>	10
B. Detailed information about how the Vendor meets the qualifications.	10
C. References	10