



Procurement Services

University of Arkansas at Little Rock

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UA Little Rock
Technical Response Packet
FB-25-013
Annual Synar Survey and Coverage Study

CAUTION TO SUPPLIER

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

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Solicitation Signature Page

PROSPECTIVE SUPPLIER INFORMATION

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

MINORITY BUSINESS STATUS

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

CONFIRMATION OF REDACTED COPY

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

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

CERTIFICATION AND ACKNOWLEDGEMENT

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

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

Authorized Signature: _____ **Title:** _____

Use Ink Only.

Printed/Typed Name: _____ **Date:** _____

Prospective Supplier Checklist

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

Required Submission Documents

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

Recommended Documents

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

Proposed Subcontractors Form

State of Arkansas Procurement Law requires that subcontractors to 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.

Responses within the Information for Evaluation and Exceptions sections **must not** contain the prospective supplier's name or any other identifiers, including, without limitation, names of staff members, projects, and addresses.

REFERENCE (SECTION, PAGE, PARAGRAPH)	DESCRIPTION	PROPOSED LANGUAGE

Supplier References

Respondents must provide a minimum of three (3) references, preferably in higher education and/or for studies, compliance checks, or data collection. UA Little Rock reserves the right to contact any references provided to evaluate the level of performance and customer satisfaction

Type or Print the following information

Reference 1:

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

Reference 2:

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

Reference 3:

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

Contract and Grant Disclosure and Certification Form

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

This is for: Goods Services Both Taxpayer ID Name: _____

First Name: _____ MI: _____ Last Name: _____

Physical Address: _____

City: _____ State: _____ Zip Code: _____ Country (if outside US): _____

Subcontractor: Yes No Subcontractor Name: _____

FOR INDIVIDUALS

Indicate below if: you, your spouse or the brother, sister, parent, or child of you or your spouse *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: _____



Information For Evaluation

Firms must provide the following items and any other items dictated in the RFP. The submitted technical proposal **must not exceed 20 single-sided pages, exclusive of the following:** Proposal Signature Page; All Agreement and Compliance Pages; Proposed Subcontractors Form, if applicable; Signed Addenda, if applicable; E.O. 98-04 – Contract Grant and Disclosure Form; Equal Opportunity Policy; Voluntary Product Accessibility Template (VPAT), if applicable; and Proof of Insurance

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

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

The RFP response should present a complete description of the respondent’s Proposals to perform and its approach to carry out the requirements as set forth in Section 2.2 Scope of Services. Respondent should address each item listed in the order it was written and label responses in a manner so as to reference the numbering system of this section.

The RFP response should be tabbed and contain a table of contents. Respondents should arrange their proposals in such a way to aid the evaluators in their assessment of the proposal with reference to this RFP document. The response should not exceed 20 pages (excluding forms and attachments). Pages must adhere to one inch margins and must use a 12-point font such as Times New Roman.

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

	Maximum RAW Score Available
E.1 Executive Summary: (Note: The executive summary should not exceed three pages.) The proposal shall include enough information to illustrate a clear understanding of what UA Little Rock/MidSOUTH requires to meet its executive search goals requested in this document. The proposal must identify the need for Synar efforts in the state. The proposal shall also include enough information to clearly demonstrate the proposed solution.	25 points
A. Describe the implementation process for Synar in all 75 counties in the state of Arkansas	10

B. Detail how deliverables will reflect the scope of services identified (Reference Section 2.2 of RFP)	10
C. Describe the process for collecting and compiling Synar data.	5

E.2 Respondent's Background, Experience, and Proposals; Provide the following for your organization:	15 points
A. Describe your agency's unique qualifications and related experience, if any. Agencies shall list experience(s) with similar project(s), if any. Detail how deliverables will reflect the scope of services previously identified.	5
B. State size of the agency and the location(s) of the office from which the work is to be performed.	5
C. Provide a list of governmental, higher education, or private references for similar services provided in the last twelve (12) months. The evaluation committee may contact these references.	5

E.3 Project Management	10 points
A. (C.b-C.k) Identify staff who would be assigned to the Synar contract. Provide information on their experience as it relates to this RFP.	5
B. Describe your agency's plan to ensure the quality of staff and reporting measures over the term of the contract.	5

E.4 Evaluation Plan; Evaluation plans include, but are not limited to, these components:	20 points
A. How information will be gathered to ensure supplier's efforts are consistent with the overall project.	2
B. How and when the RPPs will be trained for the inspection.	2
C. How possible barriers for completing the inspection/coverage studies will be determined and note how this information will be used to minimize those barriers	2
D. Indicate how community level indicators are to be used to determine whether the Synar activities made a difference. Plans must be specific about how and when data will be collected, analyzed, and shared to determine whether there is a difference over time (e.g. recruiting youth inspectors, lowered regional Synar violation rates, etc.)	2
E. Indicate how supplier will keep abreast with changes in Synar protocols and state and federal tobacco use laws.	2
F. Indicate how the appropriate sample size for the Synar surveys would be	2

determined, based on approved CSAP guidelines.	
G. Describe how the Primary Sampling Units (PSU) for each of the 13 regions for survey activities will be selected, based on approved CSAP procedures.	2
H. Indicate how RPP reporting into REDCap would be monitored for completion and accuracy.	2
I. Indicate how supplier will develop and maintain collaboration with the Arkansas Tobacco Control and the Arkansas Department of Health Tobacco Prevention and Cessation Program.	2
J. Indicate when the Synar report would be completed and if it would be submitted on time.	2

E.5 Monitoring: Describe how the applicant will monitor its efforts in implementation of the proposed plan(s):	10 points
A. Describe administrative management of the funded program	5
B. Describe oversight in supervision of efforts (Who will supervise? How often will it occur?)	5

E.6 Reporting: Describe how your agency will meet the following reporting criteria:	10 points
A. The contractor will submit required reporting documents to UA Little Rock/MidSOUTH in a timely manner and enter all appropriate information into the REDCap and/or other data collection system/platform selected by UA Little Rock/MidSOUTH and DAABHS	2.5
B. The applicant agrees to provide reports as requested by UA Little Rock/MidSOUTH to include, but not be limited to	2.5
C. Monthly reports (for the preceding month), due on the fifth (5th) business day of each month (succeeding month).	2.5
D. The contractor will maintain program files/records in REDCap and any tobacco purchase items. UA Little Rock/MidSOUTH will conduct periodic support visits to supplier site to provide technical assistance (TA) and review progress toward meeting all deliverables and will be reviewing files/records at this time.	2.5

E.7 Financial Management: Respondents should not anticipate carryover funds from year to year.	10 points
A. Provide a detailed description of fiscal oversight of the funds allocated for this RFP. Describe the agency's size and financial stability, illustrating its	5

ability to fulfill the terms of this RFP.	
B. Monthly invoices (for the preceding month), due on the 15th of each month (succeeding month)	5