



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 Qualifications (RFQ)

SOLICITATION INFORMATION

Solicitation Number:	FB-25-016	Solicitation Issued:	November 7, 2024
Description:	Architectural and Engineering Services for Building Renovation		

SUBMISSION DEADLINE FOR RESPONSE

Bid Opening Date:	November 26, 2024	Bid Opening Time:	2:00 PM CST
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Per Arkansas Procurement Law and Bid Rules, it is the supplier's responsibility to submit bids at the designated location on or before the bid opening date and time. **Bid submissions received after the designated bid opening date and time may be rejected as untimely.** Procurement Services shall return them to the supplier without review. It is not necessary to return "no bids."

DELIVERY OF RESPONSE DOCUMENTS

Delivery Address:	University of Arkansas at Little Rock Office of Procurement University Services Building C100 2801 South University Little Rock, AR 72204 Suppliers are responsible for delivering their bid documents to the University of Arkansas at Little Rock on or before the scheduled bid opening time. Postage service providers—USPS, UPS, and FedEx—deliver mail to our offices based on our street address. Supplier assumes all risk for timely and properly submitted deliveries.
Bid's Outer Packaging:	Seal the outer packaging and mark it with the following information. <ul style="list-style-type: none">• Solicitation number• Date and time of bid opening• Prospective supplier's name and return address Improperly marked packages may be opened for identification purposes.

UA LITTLE ROCK PROCUREMENT SERVICES CONTACT

Buyer:	Noel Johnson	Buyer Email:	njohnson1@ualr.edu
Main Email:	procurement@ualr.edu	Main Phone:	501-916-3144
Website:	https://ualr.edu/procurement/bids/		

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Section 1 - General Instructions and Information

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

1.1. Introduction

The University of Arkansas at Little Rock, under the policies of the Board of Trustees, seeks qualified architectural and engineering firms to provide comprehensive design services for the renovation of the University Plaza property, a 22.5-acre site at the intersection of University Avenue and Asher Avenue, and the renovation of the Speech Building. The project will focus on demolishing existing structures and enhancing the site for future development as well as renovation of an existing building to relocate the remaining units housed in the University Plaza.

The total project cost is estimated at \$6 million, with a design and construction timeline of approximately 24 months. The anticipated start date for renovations to the Speech Building is July 2025.

1.2. About UA Little Rock

UA Little Rock is a metropolitan research university that provides access to quality education through flexible learning and unparalleled internship opportunities. At UA Little Rock, we prepare our students to be innovators and responsible leaders in their fields. Committed to its mission, UA Little Rock is a driving force in Little Rock's thriving cultural community and a significant component of the city and state's growing profile as a regional leader in research, technology transfer, economic development, and job creation.

For more information on the university, please see ualr.edu/about/.

1.3. Type of Contract

- A. As a result of this solicitation, UA Little Rock intends to award a contract to a single supplier.
- B. The anticipated starting date for any resulting contract is **March 1, 2025**. However, the university may adjust the contract start date for up to three calendar months. By submitting a signed proposal in response to this solicitation, the prospective supplier represents and warrants that it will honor its proposal as being held open as irrevocable after this period.
- C. Pursuant to Arkansas Code Annotated § 19-11-249, any campus, unit, or division of the University of Arkansas System or any college or university in Arkansas will be eligible to acquire from the successful purchaser 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.

1.4. Schedule of Events

- A. For informational purposes, UA Little Rock is providing a Solicitation Schedule of Events; however, dates listed and noted with an asterisk (*) are anticipated dates only and are subject to change at the university's discretion.

Event Description	Date & Time
Release of Solicitation	November 7, 2024
Mandatory Bidder's Conference	November 14, 2024 @ 2:00 PM CST
Questions from Bidders Due	November 20, 2024
Answers to Questions Posted*	November 22, 2024
Proposal Due Date	November 26, 2024 @ 1:30 PM CST

Event Description	Date & Time
Interviews*	December 12 - 13, 2024
Evaluation Complete*	December 2024
Contract Negotiations	January - February 2025
Design Begins	March 1, 2025
Construction Begins	July 2025
Project Complete	December 2026

Table A

1.5. Mandatory Bidder’s Conference

A mandatory bidder’s conference will be held for this solicitation. Please use the information below to attend.

Zoom Meeting Link: <https://ualr-edu.zoom.us/j/84263275904>
 Dial-In Information: 877 853 5257 US Toll-free
 888 475 4499 US Toll-free

1.6. Live Proposal Opening

Use the information below to view the proposal opening online.

Zoom Meeting Link: <https://ualr-edu.zoom.us/j/85294773775>
 Dial-In Information: 877 853 5257 US Toll-free
 888 475 4499 US Toll-free

1.7. University Contract Administrator

- A. Leslie Hutchins, Associate Vice Chancellor for Facilities Management, hereinafter referred to as the Contract Administrator, shall serve as UA Little Rock’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 per 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 contract term. The Contract Administrator shall transmit all instructions, questions, approvals, and special requests concerning the contract. The Contract Administrator may designate other university personnel to assist with contract administration.

1.8. Clarification of RFP Solicitation

- A. Submit any questions requesting clarification of information contained in this solicitation via email to the buyer no later than the date and time listed in Table A. Questions will be consolidated and responded to by the university as deemed appropriate. The university’s consolidated, written response is anticipated to be posted on the university’s website by the close of business on the date provided in Table A.
 - a. For each question submitted, the prospective supplier should reference the specific solicitation item number to which the question refers.
 - b. If a prospective supplier’s questions are unclear or non-substantive, 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 their responsibility to seek resolution of all such issues, including those relating to the terms and conditions of the contract, before submitting 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. It may not reasonably be relied on by any prospective supplier as an aid to interpretation unless it is expressly adopted in writing by UA Little Rock.
- E. Only an addendum written and authorized by the university will modify the solicitation.
 - A. An addendum posted within three (3) calendar days prior to the proposal opening may extend the proposal opening and may or may not include changes to the solicitation.

1.9. Definition of Terms

- A. The buyer has made every effort to use industry-accepted terminology in this solicitation and will further attempt to clarify any point of an item in question as indicated in the clarification of this bid solicitation.
 - a. The words "bidder," "proposer," "contractor," and "supplier" are used synonymously in this document and mean a responsible offeror who submits a proposal in response to this solicitation.
 - b. "Responsive Proposal" means a proposal submitted in response to this solicitation that conforms in all material respects to this solicitation.
 - c. "Shall" and "Must" mean the imperative and are used to identify requirements.
 - d. "Requirement" signifies a requirement of the proposal and that the supplier's agreement to and compliance with that item is mandatory.
 - e. "Specification" means any technical or purchase description or other description of a commodity or service's physical or functional characteristics or nature. "Specification" may include a description of any requirement for inspecting, testing, or preparing a commodity or service for delivery.
 - f. The words "UA Little Rock," "university," "campus," "UALR," and "University of Arkansas at Little Rock" are used synonymously in this document.
 - g. The terms "Request for Proposal," "RFP," "Bid," and "Solicitation" are used synonymously in this document.
 - h. The words "Hiring department," "user(s)," "requestor," and "departments" are used synonymously in this document to mean the end user requesting service.
 - i. "Redacted" means the retroactive editing, censoring, or obscuring of parts of a document to remove confidential or otherwise sensitive material.
 - j. "Business Day" means Monday through Friday, 8:00 AM to 4:30 PM Central Time, excluding State Holidays
 - k. "State Holiday" means the following days during the year when State Offices are closed:

Christmas Day	New Year's Day
Christmas Eve	Thanksgiving Day
Dr. Martin Luther King Jr.'s Birthday	Veteran's Day
Independence Day	George Washington's Birthday and Daisy Gatson Bates Day
Labor Day	Memorial Day
 - l. 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.
 - 1. If any State Holiday falls on a Saturday, Saturday and the preceding Friday are both State Holidays.
 - 2. If any State Holiday falls on a Sunday, Sunday and the following Monday are both State Holidays.

- m. Central Time is the time zone for Little Rock, AR. Therefore, all meetings and deadlines will be based on Central Time.
- n. "State" means the State of Arkansas.
- o. "Standard Terms and Conditions" means the UA System Procurement Terms and Conditions.
- p. "Solicitation Terms and Conditions" refers to the University of Arkansas at Little Rock's solicitation terms and conditions located on the UA Little Rock Procurement Services website:
<https://ualr.edu/procurement/bids/>.

1.10. Response Documents

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

Printed responses should be formatted no larger than 8.5" x 11", limited to 50 double-sided sheets or 100 single-sided pages), fully recyclable (i.e., no plastic covers, plastic tabs, etc.), and bound with glue, staples, or thread (i.e., perfect bound, saddle stitching, etc.). Metal or plastic coil binding is not allowed. Responses must be submitted in English.

A. Technical Response Packet

Prospective suppliers shall utilize the Technical Response Packet to submit their responses. Suppliers must submit two versions of the Technical Response Packet:

1. An *Original* Technical Proposal Packet, clearly marked "Original." Packet must include the following.
 - a. Signed Proposal Signature Page
 - b. Signed Proposed Subcontractors Form, if applicable
 - c. Information for Evaluation
 - d. Other documents and information expressly required in this solicitation
 2. A *Redacted* version of the Technical Response Packet, clearly marked "Redacted" **excluding the company name and logo**. Packet must include the following.
 - a. Information for Evaluation
 - b. Other documents and information expressly required in this solicitation
- a. The following items, which **must be submitted before a contract award** to the prospective supplier, may also be included with the prospective supplier's proposal.
1. EO 98-04: Contract and Grant Disclosure Form
 2. Copy of prospective supplier's Equal Opportunity Policy.
 3. Voluntary Product Accessibility Template (VPAT), if applicable.
- b. **Do not include pricing in the technical response packet.**

C. Recommended Response Documents

In addition to the Technical Response Packet, the following items should be submitted **on a flash drive** as PDF files.

- a. One (1) PDF copy of the Technical Response Packet.
 1. Information for Evaluation should be in a separate file on the PDF.
- b. One (1) redacted copy (marked "REDACTED") of the original Technical Response Packet. See Proprietary Information in the Solicitation Terms and Conditions on the UA Little Rock bid webpage.
- c. If the university requests additional copies, they must be delivered within twenty-four (24) hours of the request.
 1. All additional copies **must** be identical to the original hard copy.
 2. In case of a discrepancy, the original hard copy shall govern.

1.11. Additional Terms and Conditions

- A. This solicitation incorporates all of the UA Little Rock Solicitation Terms and Conditions located on the UA Little Rock Procurement Services website here: <https://ualr.edu/procurement/bids/>.
 - a. Any special terms and conditions included in this solicitation shall override the UA Little Rock Solicitation Terms and Conditions.
- B. Any purchase or contract as a result of this solicitation incorporates all the UA System Procurement Terms and Conditions as posted here:
<https://www.uasys.edu/system-office/finance-and-administration/procurement/>.
 - A. Any special terms and conditions included in this solicitation shall override the UA System Procurement Terms and Conditions.

Section 2 - Requirements & Specifications

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

2.1. Scope of Professional Services Required

The scope of professional services required include: evaluation of the Owner's program and concept, basic design services including interior design, landscape design, and civil engineering as defined in the AIA B101-2017 agreement between Owner and Architect, coordination and evaluation of the GMP pricing submitted by the general contractor and value engineering analysis.

2.2. Project Details

The University Plaza property is approximately 22.5 acres located on the south edge of the campus at the corner of University Avenue and Asher Avenue. The project's goal is to make this property "pad-ready" for an undetermined future development. The project includes demolishing the main University Plaza building as well as two small outparcel buildings. The scope of work includes site improvements to the former building pads to create useable green space until future development occurs. It also includes renovations to the existing parking lot and walkways to improve function, safety, and appearance.

Before the University Plaza demolition can begin, the first phase of the project will be to accommodate the need to relocate the units remaining at the University Plaza property. The scope of work includes significant renovations to the 45,000-square-foot Speech Building. Such renovations will include demolition of the existing two-story portion of the building, exterior improvements, renovation of the interior to create a new Campus Police Headquarters, HVAC system replacement, new lighting and electrical upgrades, etc. In addition to the renovations, the 1,867 square feet Dance Studio Building immediately adjacent to the Speech Building will be demolished. The Dance Studio Building site will be improved to expand the adjacent parking lot to improve parking and traffic for the building occupants.

2.3. General Requirements

A. Submission Documents

- a. Organizational chart for the design team and all consultants
- b. Current office size and workload
- c. List of projects currently under contract with state agencies or educational institutions.
- d. Previous work experience:
 1. Specific project experience (within the past five years) with higher education or other large organizations that have a similar scope of work, scale, and program.
 2. Specific project experience (within the past five years) with major renovations and adaptive reuse of existing buildings.
 3. Experience construction projects under nationally recognized sustainable rating systems.
- e. Technical capability and understanding of the university's needs: Respondents should make claims of expertise, backed by verifiable metrics (e.g., number of accounts, size, years of experience, customer satisfaction ratings).
- f. Design approach: Respondents to present their design approach to address the university's needs including project development, design, project management, and communication.
- g. Statement of workforce diversity, if applicable
- h. Documented use of women-owned or minority-owned businesses.

B. Insurance and Licensure

- a. Proof of current professional liability insurance coverage (\$1,000,000 minimum required).
- b. Proof of Licensure or Eligibility:

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1. **Architects:** All firms shall be licensed, or eligible for licensure, in the State of Arkansas. Eligible firms not currently licensed in Arkansas must send a letter to the Arkansas State Board of Architects (501- 682-3171/501-682-3172 fax) stating their intent to respond to an RFQ issued by the University of Arkansas. Please include the project name, submittal date, and proof of valid NCARB certification in the letter. Consulting and joint venture firms are also required to be licensed by the Arkansas State Board of Architects. Notification to the State Board must be made before responding to this solicitation, and **A COPY OF EITHER A VALID ARKANSAS LICENSE OR THE LETTER OF INTENT TO THE STATE BOARD DESCRIBED ABOVE FOR ALL TEAM MEMBER FIRMS MUST BE INCLUDED WITH THE RESPONSE.** The final selected firm(s) will have 30 days to make an application for corporate licensure after they are awarded the contract.
 2. **Landscape Architects:** All firms shall be licensed by the Arkansas State Board of Architects, Landscape Architects, and Interior Designers. A COPY OF A VALID ARKANSAS LICENSE MUST BE INCLUDED WITH THE SUBMITTAL.
- C. **Civil Engineers:** All engineers shall hold individual licenses in the State of Arkansas, and all engineering firms shall hold a valid Certificate of Authorization (COA) issued by the Arkansas State Board of Licensure for Professional Engineers and Professional Surveyors. Joint venture firms are also required to hold a COA. A COPY OF A VALID ARKANSAS CERTIFICATE OF AUTHORIZATION MUST BE INCLUDED WITH THE SUBMITTAL.

Section 3 - Selection

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

3.1 Selection Process

- A. UA Little Rock will review each Technical Proposal Packet to verify submission requirements have been met. Technical Proposal Packets that do not meet submission requirements may be disqualified and may not be evaluated.
- B. A university-appointed evaluation committee will evaluate and score the Information for Evaluation section of qualifying Technical Proposals. See Table C for the scoring scale.
 - a. Members of the Evaluation Committee will individually review and evaluate proposals and complete an Individual Score Worksheet for each proposal.
 - b. After individual evaluations are complete, the Evaluation Committee will meet to discuss their ratings. At this consensus scoring meeting, each member will be allowed to discuss his or her rating for each evaluation criterion.
 - c. After the committee discusses their individual scores as a group, each member will have the opportunity to change their initial individual scores, if they feel that is appropriate.
 - d. The final individual scores of the evaluators will be recorded on the Overall Score Sheets and averaged to determine the consensus score for each proposal.
 - e. Other agencies, consultants, and experts may also examine documents at the discretion of the university.

SCORE	DESCRIPTION
10	The response provides metrics clearly establishing that the prospective supplier is reliable and capable of fully performing the required scope of work.
5	The response provides metrics suggesting that the prospective supplier's level of performance may be acceptable, but it does not clearly establish that the prospective supplier is reliable and capable of fully performing the required scope of work.
0	The response provides metrics clearly establishing that the prospective supplier is unreliable and incapable of fully performing the required scope of work.

Table C

3.2 Technical Proposal Score

- A. The university uses blind scoring for formal solicitations. This practice reduces the risk of an unintentional bias swaying the results and subsequent supplier selection. It is particularly important if there's an incumbent or preferred vendor before solicitation issuance.
- B. The Information for Evaluation section has been divided into **five (5) sections**. Each subsection has a maximum point value of ten (10) and is weighted according to its significance as determined by the university. See Table D for each subsection's total point value; listed as the Maximum Raw Score Possible.
 - a. Qualifications
 - 1. Respondents will be evaluated based on qualifications, experience, and technical capability. Respondents should make claims of expertise, backed by verifiable metrics (e.g., number of accounts, size, years of experience, customer satisfaction ratings).
 - b. Experience – Higher Education
 - 1. Respondents will be evaluated on past project experience working with institutions of higher education and other large organizations.
 - c. Experience – Renovation and Adaptive Reuse

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- 1. Respondents will be evaluated on past project experience that include renovations and adaptive reuse.
- d. Approach
 - 1. Respondents will be evaluated on the firm’s approach to project development, design, project management, and communication to address the University’s needs for this project.
- e. Interview
 - 1. Top-scoring respondents will be contacted for interviews. Evaluators will score interviews individually, with final scores discussed in a consensus meeting. Final scores are averaged to determine the rank of each proposal. The issuing buyer will contact the prospective suppliers with the top technical proposal scores to schedule an interview.

INFORMATION FOR EVALUATION SUBSECTIONS	MAXIMUM RAW POINTS POSSIBLE	SUBSECTIONS WEIGHTED PERCENTAGE	MAXIMUM WEIGHTED SCORE POSSIBLE
Qualifications	10	20	200
Experience - Higher Education	10	20	200
Experience - Renovation and Adaptive Reuse	10	15	150
Approach	10	15	150
Interview	10	30	300
Total Technical Score	50	100%	1000

Table D

The supplier’s weighted score for each subsection 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

- C. Supplier’s weighted scores for subsections will be added to determine the Total Technical Score for the proposal.
- D. Responses that do not receive a minimum total weighted technical score of **300** may not move forward in the solicitation process.

3.3 Grand Total Score

The Technical Score and Presentation Score will be added together to determine the Grand Total Score for the supplier. The supplier with the highest Grand Total Score will be selected as the apparent successful supplier. Based on the ranking of the proposals, the university may move forward in discussions with those responsible prospective suppliers determined to be reasonably susceptible to being selected for award. See Award Process.

3.4 Discussions

- A. The university will move forward into discussions with the responsible prospective supplier(s) whose proposal(s) have been determined to be reasonably susceptible to being selected for award.
- B. Discussions may be conducted with the highest-ranking prospective suppliers based on the grand total score for each proposal or with multiple prospective suppliers reasonably susceptible to being awarded a contract.

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- C. Should the university choose to engage in discussions with the highest-ranking prospective suppliers, the prospective suppliers invited to participate in discussions **shall** provide all documents required during discussions.
- a. Should the university determine, through the discussion process, that the prospective supplier's solution, approach, timelines, deliverables, expectations of the university, or a combination thereof makes the prospective suppliers no longer reasonably susceptible to being awarded a contract, the university may abandon discussions with that prospective supplier and may proceed to additional rounds of discussions with the next highest-ranking prospective supplier.
- D. Should the university choose to engage in discussions with multiple prospective suppliers contemporaneously, each prospective supplier invited to participate in discussions **shall** provide all documents required during discussions.
- a. Should a prospective supplier not provide the required documents within the timeframes requested by the university or choose not to engage in the discussion process, the prospective supplier's proposal will be considered withdrawn and will not be subject to further consideration in the solicitation process.
- E. If discussions necessitate material revisions of proposals, each responsible prospective supplier reasonably susceptible of being awarded a contract will be provided an opportunity to revise its proposal to submit a best and final offer.
- F. During the discussion kick-off meeting, the prospective supplier shall provide the following documents to the university:
- a. A detailed scope of work clearly identifies the prospective supplier's understanding, implementation, and performance of services required in this solicitation, including all activities required by the supplier and all activities expected by the university.
 - b. A risk management plan intended to mitigate any risks, including but not necessarily limited to, the risks identified in the risk plan submitted in the prospective supplier's Technical Proposal Packet
 - c. A proposed financial summary, including
 1. The completed pricing response and recommended options form submitted in the prospective supplier's Technical Proposal Packet
 2. A proposed payment schedule.
 - d. Proposed project management and reporting templates.
- G. During the discussion's kick-off meeting, the prospective supplier shall address questions and/or concerns the university may have to the satisfaction of the university.
- H. During discussions, the prospective supplier shall revise the discussion documents until an agreement is made and the university has provided final approval.
- a. The prospective supplier shall attend follow-up meetings as determined necessary by the university. Reasonable efforts will be made to accommodate scheduling conflicts.
- I. During discussions, the prospective supplier shall present a final draft of the discussion documents to the university, including, at minimum:
- a. A summary of all plans and scope of work developed during the discussion process and mutually agreed upon by the university and the prospective supplier.
 - b. A detailed scope of work clearly identifies the prospective supplier's implementation and performance of services required in this solicitation, including all provisions negotiated and agreed upon by the university and the prospective supplier since the discussions kick-off meeting.
 - c. Description of deliverables in terms of simplified metrics.
 - d. The Risk Management Plan.
 - e. Project management and reporting templates.
 - f. Financial summary, including:

1. The completed Pricing Response submitted with the prospective supplier's Technical Proposal Packet.
 2. A list of agreed upon and accepted recommended options (with impact to price).
 3. A payment schedule.
 4. Contact information for the prospective supplier's key personnel.
- J. During discussions, the prospective supplier shall present the final drafts of the items and shall summarize the coordination and planning completed during the discussion process.
- K. Once the university approves, the final drafted documents will become part of the resulting contract.
- L. The prospective supplier may determine which key personnel will attend the discussion meetings.

3.5 Anticipation to Award

- A. Once an anticipated supplier has been determined, the anticipated award will be posted to the university bid website.
- B. It is the responsibility of prospective suppliers to check the bid website for the posting of an anticipated award.
- C. Anticipated awards will generally be posted for fourteen (14) days prior to the issuance of a contract. These notices are anticipated awards only and are subject to protest.
- D. A contract resulting from this solicitation may be subject to review and approval processes prior to award, which may include Legislative review.

3.6 Prospective Supplier's Acceptance of Evaluation Technique

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

Section 4 - General Terms and Conditions

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

4.1. Acceptance of Requirements

- A. A prospective respondent's past performance with the state, system, or university may be used to determine if the prospective respondent is responsible. (Arkansas Code Annotated Rule R8:19-11-229).
 - a. Proposals submitted by prospective respondents determined to be non-responsible will be rejected.
- B. A single prospective supplier must be identified as the prime contractor.
 - a. The prime contractor shall be responsible for the resulting contract and jointly and severally liable with any of its subcontractors, affiliates, or agents of the state for the performance thereof.
- C. By submission of a proposal, the prospective respondent represents and warrants:
 - a. The prices in the proposal have been arrived at independently, without any collusion with another competing prospective respondent.
 - 1. Collusion violates Arkansas Procurement Law and can lead to suspension, debarment, and can be referred to the Attorney General's officer for investigation and appropriate legal action (Arkansas Code Annotated §§ 19-11-240 and 19-11-245).
- D. That the prospective respondent has not retained a person to solicit or secure the resulting contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, except for retention of bona fide employees or bona fide established commercial selling agencies maintained by the prospective supplier to secure business.
- E. The prospective respondent should not discuss the solicitation or proposal response, issue statements, or comments, or provide interviews to public media during the solicitation and award process.
- F. Goods, qualifications, and services must meet or exceed the required specifications as outlined in the solicitation.
- G. The university will not pay costs incurred in the preparation of the proposal.

4.2. Payment and Invoice Provisions

- A. Invoices are accepted by mail or email. Supplier shall send invoices to one of the following:

PHYSICAL ADDRESS	EMAIL
University of Arkansas at Little Rock ATTN: Accounts Payable 2801 South University Ave Little Rock, Arkansas 72204	ACCOUNTSPAYABLE@UALR.EDU

- B. Payment shall be made under applicable State of Arkansas accounting procedures upon acceptance by the university.
- C. **UA Little Rock may not be invoiced before the delivery and acceptance of any equipment, service, or commodity.**
- D. **Payment will be made only after the contractor has successfully satisfied the university as to the goods and/or services purchased.**
- E. Suppliers shall provide an itemized invoice for all charges.
- F. The Purchase Order Number and/or UA Little Rock Supplier Contract Number (SPC) should be referenced on each invoice.

4.3. Internship Program

- A. UA Little Rock is expanding its student internship program. All proposers are encouraged to utilize UA Little Rock student(s) in an internship capacity under any resulting contract for the items required under

this solicitation. The internship shall be intended to serve as a relevant and meaningful educational enrichment opportunity and may be paid or unpaid depending on the employment relationship. To identify students interested and qualified for internships, opportunities will be posted in Handshake, an online job search platform. For additional information regarding participating in the internship program, please contact the Director of Career Services at 501-916-3584 or email careers@ualr.edu.

4.4. University On-Site Regulations

- A. UA Little Rock is a tobacco-free campus. Smoking and the use of tobacco products (including cigarettes, cigars, pipes, smokeless tobacco, and other tobacco products), as well as the use of electronic cigarettes or vape pens, by students, faculty, staff, contractors, and visitors, are prohibited at all times on and within all property, including buildings, grounds, and athletic facilities, owned or operated by UA Little Rock and on and within all vehicles on the university property, and on and within all university vehicles at any location.
- B. The policies of UA Little Rock, along with sections of Federal and State Laws, prohibit sexual and verbal harassment of any UA Little Rock employees, students, faculty, or guests. Sexual harassment includes any unwelcome sexual advance, any request for sexual favor, or any other verbal or physical conduct of a sexual nature that is so pervasive as to create a hostile or offensive work environment or offensive academic environment. Verbal harassment includes but is not limited to, the use of profanity, loud or boisterous remarks, inappropriate speech, inappropriate suggestive conduct, or body movements or comments that the hearer could interpret as being derogatory in nature. This behavior and conduct is not tolerated or condoned on the campus of UA Little Rock. Vendors and contractors are required to exercise control over their employees, agents, and subcontractors to prohibit acts of sexual and verbal harassment and agree as a term and condition that such vendor, contractor, agents, employees, or subcontractors may be immediately removed from the project site and UA Little Rock premises.