

**REQUEST FOR PROPOSALS
for
Vehicle Upfitting Sales and
Installation**

**Issued by
University of Arkansas Little Rock**



In collaboration with



Procurement Professionals Alliance **Cooperative**

SOLICITATION NUMBER FB-26-007

RFP WEBSITE: <https://ualr.edu/procurement/bids/>

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**Attachment 00
RFP OVERVIEW**

I. INTRODUCTION

This Request for Proposals (RFP) is being issued by the University of Arkansas Little Rock ("Lead Entity") in collaboration with the Procurement Professionals Alliance RFxPremier cooperative purchasing program. The purpose of this RFP is to establish one or more Master Agreements for Vehicle Upfitting Sales and Installation.

About RFxPremier

RFxPremier is a division of the Procurement Professionals Alliance (PPA), a non-profit association dedicated to advancing public procurement through leadership, excellence, and integrity. In accordance with RFxPremier's Lead Entity Model, the Lead Entity is issuing this RFP, evaluating responses, and establishing Master Agreements with the support and assistance of a Sourcing Team, representing a broad range of perspectives that ensure the RFP incorporates best practices recognized by public entities across the country.

Participation in RFxPremier Master Agreements is convenient and cost-effective for Eligible Entities—including all states (as well as the District of Columbia and US territories), cities, counties, districts, other political subdivisions of any State, Institutions of Higher Education, K-12, quasi-governmental entities, service districts, healthcare institutions, transportation districts, tribes/tribal organizations, or nonprofit organizations—and suppliers, with no membership or registration required.

More information about PPA, RFxPremier, and the RFxPremier Lead Entity Model can be found at www.joinppa.org and www.rfxpremier.org and in Attachment 05, Participation Information.

II. GENERAL INFORMATION AND INSTRUCTIONS

A. RFP Contact. The following individual is the sole contact for this RFP:

Noel Johnson, Procurement Manager
University of Arkansas Little Rock
501-916-5727
Njohnson1@ualr.edu

B. RFP Website. The following website is the sole official source for RFP information and updates: <https://ualr.edu/procurement/bids/>

C. Contract Term. The contract term of this Master Agreement is for four (4) years. The Lead Entity may, prior to execution, adjust the effective date or duration of the contract term of any Master Agreement for the purpose of making the Master Agreement coterminous with others.

D. Pricing.

All Vehicle Upfitting Sales and Installation purchase orders shall be shipped F.O.B. Destination and shall include all charges that may be imposed in fulfilling an order.

A labor rate shall include all direct and indirect overhead costs including, but not limited to transportation, general and administrative costs, etc.

All catalog discount percentages off Manufacturer's Price List (MPL) or labor rate shall be guaranteed for the contract term of the Master Agreement. Following the initial year of the Master Agreement, any request for a labor rate increase must be made at least sixty (60) days prior to the effective date. The Contractor is permitted one (1) price increase a year that will become effective on the anniversary date of the contract.

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1. **CATLAOG DISCOUNT PERCENTAGE OFF MPL.** The discount submitted by the Offeror for the RFP will serve as the minimum discount offered throughout the duration of the Contract. The offeror reserves the right to offer a more favorable discount at any time during the duration of the Contract. The offeror is requested to utilize the current RFxPremier contract: Emergency Vehicle Upfitting Parts & Accessories for Airgain, Get Wireless, Ray Allen Manufacturing, Havis, Nextivity, Semtech Corporation, Setina Manufacturing, and Taoglaswhere one of the Manufacturer's product lines is purchased from the offeror. In cases where both the offeror's discount and the RFxPremier discount are applicable, the higher discount shall take precedence.
2. **PICKUP AND/OR DELIVERY.** The offeror reserves the right to charge an additional fee for pickup and/or delivery service of a vehicle(s). The charge shall be clearly communicated to the Purchasing Entity prior to confirmation of service.

E. RFP Documents. This RFP consists of this RFP Overview, the following attachments, and any information or materials posted by the Lead Entity to the RFP Website, as amended:

1. Attachment 01, RFP Terms and Conditions
2. Attachment 02, Scope of Work
3. Attachment 03, RFP Evaluation Plan
4. Attachment 04, Sample Master Agreement
 - a. Exhibit 1. Combined Certifications Form
5. Attachment 05, Participation Information
6. Attachment 06, Protest Information
7. Attachment 07, Offeror Information, Acknowledgements, and Certifications
8. Attachment 08, Offeror Response Worksheet
9. Attachment 09, Cost Proposal
10. Attachment 10, Proposed Modifications to Sample Master Agreement
11. Attachment 11, Claim of Business Confidentiality
12. Attachment 12, Contract and Grant Disclosure Agreement Form

F. Important Dates.

1. **RFP Open Date:** November 11, 2025
2. **RFP Q&A Deadline:** December 5, 2025
3. **RFP Close Date:** January 15, 2026; 2:00 PM CST

Dates and deadlines are subject to change. Offerors should continue checking the RFP Website for the most up-to-date information.

G. How to Ask Questions.

1. **Read and review this RFP, including all attachments, exhibits, and amendments.**
2. For questions about the content of this RFP, send your questions via email to the RFP Contact. Questions must reference the specific section of the RFP to which the question relates.
3. For assistance with technical issues associated with the RFP Website, contact Noel Johnson. Contact information provided under II. A.

H. How to Respond.

1. **Read and review this RFP, including all attachments, exhibits, and amendments.**
2. Prepare a proposal that:
 - a. Follows the requested format;
 - b. Includes the Solicitation Number on all materials making up the proposal;

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- c. Addresses each question and request for a response in this RFP, including all questions in Attachment 08, Offeror Response Worksheet;
- d. Clearly demonstrates your ability to meet the Scope of Work described in Section 2 and Attachment 02; and
- e. Includes all required submissions identified in Section 2.

3. Submit your proposal by the RFP Close Date electronically through the RFP Website.

III. SCOPE OF WORK

A detailed description of the Deliverables being sought through this RFP is attached as Attachment 02, Scope of Work.

The scope of this RFP and its resulting Master Agreement(s) is intended to benefit all states (as well as the District of Columbia and US territories), cities, counties, districts, other political subdivisions of any State, Institutions of Higher Education, K-12, quasi-governmental entities, service districts, healthcare institutions, transportation districts, tribes/tribal organizations, or nonprofit organizations. Therefore, **offerors should not interpret the Scope of Work to be associated with or limited to any specific purchase, implementation, project, need, or program** within the Lead Entity or any other eligible entity. Proposals should be generally applicable to all potential Participating Entities and Purchasing Entities, except where specificity is requested.

The term of the Master Agreement(s) resulting from this RFP is anticipated to be four (4) years.

IV. OFFEROR RESPONSE

- A. Required Submissions.** The following must be submitted with your proposal:
 - 1. Any response required to be submitted directly through the RFP Website.
 - 2. Completed and signed Attachment 07, Offeror Information, Acknowledgements, and Certifications
 - 3. Completed Attachment 08, Offeror Response Worksheet
 - 4. Completed Attachment 09, Cost Proposal, submitted as a separate document and separate file, if submitting electronically
 - 5. Completed Attachment 10, Proposed Modifications to Sample Master Agreement
 - 6. Redlined copy of Attachment 04, Sample Master Agreement, if proposing modifications
 - 7. Completed and signed Attachment 11, Claim of Business Confidentiality
 - 8. Redacted copy of proposal clearly marked as such, if claiming confidential, proprietary, or protected information
 - 9. Attachment 12, Contract and Grant Disclosure Agreement Form
- B. Other Documents.** The following are informational only and do **not** need to be submitted with your proposal:
 - 1. This RFP Overview
 - 2. Attachment 01, RFP Terms and Conditions
 - 3. Attachment 02, Scope of Work
 - 4. Attachment 03, RFP Evaluation Plan
 - 5. Attachment 04, Sample Master Agreement
 - a. Exhibit 1. Combined Certifications Form
 - 6. Attachment 05, Participation Information
 - 7. Attachment 06, Protest Information
 - 8. Attachment 12, Contract and Grant Disclosure Agreement Form

V. EVALUATION AND AWARD PROCESS

- A.** Proposals will be sealed until the RFP Close Date. After opening, proposals will be evaluated in stages as set forth in this section and further detailed in Attachment 03, RFP Evaluation Plan.

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1. **Stage 1: Initial Responsiveness Evaluation.** Proposals will be reviewed for completeness and initial responsiveness. Proposals omitting required documents or responses will be scored accordingly in accordance with Attachment 01, RFP Terms and Conditions.
2. **Stage 2: Mandatory Minimum Requirements Evaluation.** Complete and responsive proposals will be reviewed for compliance with mandatory minimum requirements. Proposals failing to meet or exceed all Mandatory Minimum Requirements identified in Attachment 03, RFP Evaluation Plan may be rejected in accordance with Attachment 01, RFP Terms and Conditions.
3. **Stage 3: Technical Criteria Evaluation.** Proposals meeting or exceeding the Mandatory Minimum Requirements will be evaluated against the Technical Criteria set forth in Attachment 03, RFP Evaluation Plan. The Multi-State Evaluation Team committee will fully evaluate and score all responsive Proposals submitted by responsible offerors in accordance with this section.
4. **Stage 4: Cost Evaluation (MAP Method).** Under the Most Advantageous Proposal (MAP) method, Proposals will be opened at the same time as the Technical Proposals. Both technical and cost factors will be considered as set forth in Attachment 03, RFP Evaluation Plan.
5. **BAFO.** A Best and Final Offer (BAFO) request follows the same requirements as the original solicitation: sealed submissions, defined timelines, and all communication coordinated by the procurement officer. Offerors are not required to submit a BAFO and may state that their proposal remains as originally submitted.

The evaluation committee shall decide if the BAFO option is appropriate and will determine who of the offerors will receive an invitation to submit a BAFO (all offerors may be invited). However, the Lead State should only invite offerors who could potentially receive an award.

A BAFO process may be appropriate under one of the following circumstances:

- No single response addresses all specifications;
- The scores of two (2) or more offerors are very close;
- Proposals are unclear or deficient in one or more areas; or
- During discussions, the State clarifies requirements in a way that requires proposals to be materially revised to remain responsive—in such cases, each responsible offeror reasonably susceptible to award must be given the opportunity to revise its proposal and submit a BAFO.

The following is the scoring process for the BAFO:

- There should be no changes to the evaluation committee for an RFP
- The RFP contact should develop the scoring sheets based upon the additional information requested in the BAFO, and used by the evaluation committee
- Depending on the additional information requested, scoring may or may not be independent from the initial solicitation scoring.

Upon completion of the analysis by the evaluation committee, the award goes to the offerors with the highest score.

- B. After evaluations are completed, the Sourcing Team will determine which proposals are most advantageous to the Lead Entity and potential Participating Entities and Purchasing Entities. An award will be made to the offeror(s) which, in the opinion of the Sourcing Team, has made the best proposal and provides the best value.

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- C. Prior to announcement of awards and execution of Master Agreements, the Lead Entity will present an award recommendation to RFxPremier for approval of the proposed awards.
- D. Following approval of RFxPremier, the University of Arkansas at Little Rock will publicly post a Notice of Intent to Award. The Notice of Intent will include a reference to the fourteen (14) calendar-day protest period.
- E. **Negotiating the Contract.** After issuance of the Notice of Intent to Award, contract negotiations will commence with the successful offerors. The Lead Entity may cancel the award if the parties fail to reach an agreement with a reasonable timeframe (typically 30 days) after the issuance of the Notice of Intent to Award. The RFP Contact may rescind the intent to award if the parties fail to reach an agreement.