

**Request for Proposals for
Vehicle Upfitting Sales and Installation**

Issued by the University of Arkansas Little Rock
Solicitation Number: FB-26-007

**Attachment 08
OFFEROR RESPONSE WORKSHEET**

Offeror must provide complete and succinct responses to each item below. **The Offeror shall insert your responses into this worksheet directly below each question or prompt or clearly reference each item in their Technical Proposal.** While supplementary marketing materials are neither requested nor desired, Offeror should provide all information necessary to demonstrate Offeror's ability to meet the requirements of this RFP and the RFP's Scope of Work.

I. RESPONSE TO MANDATORY MINIMUM REQUIREMENTS

- A. The Offeror shall be in business for a minimum of six (6) years providing vehicle upfitting sales and installation for law enforcement, fire response, and non-public safety vehicles. **Please confirm you meet this requirement. (Provide Inaugural Year in Business)**
- B. The Offeror shall submit a minimum of four (4) reference letters from a government entity. **Please confirm you meet this requirement.**
- C. The Offeror's facility shall have a minimum of five (5) installation bays to perform vehicle upfitting services. **Please confirm you meet this requirement. (Provide number of installation bays at each location)**

II. RESPONSE TO TECHNICAL CRITERIA

A. Experience, Facility, Skills & Qualifications

1. Provide a brief history of your company.
2. Describe your company's experience of performing the same or similar Scope of Work or providing the same or similar Deliverables to other public sector customers.
3. Describe your company's facility.
4. Provide the required training and certifications necessary for a technician.

B. Products & Services

1. Describe your company's system for scheduling and managing vehicle upfit installations.
2. Explain your inventory system for ordering parts and accessories for a vehicle upfit installation. Describe the process, policies, or procedures used by your company to mitigate risks of impairing stock issues upon receipt of a vehicle.
3. Describe the timeframe to complete a vehicle upfit installation upon receipt of a vehicle.
4. What other services can you provide (ie: wraps, decals, painting, etc.)

C. Identified Order Process Proposed and Customer Service Plan (including Warranty)

1. Offeror shall describe its hours of operation and when key account people shall be available to discuss ordering, issues, or problems.

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2. Offeror shall explain its quality assurance measures for a completed vehicle prior to a Purchasing Entity's inspection.
3. Offeror shall explain their warranty program.
4. Offeror shall describe how problem identification and resolution shall be handled after the Purchasing Entity accepts the vehicle. Explain your ability to assist with issues over the phone, virtually, and in-person.

D. Demonstrate Ability to Meet Scope of Work

1. Describe your plan for meeting the Master Agreement Objectives identified in Attachment 02, Scope of Work.

E. Promotion of the RFxPremier Master Agreement

1. Describe how you intend to market your Master Agreement and encourage participation among potential Government Entities.

III. COVERAGE AREA

A. Indicate the area you company can provide service. Offeror must check each State they can provide goods and services. Offeror shall provide their location(s). Offeror can add locations to this document or add an attachment that lists all their locations.

AL____ AK____ AZ____ AR____ CA____ CO____ CT____ DE____ FL____ GA____ HI____ ID____ IL____ IN____

IA____ KS____ KY____ LA____ ME____ MD____ MA____ MI____ MN____ MS____ MO____ MT____ NE____ NV____

NH____ NJ____ NM____ NY____ NC____ ND____ OH____ OK____ OR____ PA____ RI____ SC____ SD____ TN____

TX____ UT____ VT____ VA____ WA____ WV____ WI____ WI____

(1) Location

Address: _____

City/State: _____

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(2) Location

Address: _____

City/State: _____

(3) Location

Address: _____

City/State: _____

(4) Location

Address: _____

City/State: _____

(5) Location

Address: _____

City/State: _____

IV. Instructions to Respond

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These instructions describe and define the format and content of the Proposal. They are designed to facilitate a uniform review process. Failure to adhere to the Proposal format may result in the rejection of the Proposal.

- A. The Proposal shall be divided into two (2) parts: (1) the Technical Proposal and (2) the Cost Proposal. The Technical Proposal and the Cost Proposal shall be labeled as such as separate files.**
- B. If the Offeror designates any information in its Proposal as confidential pursuant to Attachment 11, Claim of Business Confidentiality, the Offeror shall submit a Confidential copy and a Public copy from which confidential information has been excised for the documentation and which is marked "Public Copy".**

C. Technical Proposal Format

There is a five (5) page limit for the Technical Proposal. The page limit does not include cover pages, table of contents, divider tabs, resumes, and required forms do not count toward the page limit.

- Proposal should use a minimum of 12-point font.
- Proposals shall not contain brochures, promotional or display materials.
- If a Proposal is submitted in double-sided format, both sides of the page will be counted against the Page Limit.
- Offeror shall not submit brochures or hyperlinks as additional materials.
- The Offeror shall include and clearly mark the sections below in their Technical Proposal.

1. Table of Contents

2. Cover Letter

The cover letter shall include the Offeror's mailing address, electronic mail address, fax number, telephone number, and contact person for their proposal.

3. Mandatory Specifications

The Offeror shall answer whether or not it will comply with each Section in Attachment 08, Offeror Response Worksheet, Section [I].

4. Response to Technical Criteria

The Offeror shall provide information to the statements in Section in Attachment 08, Offeror Response Worksheet, Section [II].

5. Attachment 07, Offeror Information Acknowledgements, and Certifications

The Offeror shall complete and sign the document.

6. Attachment 10, Proposed Modifications to Sample Master Agreement

The Offeror shall complete this document.

7. Attachment 11, Claim of Business Confidentiality

The Offeror shall complete and sign the document.

8. Addendums

Provide signed copy of posted RFP addendums.

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Check List

RFP REFERENCE SECTION	RESPONSE INCLUDED	
	Yes	No
Table of Contents		
Cover Letter		
Mandatory Specifications		
Attachment 08, Offeror Response Worksheet [Public Technical Proposal]		
Attachment 08, Offeror Response Worksheet [Confidential Technical Proposal] (If applicable)		
Attachment 07, Offeror Information, Acknowledgements, & Certifications		
Attachment 10, Proposed Modifications to Sample Master Agreement		
Attachment 11, Claim of Business Confidentiality		
Addendums (If applicable)		
Attachment 09 - Cost Proposal (Separate Attachment)		