



Procurement Services

University of Arkansas at Little Rock

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***UA Little Rock
Invitation for Bid Response Packet
FB-26-012
MidSOUTH Peer Conference Event Venue***

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
- 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
- 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).

Exceptions Form

Prospective Supplier **shall** document all requested exceptions to requirements outlined in FB-26-012 for MidSOUTH Peer Conference Event Venue and [Standard Solicitation Terms and Conditions](#).

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

Supplier References

Respondents must provide a minimum of three (3) references, preferably in higher education and for post implementation of Workday services.

UA Little Rock reserves the right to contact any references provided to evaluate the level of performance and customer satisfaction

Supplier submits the following references.

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:



Official Bid Price Sheet

Prices must include all costs of the materials, shipping, delivery, and any additional equipment and labor necessary to fully meet the specifications described in **FB-26-012 Section 2.1 Specifications**.

Discounts should be deducted from the unit price, and the net price should be shown in Extended Amount. In the event of a calculation error, the unit price shall prevail.

ITEM	DESCRIPTION	QTY	U/M	UNIT PRICE	EXTENDED AMOUNT
Please provide: August 25-27 (two-night stay) Lodging (Conference Block Rate) FOR HOST INFORMATIONAL PURPOSES ONLY NOT INCLUDED IN THE TOTAL COST TO MIDSOUTH		1	Each Per Night (Fees Included)		
*	1 August 25-27 (two-night stay) Lodging for 100 Guests (MidSOUTH Rate)	100	Each Night		
*	2 Applicable Lodging Fees (MidSOUTH-Hosted Guests)	100	Each Night		
**	3 August 25-27 Parking (MidSOUTH-Hosted Guests)	100	Each Day		
Includes: Space, Dessert Bar, Applicable Sundries, Applicable Labor					
6	August 26 Conference Accommodations 7:00 AM CST - 10:00 PM CST	1	Each		
Includes: All required spaces, Tables & Chairs, A/V Equipment & Labor, Space "Flipping"					
7	August 26 All-Day Beverage Service	1	Each		
8	August 26 Banquet (Awards Event) Accommodations	1	Each		
Includes: Space, Tables & Chairs, Linens & Utensils, A/V Equipment & Labor, Buffet Dinner, Other Applicable Labor					
9	August 27 Conference Accommodations 7:00 AM CST - 8:00 PM CST	1	Each		
Includes: All required spaces, Tables & Chairs, A/V Equipment & Labor, Space "Flipping"					
10	August 27 All-Day Beverage Service	1	Each		
11	Other Applicable Fees, Total	1	Each		
PLEASE SPECIFY INCLUDED CHARGES:					
TOTAL COST					

Authorized Signature: _____ **Title:** _____
Use Ink Only.

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

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: _____