



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

Invitation for Bid (IFB)

SOLICITATION INFORMATION

Solicitation Number:	FB-26-012	Solicitation Issued:	January 28, 2026
Description:	MidSOUTH Peer Conference Event Venue		

Bid Opening Date:	February 11, 2026	Bid Opening Time:	12:30 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. **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 Dickinson Hall, Suite 314 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:	Jen Haygood	Email:	jlhaygood@ualr.edu
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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 (UA Little Rock) is soliciting proposals from qualified and experienced suppliers to provide conference and lodging accommodations for the 2026 Arkansas Peer Recovery Conference hosted by MidSOUTH.

1.2. Objective and Goals

The 2026 Peer Recovery Conference provides key capacity-building and professional development to support Arkansas' strong and proud recovery community. Conference sessions will offer evidence-based approaches to peer support and promote established best practices. This annual event focuses on building a well-rounded workforce that provides peer services in emergency departments, law enforcement and correctional facilities, mental health treatment facilities, substance misuse treatment centers, and other related organizations. The audience will primarily consist of licensed and vetted professionals who have been certified through the Arkansas Peer Certification Program, a component of the National Association for Addiction Professionals (NAADAC). The overarching mission of the conference is to support the recovery community, raise public awareness surrounding mental health and addiction recovery, and provide the tools and education necessary to implement best practices as state peer workers.

1.3. About UA Little Rock

The University of Arkansas at 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/.

1.4. Type of Contract

- A. As a result of this IFB, UA Little Rock intends to **issue a purchase order to a single supplier.**
- B. By submitting a signed proposal in response to this IFB, the prospective supplier represents and warrants that it will honor its proposal as being held open as irrevocable after this period.
- C. Pursuant to Ark. Code Ann. § 19-61-802, 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.

1.5. Schedule of Events

Event Description	Date
Release of IFB	January 28, 2026
Pre-Bid Meeting	January 30, 2026 @ 12:30 PM CST https://ualr-edu.zoom.us/j/82914786482?jst=2
Questions from Bidders due	February 4, 2026 @ 5:00 PM CST
Answers to questions posted*	February 5, 2026 @ 11:00 AM CST
Bid Deadline/ Bid Opening	February 11, 2026 @ 12:30 PM CST https://ualr-edu.zoom.us/j/84189208336?jst=2
Evaluation complete*	February 13, 2026
Recommended award submitted for legislative approval*	February 27, 2026
Final legislative review*	March 20, 2026
Award Commences*	TBD April, 2026 (actual event dates below)

Table A

*Anticipated Dates.

1.6. Clarification of IFB Solicitation

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. Prospective suppliers' questions: If a prospective supplier's questions are unclear or non-substantive, the university may request clarification of a question(s) or decline to answer.
- C. Prospective suppliers may contact the buyer with non-substantive questions before the proposal opens.
- D. 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.
- E. 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.

1.7. Response Documents

All responses should be submitted in English. **Do not** include any other documents or ancillary information, such as a cover letter or promotional/marketing information.

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A. Bid Response Packet

The following are submission requirements and should be submitted in the original bid response packet.

- a. Original signed Bid Signature Page (see Bid Response Packet)
 - o An official authorized to bind the prospective supplier(s) to a resultant contract should sign the Bid Signature Page included in the Bid Response Packet.
 - o The prospective supplier's signature signifies agreement to and compliance with all requirements in this IFB. Any exception that conflicts with Terms and Conditions or a requirement of this solicitation will cause the prospective supplier's bid to be rejected.
- b. **One (1)** original hard copy of the Official Bid Price Sheet.
 - o Any management fees or costs should be disclosed below as well.
 - o Pricing should be proposed in US dollars and cents.
- c. Prospective Supplier's Equal Opportunity Policy, if available
- d. Proposed Subcontractors Form, if applicable
- e. **One (1)** flash drive with the following documents in PDF format.
 - o Bid Signature Page
 - o Official Bid Price Sheet
 - o Prospective Supplier's Equal Opportunity Policy
 - o Proposed Subcontractors Form

1.8. Additional Terms and Conditions

- A. This solicitation incorporates all of the Solicitation Terms and Conditions 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 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 - Specifications

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

2.1. Specifications

Schedule of Events:

- A. August 25th is considered a pre-conference day, during which we have access to all areas from 1:00 p.m. to 10:00 p.m. to set up for the conference and evening activities.
 - a. August 25th will be a pre-conference social in the evening after set-up. The catering needed would be a dessert bar of some kind, such as sundaes, etc. Please list what will be offered.
- B. August 26th is the first full day of the conference, and access to all areas is needed from 7:00 am to 10:00 pm.
 - a. All-day beverage service, including water, coffee, and soft drinks, will be required
 - b. Awards Banquet (approximately 4 hours) in the evening following the conference sessions
 - Buffet dinner consisting of three (3) entrees, with two being meat and one being vegetarian, three (3) sides, and two (2) dessert options. Please list what will be offered.
- C. August 27th is the last day of the conference, and access to all areas starting at 7:00 am and ending at 8:00 pm is needed.
 - a. All-day beverage service, including water, coffee, and soft drinks, will be required

Guest Accommodations, August 25-27 (two-night stay):

- A. One hundred (100) guest rooms, paid for by MidSOUTH, will be needed each night, to include
 - a. Parking for the guests staying on those nights
 - b. Fees
 - c. While taxes should not be included in your bid price here, such charges are to be paid by MidSOUTH on behalf of these guests
- B. All incidentals will be paid for by each guest in rooms paid for by MidSOUTH
 - a. We understand that a credit card is required, but would like to know if a smaller amount could be held on the card upon check-in. If so, please let us know the total amount that will be held on the card so we can inform the guests staying before check-in.
- C. Conference rate (i.e., the state rate) block of rooms for others who would like to stay at the conference hotel.
 - a. These rooms will be paid for by the individual guests making the reservations, and MidSOUTH will not be charged for any rooms that remain unfilled.
- D. Upon check-out, store the bags of guests until the conference ends

Event Space Requirements, August 26-27:

- A. Banquet hall to accommodate 400 people
 - a. Stage equipped with microphone(s) and podium, a projector, screen, cables, and connectors to the speaker-provided laptop
 - One (1) draped/skirted table and three (3) chairs for speakers/panelists

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- b. One (1) lavalier microphone and one (3) additional handheld microphones
- c. Accommodation for room audio to accompany presentations
- d. Round banquet tables, draped/skirted, for the remainder of seating
- B. Two (2) breakout rooms to accommodate 100 people each, where each room is equipped as follows:
 - a. A podium
 - b. A projector, screen, microphones, cables, and connectors to the speaker-provided laptop
 - c. One (1) lavalier microphone and one (1) additional handheld microphone
 - d. Accommodation for room audio to accompany presentations
 - e. One (1) draped/skirted table and three (3) chairs for speakers/panelists, each, provided by the venue
 - f. Auditorium-style layout
 - g. Near the event banquet hall
- C. "Command Center" room for event staff
 - a. Must be lockable
- D. Registration space
 - a. Near all the above-listed event spaces, particularly the "Command Center"
 - b. Must accommodate four (4) draped/skirted tables with nine (9) total chairs provided by the venue
 - c. Access to adequate electrical outlets
 - d. Space to accommodate two (2) standing banners (6' footprint) and promotional bags for the 400 attendees to pick up
- E. Vendor space to accommodate thirty (30) 6' draped/skirted tables with two (2) chairs each, provided by the venue
- F. Space to accommodate a photographer's setup to provide headshots for attendees
 - a. This space may be included in the "Command Center" area if practicable
 - b. Alternatively, this space may be in its own small room or an area near other event spaces which does not interrupt regular foot traffic
- G. Space to accommodate twenty-five (25) people in a peer recovery support meeting each morning from 7:00 am to 8:00 am
 - a. The venue will provide an adequate number of chairs (only) for this purpose
- H. Accommodation for one (1) 3-foot-long standing banner at the venue's main entrance to direct traffic
- I. Additional accommodation for eight (8) standing banners (24' long footprint) for event display purposes
- J. Provision of an outdoor smoking area
- K. There will be no alcohol on the event premises

Additional Considerations:

- A. MidSOUTH requests a floor plan showing the layout of all areas and spaces that will be utilized.
- B. AV equipment (as detailed above) and support staff will be needed.
- C. The amounts listed on this bid should match the final bill for the event.
- D. A meeting with the awarded venue to complete a walkthrough of the areas will be needed before the event.
- E. There will only be two points of contact who can make any changes during the event: MidSOUTH's Matthew Kirchner and Greg Smith.

Section 3 - Terms and Conditions

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

Doing Business With UA Little Rock

- A. To conduct business with UA Little Rock, all suppliers must be registered and approved in PaymentWorks, our secure supplier management system.
- B. Procurement Services will issue the apparent successful supplier an invitation to PaymentWorks upon completion of the evaluation, release of the Intent to Award letter, **and** ALC approval.
- C. Failure to register in PaymentWorks may result in the cancellation of this award or resulting contract.
- D. For more information, see <https://ualr.edu/procurement/suppliers/>.

Piggyback Clause

Pursuant to Ark. Code Ann. § 19-61-802, 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 of 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.

Minority Business Policy

Minority participation is encouraged in this and all other procurements by state agencies. Minority is defined by Arkansas Code Annotated § 15-4-303 as a lawful permanent resident of this State who is: African American, Hispanic American, American Indian, Asian American, Pacific Islander American, or a Service Disabled Veteran as designated by the United States Department of Veterans Affairs. The Arkansas Economic Development Commission conducts a certification process for minority businesses. Bidders unable to include minority-owned businesses as subcontractors "may explain the circumstances preventing minority inclusion."

- A. The Arkansas Economic Development Commission conducts a certification process for minority-owned and women-owned businesses.
- B. Per Arkansas Code Annotated § 15-4-303, a minority-owned business is defined as a business that is at least fifty-one percent (51%) owned by one (1) or more minority persons, and a minority is defined as a lawful permanent resident of this State who is:
 - African American
 - American Indian
 - Asian American
 - Hispanic American
 - Pacific Islander American
 - A Service Disabled Veteran as designated by the United States Department of Veterans Affairs
- C. Per Act 1080 of the 91st General Assembly Regular Session 2017, a women-owned business is defined as a business that is at least fifty-one percent (51%) owned by one (1) or more women who are lawful permanent residents of this State.

Equal Employment Opportunity Policy

In compliance with Arkansas Code Annotated § 19-60-104, UA Little Rock must have a copy of the supplier's Equal Opportunity Policy before issuing a contract award. UA Little Rock will maintain a file of all supplier EO policies submitted in response to solicitations issued by this office.

- A. *EO Policies* may be submitted electronically to the following email address: procurement@ualr.edu, but a hard copy should also be included with the bid response.
- B. Submitting an *EO Policy* to UA Little Rock is a one-time Requirement. Contractors are responsible for providing updates or changes to their policies and supplying *EO Policies* upon request to other state agencies, which must also comply with this statute.
- C. Prospective Contractors who are not required by law to have an *EO Policy* must submit a written statement to that effect.

Prohibition Of Employment Of Illegal Immigrants

- A. Pursuant to Arkansas Code Annotated § 19-60-105, Contractor(s) providing services of \$25,000 or greater shall certify with UA Little Rock that they do not employ or contract with illegal immigrants.
- B. By signing and submitting a response to this Bid Solicitation, a Prospective Contractor for services of \$25,000 or greater agrees and certifies that they do not employ or contract with illegal immigrants. In addition, if selected, the Prospective Contractor certifies that they will not employ or contract with illegal immigrants during the aggregate term of a contract.

Restriction Of Boycott Of Israel

- A. Pursuant to Arkansas Code Annotated § 25-1-503, a public entity shall not enter into a contract with a company unless the contract includes a written certification that the person or company is not currently engaged in, and agrees for the duration of the contract not to engage in, a boycott of Israel.
- B. This prohibition does not apply to:
 - a. A company that offers to provide the goods or services for at least twenty percent (20%) less than the lowest certifying business.
 - b. Contracts with a total potential value of less than \$1,000.
- C. By checking the designated box on the first page of this bid, a Prospective Contractor agrees and certifies that they do not, and will not, for the duration of the contract, boycott Israel.

Restriction Of Boycott Of Energy, Fossil Fuel, Firearms, and Ammunition Industries

In accordance with Ark. Code Ann. § 25-1-1002, the respondent certifies that it is not currently engaged in a boycott of the energy, fossil fuel, firearms or ammunition industries and agrees for the duration of its agreement not to engage in a boycott of the energy, fossil fuel, firearms or ammunition industries.

- A. The preceding does not apply to:
 - a. A financial services provider as defined at Ark. Code Ann. § 25-1-1001(8)(A),
 - b. An agreement with a total potential value of less than \$75,000, or
 - c. A contract under which the supplier's price for the goods or services is at least 20% less than the lowest certifying business.

Restriction Of Contracts with Scrutinized Companies

- A. In accordance with Ark. Code Ann. § 25-1-1001, the respondent 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 the bidder or in a subcontractor to be employed by the bidder
- B. A “scrutinized company” is an entity in which the People’s Republic of China holds 51% or greater ownership and includes any for-profit parent, subsidiary, or affiliate of such a company.
- C. This restriction applies regardless of the source of the funds but does not apply to exempt commodities and services.

Payment and 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
University of Arkansas at Little Rock ATTN: MidSOUTH 2801 South University Ave Little Rock, Arkansas 72204	PURCHASING@MIDSOUTH.UALR.EDU

- B. Payment shall be made in accordance with applicable State of Arkansas accounting procedures upon acceptance by the university.
- C. UA LITTLE ROCK may not be invoiced before 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.