



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 Proposal (RFP)

SOLICITATION INFORMATION

Solicitation Number:	FB-27-004	Solicitation Issued:	September 15, 2026
Description:	Athletic Apparel and Uniforms Sponsorship		

SUBMISSION DEADLINE FOR RESPONSE

Bid Opening Date:	October 16, 2026	Bid Opening Time:	1:00 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 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. • 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	Buyer Email:	jlhaygood@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 Board of Trustees of the University of Arkansas, acting for and on behalf of the University of Arkansas at Little Rock (UA Little Rock), is soliciting proposals from qualified and experienced suppliers to provide "official" athletic apparel and branding sponsorship to the university's various sports teams.

1.2. Current Environment

The university currently has 15 sport programs, comprising approximately 235 student athletes and their coaching staff, which compete primarily within the United Athletic Conference. Additional competitive conferences include ASUN for Swimming and PAC12 for Wrestling. The university's athletic operations occur year-round and thus require consistent service regardless of academic calendar(s). Below-listed are the University's active team sports and the approximate number of participants in each.

TEAM SPORT	NUMBER OF ATHLETES
Baseball	36
Cross Country	14
Men's Basketball	15
Men's Cross Country	7
Men's Golf	8
Men's Track & Field	25
Men's Wrestling	31
Track & Field	49
Women's Basketball	14
Women's Cross Country	7
Women's Golf	7
Women's Soccer	24
Women's Swimming & Diving	24
Women's Track & Field	25
Women's Volleyball	15

DEPARTMENT	NUMBER OF STAFF
Game Management	25

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It is anticipated that game day apparel will be purchased on an annual basis for each sport.

UA Little Rock realizes the possibility that not all vendors may carry, or retain in stock, all items requested. We seek the best offer from each vendor to address as many of our outfitting needs as possible while helping UA Little Rock athletics reach its most competitive level.

1.3. 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/.

1.4. Type of Contract

1. As a result of this solicitation, UA Little Rock intends to award a contract to **a single supplier**.
2. The anticipated starting date for any resulting contract is **July 1, 2027**. 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.
3. The initial term of a resulting contract will be for one (5) years. Upon mutual agreement by the supplier and university, the contract may be renewed by UA Little Rock for up to two (2) additional one-year terms or portions thereof, not to exceed a total aggregate contract term of seven (7) consecutive years.
4. Pursuant to Ark. Code Ann. § 19-61-802, any State public procurement unit may participate in this Contract with a participating addendum signed by the Contractor and approved by the chief procurement officer of the procurement agency issuing the contract.
5. The pricing and discounts established under this Agreement shall be made available to all campuses, divisions, and units within the University of Arkansas System ("UA System Entities"). Consistent with Ark. Code Ann. § 19-61-802, any eligible State public procurement unit may participate in this Contract through execution of a participating addendum signed by the Contractor and approved by the chief procurement officer of the procurement agency issuing the contract.
 - a. While pricing shall remain consistent, each participating entity reserves the right to negotiate or incorporate its own specific terms and conditions, which shall be documented in a separate participating addendum, purchase order, or supplemental agreement, as applicable. No entity shall be bound by the non-pricing terms of the original agreement unless it has executed the required participation document. Each participating entity shall be solely responsible for its own budget, procurement actions, and payments.
 - b. In the event of a conflict between the resultant original agreement and a participating entity's addendum, purchase order, or supplemental agreement, the terms of the participating entity's document shall control with respect to that specific procurement.

1.5. Schedule of Events

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 discretion of the university.

See Table A, next page.

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EVENT DESCRIPTION	DATE & TIME
Release of Solicitation	September 15, 2026
Non-Mandatory Pre-Bid Meeting/Bidder's Conference	September 23, 2026 @ 10:30 AM CST
Questions from Bidders due	October 2, 2026
Answers to questions posted*	October 7, 2026
Proposal Due Date/Live Proposal Opening	October 16, 2026 @ 1 PM CST
Interviews*	October 22-23, 2026
Evaluation complete*	October 30, 2026
Post Intent to Award and Start of Discussions*	November 6, 2026
Recommended award submitted for legislative approval*	November 25, 2026
Final legislative review*	December 18, 2026
Award Commences*	July 1, 2027

Table A

1.6. Non-Mandatory Pre-Bid Meeting/Bidder's Conference

UA Little Rock will host a bidder's conference via Zoom to provide additional information and clarification regarding the solicitation. See Table A for the date and time of the conference. Registration is required.

Zoom Registration Link: <https://ualr-edu.zoom.us/j/81857040641?jst=2>

Meeting ID: 818 5704 0641

Dial-In Information: 877 853 5257 US Toll-free
888 475 4499 US Toll-free

The issuing buyer will post any updates from the bidder's conference on the bid page.

1.7. Live Proposal Opening

Use the information below to view the proposal opening online.

Zoom Meeting Link: <https://ualr-edu.zoom.us/j/87205149426?jst=2>

Meeting ID: 872 0514 9426

Dial-In Information: 877 853 5257 US Toll-free
888 475 4499 US Toll-free

1.8. University Contract Administrator

1. **Dan Crowley**, hereinafter referred to as the Contract Administrator, shall serve as UA Little Rock's representative and administrator of this contract.
2. 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.
3. 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 the administration of the contract.

1.9. Clarification of RFP 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.

1. For each question submitted, the prospective supplier should reference the specific solicitation item number to which the question refers.
2. If a prospective supplier's questions are unclear or non-substantive, the university may request clarification of a question(s) or decline to answer.
3. 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.
4. Prospective suppliers may contact the buyer with non-substantive questions at any time prior to the proposal opening.
5. 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.
6. 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.

1.10. Definition of Terms

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.

1. The words "bidder," "proposer," "contractor," "offeror," and "supplier" are used synonymously in this document and mean a responsible offeror who submits a proposal in response to this solicitation.
2. "Responsive Proposal" means a proposal submitted in response to this solicitation that conforms in all material respects to this solicitation.
3. "Shall" and "Must" mean the imperative and are used to identify requirements.
4. "Requirement" signifies a requirement of the proposal and that the supplier's agreement to and compliance with that item is mandatory.
5. "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.
6. The words "UA Little Rock," "university," "campus," "UALR," and "University of Arkansas at Little Rock" are used synonymously in this document.
7. The terms "Request for Proposal," "RFP," "Bid," and "Solicitation" are used synonymously in this document.
8. The words "Hiring department," "user(s)," "requestor," and "departments" are used synonymously in this document to mean the end user requesting service.
9. "Redacted" means the retroactive editing, censoring, or obscuring of parts of a document to remove confidential or otherwise sensitive material.
10. "Business Day" means Monday through Friday, 8:00 AM to 4:30 PM Central Time, excluding State Holidays

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11. "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

12. 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.

a. If any State Holiday falls on a Saturday, Saturday and the preceding Friday are both State Holidays.

b. If any State Holiday falls on a Sunday, Sunday and the following Monday are both State Holidays.

13. Central Time is the time zone for Little Rock, AR. Therefore, all meetings and deadlines will be based on Central Time.

14. "State" means the State of Arkansas.

15. "Standard Terms and Conditions" means the UA System Procurement Terms and Conditions.

16. "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/>.

1.11. 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", 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 the English language.

1. Technical Response Packet

Prospective suppliers shall utilize the Technical Response Packet to submit their responses.

a. The Original Technical Proposal Packet should be clearly marked "Original" and must be received on or before the proposal opening date and time.

b. The packet must include the following:

i. Original signed Proposal Signature Page

ii. Original signed Proposed Subcontractors Form, if applicable

iii. Response to Information for Evaluation section

iv. Recommended Options Form, if applicable

v. Other documents and information expressly required in this solicitation

c. 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.

i. [EO 98-04: Contract and Grant Disclosure Form](#)

ii. Copy of prospective supplier's Equal Opportunity Policy.

iii. Voluntary Product Accessibility Template (VPAT), if applicable.

d. **Do not include pricing in the technical response packet.**

2. Financial Proposal Packet

Prospective respondents must utilize the Financial Proposal Packet posted with the solicitation document and submit it separately from the Technical Response Packet.

a. The pricing proposal must include all financial consideration to the University.

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- b. Any management fees or costs should be disclosed on the financial packet.
 - i. Any cost not identified by the vendor but subsequently incurred in order to achieve successful operation shall be borne by the vendor.
- c. All pricing must be proposed in U.S. dollars and cents.
- d. Pricing document packet should be clearly marked "Pricing."

3. Recommended Response Documents

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

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

1.12. Additional Terms and Conditions

- 1. 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.
- 2. 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. Prospective Supplier Minimum Qualifications

1. The prospective supplier shall have at least fifteen (15) years of experience in selling collegiate team uniforms and related apparel as defined under A.C.A. § 19-61-407 Experience requirement – Findings.
 - a. Proposal documentation provided must reflect the number of years in business as a Tier 1 collegiate athletics apparel provider and the percentage of the respondent's current business model that is higher education-related.
2. The vendor shall verify that the company is capable of, and experienced with, providing custom screen printing and embroidery.

2.2. General Requirements

Each respondent is expected to submit a fully detailed proposal which satisfactorily describes the advantages and benefits UA Little Rock may expect to realize by accepting its proposal. Prospective suppliers shall state a percentage discount off of a published list price on the Official Bid Price sheet. A copy of the published list price must be submitted, preferably in catalog format.

2.3. Scope of Work

The supplier will work with the university to provide strategies for the following services:

1. Products

- a. All equipment and apparel, accessories provided under this RFP must be new. Used demonstration items, obsolete items, seconds, or those products which have been discounted independent of any contract award arising from solicitation are considered unacceptable.
- b. The vendor shall provide, at minimum, all listed services and deliverables below:
 - i. The vendor shall provide onsite services such as measuring upon request
 - ii. Company shall be able to provide three different levels of uniforms (stock, modified, custom)
 - iii. Company shall be able to provide men's and women's cuts in apparel and uniforms
 - iv. Company shall be able to provide tall and large (Big & Tall) sizes in apparel and uniforms
 - v. Company shall be able to provide all footwear in standard sizes as well as large/wide sizes
- c. All apparel and uniforms shall bear the same manufacturer's trademark per NCAA apparel guidelines
- d. All apparel purchased under any contract award arising from this solicitation, to include contract extensions, shall be procured in accordance and conformity to the Federal Fair Labor Standards Act. Verify in writing that both Respondent and their affiliate manufacturer shall abide by the terms, conditions and requirements of this law while conducting business under this contract.
- e. Prospective suppliers must certify that all products deliverable hereunder comply with A.C.A. § 25-1-1204 in that such items must not be manufactured in the People's Republic of China.
- f. UA Little Rock retains the right to include institutionally-approved sponsorship logos, including jersey patches, on team uniforms and apparel.
 - i. Additionally, UA Little Rock may sell merchandise featuring such approved sponsorship branding, and to maintain all associated revenue generated from such merchandise sales.
- g. The official branding scheme of UA Little Rock Athletics is as follows:
 - i. Official colors: Pantone 209c and Pantone 877c
 - ii. Fonts: Helvetica Neue and Varsity Team
 - iii. Other official marks include: The institution's current Trojan head logo, approved antecedents and/or derivatives thereof, primary wordmarks, secondary wordmarks and logos, and the Little

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Rock and Trojan scriptmarks (as provided for under the [Trojan Athletics Little Rock Brand Standards](#) guide, available online).

- h. Respondents should indicate whether custom screen printing and embroidery services are offered within their proposal.
 - i. Such offered services must be specified and priced by type, i.e. - screen printing, embroidery, etc.
 - ii. All vendors offering such service must indicate whether the service will be completed by their company in-house or subcontracted to effect order fulfillment, and must identify such potential subcontractor(s) in the appropriate form of their Technical Proposal Packet.
 - iii. All vendors must provide a proof of screen printing or embroidery to UA Little Rock Athletics representative(s) prior to printing. Vendors must use the University athletic font, colors, and logos for all printed goods.
 - 1. The trademarked logos cannot be altered, reproduced, or used outside of UA Little Rock unless by express permission from UA Little Rock Marketing & Communications and UA Little Rock Athletics for specific uses and on a case-by-case basis.
 - iv. Apparel samples must be provided upon request.

2. Added Value

UA Little Rock may consider additional financial incentives, along with the offered discount pricing structure, as offered by the respondent or its affiliate manufacturer. Examples are presented below. These are suggestions only and are not presented to restrict or exclude other similar incentives. Respondents and their affiliate manufacturers are encouraged to offer other incentives in which UA Little Rock may be interested.

- a. Signing Bonus
- b. Contract "Kickoff" Bonus (Special rates or offers for the first season for select teams)
 - i. May include comped uniform sets during the initial contract year
- c. Incentive Bonuses tied to annual business thresholds
 - i. Incentive bonuses tied to performance achievements (i.e., Coach of the Year, reaching postseason tournaments, winning championships)
- d. Annual allotment of money to be used for comp goods
- e. Pop-up shop and/or Team Store support within the Jack Stephens Center for sale of licensed goods, either during specified events (for a pop-up) or throughout relevant competitive sporting seasons, ie - basketball, volleyball, etc.
 - i. Where applicable, provision should include incentive pricing, sales share percentage, and/or rebate percentage granted to UA Little Rock for licensed product sales originating from such a shop/store.
- f. Student athlete NIL (Name, Image, Likeness) program, or branding and support for individual such agreement(s), at the University's discretion and as accepted by each participating student athlete
- g. Provision of branding, ie - branded signage and/or other decoration, for UA Little Rock athletic facilities

Include additional value such as skills, resources, and/or services offered at no additional cost to UA Little Rock and/or its student athletes and graduates that would enhance and benefit the overall experience associated with athletic apparel purchases.

Prospective suppliers should address these aspects of their proposal in the Recommended Options Form of the Solution section of their Technical Proposal Packet.

In consideration of the foregoing, UA Little Rock Athletics intends to provide the successful bidder with a remunerative sponsorship package to include:

- Brand exposure via website and social media channels
- Comped tickets and/or access to events
- Other components as mutually agreed upon at the time of contract signature

3. Contract Implementation Schedule(s)

Prospective suppliers will provide a proposed schedule for initial deliverables to ensure contracted items are in place in advance of a given sporting season or event, to include the above-solicited Added Value components and any/all apparel requested by UA Little Rock Athletics, and as appropriate to the season. Such a schedule should include the anticipated date of full programmatic implementation by addressing each included sport and provision of this solicitation.

4. Freight Service Considerations

- a. The vendor shall be responsible for coordinating all deliveries with their affiliate manufacturer(s) to ensure that all items are received by UA Little Rock in a timely manner. UA Little Rock understands its responsibility to meet ordering deadlines set by the vendor and/or its affiliate manufacturer. Provide details on minimum ordering lead times, logistics, etc.
- b. Vendor agrees that failure to make timely delivery or inability to supply product as specified represents cause for UA Little Rock to purchase required products from non-contract sources.
 - i. The definition of 'timely delivery' is born out hereunder by Section 4.2, sub-sections 1. and 2.
- c. UA Little Rock requests that all respondents identify the party responsible for payment of shipping for goods acquired under any contract award arising from this solicitation.
- d. Where responsibility for shipping cost, or comping of shipping cost by the awarded Vendor, is subject to order type, quantity, total order cost, annual expenditure cap, or other applicable variable, respondents must identify such variable and provide details of the relevant freight costing structure in their Financial Proposal Packet.
- e. Vendor agrees to provide return shipping labels to UA Little Rock at no cost for items which need to be returned due to errors originating with the vendor.

5. Account Management Provisions

- a. The selected Vendor must identify an individual account representative to direct services hereunder upon award.
 - i. Any individual vendor representative will be subject to University approval and replacement at the University's request.
- b. The vendor must provide additional contact information to UA Little Rock for customer complaint resolutions.
- c. All services to be performed and materials to be produced under any contract award arising from this solicitation will be accomplished in consultation with and under the direction of the University.
- d. All procedures developed and products provided under such a contract will be subject to final approval by the University.
- e. All records and data pertaining to said contract will remain the property of the University.
- f. The Vendor will conduct meetings with University staff as necessary to complete the project.
- g. Vendor shall include all pertinent pricing schedules and information so as to completely communicate the cost of the vendor's proposed services.

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6. Reporting

- a. The successful bidder will provide upon request reports detailing UA Little Rock Athletics' purchase history, including any and all items purchased through pop-up shop(s) and/or Team Store (such as may be agreed to under the terms of this solicitation).
 - i. Where applicable, such reporting will delineate the nature, method, specific content, sale location of, total discounts applied, and shipping costs related to relevant purchases.
- b. UA Little Rock may further request reporting to track sales of licensed UA Little Rock promotional products, including, but not limited to, e-commerce sales figures and rebates issued.
- c. UA Little Rock reserves the right to request other vendor reports as deemed practicable under any agreement arising from the award of this solicitation.

2.4. Performance Standards

State law requires that qualifying contracts for services include Performance Standards to measure the overall quality of services provided. The university's Performance Standards are outlined in Table B.

1. Performance Standards identify expected deliverables, performance measures, or outcomes and define the acceptable standards a supplier should meet to avoid assessment of damages.
2. The university may be open to Performance Standards negotiations before the contract award, before the commencement of services, or throughout the contract duration.
3. The university **shall** have the right to modify, add, or delete Performance Standards throughout the contract's term should the university determine it is in its best interest to do so.
4. Any changes or additions to performance standards will be made in good faith following accepted industry standards and may include the input of the supplier to establish reasonably achievable standards.
5. All changes made to the Performance Standards **shall** become an official part of the contract.
6. Performance Standards **shall** continue throughout the term of the contract.
7. Failure to meet the minimum Performance Standards as specified may result in the assessment of damages.
8. If a Performance Standard is not met, the supplier will have the opportunity to defend or respond to the insufficiency.
9. The university **shall** have the right to waive damages if it determines there were extenuating factors beyond the supplier's control that hindered performance. In these instances, the university shall determine the performance acceptability.
10. Should any compensation be owed to the university due to the assessment of damages, the supplier should follow the direction of the university regarding the required compensation process.

SERVICE CRITERIA	ACCEPTABLE RANGE	DMG FOR INSUF. PERFORMANCE
Adherence to university requirements	Reference standard terms and conditions, and all articles of RPF	May be cause for termination of contract
Scope of Work	Reference Scope of Work and Objectives of solicitation, Description, Overview, and Proposal Requirements	May be cause for termination of contract
Key Performance Indicators	85% effectiveness in relationship to Key Performance Indicators	May be cause for termination of contract

Table B

Section 3 - Selection

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

3.1 Selection Process

1. 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.
 - a. The university may conduct cost checks based on the cost submitted by each prospective supplier on the completed Pricing response.
 - b. Prospective suppliers submitting responsive proposals with a proposed cost that falls twenty-five percent (25%) or more from the average submitted cost may be asked to justify their submitted cost.
 - c. Should the university request clarification and/or additional cost information, prospective suppliers shall provide clarification and/or additional information as specified by the request.
2. 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

1. The Information for Evaluation section has been divided into **four 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. Experience
 - i. This section in the Technical Proposal allows respondents to differentiate based on experience, technical capability, and understanding of the university's needs. Respondents should make

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claims of expertise, backed by verifiable metrics (e.g., number of accounts, size, years of experience, customer satisfaction ratings).

b. Solution

- i. This section allows respondents to present their proposed solution or approach to address the university's needs. Solutions should be high-level, non-technical, and aligned with the solicitation requirements. Recommendations beyond the core proposal should be included in the Recommended Options Form.

c. Risk

- i. Respondents should identify and prioritize major risks that could impair delivery or performance, detailing how each will be mitigated. Both internal and external risks should be described in simple, clear terms, with historical examples of mitigation included in the Documented Performance cell.

d. Interview

- i. 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.

INFORMATION FOR EVALUATION SUBSECTIONS	MAXIMUM RAW POINTS POSSIBLE	SUBSECTION'S WEIGHTED PERCENTAGE	MAXIMUM WEIGHTED SCORE POSSIBLE
Experience	10	25	175
Solution	10	25	175
Risk	10	20	140
Interview	10	30	210
Total Technical Score	40	100%	700

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

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

3.3 Cost Score

When pricing is opened for scoring, the maximum cost points will be given to the proposal with the lowest price, as shown on the Official Solicitation Price Sheet. See Grand Total Score for the maximum points possible on the Financial Proposal.

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The number of cost points given to the remaining proposals will be allocated by using the following formula:

$$(A/B)*C = D$$

A = Lowest Total Cost

B = Second (third, fourth, etc.) Lowest Total Cost

C = Maximum Points for Lowest Total Cost

D = Total Cost Points Received

3.4 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.

	MAXIMUM POINTS POSSIBLE
Technical Proposal - Information for Evaluation	700
Cost	300
Maximum Possible Grand Total Score	1,000

Table E

3.5 Discussions

1. 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.
2. Discussions may be conducted with the highest-ranking prospective supplier(s) based on the grand total score for each proposal or with multiple prospective suppliers reasonably susceptible to being awarded a contract.
3. Should the university choose to engage in discussions with the highest-ranking prospective supplier(s), 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 a prospective supplier's solution, approach, timelines, deliverables, expectations of the university, or a combination thereof makes the prospective supplier 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.
4. 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.
5. 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.

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6. 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
 - i. The completed pricing response and recommended options form submitted in the prospective supplier's Technical Proposal Packet
 - ii. A proposed payment schedule
 - d. Proposed project management and reporting templates.
7. 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.
8. 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.
9. 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:
 - i. The completed Pricing Response submitted with the prospective supplier's Technical Proposal Packet.
 - ii. A list of agreed upon and accepted recommended options (with impact to price).
 - iii. A payment schedule.
 - iv. Contact information for the prospective supplier's key personnel.
10. 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.
 - a. Once the university approves, the final drafted documents will become part of the resulting contract.
 - b. The prospective supplier may determine which key personnel will attend the discussion meetings.

3.6 Anticipation to Award

1. Once an anticipated supplier has been determined, the anticipated award will be posted to the university bid website.
2. It is the responsibility of prospective suppliers to check the bid website for the posting of an anticipated award.
3. 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.

4. A contract resulting from this solicitation may be subject to review and approval processes prior to award, which may include Legislative review.

3.7 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

1. 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 R8:19-61-505).
 - a. Proposals submitted by prospective respondents determined to be non-responsible will be rejected.
2. 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.
3. 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.
 - i. 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 §§ 19-61-403 and 19-61-702).
4. 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.
5. 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.
6. Goods, qualifications, and services must meet or exceed the required specifications as outlined in the solicitation.
7. The university will not pay costs incurred in the preparation of the proposal.

4.2. Delivery and Shipping of Goods

1. The university requests delivery within the indicated time frame after the submission of an order. If this delivery schedule cannot be met, the supplier must state the number of days required to place the commodity in the proposal. Failure to communicate the delivery time obligates the bidder to complete the delivery by the requested date.
2. The supplier shall give the university immediate notice of any anticipated delays or delays caused by force majeure. See our Standard Terms and Conditions for the force majeure clause. Extended delivery dates may be considered when in the university's best interest.
3. All deliveries must be made during regular state work hours (8 AM - 4 PM), within the agreed-upon number of days unless otherwise arranged and coordinated with the university, and delivered to the FOB destination below:

FOB DESTINATION

University of Arkansas at Little Rock
ATTN: Team or Coach's Name
2801 S. University Ave
Little Rock, AR 72204

4. Loss or damage that occurs during shipping or at any point before the university receives the order is the supplier's responsibility. All orders should be properly packaged to prevent damage during shipping.

4.3. Ordering Provisions

All orders will be placed by an official UA Little Rock Purchase Order (PO), or by using a university-issued procurement card (P-Card).

1. Receipts for orders placed by P-Card must bear the ordering party's surname and the last four (4) digits of that individual's P-Card number.
2. Under no circumstance will P-Card order pricing deviate from the terms of any contract arising from the award of this solicitation.
 - a. Where card fees are applicable and non-negotiable, the successful supplier will notate such in writing either via quote or receipt for a given individual transaction.

4.4. Payment and Invoice Provisions

1. 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

2. Payment shall be made in accordance with applicable State of Arkansas accounting procedures upon acceptance by the university.
3. UA Little Rock may not be invoiced in advance of delivery and acceptance of any equipment, service, or commodity.
4. Payment will be made only after the contractor has successfully satisfied the university as to the goods and/or services purchased.
5. Suppliers shall provide an itemized invoice for all charges.
6. The Purchase Order Number and/or UA Little Rock Supplier Contract Number (SPC) should be referenced on each invoice.

4.5. Internship Program

1. 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.

4.6. University On-Site Regulations

1. 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.
2. 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

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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.