

***TECHNICAL RESPONSE PACKET***  
***710-24-0016***

# RESPONSE SIGNATURE PAGE

Type or Print the following information.

PROSPECTIVE CONTRACTOR'S INFORMATION				
Company:				
Address:				
City:		State:		Zip Code:
Business Designation:	<input type="checkbox"/> Individual <input type="checkbox"/> Partnership	<input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Corporation	<input type="checkbox"/> Public Service Corp <input type="checkbox"/> Nonprofit	
Minority and Women Owned Designation*:	<input type="checkbox"/> Not Applicable <input type="checkbox"/> American Indian <input type="checkbox"/> Service Disabled Veteran <input type="checkbox"/> African American <input type="checkbox"/> Hispanic American <input type="checkbox"/> Women-Owned			
	<input type="checkbox"/> Asian American <input type="checkbox"/> Pacific Islander American			
	AR Certification #: _____ * See <i>Minority and Women-Owned Business Policy</i>			
PROSPECTIVE CONTRACTOR CONTACT INFORMATION				
Provide contact information to be used for solicitation related matters.				
Contact Person:		Title:		
Phone:		Alternate Phone:		
Email:				
CONFIRMATION OF REDACTED COPY				
<input type="checkbox"/> YES, a redacted copy of submission documents is enclosed. <input type="checkbox"/> NO, a redacted copy of submission documents is <u>not</u> enclosed. I understand a full copy of non-redacted submission documents will be released if requested.  <i>Note: If a redacted copy of the submission documents is not provided with Prospective Contractor's response packet, and neither box is checked, a copy of the non-redacted documents, with the exception of financial data (other than pricing), will be released in response to any request made under the Arkansas Freedom of Information Act (FOIA). See Solicitation Terms and Conditions for additional information.</i>				
ILLEGAL IMMIGRANT CONFIRMATION				
By signing and submitting a response to this <i>Solicitation</i> , a Prospective Contractor agrees and certifies that they do not employ or contract with illegal immigrants and <b>shall not</b> employ or contract with illegal immigrants during the term of a contract awarded as a result of this solicitation.				
ISRAEL BOYCOTT RESTRICTION CONFIRMATION				
By checking the box below, a Prospective Contractor agrees and certifies that they do not boycott Israel and <b>shall not</b> boycott Israel during the term of a contract awarded as a result of this solicitation.				
<input type="checkbox"/> Prospective Contractor does not and <b>shall not</b> boycott Israel.				

**An official authorized to bind the Prospective Contractor to a resultant contract shall sign below.**

The signature below signifies agreement that any exception that conflicts with a Requirement of this *Solicitation* may cause the Prospective Contractor's response to be rejected.

Authorized Signature: \_\_\_\_\_ Title: \_\_\_\_\_

Printed/Typed Name: \_\_\_\_\_ Date: \_\_\_\_\_

## PROPOSED SUBCONTRACTORS FORM

• **Do not** include additional information relating to subcontractors on this form or as an attachment to this form.

**PROSPECTIVE CONTRACTOR PROPOSES TO USE THE FOLLOWING SUBCONTRACTOR(S) TO PROVIDE SERVICES.**

*Type or Print the following information*

Subcontractor's Company Name	Street Address	City, State, ZIP

☐ **PROSPECTIVE CONTRACTOR DOES NOT PROPOSE TO USE SUBCONTRACTORS TO PERFORM SERVICES.**

## SECTIONS 1 – 4: VENDOR AGREEMENT AND COMPLIANCE

- Any requested exceptions to items in this section which are NON-mandatory **must** be declared below or as an attachment to this page. Vendor **must** clearly explain the requested exception, and should label the request to reference the specific solicitation item number to which the exception applies.
- Exceptions to Requirements **shall** cause the vendor's proposal to be disqualified.

By signature below, vendor agrees to and **shall** fully comply with all Requirements as shown in this section of the bid solicitation.

Authorized Signature: \_\_\_\_\_

*Use Ink Only.*

Printed/Typed Name: \_\_\_\_\_ Date: \_\_\_\_\_

## SECTION 2.2 MINIMUM QUALIFICATIONS

Please select one (1) of the following:

☐ Currently licensed as an Emergency Residential Childcare Facility by the Child Welfare Agency Review Board.  
If the Prospective Contractor is currently licensed, the Prospective Contractor must provide with bid submission a copy of licensure.

☐ **NOT** currently licensed as an Emergency Residential Childcare Facility by the Child Welfare Agency Review Board.  
If the Prospective Contractor is not currently licensed, the Prospective Contractor must complete and sign the Statement of Attestation located on page 6 of this technical response packet.

# STATEMENT OF ATTESTATION

The Contractor **must** be licensed as an Emergency Residential Childcare Facility by the Child Welfare Agency Review Board by the contract start date of July 1, 2024, as set out in the Minimum Licensing Standards for Child Welfare Agencies. Failure to do so will result in contract termination. Services and payments shall not be provided under any resulting contract without licensure. Any license submitted after the bid opening but before July 1, 2024, **must** be submitted to the Program Manager of the SSU.

By signature below, the Prospective Contractor agrees to and shall fully comply with all requirements as described in this attestation.

Authorized Signature: \_\_\_\_\_

*(Use Ink Only)*

Printed/Typed Name: \_\_\_\_\_ Date: \_\_\_\_\_

# INFORMATION FOR EVALUATION

- *Provide a response to each item/question in this section. Prospective Contractor may expand the space under each item/question to provide a complete response.*
- ***Do not*** include additional information if not pertinent to the itemized request.

	Maximum RAW Score Available
<b>E.1 TECHNICAL APPROACH</b>	
<p>A. Provide an executive summary that includes the Prospective Contractor's technical approach to each section of the RFP including:</p> <ol style="list-style-type: none"> <li>1. License</li> <li>2. Referrals</li> <li>3. Intake</li> <li>4. Health and Safety</li> <li>5. Education</li> <li>6. Progress Reports</li> <li>7. Discharge</li> </ol> <p>Note: The executive summary must not exceed three pages.</p>	5 points
<b>E.2 BACKGROUND</b>	
<p>A. Include details of background of the respondent regarding:</p> <ul style="list-style-type: none"> <li>• Date established</li> <li>• Ownership (whether public, partnership, subsidiary, or specified other)</li> <li>• Total number of employees</li> <li>• Number of full time equivalent (FTE) employees engaged in similar contracts</li> <li>• Describe your facility (i.e., church, school, home, newly remodeled building, etc.) and include photo(s).</li> <li>• Describe any additional services not noted in the proposal that the facility provides</li> <li>• List any additional sources of revenue beyond which would be generated by a contract with the State as a result of this RFP.</li> </ul>	5 points
<b>E.3 EXPERIENCE</b>	
A. Attachment I – Client History Form completed and signed.	5 points
<b>E.4 QUALIFICATIONS</b>	
A. Provide evidence of the qualifications and credentials of the respondent in terms of proven successful experience through similar projects of like size and scope	5 points
B. Provide the number, description, and responsibility of the Prospective Contractor for recent similar projects successfully completed.	5 points
C. Identify proposed key personnel and qualifications of individuals that may provide services under any resultant contract of this RFP.	5 points
<b>E.5 PROJECT MANAGEMENT, ORGANIZATION, AND STAFFING</b>	
A. Detail of intended project management and project control methods. Clearly explain the following:	
1. How the Prospective Contractor proposes to manage the project and control project activities	5 points
2. Report progress	5 points
3. Maintain required staffing	5 points
4. Coordinate and report with DHS and other involved parties	5 points