



**STATE OF ARKANSAS**  
**OFFICE OF PROCUREMENT**  
**ARKANSAS DEPARTMENT OF HUMAN SERVICES**  
700 Main Street  
Little Rock, Arkansas 72203

***RESPONSE PACKET***  
***710-19-1043***

**CAUTION TO VENDOR**

Vendor's failure to submit required items and/or information as specified in the *Bid Solicitation Document* **shall** result in disqualification.

## 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"/> Asian American	<input type="checkbox"/> Service Disabled Veteran
	<input type="checkbox"/> African American	<input type="checkbox"/> Hispanic American	<input type="checkbox"/> Pacific Islander American	<input type="checkbox"/> Women-Owned
AR Certification #: _____		* See <i>Minority and Women-Owned Business Policy</i>		

PROSPECTIVE CONTRACTOR CONTACT INFORMATION			
Provide contact information to be used for bid 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 Bid Solicitation for additional information.</i>
ILLEGAL IMMIGRANT CONFIRMATION
By signing and submitting a response to this <i>Bid Solicitation</i> , a Prospective Contractor agrees and certifies that they do not employ or contract with illegal immigrants. If selected, the Prospective Contractor certifies that they will not employ or contract with illegal immigrants during the aggregate term of a contract.
ISRAEL BOYCOTT RESTRICTION CONFIRMATION
By checking the box below, a Prospective Contractor agrees and certifies that they do not boycott Israel, and if selected, will not boycott Israel during the aggregate term of the contract.
<input type="checkbox"/> Prospective Contractor does not and will not boycott Israel.

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

The signature below signifies agreement that any exception that conflicts with a Requirement of this *Bid Solicitation* **will cause the Prospective Contractor's bid to be disqualified:**

**Authorized Signature:** \_\_\_\_\_ **Title:** \_\_\_\_\_  
Use Ink Only.

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

## **SECTION 1 - 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. **Use Ink Only**

<b>Vendor Name:</b>		<b>Date:</b>	
<b>Authorized Signature:</b>		<b>Title:</b>	
<b>Print/Type Name:</b>			

## **SECTION 2 - 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. **Use Ink Only**

<b>Vendor Name:</b>		<b>Date:</b>	
<b>Authorized Signature:</b>		<b>Title:</b>	
<b>Print/Type Name:</b>			

## **SECTION 3,4,5 - VENDOR AGREEMENT AND COMPLIANCE**

- 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. **Use Ink Only**

<b>Vendor Name:</b>		<b>Date:</b>	
<b>Authorized Signature:</b>		<b>Title:</b>	
<b>Print/Type Name:</b>			



## INFORMATION FOR EVALUATION

• *Vendor's Technical Proposal (See RFP Section 2.5 "Proposal Requirements") will be scored based on the evaluation criteria listed below.*

• **Do not** include additional information if not pertinent to the itemized request.

	<b>Maximum RAW Score Available</b>
<b>E.1 Executive Summary/Description of Project</b>	
A. How well does the respondent summarize the full proposal? Is it clear?	5
B. Are there clear objectives or indicators of success?	5
C. How clearly does the respondent identify plans for meeting the objectives and method to measure success?	5
<b>E.2 Technical Approach to Scope of Work/Viable Implementation Plan</b>	
A. How well does the proposal indicate how the requirements will be met?	5
B. Is there a specific, attainable plan that addresses how the respondent will provide trainings and technical assistance that includes clear objectives and goals for each of the following:	
1. parents and families	5
2. family engagement	5
3. business management and on-site consultation	5
4. emergency preparedness	5
5. physical and mental health	5
C. Are the early care and education core competencies, target audience, training length, and PDR level identified?	5
D. Is there a clear method for evaluating training and services?	5
E. Are there a minimum of three (3) partnership agreements included that outline responsibilities?	5
F. Is there a specific, attainable plan that addresses how the respondent will promote and support infant/toddler quality?	5
G. Is the implementation plan for delivery included?	5

<b>E.3 Project Organization, Staffing and Experience</b>	
A. Does the proposal have an overall organizational chart and a project-specific organization chart showing proposed staff by job title and lines of supervision that are sufficient to meet objectives?	5
B. Are all staff identified as well as staff proposed to meet the requirements of the RFP?	5
C. Are the backgrounds and experience listed for key staff indicating an ability to successfully perform the work?	5
D. Does the proposal indicate that trainers be verified in the PDR system?	5
E. Are agency locations with business hours identified? Are the hours listed sufficient to meet the needs of the project?	5
F. Does the respondent show a clear understanding of the requirement and needs of the contract?	5
G. Does the respondent give background information of ownership (whether public, partnership, subsidiary or specified other) and date of establishment?	5
H. Are three (3) letters of recommendation included?	5
<b>E.4 Management Plan/Financial Disclosure</b>	
A. Is there a clear ability to manage and control projects activities, report progress, and coordinate with DHS?	5
B. Is there a reliable method for collecting, tracking, and reporting data that is relevant to the project and DCCECE requests?	5
C. Does the respondent show complete financial disclosure with the ability to carry out the project?	5
D. Does the respondent have diverse sources of funding?	5
E. Did respondent include a line item budget and budget justification?	5
F. Are the respondent's financial statements and most recent audit enclosed or available electronically?	5