



## REQUEST FOR PROPOSAL Solicitation Number: 710-24-020

August 08th, 2024

Inteliblue LLC

STATE OF ARKANSAS Department of Human Services Office of Procurement 700 Main Street Little Rock, Arkansas 72201

# INDEX

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## ORIGINAL

## TECHNICAL PROPOSAL PACKET 710-24-020

### **RESPONSE SIGNATURE PAGE**

Type or Print the following information.

	PROSPECTIV	E CONTRACTOR'S INFORMAT	ION		
Company:	Inteliblue LLC				
Address:					
City:		State:	Zip Code: 72201		
Business Designation <i>:</i>			□ Nonprofit		
Minority and Women Owned					
Designation*:	Asian American	slander American			
	AR Certification #:	* See Minority and W	omen-Owned Business Policy		
		NTRACTOR CONTACT INFORM			
Contact Person:		Title:	Manager		
Phone:		Alternate Phone:			
Email:					
	CONFIR	RMATION OF REDACTED COP	Y		
NO, a redacted documents wi	Il be released if requested.	s is <u>not</u> enclosed. I understand a	a full copy of non-redacted submission		
neither box pricing), wi	is checked, a copy of the non-	redacted documents, with the exe y request made under the Arkan	ective Contractor's response packet, and ception of financial data (other than sas Freedom of Information Act (FOIA).		
		L IMMIGRANT CONFIRMATION	l		
employ or contra			or agrees and certifies that they do not llegal immigrants during the term of a		
	ISRAEL BOYO	COTT RESTRICTION CONFIRM	ATION		
		actor agrees and certifies that the ded as a result of this solicitation.	ey do not boycott Israel and <b>shall not</b>		
✓ Prospective Contractor does not and shall not boycott Israel.					
	eement that any exception that	conflicts with a Requirement of the	act shall sign below. The signature his Solicitation may cause the		
		Title:	Manager		
Printed/Typed Na	me: .	Date: <u>(</u>	08/05/2024		

### SECTIONS 1 – 4: VENDOR AGREEMENT AND COMPLIANCE

- Any requested exceptions to items in this section which are <u>NON-mandatory</u> 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: 08/05/2024	

### **ADDENDUM 1**

TO: All Addressed Vendors FROM: Office of Procurement DATE: July 10, 2024 SUBJECT: Information Support Services (710-24-020)

The following change(s) to the above referenced RFP have been made as designated below:

<u>X</u>Change of specification(s) Additional specification(s) Change of bid opening date and time

\_\_\_\_\_ Cancellation of bid

X\_\_\_Other

### OTHER

- Remove and replace the Official Price Sheet with the Revised Official Price Sheet.
- Remove and replace Attachment J with the Revised Attachment J Cost Proposal Template.
- Remove and replace Attachment K with the Revised Attachment K ISS Requirements

### **CHANGE OF SPECIFICATIONS**

 Section 2.7.4 of the solicitation: Table 4 Contractor's Enterprise Platform Services Engagement Key Personnel Roles- remove the Project Team title, roles and responsibilities, and expected qualifications language entirely from Table 4 of the solicitation.

The specifications by virtue of this addendum become a permanent addition to the above referenced RFP. Failure to return this signed addendum may result in rejection of your proposal.

If you have any questions, please contact: Arnetia Dean, DHS.OP.Solicitations@dhs.arkansas.gov; (501) 683-

	07/16/2024
Vendor Signature	Date
Inteliblue LLC	
Company	

### ADDENDUM 2

TO: All Addressed Vendors FROM: Office of Procurement DATE: July 16, 2024 SUBJECT: Information Support Systems

The following change(s) to the above referenced RFP have been made as designated below:

\_\_\_\_Change of specification(s)

\_\_\_\_\_ Additional specification(s)

X Change of bid opening date and time

Cancellation of bid

<u>X</u>Other

### CHANGE OF BID OPENING DATE AND TIME

• Bid submission date and time changed to: August 7, 2024, 1:00 p.m., CST

• Bid opening date and time changed to: August 7, 2024, 2:00 p.m., CST

### OTHER

ACTIVITY	DATE
Public Notice of RFP	June 26, 2024
Deadline for Receipt of Written Questions	July 1, 2024, at 4:00 P.M. CST
Response to written Questions, On or About	July 10, 2024
Proposal Due Date and Time	August 7, 2024, at 1:00 P.M. CST
Opening Proposal Date and Time	August 7, 2024, at 2:00 P.M. CST
Intent to Award Announcement Posted, On or About	October 4, 2024
Contract Start Date (Subject to State Approval)	February 1, 2025

The specifications by virtue of this addendum become a permanent addition to the above referenced RFP. Failure to return this signed addendum may result in rejection of your proposal.

If you have any questions, please contact: Arnetia Dean, <u>DHS.OP.Solicitations@dhs.arkansas.gov</u> or via phone at 501-683-5969.

 Vendor Signature
 07/17/2024

 Inteliblue LLC
 Date

### **ADDENDUM 3**

TO: All Addressed Vendors FROM: Office of Procurement DATE: August 2, 2024 SUBJECT: Information Support Services (710-24-020)

The following change(s) to the above referenced RFP have been made as designated below:

Change of specification(s) Additional specification(s) Change of bid opening date and time Cancellation of bid

X\_Other

### OTHER

- Remove and replace the Revised Attachment J with Revision 2 Attachment J Cost Proposal Template.
- Remove and replace the Revised Attachment K with Revision 2 Attachment K ISS Requirements

The specifications by virtue of this addendum become a permanent addition to the above referenced RFP. Failure to return this signed addendum may result in rejection of your proposal.

If you have any questions, please contact: Arnetia Dean, <u>DHS.OP.Solicitations@dhs.arkansas.gov</u> or via phone at (501) 683-5969.

Vendor Signature

08/05/2024 Date

Inteliblue LLC

Company

### **ADDENDUM 4**

TO: All Addressed Vendors FROM: Office of Procurement DATE: August 5, 2024 SUBJECT: Information Support Services (710-24-020)

The following change(s) to the above referenced RFP have been made as designated below:

Change of specification(s) Additional specification(s) X Change of bid opening date and time

Cancellation of bid

X\_Other

### OTHER

• Remove and replace the Revision 2 Attachment J with Revision 3 Attachment J -Cost Proposal Template.

### CHANGE OF BID OPENDING DATE AND TIME

- New Bid Submission date and time is August 12, 2024, at 12:00 p.m., CST
- New Bid Opening date and time is August 12, 2024, at 1:00 p.m., CST

The specifications by virtue of this addendum become a permanent addition to the above referenced RFP. Failure to return this signed addendum may result in rejection of your proposal.

If you have any questions, please contact: Arnetia Dean, <u>DHS.OP.Solicitations@dhs.arkansas.gov</u> or via phone at (501) 683-5969.

Vendor Signature

08/05/2024 Date

Inteliblue LLC

Company

**CONTRACT AND GRANT DISCLOSURE AND CERTIFICATION FORM** Failure to complete all of the following information may result in a delay in obtaining a contract, lease, purchase agreement, or grant award with any Arkansas State Agency.

SUBCONTRACTOR: SUBCON	TRACTOR N	NAME:								
TAXPAYER ID NAME:						IS THIS FOR: Goods?	Services?	Both?	?	
							.1.:			
CITY:			STATE:		ZIP COI	DE:		COUNTRY	<i>(</i> :	
			<u>XTENDING, AMENDING,</u> ANSAS STATE AGENCY						EMENT	1
				•		DUALS*				
Indicate below if: you, your spous Member, or State Employee:	se or the l	brother, s	sister, parent, or child of you or your	spouse <i>is a</i>	a current or	former: member of the Gen	eral Assembly, Constit	tutional Offic	cer, State	Board or Commis
Position Held	Mar	k (√)	Name of Position of Job Held [senator, representative, name of	For Hov	v Long?		on(s) name and how a ublic, spouse, John Q.			
	Current	Former	board/ commission, data entry, etc.]	From MM/YY	To MM/YY	Persor	i's Name(s)		R	elation
General Assembly										
Constitutional Officer										
State Board or Commission Member										
State Employee										
X None of the above appli	ies									
FOR AN ENTITY (BUSINESS)*										
Officer, State Board or Commission	on Membe	er, State	nt or former, hold any position of cor Employee, or the spouse, brother, s ans the power to direct the purchasi	ister, parer	it, or child o	of a member of the General A	ssembly, Constitution	er of the Ge al Officer, St	eneral Ass tate Board	embly, Constitution or Commission
Position Held	Mar	'k (√)	Name of Position of Job Held [senator, representative, name of	For Hov	v Long?	What is the person(s) na wh	me and what is his/her at is his/her position o		rship inter	rest and/or
r osmon neid	Current	Former	board/commission, data entry, etc.]	From MM/YY	To MM/YY	Person's N	ame(s)	Owner Interes		Position of Control
General Assembly										
Constitutional Officer										
State Board or Commission Member										
State Employee										

 $|\mathbf{x}|$  None of the above applies

<u>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</u> that Order, shall be a material breach of the terms of this contract. Any contractor, 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 the agency.

### As an additional condition of obtaining, extending, amending, or renewing a contract with a *state agency* I agree as follows:

- 1. Prior to entering into any agreement with any subcontractor, prior or subsequent to 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 enter 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 the state agency.
- 2. I will include the following language as a part of 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 who violates any rule, regulation, or policy shall be subject to all legal remedies available to the contractor.

3. No later than ten (10) days after entering into any agreement with a subcontractor, whether prior or subsequent to the contract date, I will mail a copy of the **CONTRACT AND GRANT DISCLOSURE AND CERTIFICATION FORM** completed by the subcontractor and a statement containing the dollar amount of the subcontract to the state agency.

I certify under penalty of perjury, to t that I agree to the subcontractor disc		ief, all of the above ini	formation is true and correct and
Signature	Title		Date
Vendor Contact Person_	Title		Phone No.
Agency use only Agency Agency NumberName	Agency Contact Person	Contact Phone No	Contract or Grant No

### **Equal Opportunity policy**

### Objective

Inteliblue LLC is an equal opportunity employer. In accordance with anti-discrimination law, it is the purpose of this policy to effectuate these principles and mandates. Inteliblue LLC prohibits discrimination and harassment of any type and affords equal employment opportunities to employees and applicants without regard to race, color, religion, sex, national origin, age, disability or genetic information. Inteliblue LLC conforms to the spirit as well as to the letter of all applicable laws and regulations. Additionally, Inteliblue LLC will take action to employ, advance in employment and treat qualified Vietnam-era veterans and disabled veterans without discrimination in all employment practices.

### Scope

The policy of equal employment opportunity (EEO) and anti-discrimination applies to all aspects of the relationship between Inteliblue LLC and its employees, including:

- Recruitment.
- Employment.
- Promotion.
- Transfer.
- Training.
- Working conditions.
- Wages and salary administration.
- Employee benefits and application of policies.

The policies and principles of EEO also apply to the selection and treatment of independent contractors, personnel working on our premises who are employed by temporary agencies and any other persons or firms doing business for or with Inteliblue LLC.

### **Dissemination and Implementation of Policy**

The officers of Inteliblue LLC will be responsible for the dissemination of this policy. Directors, managers and supervisors are responsible for implementing equal employment practices within each department. The HR department is responsible for overall compliance and will maintain personnel records in compliance with applicable laws and regulations.

### Procedures

Inteliblue LLC administers our EEO policy fairly and consistently by:

- Posting all required notices regarding employee rights under EEO laws in areas highly visible to employees. Advertising for job openings with the statement "An Equal Opportunity Employer—M/F/D/V." Posting all required job openings with the appropriate state agencies.
- Forbidding retaliation against any individual who files a charge of discrimination, opposes a practice believed to be unlawful discrimination, reports harassment, or assists, testifies or participates in an EEO agency proceeding.
- Requires employees to report to a member of management, an HR representative or the general counsel any apparent discrimination or harassment. The report should be made within 48 hours of the incident.
- Promptly notifies the general counsel of all incidents or reports of discrimination or harassment and takes other appropriate measures to resolve the situation.

### Harassment

Harassment is a form of unlawful discrimination and violates Inteliblue LLC policy. Prohibited sexual harassment, for example, is defined as unwelcome sexual advances, request for sexual favors and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment.
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individuals.
- Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Inteliblue LLC encourages employees to report all incidents of harassment to a member of management or the HR department. Inteliblue LLC conducts harassment prevention training for all employees, and maintains and enforces a separate policy on harassment prevention, complaint procedures and penalties for violations. Inteliblue LLC investigates all complaints of harassment promptly and fairly, and, when appropriate, takes immediate corrective action to stop the harassment and prevent it from recurring.

### Remedies

Violations of this policy, regardless of whether an actual law has been violated, will not be tolerated. Inteliblue LLC will promptly, thoroughly and fairly investigate every issue that is brought to its attention in this area and will take disciplinary action, when appropriate, up to and including termination of employment.



### **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 info	rmation
----------------------------------	---------

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

☑ PROSPECTIVE CONTRACTOR DOES NOT PROPOSE TO USE SUBCONTRACTORS TO PERFORM SERVICES.











### **INFORMATION FOR EVALUATION**

E.1 Experience	
A. Describe the Prospective Contractor and Subcontractor (if applicable) background, understanding of the	5 Points
relevant domain, and experience in the public sector including the following:	
Number of years in business	
<ul> <li>Total number of years providing services as outlined in the RFP</li> </ul>	
Number of employees	
Physical locations in the U.S.	
Attachment L – Client History Form	

Prospective Contractor: Inteliblue Background and Understanding of the Relevant Domain:

Attachment L- Client History Form:

### Attachment L

Client History Form RFP # 710-24-020

### **Client History Form**

<u>Instructions</u>: This form is intended to help the State gain a full understanding of each Respondent's Information Support System experiences. This form **must** be accurately completed and signed by the same signatory who signed the Response Signature Page (please see final page below).

The State reserves the right to verify the accuracy of responses by contacting any of the listed clients; therefore, all applicable clients **must** be listed. For purposes of this form, the "client" is not an individual, but the entity which held the contract. By way of explanation, in the Contract resulting from this RFP, Arkansas's DHS will be the client. For each listed client, Respondents **must** include the client entity's name, address, and phone number. Additionally, Respondents are encouraged to provide an individual's contact information for a person at the client entity who is knowledgeable of the named project. If the State contacts the clients listed, the State reserves the right to either contact the listed individual and/or another person at the client entity. Omission of a relevant client or disciplinary action(s) will constitute a failure of form completion.

The boxes below each prompt will expand if necessary. If there are no contracts which meet the definition, Respondent **must** state "none."

1. Please list three (3) projects where you served as the *prime contractor* for a project similar in size, complexity, and scope in the past five (5) years. Briefly describe the scope of the project including the delivery of information support services and list client information for each project. If there are no projects which meet the definition, Respondent **must** state "none."

2. Please list three (3) projects where you and a team (both prime contractor and subcontractor, if applicable) have implemented Business Intelligence and Reporting as defined in the RFP of similar size, scope, and complexity in the past five (5) years. Include client information for each project. If there are no projects which meet the definition, Respondent must state "none."

3. Provide details of every disciplinary action taken against the bidder within the last five (5) years. Denote any that are: 1) pending litigation, 2) Terminated for Cause or Convenience and associated reasons, and 3) any other administrative actions taken by any jurisdiction or person against the vendor. If there are no disciplinary actions which meet the definition, Respondent **must** state "none."

None	 	

4. List and summarize every judicial or administrative proceedings involving sourcing activities, claims of unlawful employment discrimination and anti-trust suits in which the bidder has been a party within the last five (5) years. If there are no proceedings which meet the definition, Respondent **must** state "none."

None		

5. If the bidder is a subsidiary, submit answers to questions 3 and 4 for all parent companies. If the bidder uses subcontractors, associated companies and consultants that will be involved in any phase of this engagement, provide the same information for each of these entities. If there are no parent companies, subcontractors, associated companies and consultants, Respondent **must** state "none."

None		
orized Signature:		Title: Manager
-	(Use Ink Only)	

Printed/Typed Name: \_\_\_\_\_ Date: 07/17/2024

B. Describe the Prospective Contractor's understanding of the services specified in this RFP. Include strategies and areas of focus related to this service. Provide key trends affecting these services and describe how the Prospective Contractor will use these trends to benefit DHS.	5 Points
Pa	age 24

<ul> <li>E.2 Project Organization and Staffing</li> <li>A. Organization and Staffing Plan - Provide a Staffing Plan and associated organizational chart detailing the total number of personnel, level, roles and responsibilities, and team reporting relationships. Identify all proposed key personnel their roles and responsibilities. The proposed structure should assume twenty-five percent (25%) of onsite work is needed for key personnel and seventy-five percent (75%) remote work. Describe the vendor's approach for maintaining anticipated twenty-five percent (25%) onsite presence.</li> </ul>	5 Points
Participante de la construcción de Participante de la construcción de l	ge 25

Page 26

The organization chart of SOI-DWD and the PMO within the Department is shared below-



Page 30

We understand that the resource requirements for "Implement Enhancement" and "Provision As-Nee	eded" will be provided
on a case-to-case basis depending on Work Orders raised.	
	Page 33
Resources that can work across multiple technologies are Testers, Database Administrator, Deployment and Patch Management Specialists and Engagement Managers.

B. Describe the Prospective Contractor's "shoulder-to-shoulder" approach that includes h	ow 5 Points
B. Describe the respective contraction of shoulder to shoulder upprover that modules	
knowledge can be transferred from the Contractor to identified DHS resources such as the desi	
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development, and implementation of system enhancements.	Page 35

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C. Describe the Prosp personnel including	ective Contractor's and s the following:	ubcontractor's (if applicable) propos	sed key 5 Points
Name			
Positions	Manager	Technical Principal Consultant	HR Admin
		Consultant	Page 36



Page 38

<ul> <li>E. Describe the Prospective Contractor's internal standards, policies and procedures regarding hiring, professional development, and human resource management, including processes for ensuring that the Engagement will not be affected by fluctuations in staffing and other assignments.</li> </ul>

Fig 1	
	Page 40

	_	
Deco 41		
Doco 41		
Doco 41		
Pade 41		Page 41

Figure 2	
<ul> <li>F. Describe the Prospective Contractor's policies and procedures for providing education and training for personnel including initial and ongoing education and training.</li> </ul>	5 Points

-					
en	escribe the Prospective suring that key person er.	e Contractor's process and r nel are consistently engage	methodology for retaining d, including steps taken	personnel and to minimize staff turn-	5 Points

Page 44

H.	Describe the proposed Staff Experience including the following information: Experience Resume Collaboration.	5 Points
	1. Experience:	
	Project Manager:	
	<u>Technical Lead/Architect:</u>	
	Senior Developer:	
		Page 45

Business Analyst:
Quality Assurance Specialist:

l.	proposed) has a proven trac environment outlined in the maintenance and operations	rospective Contractor's proposed team (including subcontractor(s ck record of successfully collaborating in a similar environment to RFP. This should include experiences working with a team to imp s efficiency and effectiveness. Describe how the Prospective Con will ensure that the proposed team will achieve the required team	the prove tractor
			Page 47



J. Identify the Prospective Contractor's facility including the physical address that meets the requirements outlined in Section 2.9.2 of the RFP.	5 Points
Inteliblue LLC	
<b>BISS Requirements</b> Please use Attachment K – ISS Requirements to complete the information below.	
A. Transition Services Complete Tab O1 of Attachment K Attached.	5 Points
<ul><li>B. ISS Application M&amp;O Scope Complete Tab O2 of Attachment K Attached.</li><li>C. Implement Enhancements (Application Development) Complete Tab O3 of Attachment K Attached.</li></ul>	5 Points 5 Points
D. Business Intelligence and Reporting Complete Tab O4 of Attachment K Attached.	5 Points
E. Additional Services Complete Tab O5 of Attachment K Attached.	5 Points
F. Account Management and Quality Assurance Requirements Complete Tab O6 of Attachment K	5 Points
G. M&O Turn-Over Services Complete Tab O7 of Attachment K Attached.	5 Points
H. Service Level Requirements Complete Tab O8 of Attachment K Attached.	5 Points
<ol> <li>Lessons Learned • Provide two (2) examples of past projects where lessons learned were implemented that demonstrates commitment to continuous improvement and innovation in maintenance and operation practices and strategies for feedback collection and integration into future operations.</li> </ol>	5 Points

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