

TECHNICAL RESPONSE PACKET
710-24-094

RESPONSE SIGNATURE PAGE

Type or Print the following information.

PROSPECTIVE CONTRACTOR'S INFORMATION			
Company:	Northwest Arkansas Children's Shelter		
Address:	860 NW Vaughn Rd		
City:	Bentonville	State:	AR Zip Code: 72713
Business Designation:	<input type="checkbox"/> Individual <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Public Service Corp <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input checked="" type="checkbox"/> Nonprofit		
Minority and Women Owned Designation*:	<input checked="" 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 Minority and Women-Owned Business Policy		
PROSPECTIVE CONTRACTOR CONTACT INFORMATION			
Provide contact information to be used for solicitation related matters.			
Contact Person:	Rebekah Mitchell	Title:	Chief Executive Officer
Phone:	479-799-2417 ext. 307	Alternate Phone:	
Email:	rmitchell@nwacs.org		
CONFIRMATION OF REDACTED COPY			
<input checked="" 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 shall not 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 shall not boycott Israel during the term of a contract awarded as a result of this solicitation. <input type="checkbox"/> Prospective Contractor does not and shall not 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: Rebekah Mitchell Title: Chief Executive Officer
 Printed/Typed Name: Rebekah Mitchell Date: 1/27/25

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:



Printed/Typed Name:

Rebekah Mitchell

Date:

1/27/25

COUNTIES

- Instructions:** Select each county in which services can be provided by the Prospective Contractor. (Refer to Attachment J State Map of Counties).

Arkansas	
Ashley	
Baxter	
Benton	✓
Boone	
Bradley	
Calhoun	
Carroll	✓
Chicot	
Clark	
Clay	
Cleburne	
Cleveland	
Columbia	
Conway	
Craighead	
Crawford	
Crittenden	
Cross	
Dallas	
Desha	
Drew	
Faulkner	
Franklin	
Fulton	

Garland	
Grant	
Greene	
Hempstead	
Hot Spring	
Howard	
Independence	
Izard	
Jackson	
Jefferson	
Johnson	
Lafayette	
Lawrence	
Lee	
Lincoln	
Little River	
Logan	
Lonoke	
Madison	✓
Marion	
Miller	
Mississippi	
Monroe	
Montgomery	
Nevada	

Newton	
Ouachita	
Perry	
Phillips	
Pike	
Poinsett	
Polk	
Pope	
Prairie	
Pulaski	
Randolph	
Saline	
Scott	
Searcy	
Sebastian	
Sevier	
Sharp	
St. Francis	
Stone	
Union	
Van Buren	
Washington	✓
White	
Woodruff	
Yell	

All counties (Statewide)	
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SECTION 2.3 MINIMUM QUALIFICATIONS

Please select one (1) of the following:



Currently licensed as a Private Licensed Placement Agency 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 a Private Licensed Placement Agency 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 7 of this response packet.

STATEMENT OF ATTESTATION

The Contractor **must** be licensed as a Private Licensed Placement Agency by the Child Welfare Agency Review Board by the contract start date of June 1, 2025, 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 June 1, 2025, **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: Rebekah Mitchell

Printed/Typed Name: Rebekah Mitchell Date: 1/27/25

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
E.1 MINIMUM QUALIFICATIONS	
A. Provide information regarding staffing. Identify key personnel that will execute the requirements of this RFP. Include name, status (full time employee or part-time employee), title, role, responsibilities, and credentials.	5 points
B. Provide an organizational chart displaying the overall business structure.	5 points
C. Describe how the Prospective Contractor proposes to maintain sufficient staffing levels to ensure successful implementation of the Scope of Work.	5 points
D. Provide a brief history of the Prospective Contractor's number of years of experience in providing social work or work in a child welfare related field as well as completed training.	5 points
E.2 APPROACH TO SCOPE OF WORK	
A. Describe the Prospective Contractor's ability to provide statewide services include the number of homes available and the city they are located in.	5 points
B. Describe how the Prospective Contractor plans to comply with DCFS policy and procedures.	5 points
C. Describe in detail how the Prospective Contractor plans to execute the Scope of Work independent of DCFS.	5 points
D. Describe the Prospective Contractor's admission criteria.	5 points
E. Describe how the Prospective Contractor will work with DCFS to achieve reunification and permanency for children and youth.	5 points
F. State the Prospective Contractor's plan for continued placement support and crisis intervention surrounding placement disruption.	5 points
G. Describe the Prospective Contractor's referral process.	5 points
E.3 ADDITIONAL CONTRACT REQUIREMENTS	
A. State how the Prospective Contractor proposes to ensure all employees have required background checks.	5 points
B. Describe how Prospective Contractor will comply with the reporting and billing requirements stated in this RFP.	5 points
C. Describe the Prospective Contractor's record retention and confidentiality policies.	5 points

State of Arkansas
DEPARTMENT OF HUMAN SERVICES
700 South Main Street
P.O. Box 1437 / Slot W345
Little Rock, AR 72203

ADDENDUM 1

TO: All Addressed Vendors
FROM: Office of Procurement
DATE: January 22, 2025
SUBJECT: 710-24-094 Private Licensed Placement Agencies

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

- ☐ Change of specification(s)
- ☐ Additional specifications(s)
- ☐ Change of bid opening date and time
- ☐ Cancellation of bid
- ☒ Other

OTHER

- Section 3.2 Cost Score – remove and replace with the following:
 - A. When pricing is opened for scoring, the maximum amount of cost points will be given to the proposal with the lowest unit price as shown on the Official Bid Price Sheet. (See Grand Total Score for maximum points possible for cost score.)
 - B. The amount of cost points given to the remaining proposals will be allocated by using the following formula:

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

- A = Lowest Unit Price
- B = Second (third, fourth, etc.) Lowest Unit Price
- C = Maximum Points for Lowest Unit Price
- D = Unit Price Points Received

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

If you have any questions, please contact:

Ian Cunningham, DHS.OP.Solicitations@dhs.arkansas.gov, (501) 682-0120


Vendor Signature

1/27/25
Date

Northwest Arkansas Children's Shelter, Inc.
Company

Contract Number _____
Attachment Number _____
Action Number _____

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: SUBCONTRACTOR NAME: _____

☐ Yes ☒ No

TAXPAYER ID NAME: Northwest Arkansas Children's Shelter, Inc IS THIS FOR: Goods? ☐ Services? ☒ Both? ☐

YOUR LAST NAME: Mitchell FIRST NAME: Rebekah M.I.: _____

ADDRESS: 860 NW Vaughn Rd

CITY: Bentonville STATE: AR ZIP CODE: 72713 COUNTRY: United States

AS A CONDITION OF OBTAINING, EXTENDING, AMENDING, OR RENEWING A CONTRACT, LEASE, PURCHASE AGREEMENT, OR GRANT AWARD WITH ANY ARKANSAS STATE AGENCY, THE FOLLOWING INFORMATION MUST BE DISCLOSED:

FOR INDIVIDUALS *

Indicate below if: you, your spouse or the brother, sister, parent, or child of you or your spouse is a current or former: member of the General Assembly, Constitutional Officer, State Board or Commission Member, or State Employee:

Position Held	Mark (✓)		Name of Position of Job Held [senator, representative, name of board/ commission, data entry, etc.]	For How Long?		What is the person(s) name and how are they related to you? [i.e., Jane Q. Public, spouse, John Q. Public, Jr., child, etc.]	
	Current	Former		From MM/YY	To MM/YY	Person's Name(s)	Relation
General Assembly							
Constitutional Officer							
State Board or Commission Member							
State Employee							

☒ None of the above applies

FOR AN ENTITY (BUSINESS) *

Indicate below if any of the following persons, current or former, hold any position of control or hold any ownership interest of 10% or greater in the entity: member of the General Assembly, Constitutional Officer, State Board or Commission Member, State Employee, or the spouse, brother, sister, parent, or child of a member of the General Assembly, Constitutional Officer, State Board or Commission Member, or State Employee. Position of control means the power to direct the purchasing policies or influence the management of the entity.

Position Held	Mark (✓)		Name of Position of Job Held [senator, representative, name of board/commission, data entry, etc.]	For How Long?		What is the person(s) name and what is his/her % of ownership interest and/or what is his/her position of control?		
	Current	Former		From MM/YY	To MM/YY	Person's Name(s)	Ownership Interest (%)	Position of Control
General Assembly								
Constitutional Officer								
State Board or Commission Member								
State Employee								

☒ None of the above applies

Contract Number _____
Attachment Number _____
Action Number _____

Contract and Grant Disclosure and Certification Form

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 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 the best of my knowledge and belief, all of the above information is true and correct and that I agree to the subcontractor disclosure conditions stated herein.

Signature Rebekah Mitchell Title Chief Executive Officer Date 1/27/25
Vendor Contact Person Ashley Enslow Title Youth Services Director Phone No. 419-795-2417

Agency use only

Agency Number 0710 Agency Name Department of Human Services Agency Contact Person _____ Contact Phone No. _____ Contract or Grant No. _____



Equal Opportunity Policy

It is the policy of Northwest Arkansas Children's Shelter to provide equal service opportunities to all children and youth in foster care in Arkansas without regard to unlawful considerations of race, creed, color, national origin, sex, gender identity, age, ancestry, physical or mental disability, and medical condition including medical characteristics, marital status or any other classification protected by applicable local, state or federal laws. This policy prohibits unlawful discrimination based on the perception that anyone has any of those characteristics, or is associated with a person who has or is perceived as having any of those characteristics.

The Organization expects all employees to support our equal opportunity policy, and to take all steps necessary to maintain an organization free from unlawful discrimination and harassment.

THE ARKANSAS CHILD WELFARE AGENCY REVIEW BOARD



In cooperation with
The Arkansas Department of Human Services
Division of Child Care and Early Childhood Education



CERTIFIES THAT

NORTHWEST ARKANSAS CHILDREN'S SHELTER
DBA NORTHWEST ARKANSAS CHILDRENS SHELTER
860 NW VAUGHN ROAD
BENTONVILLE AR 72713

IS HEREBY ISSUED A CHILD PLACEMENT LICENSE #00052297

FOR THE PURPOSE OF PROVIDING, IN THE STATE OF ARKANSAS, THE FOLLOWING SERVICES:

ADOPTION; FOSTER CARE;

THIS IS A PROVISIONAL LICENSE WITH AN EFFECTIVE DATE OF (10/30/2024) AND WILL REMAIN IN EFFECT UNLESS THERE IS A STATUS
CHANGE



In Witness whereof

William A. Albem

Chairman, Child Welfare Agency Review Board

Date: 1/27/2025



Department of Transformation and Shared Services

Governor Sarah Huckabee Sanders

Secretary Leslie Fiskien

COMBINED CERTIFICATIONS FOR CONTRACTING WITH THE STATE OF ARKANSAS

Pursuant to Arkansas law, a vendor must certify as specified below and as designated by the applicable laws.

1. Israel Boycott Restriction: For contracts valued at \$1,000 or greater.

A public entity shall not contract with a person or company (the "Contractor") unless the Contractor certifies in writing that the Contractor is not currently engaged in a boycott of Israel. If at any time after signing this certification the Contractor decides to boycott Israel, the Contractor must notify the contracting public entity in writing. See Arkansas Code Annotated § 25-1-503.

2. Illegal Immigrant Restriction: For contracts valued at \$25,000 or greater.

No state agency may contract for services with a Contractor who knowingly employs or contracts with an illegal immigrant. The Contractor shall certify that it does not knowingly employ, or contract with, illegal immigrants. See Arkansas Code Annotated § 19-11-105.

3. Energy, Fossil Fuel, Firearms, and Ammunition Industries Boycott Restriction: For contracts valued at \$75,000 or greater.

A public entity shall not contract unless the contract includes a written certification that the Contractor is not currently engaged in and agrees not to engage in, a boycott of an Energy, Fossil Fuel, Firearms, or Ammunition Industry for the duration of the contract. See Arkansas Code Annotated § 25-1-1102.

4. Scrutinized Company Restriction: Required with bid or proposal submission.

A state agency shall not contract with a Scrutinized Company or a company that employs a Scrutinized Company as a subcontractor. A Scrutinized Company is a company owned in whole or with a majority ownership by the government of the People's Republic of China. A state agency shall require a company that submits a bid or proposal for a contract to certify that it is not a Scrutinized Company and does not employ a Scrutinized Company as a subcontractor. See Arkansas Code Annotated § 25-1-1203.

By signing this form, the Contractor agrees and certifies they are not a Scrutinized Company and they do not currently and shall not for the aggregate term of any resultant contract:

- Boycott Israel.
- Knowingly employ or contract with illegal immigrants.
- Boycott Energy, Fossil Fuel, Firearms, or Ammunition Industries.
- Employ a Scrutinized Company as a subcontractor.

Contract Number: 710-24-094 Description: Private Licensed Placement Agencies

Agency Name: Northwest Arkansas Children's Shelter, Inc.

Vendor Number: 600002438 Vendor Name: Northwest Arkansas Children's Shelter, Inc.

Rebekah Mitchell
Vendor Signature

1/27/25
Date

































