

SP-16-0091 – ATTACHMENT A: Site Visit

MANDATORY SITE VISIT INFORMATION AND REQUIREMENTS

Date, State Time, Location

Date: February 23, 2016

Start Time: 10:00 a.m. Central Time - **Late arrivals shall not be permitted to attend the site-visit.**

Location: Arkansas Juvenile Assessment & Treatment Center (AJATC)
1501 Woody Drive
Alexander, AR 72002

- Site visit **shall** begin at the front gate.
- For directions and/or requirements for entrance to the facility contact Marq Golden at 501-320-6106.

Official Attendance Sheet

1. All vendors' representative(s) attending the site visit **must** sign the *Official Attendance Sheet* as indicated below:
 - Prior to the site visit's designated start time.
 - After completion of the site visit and prior to leaving the premises.
2. Representative's signatures on the *Official Attendance Sheet* **shall** serve as proof of arrival time and completion of site visit.
3. The agency **shall** provide a copy of the *Official Attendance Sheet* to OSP after the completion of the site visit and prior to the bid opening.

Requirements for Attendance/Participation

1. Vendors' representative(s) **must** arrive at the designated location **prior to the start time**. **Late arrivals shall not be permitted to attend the site-visit.**
2. A maximum of two (2) representatives for each vendor **shall** be allowed to attend the site visit.
3. All vendor representative(s) **must** complete the attached HIPAA confidentiality agreement and bring to the site visit signed as written.
4. All vendor representatives **must** remain with the group throughout the site visit.
5. Cell Phones and/or Cameras **shall not** be permitted on campus.
6. Vendor representatives **shall** be allowed to ask questions during the site visit. Answers to verbal questions may be given as a matter of courtesy and **must** be evaluated at vendor's risk.

Note: Vendors' representative(s) are strongly encouraged to review the Bid Solicitation Document prior arriving for the site visit.