



STATE OF ARKANSAS

OFFICE OF STATE PROCUREMENT

1509 West 7th Street, Room 300
Little Rock, Arkansas 72201-4222

RESPONSE PACKET

SP-16-0109

CAUTION TO VENDOR

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



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RESPONSE SIGNATURE PAGE

Type or Print the following information.

RESPONDENT'S INFORMATION					
Company:					
Address:					
City:		State:		Zip Code:	
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 type="checkbox"/> Nonprofit				
Minority Designation: <i>See Minority Business Policy</i>	<input type="checkbox"/> Not Applicable <input type="checkbox"/> African American <input type="checkbox"/> Hispanic American <input type="checkbox"/> Pacific Islander American <input type="checkbox"/> American Indian <input type="checkbox"/> Asian American <input type="checkbox"/> Service Disabled Veteran				
AR Minority Certification #: _____			Service Disabled Veteran Certification #: _____		

VENDOR CONTACT INFORMATION			
<i>Provide contact information to be used for bid solicitation related matters.</i>			
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 vendor's response packet, and neither box is checked, a copy of the non-redacted documents, with the exception of financial data (other than pricing), shall be released in response to any request made under the Arkansas Freedom of Information Act (FOIA). See Bid Solicitation for additional information.</i>

An official authorized to bind the vendor to a resultant contract must sign below.

The signature below signifies agreement that either of the following **shall** cause the vendor's response to be disqualified:

- Additional terms or conditions submitted in their response, whether submitted intentionally or inadvertently.
- Any exception that conflicts with a Requirement of this *Bid Solicitation*.

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 response 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 - 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 response 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:** _____

SECTIONS 3, 4, 5 - VENDOR AGREEMENT AND COMPLIANCE

- Exceptions to Requirements **shall** cause the vendor's response 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:** _____

INFORMATION FOR EVALUATION

- Provide a response to each item/question in this section. Vendor 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 <u>VENDOR HISTORIC PRESERVATION ACTIVITIES IN ARKANSAS</u> Describe your relevant knowledge of Historic Preservation Activities in Arkansas, including specific projects and activities statewide that illustrate the stated areas of study components.	10 points
E.2 <u>VENDOR ENGAGEMENT OF STATEWIDE AUDIENCE:</u> A. Describe your ability and experience engaging a statewide audience for input and to convene stakeholders and adequacy of staff necessary to administer contract for study.	10 points
B. Explain how you will conduct research and interviews, collect data and analyze the data, as well as explain their findings	10 points
E.3 <u>VENDOR COMMUNICATION:</u> A. Describe your communication skills and abilities.	10 points
B. Share examples of how you have managed contracts, presented findings for previous projects and met reporting requirements..	10 points
E.4 <u>LEAD CONSULTANT: ECONOMIST QUALIFICATIONS:</u> A. Describe education or certification as related to the areas of study components	10 points
B. Provide resumes or CVs for all key team members proposed for work on this contract.	10 points
E.5 <u>LEAD CONSULTANT: ECONOMIST EXPERIENCE /KNOWLEDGE OF ECONOMIC IMPACTS OF HISTORIC PRESERVATION AND STAFFING :</u> A. Describe your relevant experience/knowledge of the economic impacts of Historic Preservation and the adequacy of staff necessary to perform services.	10 points
B. Provide samples of previous economic impact studies of historic preservation activities for states, municipalities, or regional areas. Samples should match study components of this RFQ.	10 points

E.6 <u>LEAD CONSULTANT; ECONOMIST COMMUNICATION:</u> A. Describe your communication skills and abilities.	10 points
B. Explain how you will communicate with vendor and client.	10 points
C. Share examples of how you have managed contracts, presented findings for previous projects and met reporting requirements.	10 points
E.7 <u>LEAD CONSULTANT; ECONOMIST DELIVERY SERVICES:</u> Describe your demonstrated ability to deliver services within deadlines	10 points