



STATE OF ARKANSAS

OFFICE OF STATE PROCUREMENT

1509 West 7th Street, Room 300

Little Rock, Arkansas 72201-4222

BID RESPONSE PACKET

SP-16-0217

CAUTION TO VENDOR

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



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BID 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 proposal to be disqualified:

- Additional terms or conditions submitted in their proposal, 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 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: _____

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.

Authorized Signature: _____

Use Ink Only.

Printed/Typed Name: _____ Date: _____

SECTIONS 3 & 4 - 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.

Authorized Signature: _____
Use Ink Only.

Printed/Typed Name: _____ **Date:** _____

OFFICIAL BID PRICE SHEET

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TABLE 1: FOR LOW COST DETERMINATION

<u>COST PER MINUTE CONNECTION TIME</u>	
<u>Service #1</u> - English language program material captioned real time in English via modem	\$_____ Per Minute for first 30 minutes.
<u>Service #2</u> - Spanish language program material captioned real time in Spanish via modem	\$_____ Per Minute for first 30 minutes.
<u>COST PER FINISHED PROGRAM MINUTE</u>	
<u>Service #3</u> - English language program material captioned in English via files delivered by FTP to the captioner	\$_____ Per Finished Program Minute for first 30 minutes.
<u>Service #4</u> - Offline captioning of English program material via DV Cam, VHS or DVD in English (C1)	\$_____ Per Finished Program Minute for first 30 minutes.
<u>Service #5</u> - Offline captioning of English program material via DV Cam, VHS, or DVD in Spanish (C2)	\$_____ Per Finished Program Minute for first 30 minutes.
<u>Service #6</u> - Offline captioning of English language program material captioned in English via files delivered by FTP to the captioner	\$_____ Per Finished Program Minute for first 30 minutes.

**TOTAL COST PER MINUTE FOR ALL SERVICES
FOR FIRST 30 MINUTES \$_____**

OFFICIAL BID PRICE SHEET

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TABLE 2: NOT TO BE USED IN LOW COST DETERMINATION

<u>ADDITIONAL INFORMATION REGARDING PRICING</u>	
<u>Service #1</u> - English language program material captioned real time in English via modem	
<u>Service #2</u> - Spanish language program material captioned real time in Spanish via modem	
<u>Service #3</u> - English language program material captioned in English via files delivered by FTP to the captioner	
<u>Service #4</u> - Offline captioning of English program material via DV Cam, VHS or DVD in English (C1)	
<u>Service #5</u> - Offline captioning of English program material via DV Cam, VHS, or DVD in Spanish (C2)	
<u>Service #6</u> – Offline captioning of English language program material captioned via files delivered by FTP to the captioner	