

RFP No. BLR-170003: Questions/Answers 7/28/2017 through August 4, 2017:

Technical

- 1) **Section 2. Objectives:** Is there interest only for the evaluation of A&E and professional services processes? **No, the study should cover all procurement laws, procedures, and regulations within the State of Arkansas, including without limitation the impact on the professional services named in Section 2.0.**
- 2) **Section 2. Objectives:** What are the expected deliverables from the study? **Deliverables to be provided by the Vendor should be a part of the proposal and the plan for serving the Subcommittee by assisting it in conducting the procurement study. At a minimum, the Vendor should provide the Subcommittee with monthly reports on its activities, assist the Vendor with the drafting and preparation of its final report, as well as assist with the drafting of recommendations and legislation.**
- 3) **Attachment A:** Does the Bureau want a fixed price for the work, or fully loaded rates for a time and materials, not to exceed type contracts? **The Vendor will invoice the Bureau for work performed based on hourly rates and amounts submitted in the Official Proposal Price Sheet, as well as for actual travel expenses. The Bureau will pay invoices based on those amounts up to the maximum contract amount.**
- 4) What is the current citation for the State Procurement Code that governs the A&E/qualifications type of procurement? **Arkansas Code Annotated § 19-11-201, *et seq.***

Response Submission

- 1) **1.10 Delivery of Responses:** This sections notes that proposals may be emailed, however paragraph 1.3 says that proposals must be submitted in hard copy. Please clarify this point. **Section 1.3 reads in pertinent part, "Vendors must submit one (1) signed original hard copy of the proposal on or before the date specified on page one of this RFP. In addition, the Vendor should submit, on or before the date specified on page one of this RFP, two (2) electronic versions of the proposal (one (1) redacted electronic version and one (1) unredacted electronic version), preferably in MS Word/Excel format, on CD, flash drive, or via e-mail." As such, all Vendors should deliver hard copy versions of their proposals AND electronic copies of their proposals on or before the deadline for submission.**
- 2) **Requirements List:** If the proposal is submitted in hard copy, paragraph 1.3 notes only 1 original hard copy version. The requirements list specifies twenty-five (25) copies. Please clarify the number of hard copies required (if any) at the due date, August 18. **The addition of the 25 hard copies in the Requirements List is for the use of the Subcommittee and staff in evaluating the proposals. Please submit these in addition to what is required in the RFP to meet the proposal requirements.**
- 3) **1.4 RFP Format:** Is the proposal response to be built directly within responses to the OPPS? Or should OPPS paragraph responses (specifically Section 5) refer to a separate proposal document? Similarly, should Attachment A to the OPPS refer the reader to the separately submitted Price Sheet, or should this simply not be included with the full OPPS response? **The OPPS and any additional pricing information are to be submitted separately from the proposal. However, you may refer to the proposal within the OPPS, and the OPPS may refer the reviewer to various sections in the proposal. If this is not responsive to your questions, please provide further clarification of this issue.**