



STATE OF ARKANSAS

Department of Human Services
Office of Procurement
700 Main Street,
Little Rock, AR 72201

FINAL INVITATION FOR BID BID SOLICITATION DOCUMENT

SOLICITATION INFORMATION			
Bid Number:	710-19-1020	Solicitation Issued:	4/22/2019
Description:	Expanded Medicaid Evaluation		
Agency:	Arkansas Department of Human Services (DHS), Division of Medical Services (DMS)		
SUBMISSION DEADLINE FOR RESPONSE			
Submission Date:	05/09/19	Bid opening Time:	1:30 p.m. CT
<p>Bids shall not be accepted after the designated bid submission date and time. In accordance with Arkansas Procurement Law and Rules, it is the responsibility of vendors to submit proposals at the designated location on or before the bid submission date and time. Bids received after the designated bid submission date and time shall be considered late and shall be returned to the vendor without further review. It is not necessary to return "no bids" to the Office of Procurement (OP).</p>			
DELIVERY OF RESPONSE DOCUMENTS			
Delivery Address:	Arkansas Department of Human Services Attn: Office of Procurement 700 Main Street Slot W345 Little Rock, AR 72201		
Drop off (walk in):			
United States mail (USPS):	Arkansas Department of Human Services Attn: Office of Procurement P.O. Box 1437 Slot W345 Little Rock, AR 72203-1437		
Commercial Carrier (UPS, FedEx or USPS Exp):	Arkansas Department of Human Services Attn: Office of Procurement 112 West 8 th Street, Slot W345 Little Rock, AR 72201		
Delivery providers, USPS, UPS, and FedEx deliver mail to OP's street address on a schedule determined by each individual provider. These providers will deliver to OP based solely on the street address.			
Bid's Outer Packaging:	<p>Outer packaging must be sealed and should be properly marked with the following information. If outer packaging of proposal submission is not properly marked, the package may be opened for bid identification purposes.</p> <ul style="list-style-type: none"><input type="checkbox"/> Bid number<input type="checkbox"/> Date and time of bid opening<input type="checkbox"/> Vendor's name and return address		
Department of Human Services CONTACT INFORMATION			
OP Buyer:	Nawania Williams	Buyer's Direct Phone Number:	501-320-6511
Email Address:	Nawania.williams@dhs.arkansas.gov	DHS's Main Number:	501-683-2929
DHS Website:	http://humanservices.arkansas.gov/Pages/default.aspx		
OSP Website:	http://www.arkansas.gov/dfa/procurement/bids/index.php https://medicaid.mmis.arkansas.gov/default.aspx		

SECTION 1 - GENERAL INSTRUCTIONS AND INFORMATION

1.1 PURPOSE

This Invitation for Bid (IFB) is issued by the Office of Procurement (OP), for the Arkansas Department of Human Services (DHS), Division of Medical Services (DMS), to obtain pricing and a contract with a qualified vendor to provide analysis and evaluation of the ARWorks program in comparison to traditional Medicaid, as well as related support functions.

1.2 TYPE OF CONTRACT

- A. A Term contract will be awarded to a single vendor.
- B. Any resultant contract of this *Bid Solicitation* **shall** be subject to State approval processes which may include Legislative review.
- C. The term of this contract **shall** be for one (1) year. The anticipated starting date for the contract is 07/01/2019. Upon mutual agreement by the vendor and agency, the contract may be renewed by OP on a year-to-year basis, for up to six (6) additional one-year terms or a portion thereof not to exceed a total aggregate contract term of seven (7) years.

1.3 ISSUING AGENCY

The Office of Procurement (OP), as the issuing office, is the sole point of contact throughout this solicitation process. Vendor questions regarding this Bid Solicitation should be made through the State's buyer as shown on page two of this document. Vendor's questions will be answered as a courtesy and at vendor's own risk.

1.4 BID OPENING LOCATION

Bids submitted by the opening time and date **shall** be opened at the following location:

Department of Human Services
Office of Procurement
700 Main Street
Little Rock, AR 72201

Vendors wishing to attend the bid opening must report to the main entrance location, Arkansas Department of Human Services, Donaghey Plaza South Building, 700 Main Street, Little Rock, Arkansas 72201 and check in with the receptionist. All attendees are required to obtain security clearance upon entrance to the building by submitting a current, valid photo ID, preferably a driver's license, to the Security Officer at the reception area. The Security Officer will issue a visitor's badge which must be worn at all times. Before leaving the bid opening visitors are required to return the visitor's badge to the Security Officer and retrieve their ID.

The receptionist is to contact the buyer, for the vendor, for more detailed directions to the bid opening location.

1.5 DEFINITION OF REQUIREMENT

- A. The words "**must**" and "**shall**" signify a Requirement of this solicitation and that vendor's agreement to and compliance with that item is mandatory.
- B. Exceptions taken to any Requirement in this *Bid Solicitation*, whether submitted in the vendor's bid or in subsequent correspondence, **shall** cause the vendor's bid to be disqualified.
- C. Vendor may request exceptions to NON-mandatory items. Any such request **must** be declared on, or as an attachment to, the appropriate section's *Agreement and Compliance Page*. Vendor **must** clearly explain the requested exception and should reference the specific solicitation item number to which the exception applies. (See *Agreement and Compliance Page*.)

1.6 DEFINITION OF TERMS

- A. The State Procurement Official has made every effort to use industry-accepted terminology in this *Bid Solicitation* and will attempt to further clarify any point of an item in question as indicated in *Clarification of Bid Solicitation*.
- B. The words “bidder,” “vendor,” and “contractor” are used synonymously in this document.
- C. The terms “Invitation for Bid”, “IFB” and “Bid Solicitation” are used synonymously in this document.

1.7 **RESPONSE DOCUMENTS**

A. *Bid Response Packet*

- 1. An official authorized to bind the vendor(s) to a resultant contract **must** sign the *Bid Signature Page*.
- 2. Vendor’s signature on this page **shall** signify vendor’s agreement that either of the following **shall** cause the vendor’s bid to be disqualified
 - 1. Additional terms or conditions submitted intentionally or inadvertently.
 - 2. Any exception that conflicts with a Requirement of this *Bid Solicitation*.
- 3. The following items **shall** be submitted with the *Bid Response Packet in a sealed envelope*.
 - a. EO 98-04 Disclosure Form (Attachment A).
 - b. Copy of Vendor’s *Equal Opportunity Policy*. (See *Equal Opportunity Policy*.)
 - c. Signed addenda to this IFB, if applicable. (See Requirement of Addendum.)
 - d. Documentation that vendor meets the minimum qualifications outlined in this IFB. (See *Minimum Qualifications*.)
- 4. **DO NOT** include any other documents or ancillary information, such as a cover letter or promotional/marketing information. **Submit one (1) electronic copy of the response packet, excluding the Official Bid Price Sheet, preferably on a flash drive and one (1) hard copy. To the extent possible, all electronic files should be a single document in PDF format.**

B. *Official Bid Price Sheet*. (See *Pricing*.)

- 1. Vendor’s original *Official Bid Price Sheet* **must** be submitted in hard copy format.
- 2. Vendor should also submit one (1) electronic copy of the *Official Bid Price Sheet*, preferably on a flash drive, in a single PDF file.
- 3. The *Official Bid Price Sheet*, including the hard copy and electronic copy, must be separately sealed from the *Bid Response Packet* and should be clearly marked as “Pricing.” Vendor must not include any pricing in the hard copies or electronic copies of the *Bid Response Packet*.

1.8 **AGREEMENT AND COMPLIANCE PAGES**

- A. Vendor **must** sign all *Agreement and Compliance Pages* relevant to each section of the *Bid Solicitation Document*. The *Agreement and Compliance Pages* are included in the *Bid Response Packet*.
- B. Vendor’s signature on these pages **shall** signify agreement to and compliance with all requirements within the designated section.

1.9 **CLARIFICATION OF BID SOLICITATION**

- A. Contractor may submit written questions requesting clarification of information contained in this *Bid Solicitation*. Written questions should be submitted by 4:00 p.m., Central Time on February 25, 2019. Submit written questions by email to the buyer as shown on page one (1) of this *Bid Solicitation*.

- B. The attached response template (*Attachment B*) **must** be used for submission of all written questions. All questions should include the information specified in the response template. Written questions submitted in a different format may not be answered by DHS.
- C. Contractor's written questions will be consolidated and responded to by the State. The State's consolidated written response is anticipated to be posted to the OP website by the close of business on **March 6, 2019**.
- D. Answers to verbal questions may be given as a matter of courtesy and **must** be evaluated at contractor's risk.

1.10 **SUBCONTRACTORS**

- A. Vendor **must** complete, sign and submit the *Proposed Subcontractors Form* included in the *Bid Response Packet* to indicate vendor's intent to utilize, or to not utilize, subcontractors.
- B. Additional subcontractor information may be required or requested in following sections of this *Bid Solicitation*. **Do not** attach any additional information to the *Proposed Subcontractors Form*.
- C. The utilization of any proposed subcontractor is subject to approval by the State agency

1.11 **PRICING**

- A. Vendor(s) **must** include all pricing on the Official Bid Price Sheet(s) only. Any cost not identified by the successful vendor but subsequently incurred in order to achieve successful operation **shall** be borne by the vendor. The *Official Bid Price Sheet* is provided in the Bid Response Packet.
- B. A justification of prices quoted should be attached to the *Official Bid Price Sheet*.
- C. To allow time to evaluate bids, prices **must** be valid for one hundred twenty (**120**) days following the bid opening.
- D. Failure to complete and submit the *Official Bid Price Sheet* **shall** result in disqualification.
- E. All bid pricing **must** be in United States dollars and cents.
- F. The Official Bid Price Sheet may be reproduced as needed.
- G. The *Official Bid Price Sheet* and accompanying price justification **must** be separately sealed from the *Bid Response Packet*.

1.12 **PRIME CONTRACTOR RESPONSIBILITY**

- A. A joint bid submitted by two (2) or more vendors is acceptable. However, a single vendor **must** be identified as the prime contractor.
- B. The prime contractor **shall** be held responsible for the contract and **shall** be the sole point of contact.

1.13 **INDEPENDENT PRICE DETERMINATION**

- A. By submission of this bid, the vendor certifies, and in the case of a joint response, each party thereto certifies as to its own organization, that in connection with this bid:
 - The prices in the bid have been arrived at independently, without collusion.
 - No prior information concerning these prices has been received from, or given to, a competitive company.
- B. Evidence of collusion **shall** warrant consideration of this bid by the Office of the Attorney General. All vendors **shall** understand that this paragraph may be used as a basis for litigation.

1.14 **PROPRIETARY INFORMATION**

- A. Submission documents pertaining to this *Bid Solicitation* become the property of the State and are subject to the Arkansas Freedom of Information Act (FOIA).

- B. In accordance with FOIA and to promote maximum competition in the State competitive bidding process, the State may maintain the confidentiality of certain types of information described in FOIA. Such information may include trade secrets defined by FOIA and other information exempted from the Public Records Act pursuant to FOIA.
- C. Prospective Contractor may designate appropriate portions of its response as confidential, consistent with and to the extent permitted under the Statutes and Rules set forth above, by submitting a redacted copy of the response.
- D. By so redacting any information contained in the response, the Prospective Contractor warrants that it has formed a good faith opinion having received such necessary or proper review by counsel and other knowledgeable advisors that the portions redacted meet the requirements of the Rules and Statutes set forth above.
- E. Under no circumstances will pricing information be designated as confidential.
- F. One (1) complete copy of the submission documents from which any proprietary information has been redacted should be submitted on a flash drive in the *Bid Response Packet*. A CD is also acceptable. Do not submit documents via email or fax.
- G. Except for the redacted information, the redacted copy **must** be identical to the original hard copy, reflecting the same pagination as the original and showing the space from which information was redacted.
- H. The Prospective Contractor is responsible for identifying all proprietary information and for ensuring the electronic copy is protected against restoration of redacted data.
- I. The redacted copy will be open to public inspection under FOIA without further notice to the Prospective Contractor.
- J. If a redacted copy of the submission documents is not provided with Prospective Contractor's *Bid Response Packet*, 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 FOIA.
- K. If the State deems redacted information to be subject to FOIA, the Prospective Contractor will be contacted prior to release of the documents.
- L. The State has no liability to a Prospective Contractor with respect to the disclosure of Prospective Contractor's confidential information ordered by a court of competent jurisdiction pursuant to FOIA or other applicable law.

1.15 **CAUTION TO VENDORS**

- A. Prior to any contract award, all communication concerning this *Bid Solicitation* **must** be addressed through OP.
- B. Vendor **must not** alter any language in any solicitation document provided by the State.
- C. Vendor **must not** alter the Official Bid Price Sheet.
- D. All official documents and correspondence related to this solicitation **shall** be included as part of the resultant contract.
- E. Bids **must** be submitted only in the English language.
- F. The State **shall** have the right to award or not award a contract, if it is in the best interest of the State to do so.
- G. Vendor **must** provide clarification of any information in their response documents as requested by OP.
- H. Bids **must** meet or exceed all defined specifications as set forth in this *Bid Solicitation*.

- I. Bids **must** meet all terms and conditions of this Invitation for Bid and the laws of the State of Arkansas.
- J. Vendors may submit multiple bids.

1.16 **REQUIREMENT OF ADDENDUM**

- A. This *Bid Solicitation* **shall** be modified only by an addendum written and authorized by OP.
- B. An addendum posted within three (3) calendar days prior to the bid opening **shall** extend the bid opening and may or may not include changes to the Bid Solicitation.
- C. The vendor **shall** be responsible for checking the following websites for any and all addenda up to bid opening:
<http://www.arkansas.gov/dfa/procurement/bids/index.php>,
<http://humanservices.arkansas.gov/about-dhs/op/procurement-announcements>
<https://medicaid.mmis.arkansas.gov/default.aspx>

1.17 **AWARD PROCESS**

- A. Vendor Selection
 - 1. Award **shall** be made on an ALL OR NONE basis to the lowest responsive bidder. Bidders must meet minimum qualifications. Bids must meet or exceed all defined specifications. Bids must meet all terms and conditions of this Invitation for Bid and the laws of the State of Arkansas.
 - 2. Contract award, extension, or renewal is contingent upon approval by officials of DHS, subsequent approval by the DHS Office of Procurement, review by the Legislative Council and the availability of State funds. Changes to any non-financial portion of this agreement may be made with the agreement of both DHS and the Contractor.
- B. Negotiations
 - 1. If the State so chooses, negotiations may be conducted with the lowest responsive bidder. Negotiations are conducted at the sole discretion of the State.
 - 2. If negotiations fail to result in a contract, the State may begin the negotiation process with the next lowest responsive bidder. The negotiation process may be repeated until the lowest responsive vendor has been determined, or until such time the State decides not to move forward with an award.
- C. Anticipation to Award
 - 1. Once an anticipated successful vendor has been determined, the anticipated award will be posted on the following websites:
<http://www.arkansas.gov/dfa/procurement/bids/index.php>,
<http://humanservices.arkansas.gov/about-dhs/op/procurement-announcements>
<https://medicaid.mmis.arkansas.gov/default.aspx>
 - 2. The anticipated award will be posted for a period of fourteen (14) days prior to the issuance of a contract. Vendors and agencies are cautioned that these are preliminary results only, and a contract will not be issued prior to the end of the fourteen day posting period.
 - 3. OP **shall** have the right to waive the policy of Anticipation to Award when it is in the best interest of the State.
 - 4. It is the vendor's responsibility to check the above referenced websites for the posting of an anticipated award.
- D. Issuance of Contract
 - 1. Any resultant contract of this Bid Solicitation shall be subject to State approval processes which may include Legislative review.

2. An Office of Procurement Official will be responsible for award and administration of any resulting contract.

1.18 MINORITY AND WOMEN-OWNED BUSINESS POLICY

- A. A minority-owned business is defined by Arkansas Code Annotated § 15-4-303 as a business that is at least fifty-one percent (51%) owned by a lawful permanent resident of this State who is :
 - African American
 - American Indian
 - Asian American
 - Hispanic American
 - Pacific Islander American
 - A Service Disabled Veteran as designated by the United States Department of Veterans Affairs
- B. A woman-owned business is defined by Arkansas Code Annotated § 15-4-303(9) as a business that is at least fifty-one percent (51%) owned by one (1) or more women who are lawful permanent residents of this State.
- C. The Arkansas Economic Development Commission conducts a certification process for minority-owned and women-owned businesses. If certified, the Prospective Contractor's Certification Number should be included on the *Bid Signature Page*.

1.19 EQUAL EMPLOYMENT OPPORTUNITY POLICY

- A. In compliance with Arkansas Code Annotated § 19-11-104, the State is required to have a copy of the anticipated Contractor's *Equal Opportunity (EO) Policy* prior to issuing a contract award.
- B. EO Policies should be included as a hardcopy accompanying the solicitation response.
- C. The submission of an *EO Policy* to OSP is a one-time Requirement. Vendors are responsible for providing updates or changes to their respective policies, and for supplying *EO Policies* upon request to other State agencies that must also comply with this statute.
- D. Vendors, who are not required by law by to have an *EO Policy*, **must** submit a written statement to that effect.

1.20 PROHIBITION OF EMPLOYMENT OF ILLEGAL IMMIGRANTS

- A. Pursuant to Arkansas Code Annotated § 19-11-105, prior to the award of a contract, selected vendor(s) **must** have a current certification on file with the Office of State Procurement (OSP) stating that they do not employ or contract with illegal immigrants.
- B. OP will notify the selected vendor(s) prior to award if their certification has expired or is not on file. Instructions for completing the certification process will be provided to the vendor(s) at that time.

1.21 RESTRICTION OF BOYCOTT OF ISRAEL

- A. Pursuant to Arkansas Code Annotated § 25-1-503, a public entity **shall not** enter into a contract with a company unless the contract includes a written certification that the person or company is not currently engaged in, and agrees for the duration of the contract not to engage in, a boycott of Israel.
- B. This prohibition does not apply to a company which offers to provide the goods or services for at least twenty percent (20%) less than the lowest certifying business.
- C. By checking the designated box on the Bid Signature Page of the response packet, a Prospective Contractor agrees and certifies that they do not, and will not for the duration of the contract, boycott Israel.

1.22 PAST PERFORMANCE

In accordance with provisions of State Procurement Law, specifically OSP Rule R5:19-11-230(b)(1), a vendor's past performance with the State may be used to determine if the vendor is "responsible". Proposals submitted by vendors determined to be non-responsible **shall** be disqualified.

1.23 TECHNOLOGY ACCESS

- A. When procuring a technology product or when soliciting the development of such a product, the State of Arkansas is required to comply with the provisions of Arkansas Code Annotated § 25-26-201 et seq., as amended by Act 308 of 2013, which expresses the policy of the State to provide individuals who are blind or visually impaired with access to information technology purchased in whole or in part with state funds. The Prospective Contractor expressly acknowledges and agrees that state funds may not be expended in connection with the purchase of information technology unless that technology meets the statutory Requirements found in 36 C.F.R. § 1194.21, as it existed on January 1, 2013 (software applications and operating ICSs) and 36 C.F.R. § 1194.22, as it existed on January 1, 2013 (web-based intranet and internet information and applications), in accordance with the State of Arkansas technology policy standards relating to accessibility by persons with visual impairments.
- B. Accordingly, the Prospective Contractor expressly represents and warrants to the State of Arkansas through the procurement process by submission of a Voluntary Product Accessibility Template (VPAT) for 36 C.F.R. § 1194.21, as it existed on January 1, 2013 (software applications and operating ICSs) and 36 C.F.R. § 1194.22, that the technology provided to the State for purchase is capable, either by virtue of features included within the technology, or because it is readily adaptable by use with other technology, of:
1. Providing, to the extent required by Arkansas Code Annotated § 25-26-201 et seq., as amended by Act 308 of 2013, equivalent access for effective use by both visual and non-visual means.
 2. Presenting information, including prompts used for interactive communications, in formats intended for non-visual use.
 3. After being made accessible, integrating into networks for obtaining, retrieving, and disseminating information used by individuals who are not blind or visually impaired.
 4. Providing effective, interactive control and use of the technology, including without limitation the operating system, software applications, and format of the data presented is readily achievable by nonvisual means.
 5. Being compatible with information technology used by other individuals with whom the blind or visually impaired individuals interact.
 6. Integrating into networks used to share communications among employees, program participants, and the public.
 7. Providing the capability of equivalent access by nonvisual means to telecommunications or other interconnected network services used by persons who are not blind or visually impaired.
- C. State agencies cannot claim a product as a whole is not reasonably available because no product in the marketplace meets all the standards. Agencies must evaluate products to determine which product best meets the standards. If an agency purchases a product that does not best meet the standards, the agency must provide written documentation supporting the selection of a different product, including any required reasonable accommodations.
- D. For purposes of this section, the phrase “equivalent access” means a substantially similar ability to communicate with, or make use of, the technology, either directly, by features incorporated within the technology, or by other reasonable means such as assistive devices or services which would constitute reasonable accommodations under the Americans with Disabilities Act or similar state and federal laws. Examples of methods by which equivalent access may be provided include, but are not limited to, keyboard alternatives to mouse commands or other means of navigating graphical displays, and customizable display appearance. As provided in Arkansas Code Annotated § 25-26-201 et seq., as amended by Act 308 of 2013, if equivalent access is not reasonably available, then individuals who are blind or visually impaired **shall** be provided a reasonable accommodation as defined in 42 U.S.C. § 12111(9), as it existed on January 1, 2013.
- E. If the information manipulated or presented by the product is inherently visual in nature, so that its meaning cannot be conveyed non-visually, these specifications do not prohibit the purchase or use of an information technology product that does not meet these standards.

1.24 COMPLIANCE WITH THE STATE SHARED TECHNICAL ARCHITECTURE PROGRAM

The respondent's solution must comply with the state's shared Technical Architecture Program which is a set of policies and standards that can be viewed at: <http://dis.publishpath.com/policies-standards>. Only those standards which are fully promulgated or have been approved by the Governor's Office apply to this solution.

1.25 VISA ACCEPTANCE

- A. Awarded vendor should have the capability of accepting the State's authorized VISA Procurement Card (p-card) as a method of payment.
- B. Price changes or additional fee(s) **shall not** be levied against the State when accepting the p-card as a form of payment.
- C. VISA is not the exclusive method of payment.

1.26 PUBLICITY

- A. Vendors **shall not** issue a news release pertaining to this *Bid Solicitation* or any portion of the project without OP's prior written approval.
- B. Failure to comply with this Requirement **shall** be cause for a vendor's bid to be disqualified.

1.27 RESERVATION

The State **shall not** pay costs incurred in the preparation of a bid.

1.28 SCHEDULE OF EVENTS

Public Notice of DRAFT IFB	02/14/19
Deadline for Receipt of Written Questions	02/25/19
Response to Written Questions	03/06/19
Public Notice of FINAL IFB	04/22/19
Date and time for Opening Bids	05/09/19 1:30 p.m. CT
Intent to Award Announced, On or About	05/14/19
Contract Start, (Subject to State Approval)	07/01/19

1.29 STATE HOLIDAYS

Holidays are those days as declared legal state holidays by authority of Act 304 of 2001. Those days are as follows:

New Year's Day	January 1
Dr. Martin Luther King Jr.'s Birthday	Third Monday in January
George Washington's Birthday	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Veterans Day	November 11
Thanksgiving Day	Fourth Thursday in November
Christmas Eve	December 24
Christmas Day	December 25

Additional days can be proclaimed as holidays by the Governor through executive proclamation. State offices are normally closed on holidays; however there are occasions (i.e. during legislative sessions) when it may become necessary to keep state offices open on holidays. The Contractor shall maintain adequate staff on such working holidays.

SECTION 2 – MINIMUM REQUIREMENTS

2.1 INTRODUCTION

Section 1115 of the Social Security Act gives the Secretary of Health and Human Services authority to approve experimental, pilot, or demonstration projects that are found by the Secretary to be likely to assist in promoting the objectives of the Medicaid program. The purpose of these demonstrations, which give states additional flexibility to design and improve their programs, is to demonstrate and evaluate state-specific policy approaches to better serving Medicaid populations.

Arkansas received approval from the Center for Medicare and Medicaid Services (CMS) for Section 1115 Waiver authority to expand its Medicaid program via premium assistance. In 2014, Arkansas created the Arkansas Health Care Independence Program, and in 2017, this program became Arkansas Works (“ARWorks”). As part of the ~~Special standard~~ Terms and Conditions (STC) of its Waiver, Arkansas must evaluate any Waiver program, including ARWorks.

This Invitation for Bid (IFB) is issued by the DHS Office of Procurement (OP) for the Division of Medical Services (DMS) to obtain pricing and a contract with a qualified vendor to provide analysis and evaluation of the ARWorks program in comparison to traditional Medicaid, as well as related support functions.

2.2 MINIMUM QUALIFICATIONS

The Bidder **must** meet the following requirements:

- A. Vendor Experience. Vendor and Vendor subcontractors **must** have a combined minimum of three (3) years’ experience out of the last five (5) years administering a comprehensive analysis and evaluation of state Medicaid Waiver programs (including but not limited to Medicaid Expansion Programs via Premium Assistance) or state Medicaid State Plan programs of a similar size and complexity as the ARWorks program.

For verification purposes of the experience and competency requirement, Vendor and Vendor subcontractors **must** provide an overview of prior work meeting this requirement, including:

1. List of agencies/clients and dates of projects.
2. Description of each project, including but not limited to:
 - a. Scope of evaluation work.
 - b. Description of the program(s) being reviewed.
 - c. Number of staff.
 - d. Technical environment.
3. Estimated volume of beneficiaries receiving services under the programs being reviewed.
4. Contract length and amounts.
5. Contact information for contract managers who can verify experience, include the following without limitation:
 - a. Current phone number.
 - b. Mailing address.
 - c. Email address.
 - d. Title and Organization.
 - e. Printed name.

For each subcontractor to be used by Vendor, Vendor **shall** submit subcontractor’s experience as defined in this section.

Bid submissions may be disqualified from Vendors whose references do not respond within five (5) business days of the request for verification.

- B. Vendor References. Bidder and all bidder subcontractors **must** provide three (3) professional references. These **must** include the following:

1. Two (2) references must be from entities other than DHS.
2. An additional reference must be from any state Medicaid division, which may include the Division of Medical Services (DMS) within DHS.

DHS reserves the right to contact the references submitted as well as any other references. Bid submissions may be disqualified from respondents whose references do not respond within five (5) business days of the request for verification.

- C. Conflict of Interest/Independence. For verification purposes, bidder and all subcontractors **must** certify that it has read the Organizational or Personal Conflict of Interest Clause (see Attachment F), and that, without limitation or qualification, Vendor have no actual, apparent, or potential conflicts of interest with, and is independent from:

1. DHS and Arkansas Medicaid.
2. Qualified Health Providers (QHP) under the ARWorks program, including the following:
 - a. Ambetter from Arkansas Health & Wellness (Centene Corporation).
 - b. QualChoice (QCA Health Plan, Inc./QualChoice Life and Health Insurance Company, Inc.
 - c. Arkansas Blue Cross & Blue Shield.
3. Providers serving Medicaid and ARWorks beneficiaries under any Arkansas Medicaid or ARWorks program.

Vendor **must** disclose all relevant information pertaining to such conflict of interest or lack of independence. Vendors disclosing a potential, actual or apparent conflict of interest or lack of independence **must** submit a Conflict of Interest Mitigation plan at the time of its bid. DHS, in its sole discretion, will determine if a conflict exists and whether it can be mitigated or waived. Vendors with conflicts of interest that cannot be mitigated or waived shall be disqualified.

- D. Sanctions, Corrective Actions or Adverse Medicaid Program Occurrence. Bidder and all bidder subcontractors **must** certify that:

1. It has not received any sanctions or corrective actions by a state of Federal government within the last ten (10) years; and
2. It has not been involved with any of the following occurrences regarding any state's Medicaid programs within the past five (5) years, including but not limited to Medicaid expansion programs:
 - a. Any ongoing litigation and any litigation resolved (including by settlement).
 - b. Any states' departments of insurance market conduct examinations and findings.
 - c. Any financial penalties greater than one thousand dollars (\$1,000.00) incurred as a result of failure to meet one or more contractual performance standards on any evaluation contract.

However, failure to certify may not disqualify a bidder's bid submission if Bidder provides detailed documentation of each sanction, occurrence, or any corresponding corrective action received from a state or Federal government within the stated time frames. Documentation must include status of all corrective actions, including corrective completed to the satisfaction of the issuing government agency.

- E. Bondability. Vendor **must** submit a Certification of Bondability from an admitted Surety Insurer with its bid submission. The certification should unconditionally offer to guarantee to the extent of one hundred percent

(100%) of the annual contract price the bidder's performance in all respects of the terms and conditions of the IFB and the resultant contract.

- F. At time of bid, Vendor must submit to DHS an organizational chart showing all proposed staffing positions, and shall include the education and work experience of key leadership team members.

2.3 **SCOPE OF WORK**

- A. Overview of Program. Arkansas submitted an Evaluation Plan for this §1115 Demonstration Waiver to The Center for Medicare and Medicaid Services (CMS) in 2014 and 2017 (Attachments G and H).

The Evaluation to be conducted under this IFB shall comport with these Evaluation Plans, and the contract for evaluation services will be a continuation of prior evaluation services provided to DHS.

DHS is issuing this IFB to obtain pricing and a contract to provide evaluation services related to the ARWorks program. The successful bidder under this IFB **shall** focus on evaluating the programmatic goals and objectives of ARWorks, including without limitation:

1. Successful Enrollment
2. Enhanced Access
3. Improved Quality of Care and Clinical Outcomes
4. Enhanced Continuity of Coverage and Care at Times of Reenrollment and Income Fluctuation.

These goals and objectives **must** be achieved within a cost-effective framework for the Medicaid program compared with what would have occurred if the state had provided coverage for the same expansion group in Arkansas Medicaid's traditional Fee-For-Service (FFS) delivery system (See Attachment I: CMS Fact Sheet for ARWorks; [and Attachment J: List of STC \(Special Terms and Conditions\) Documents](#)).

The evaluation provided under this IFB shall not include evaluation of the Work and Community Engagement Requirements, which will be provided under a separate contract, yet to be procured.

- B. Hypotheses for Evaluation. As part of this IFB, Vendor **shall** evaluate the following hypotheses:

1. Access to Care: ARWorks beneficiaries will have equal or better access to health care compared with what they would have otherwise had in the FFS system over time.

Access **shall** be evaluated using the following measures:

- a. Use of primary care and specialty physician services, including analysis of provider networks.
- b. Use of emergency room services (including emergent and non-emergent use).
- c. Potentially preventable emergency department and hospital admissions.
- d. Early and Periodic Screening, Diagnosis and Treatment benefit access for young, eligible adults.
- e. Non-Emergency Transportation (NET) access.

2. Improved Outcomes: ARWorks beneficiaries will have equal or better care and outcomes compared with what they would have otherwise had in the Medicaid FFS system over time.

Health care and outcomes **shall** be evaluated using the following measures:

- a. Use of preventive and health care services.
- b. Experience with the care provided (patient satisfaction).
- c. Use of emergency room services (including emergent and non-emergent use).
- d. Potentially preventable emergency department and hospital admissions.

3. Continuity of Care: ARWorks beneficiaries will have better continuity of care compared with what they would have otherwise had in the Medicaid FFS system over time.

Continuity **shall** be evaluated using the following measures:

- a. Gaps in insurance coverage
 - b. Maintenance of continuous access to the same health plans.
 - c. Maintenance of continuous access to the same providers.
 4. Lowered Costs: Services provided to ARWorks beneficiaries will prove to be cost effective. Cost effectiveness **shall** be evaluated using findings above in combination with the following costs determinations:
 - a. Administrative costs for the ARWorks beneficiaries, including those who become eligible for Marketplace coverage.
 - b. Overall premium costs in the Marketplace.
 - c. Cost for covering ARWorks beneficiaries compared with costs expected for covering the same expansion group in Arkansas FFS Medicaid.
- C. Metrics and Data Available. As part of this IFB, Vendor **shall** utilize metrics and data for each hypothesis to be evaluated, which may include one (1) or more of the following metrics, available data, federal and state requirements and data obtained via various methods:
1. Enrollment data:
 - a. Enrollment with each carrier (e.g., market penetration).
 - b. Enrollment within each plan (e.g., plan differentiation).
 - c. Enrollment within each market (e.g., geographic uptake variation).
 - d. Actual and expected enrollment comparison (e.g., program uptake).
 2. Claims data, including pharmacy.
- ~~Exceptional Health Care Needs Assessment Screening.~~
3. Selected Measures from Initial Core Set of Health Care Quality Measures for Adults Enrolled in Medicaid (Health Effectiveness Data and Information Set or HEDIS 2016 Codebook for ICD-10 Codes will be used to calculate measures):
 - a. Flu Shots for Adults Ages fifty (50) through sixty-four (64) (National Committee for Quality Assurance or NCQA).
 - b. Breast Cancer Screening (NCQA).
 - c. Cervical Cancer Screening (NCQA).
 - d. All-Cause Readmission Rate (NCQA).
 - e. Diabetes Short-Term Complications Admission Rate (Agency for Healthcare Research and Quality or AHRQ).
 - f. Chronic Obstructive Pulmonary Disease (COPD) Admission Rate (AHRQ).
 - g. Congestive Heart Failure (CHF) Admission Rate (AHRQ).
 - h. Adult Asthma Admission Rate (AHRQ).
 - i. Follow-Up After Hospitalization for Mental Illness (NCQA).
 - j. Annual HIV/AIDS Medical Visit (NCQA).
 - k. Comprehensive Diabetes Care: LDL-C Screening (NCQA).
 - l. Comprehensive Diabetes Care: Hemoglobin A1c Testing (NCQA).
 - m. Antidepressant Medication Management (NCQA).
 - n. Adherence to Antipsychotics for Individuals with Schizophrenia (NCQA).
 - o. Postpartum Care Rate (NCQA).
 4. Selected Measures from Healthcare Effectiveness Data and Information Set (HEDIS) 2016:
 - a. Persistence of Beta-Blocker Treatment after a Heart Attack.
 - b. Adherence to Antipsychotic Medications for Individuals with Schizophrenia (SAA).
 - c. Annual Monitoring for Patients on Persistent Medications (MPM).
 - d. Adults' Access to Preventative/Ambulatory Health Services (AAP).
 - e. Frequency of Selected Procedures (FSP).
 - f. Ambulatory Care (AMB).

- g. Inpatient Utilization – General Hospital/Acute Care (IPU).
- 5. Consumer Assessment of Healthcare Providers and System Survey (CAHPS) questions regarding:
 - a. Health care in the last six (6) months.
 - b. Beneficiary's personal doctor.
 - c. Getting health care from specialists.
 - d. Beneficiary's personal information.
 - e. SF-12v2™ Health Survey.
 - f. Beneficiary's recent work history and experiences.
- 6. Requirements set forth by the Arkansas Insurance Department (AID) for Network Adequacy Guidelines and Targets, and Requirements for Qualified Health Plan Certification in the Arkansas Federally-Facilitated Partnership Exchange (Marketplace), which may include one or more of the following:
 - a. Accreditation.
 - b. Time and Distance Targets.
 - c. GeoAccess Map Guidelines.
 - d. Performance Metrics Guidelines for Non-Accredited Carriers.
 - e. Network Access Policies and Procedures for Non-Accredited Carriers.
 - f. Standards for Essential Community Providers (ECPs).
 - g. Inclusion of School-Based Providers.
 - h. Use of Provider Directories.
 - i. Specialty Services.
 - j. Federal and State Statutory and Regulatory Requirements and Standards.
 - k. Licensure and Solvency.
 - l. Service Areas.
 - m. Rating Areas.
 - n. Quality Improvement Standards.
 - o. General Offering Requirements.
 - p. Essential Health Benefit Standards.
 - q. Essential Health Benefit Formulary Review.
 - r. Non-Discrimination Standards in Marketing and Benefit Design.
 - s. Actuarial Value Standards.
 - t. Quality Rating Standards.
 - u. Rate Filing (Premium Rates).
 - v. Plan Variations for Individuals Eligible for Cost Sharing.
- 7. Data gathered through:
 - a. Focus Groups and Key Stakeholder Structured Interviews.
 - b. Provider Practice Surveys.
 - c. Secret Shopper Assessments.
- 8. Census data from American Community Survey and similar data collection sources.
- D. Design Approaches. As part of this IFB, Vendor **shall** utilize various evaluation design approaches for all metrics and data gathered, and each hypothesis to be evaluated, which may include the following design approaches:
 - 1. Regression Discontinuity Analysis.
 - 2. Stabilized Inverse Probability of Treatment (Propensity Score) Weighting Analysis.
 - 3. Pre–Post Comparisons.
 - 4. Provider Network Adequacy.
 - 5. Qualitative Research.
 - 6. Primary Data Analysis.
 - 7. Interviews, Surveys and Assessments.

Vendor may apply metrics and data available to one (1) or more hypothesis to be evaluated as shown in Table 1, List of Metrics and Corresponding Hypothesis Categories, and may apply one (1) or more design approaches for each hypothesis to be evaluated as shown in Table 2, List of Hypotheses and Corresponding Design Approach.

E. Timeframes and Reporting:

1. The period to be evaluated **shall** be from January 1, 2019 through the end of the current Waiver approval period of December 31, 2021. Vendor may propose to DHS evaluation of data related to periods past the end of the Waiver period.
2. Vendor **shall** collaborate with DHS to determine timelines and milestones for the Vendor to meet under the contract.
3. Reporting, including interim and final reporting as required by the ~~Standard~~ Special Terms and Conditions (STC) of the Waiver and DHS, **shall** be included in the timelines and milestones developed by Vendor and DHS.

2.4 **DATA, INTERFACES, COMMUNICATION, AND DATA MAINTENANCE AND RETENTION**

- A. ~~Interfaces/~~ Data and Communications. Vendor **shall** be able to ~~send/receive data securely and interface/~~ communicate with all persons, entities and systems necessary to fully evaluate the ARWorks program, including but not limited to:

1. Beneficiaries.
2. Providers.
3. QHP Insurance Carriers.
4. DHS.
5. AID.
6. CMS.
7. Arkansas Medicaid MMIS/interChange (directly or via the DSS [Decision Support System and Service] Lab).
8. All Payer Claims Database.

Vendor **shall** work with DHS and other DHS vendors to establish necessary ~~interfaces-protocols~~ to obtain and send data as needed, including but not limited to utilization of the DHS-provided Secure File Transfer Protocol (SFTP) to transfer data.

Vendor **shall** establish and conduct all communications ~~data transfers~~ in a secure and Health Insurance Portability and Accountability Act (HIPAA)-compliant manner.

B. Data Maintenance and Retention:

1. Data Security and Breaches:
 - a. All data stored in Vendor's database to be used in the evaluation shall be secure and comply with all state and federal laws, including but not limited to HIPAA.
 - b. Vendor **shall** notify DHS immediately of any compliance violations or breach, incident, issue, complaint, sanction or occurrence related to Protected Health Information (PHI), Personal Identifying Information (PII), HIPAA transactions and code sets, or similar matters as identified by Vendor or DHS.
 - c. A data breach, privacy violation or failure to immediately report a data breach or privacy violation **shall** be grounds for imposition of sanctions or remedies, including but not limited to cause for termination of the contract.
2. Data Retention and Disposal:
 - a. Vendor **shall** comply with all applicable laws regarding retention of records, data and information relating to this contract.
 - b. Documentation related to all processes set out herein **shall** be maintained by Vendor in accordance with the Arkansas Records Retention Policy.
 - c. At the end of this contract, or at any time upon DHS's request, Vendor **shall** work with DHS to transfer

all the data contained in its database including without limitation, but not limited to, electronic versions of messaging in any form, communications, reports and any underlying data.

- d. All data received and developed by Vendor **shall** be owned by DHS; Vendor shall not utilize data for any purposes other than those specified in this IFB. Use of DHS data by Vendor in any manner not consistent with this IFB and the activities thereunder **shall** be grounds for imposition of sanctions or remedies, including but not limited to cause for termination of the contract.
 - e. After Vendor has complied with any data transfers requested by DHS, Vendor **shall** comply with HIPAA requirements regarding data destruction, which shall be done at the cost of the Vendor. Vendor shall insure that subcontractors follow all data retention and disposal requirements and certify to DHS that data destruction has been completed pursuant to HIPPA requirements within five (5) days after data destruction is complete.
 - f. Vendor **shall** complete, file, retain, and make available upon request all program records in a secure, HIPAA-compliant manner.
3. Business Continuity and Recovery Plan:
- a. Vendor **shall** develop a Business Continuity and Recovery Plan to deal with unexpected events that may affect its ability to perform any or all functions under this contract, and shall submit it within sixty (60) days of the contract start date.
 - b. Vendor **shall** perform, at a minimum, a complete back-up of all internal data at least every three (3) business days, and data must be able to be recovered within three (3) business days.
4. Transition. If incumbent Vendor is not awarded a subsequent procurement for these services, Vendor **shall** transition data to the next selected vendor and to DHS, within ten (10) calendar days after a request from DHS. Vendor **shall** develop a Transition Plan to provide for this situation.

2.5 **STAFFING AND OFFICE LOCATION**

A. Overview:

1. Within thirty (30) days of the contract start date, Vendor **must** submit to DHS for approval a final organizational chart showing all proposed staffing positions and shall include education and work experience of key leadership team members. The organizational chart, as approved by DHS, shall be considered as the minimum number of personnel necessary to perform the services specified in the IFB.
2. Vendor **shall** maintain at least the same number of personnel set forth in its organizational chart submitted with its bid proposal, but may propose changes thereto with prior approval and input from DHS. In addition, within three (3) business days, Vendor shall notify DHS of any changes to key personnel and leadership associated with this contract.
3. Vendor **shall** have staff available at all required meetings with DHS.

B. Leadership and Support Staff

1. Vendor **shall** provide:
 - a. One (1) Full-Time Equivalent (FTE) Project Manager (PM) with a master's degree or higher in population/public health, medical anthropology, statistics/statistical analysis or related field and at least three (3) years' experience in Medicaid Waiver evaluation projects.
 - b. A designated individual to serve as the dedicated ARWorks Evaluation Contract Manager (CM) for DHS. The CM **must** hold a senior management position within Vendor's organization and be authorized to represent Vendor in all matters pertaining to the ARWorks evaluation contract with DHS.
 - c. Sufficient evaluation and administrative staff to assist the PM and other personnel with performing tasks as needed.
2. The PM **shall** be responsible for the following deliverables:
 - a. Coordinate all evaluation activities with the designated DHS ARWorks contact throughout the design, development and finalization of all reports and other deliverables.

- b. Participate in weekly meetings, or otherwise as requested by DHS, either via phone, video conference or on-site at DHS. The purpose of these regular meetings is to maintain communication with the designated ARWorks contact to discuss progress, barriers, and any other related issues relevant to the evaluation activities.
- c. Designate appropriate staff to meet with DHS and program staff to provide clarification or direction in relation to evaluation activities.
- d. Facilitate meetings to include the following without limitation: providing an agenda, minute taking, and creation and distribution of informational materials.
- e. Facilitate and prepare oral presentation of evaluation findings, recommendations, corrective action plans, and technical assistance to DHS and/or program staff.
- f. Ensure all final reports and other deliverables are timely, well written, accurate, and complete according to the schedule determined by Vendor and DHS pursuant to Section 2.3(E).
- g. Assist DHS in responding to any questions from CMS or other stakeholders about any report or deliverables.
- h. Prepare and deliver Vendor activity reports to DHS, including any due dates, milestones and project status updates:
 - i. The project status report should include, but is not limited to, overall project status, schedule, scope, resources, organizational change management (OCM), due dates/milestones, risks/issues/concerns, and brief narrative updates/comments for each area.
 - ii. By symbol or colors (e.g., red, yellow and green), Vendor shall also indicate the status of each area.
 - iii. Vendor **shall** work with DHS to determine the frequency of the reports.

C. Office Requirements:

- 1. Vendor's office **must** be open from 8:00 a.m. to 5:00 p.m., Central Standard Time, Monday through Friday. The Contractor **must** have an automated method of receiving messages and information from CMS, DHS, beneficiaries, providers and others after business hours, on holidays and during all other office closures.
- 2. All computers, equipment and other resources necessary to fulfill the terms of this contract **shall** be at Vendor's expense and shall be properly maintained to minimize any negative impact on performance of duties.

D. Privacy Training and Compliance:

- 1. All Vendor employees, agents and subcontractors **shall** receive training and comply with the provisions of all applicable security and privacy laws, including but not limited to:
 - a. HIPAA.
 - b. HITECH.
 - c. PIPA (Arkansas Personal Information Protection Act), Act 1526 of 2005 (Ark. Code Ann. §4-110-101 et seq.).
- 2. The training and compliance **must** include, at a minimum, the HIPAA Privacy Rule, the HIPAA Security Rule, compliance and enforcement, sanctions/remedies, recognizing and reporting a breach, mitigation strategies following a breach or incident, safeguarding PHI and PII in any form, including in verbal, documentary and electronic forms.

2.6 **DAMAGES ASSESSED BY CMS**

Any damages assessed by CMS due to the negligence or fault of Vendor will be the responsibility of Vendor.

2.7 **PERFORMANCE STANDARDS**

- A. State law requires that all contracts for services include Performance Standards for measuring the overall quality of services provided. *Attachment C: Performance Based Contracting* identifies expected deliverables, performance measures, or outcomes; and defines the acceptable standards a vendor **must** meet in order to avoid assessment of damages.

- B. The State may be open to negotiations of Performance Standards prior to contract award, prior to the commencement of services, or at times throughout the contract duration.
- C. The State **shall** have the right to modify, add, or delete Performance Standards throughout the term of the contract, should the State determine it is in its best interest to do so. Any changes or additions to performance standards will be made in good faith following acceptable industry standards, and may include the input of the vendor so as to establish standards that are reasonably achievable.
- D. All changes made to the Performance Standards **shall** become an official part of the contract.
- E. Performance Standards **shall** continue throughout the term of the contract.
- F. Failure to meet the minimum Performance Standards as specified **may** result in the assessment of damages or termination of the contract.
- G. In the event a Performance Standard is not met, the vendor will have the opportunity to defend, respond to, or cure to as determined by the State, the insufficiency. The State **may** waive damages if it determines there were extenuating factors beyond the control of the vendor that hindered the performance of services or it is in the best interest of the State. In these instances, the State **shall** have final determination of the performance acceptability.

Should any compensation be owed to the agency due to the assessment of damages, vendor **shall** follow the direction of the agency regarding the required compensation process.

SECTION 3 – GENERAL CONTRACTUAL REQUIREMENTS

Do not provide responses to items in this section.

3.1 PAYMENT AND INVOICE PROVISIONS

A. All invoices **shall** be forwarded to:

**Arkansas Department of Human Services
DMS/Financial Activities
P. O. Box 1437 slot S416
Little Rock, AR 72203**

- B. Payment will be made in accordance with applicable State of Arkansas accounting procedures upon acceptance goods and services by the agency.
- C. The State **shall not** be invoiced in advance of delivery and acceptance of any goods or services.
- D. Payment will be made only after the vendor has successfully satisfied the agency as to the reliability and effectiveness of the goods or services purchased as a whole.
- E. The vendor should invoice the agency by an itemized list of charges. The agency's Purchase Order Number and/or the Contract Number should be referenced on each invoice.
- F. Other sections of this *Bid Solicitation* may contain additional Requirements for invoicing.
- G. Selected vendor **must** be registered to receive payment and future *Bid Solicitation* notifications. Vendors may register on-line at <https://www.ark.org/vendor/index.html>.

3.2 GENERAL INFORMATION

- A. The State **shall not** lease any equipment or software for a period of time which continues past the end of a fiscal year unless the contract allows for cancellation by the State Procurement Official upon a 30 day written notice to the vendor/lessor in the event funds are not appropriated.
- B. The State **shall not** contract with another party to indemnify and defend that party for any liability and damages.
- C. The State **shall not** pay damages, legal expenses or other costs and expenses of any other party.
- D. The State **shall not** continue a contract once any equipment has been repossessed.
- E. Any litigation involving the State **must** take place in Pulaski County, Arkansas.
- F. The State **shall not** agree to any provision of a contract which violates the laws or constitution of the State of Arkansas.
- G. The State **shall not** enter a contract which grants to another party any remedies other than the following:
- The right to possession.
 - The right to accrued payments.
 - The right to expenses of deinstallation.
 - The right to expenses of repair to return the equipment to normal working order, normal wear and tear excluded.
 - The right to recover only amounts due at the time of repossession and any unamortized nonrecurring cost as allowed by Arkansas Law.
- H. The laws of the State of Arkansas **shall** govern this contract.

- I. A contract **shall not** be effective prior to award being made by a State Procurement Official.
- J. In a contract with another party, the State will accept the risk of loss of the equipment or software and pay for any destruction, loss or damage of the equipment or software while the State has such risk, when:
 - The extent of liability for such risk is based upon the purchase price of the equipment or software at the time of any loss, and
 - The contract has required the State to carry insurance for such risk.

3.3 **CONDITIONS OF CONTRACT**

- A. The vendor **shall** at all times observe and comply with federal and State of Arkansas laws, local laws, ordinances, orders, and regulations existing at the time of, or enacted subsequent to the execution of a resulting contract which in any manner affect the completion of the work.
- B. The vendor shall indemnify and save harmless the agency and all its officers, representatives, agents, and employees against any claim or liability arising from or based upon the violation of any such law, ordinance, regulation, order or decree by an employee, representative, or subcontractor of the vendor.
- C. The Contractor agrees to the Performance Based Contracting standards as presented in Attachment C, DHS Standard Terms and Conditions as presented in Attachment D, a pro forma contract as presented in Attachment E, and the Organizational or Personal Conflict of Interest policy as presented in Attachment F.

ALL VENDOR STAFF MAY BE MANDATED REPORTERS UNDER STATE AND FEDERAL MANDATES

3.4 **STATEMENT OF LIABILITY**

- A. The State will demonstrate reasonable care but will not be liable in the event of loss, destruction or theft of vendor-owned equipment or software and technical and business or operations literature to be delivered or to be used in the installation of deliverables and services. The vendor **shall** retain total liability for equipment, software and technical and business or operations literature. The State **shall** not at any time be responsible for or accept liability for any vendor-owned items.
- B. The vendor's liability for damages to the State **shall** be limited to the value of the Contract or \$5,000,000, whichever is higher. The foregoing limitation of liability **shall not** apply to claims for infringement of United States patent, copyright, trademarks or trade secrets; to claims for personal injury or damage to property caused by the gross negligence or willful misconduct of the vendor; to claims covered by other specific provisions of the Contract calling for damages; or to court costs or attorney's fees awarded by a court in addition to damages after litigation based on the Contract. The vendor and the State **shall not** be liable to each other, regardless of the form of action, for consequential, incidental, indirect, or special damages. This limitation of liability **shall not** apply to claims for infringement of United States patent, copyright, trademark or trade secrets; to claims for personal injury or damage to property caused by the gross negligence or willful misconduct of the vendor; to claims covered by other specific provisions of the Contract calling for damages; or to court costs or attorney's fees awarded by a court in addition to damages after litigation based on the Contract.
- C. Language in these terms and conditions **shall not** be construed or deemed as the State's waiver of its right of sovereign immunity. The vendor agrees that any claims against the State, whether sounding in tort or in contract, **shall** be brought before the Arkansas State Claims Commission as provided by Arkansas law, and **shall** be governed accordingly.

3.5 **PERFORMANCE BONDING**

- A. The Contractor shall be required to obtain performance and payment bonds when necessary to protect the State's interest, as determined by the state.
- B. The following situations may warrant a performance bond:
 - 1. The State's property or funds are to be provided to the contractor for using in performing the contract;
 - 2. Substantial progress payments are made before delivery of end items is complete; or

3. The duties of the Contractor, if breached, could expose the State to liabilities.
- C. When it is determined that a performance bond is required, the Contractor shall obtain a performance bond as follows:
 1. The amount of the performance bonds shall be one hundred percent (100%) of the original contract price, unless the State determines that a lesser amount would be adequate for the protection of the State; and
 2. The State may require additional performance bond protection when a contract price is increased or modified.
- D. The Contractor shall submit documentation to the satisfaction of the State that a performance bond has been obtained. The contractor shall notify the State of any changes, modification, or renewals for the performance bond during the term of the contract.

3.6 **RECORD RETENTION**

- A. The vendor **shall** maintain all pertinent financial and accounting records and evidence pertaining to the contract in accordance with generally accepted principles of accounting and as specified by the State of Arkansas Law. Upon request, access **shall** be granted to State or Federal Government entities or any of their duly authorized representatives.
- B. Financial and accounting records **shall** be made available, upon request, to the State of Arkansas's designee(s) at any time during the contract period and any extension thereof, and for five (5) years from expiration date and final payment on the contract or extension thereof.
- C. Other sections of this *Bid Solicitation* may contain additional Requirements regarding record retention.

3.7 **PRICE ESCALATION**

- A. Price increases will be considered at the time of contract renewal.
- B. The vendor **must** provide to OP a written request for the price increase. The request **must** include supporting documentation demonstrating that the increase in contract price is based on an increase in market price. OP **shall** have the right to require additional information pertaining to the requested increase.
- C. Increases **shall not** be considered to increase profit or margins.
- D. OP **shall** have the right to approve or deny the request.

3.8 **CONFIDENTIALITY**

- A. The vendor, vendor's subsidiaries, and vendor's employees **shall** be bound to all laws and to all Requirements set forth in this *Bid Solicitation* concerning the confidentiality and secure handling of information of which they may become aware of during the course of providing services under a resulting contract.
- B. Consistent and/or uncorrected breaches of confidentiality may constitute grounds for cancellation of a resulting contract, and the State **shall** have the right to cancel the contract on these grounds.
- C. Previous sections of this *Bid Solicitation* may contain additional confidentiality Requirements.

3.9 **CONTRACT INTERPRETATION**

Should the State and vendor interpret specifications differently, either party may request clarification. However if an agreement cannot be reached, the determination of the State **shall** be final and controlling.

3.10 **CANCELLATION**

- A. For Cause. The State may cancel any contract resulting from this solicitation for cause at the discretion of DHS. The State shall give the vendor written notice of cancellation, specifying the terms and the effective date of contract termination.

- B. For Convenience. The State may cancel any contract resulting from the solicitation by giving the Contractor written notice of such cancellation no less than thirty (30) days prior to the date of cancellation.
- C. If upon cancellation the Contractor has provided commodities or services which the State of Arkansas has accepted, and there are no funds legally available to pay for the commodities or services, the Contractor may file a claim with the Arkansas Claims Commission under the laws and regulations governing the filing of such claims.

3.11 **SEVERABILITY**

If any provision of the contract, including items incorporated by reference, is declared or found to be illegal, unenforceable, or void, then both the agency and the vendor **shall** be relieved of all obligations arising under such provision. If the remainder of the contract is capable of performance, it **shall not** be affected by such declaration or finding and **shall** be fully performed.

SECTION 4 – STANDARD TERMS AND CONDITIONS

☐ **Do not provide responses to items in this section.**

1. **GENERAL:** Any special terms and conditions included in this solicitation **shall** override these Standard Terms and Conditions. The Standard Terms and Conditions and any special terms and conditions **shall** become part of any contract entered into if any or all parts of the bid are accepted by the State of Arkansas.
2. **ACCEPTANCE AND REJECTION:** The State **shall** have the right to accept or reject all or any part of a bid or any and all bids, to waive minor technicalities, and to award the bid to best serve the interest of the State.
3. **BID SUBMISSION:** Original Bid Packets **must** be submitted to the Office of State Procurement on or before the date and time specified for bid opening. The Bid Packet **must** contain all documents, information, and attachments as specifically and expressly required in the *Bid Solicitation*. The bid **must** be typed or printed in ink. The signature **must** be in ink. Unsigned bids **shall** be disqualified. The person signing the bid should show title or authority to bind his firm in a contract. Multiple bids **must** be placed in separate packages and should be completely and properly identified. Late bids **shall not** be considered under any circumstances.
4. **PRICES:** Bid unit price F.O.B. destination. In case of errors in extension, unit prices **shall** govern. Prices **shall** be firm and **shall not** be subject to escalation unless otherwise specified in the *Bid Solicitation*. Unless otherwise specified, the bid **must** be firm for acceptance for thirty days from the bid opening date. "Discount from list" bids are not acceptable unless requested in the *Bid Solicitation*.
5. **QUANTITIES:** Quantities stated in a *Bid Solicitation* for term contracts are estimates only, and are not guaranteed. Contractor **must** bid unit price on the estimated quantity and unit of measure specified. The State may order more or less than the estimated quantity on term contracts. Quantities stated on firm contracts are actual Requirements of the ordering agency.
6. **BRAND NAME REFERENCES:** Unless otherwise specified in the *Bid Solicitation*, any catalog brand name or manufacturer reference used in the *Bid Solicitation* is descriptive only, not restrictive, and used to indicate the type and quality desired. Bids on brands of like nature and quality will be considered. If bidding on other than referenced specifications, the bid **must** show the manufacturer, brand or trade name, and other descriptions, and should include the manufacturer's illustrations and complete descriptions of the product offered. The State **shall** have the right to determine whether a substitute offered is equivalent to and meets the standards of the item specified, and the State may require the Contractor to supply additional descriptive material. The Contractor **shall** guarantee that the product offered will meet or exceed specifications identified in this *Bid Solicitation*. Contractors not bidding an alternate to the referenced brand name or manufacturer **shall** be required to furnish the product according to brand names, numbers, etc., as specified in the solicitation.
7. **GUARANTY:** All items bid **shall** be newly manufactured, in first-class condition, latest model and design, including, where applicable, containers suitable for shipment and storage, unless otherwise indicated in the *Bid Solicitation*. The Contractor hereby guarantees that everything furnished hereunder **shall** be free from defects in design, workmanship and material, that if sold by drawing, sample or specification, it **shall** conform thereto and **shall** serve the function for which it was furnished. The Contractor **shall** further guarantee that if the items furnished hereunder are to be installed by the Contractor, such items **shall** function properly when installed. The Contractor **shall** guarantee that all applicable laws have been complied with relating to construction, packaging, labeling and registration. The Contractor's obligations under this paragraph **shall** survive for a period of one year from the date of delivery, unless otherwise specified herein.
8. **SAMPLES:** Samples or demonstrators, when requested, **must** be furnished free of expense to the State. Each sample should be marked with the Contractor's name and address, bid or contract number and item number. If requested, samples that are not destroyed during reasonable examination will be returned at Contractor's expense. After reasonable examination, all demonstrators will be returned at Contractor's expense.
9. **TESTING PROCEDURES FOR SPECIFICATIONS COMPLIANCE:** Tests may be performed on samples or demonstrators submitted with the bid or on samples taken from the regular shipment. In the event products tested fail to meet or exceed all conditions and Requirements of the specifications, the cost of the sample used and the reasonable cost of the testing **shall** be borne by the Contractor.
10. **AMENDMENTS:** Contractor's bids cannot be altered or amended after the bid opening except as permitted by regulation.
11. **TAXES AND TRADE DISCOUNTS:** Do not include State or local sales taxes in the bid price. Trade discounts should be deducted from the unit price and the net price should be shown in the bid.
12. **AWARD:** Term Contract: A contract award will be issued to the successful Contractor. It results in a binding obligation without further action by either party. This award does not authorize shipment. Shipment is authorized by the receipt of a purchase order from the ordering agency. Firm Contract: A written State purchase order authorizing shipment will be furnished to the successful Contractor.
13. **DELIVERY ON FIRM CONTRACTS:** This solicitation shows the number of days to place a commodity in the ordering agency's designated location under normal conditions. If the Contractor cannot meet the stated delivery, alternate delivery schedules may

become a factor in an award. The Office of State Procurement **shall** have the right to extend delivery if reasons appear valid. If the date is not acceptable, the agency may buy elsewhere and any additional cost **shall** be borne by the Contractor.

14. **DELIVERY REQUIREMENTS:** No substitutions or cancellations are permitted without written approval of the Office of State Procurement. Delivery **shall** be made during agency work hours only 8:00 a.m. to 4:30 p.m. Central Time, unless prior approval for other delivery has been obtained from the agency. Packing memoranda **shall** be enclosed with each shipment.
15. **STORAGE:** The ordering agency is responsible for storage if the Contractor delivers within the time required and the agency cannot accept delivery.
16. **DEFAULT:** All commodities furnished **shall** be subject to inspection and acceptance of the ordering agency after delivery. Back orders, default in promised delivery, or failure to meet specifications **shall** authorize the Office of State Procurement to cancel this contract or any portion of it and reasonably purchase commodities elsewhere and charge full increase, if any, in cost and handling to the defaulting Contractor. The Contractor **must** give written notice to the Office of State Procurement and ordering agency of the reason and the expected delivery date. Consistent failure to meet delivery without a valid reason may cause removal from the Contractors list or suspension of eligibility for award.
17. **VARIATION IN QUANTITY:** The State assumes no liability for commodities produced, processed or shipped in excess of the amount specified on the agency's purchase order.
18. **INVOICING:** The Contractor **shall** be paid upon the completion of all of the following: (1) submission of an original and the specified number of copies of a properly itemized invoice showing the bid and purchase order numbers, where itemized in the *Bid Solicitation*, (2) delivery and acceptance of the commodities and (3) proper and legal processing of the invoice by all necessary State agencies. Invoices **must** be sent to the "Invoice To" point shown on the purchase order.
19. **STATE PROPERTY:** Any specifications, drawings, technical information, dies, cuts, negatives, positives, data or any other commodity furnished to the Contractor hereunder or in contemplation hereof or developed by the Contractor for use hereunder **shall** remain property of the State, **shall** be kept confidential, **shall** be used only as expressly authorized, and **shall** be returned at the Contractor's expense to the F.O.B. point provided by the agency or by OSP. Contractor **shall** properly identify items being returned.
20. **PATENTS OR COPYRIGHTS:** The Contractor **must** agree to indemnify and hold the State harmless from all claims, damages and costs including attorneys' fees, arising from infringement of patents or copyrights.
21. **ASSIGNMENT:** Any contract entered into pursuant to this solicitation **shall not** be assignable nor the duties thereunder delegable by either party without the written consent of the other party of the contract.
22. **CLAIMS:** Any claims the Contractor may assert under this Agreement **shall** be brought before the Arkansas State Claims Commission ("Commission"), which **shall** have exclusive jurisdiction over any and all claims that the Contractor may have arising from or in connection with this Agreement. Unless the Contractor's obligations to perform are terminated by the State, the Contractor **shall** continue to provide the Services under this Agreement even in the event that the Contractor has a claim pending before the Commission.
23. **CANCELLATION:** In the event, the State no longer needs the commodities or services specified for any reason, (e.g., program changes; changes in laws, rules or regulations; relocation of offices; lack of appropriated funding, etc.), the State **shall** have the right to cancel the contract or purchase order by giving the Contractor written notice of such cancellation thirty (30) days prior to the date of cancellation.

Any delivered but unpaid for goods will be returned in normal condition to the Contractor by the State. If the State is unable to return the commodities in normal condition and there are no funds legally available to pay for the goods, the Contractor may file a claim with the Arkansas Claims Commission under the laws and regulations governing the filing of such claims. If upon cancellation the Contractor has provided services which the State has accepted, the Contractor may file a claim. **NOTHING IN THIS CONTRACT SHALL BE DEEMED A WAIVER OF THE STATE'S RIGHT TO SOVEREIGN IMMUNITY.**
24. **DISCRIMINATION:** In order to comply with the provision of Act 954 of 1977, relating to unfair employment practices, the Contractor agrees that: (a) the Contractor **shall not** discriminate against any employee or applicant for employment because of race, sex, color, age, religion, handicap, or national origin; (b) in all solicitations or advertisements for employees, the Contractor **shall** state that all qualified applicants **shall** receive consideration without regard to race, color, sex, age, religion, handicap, or national origin; (c) the Contractor will furnish such relevant information and reports as requested by the Human Resources Commission for the purpose of determining compliance with the statute; (d) failure of the Contractor to comply with the statute, the rules and regulations promulgated thereunder and this nondiscrimination clause **shall** be deemed a breach of contract and it may be cancelled, terminated or suspended in whole or in part; (e) the Contractor **shall** include the provisions of above items (a) through (d) in every subcontract so that such provisions **shall** be binding upon such subcontractor or Contractor.
25. **CONTINGENT FEE:** The Contractor guarantees that he has not retained a person to solicit or secure this contract upon an agreement or understanding for a commission, percentage, brokerage or contingent fee, except for retention of bona fide employees or bona fide established commercial selling agencies maintained by the Contractor for the purpose of securing business.

- 26. ANTITRUST ASSIGNMENT:** As part of the consideration for entering into any contract pursuant to this solicitation, the Contractor named on the *Bid Signature Page* for this solicitation, acting herein by the authorized individual or its duly authorized agent, hereby assigns, sells and transfers to the State of Arkansas all rights, title and interest in and to all causes of action it may have under the antitrust laws of the United States or this State for price fixing, which causes of action have accrued prior to the date of this assignment and which relate solely to the particular goods or services purchased or produced by this State pursuant to this contract.
- 27. DISCLOSURE:** 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.