



STATE OF ARKANSAS
DEPARTMENT OF INFORMATION SYSTEMS
One Capitol Mall, Room 3B-201
Little Rock, Arkansas 72201

VENDOR RESPONSE
PROPOSAL PACKET
DIS-17-4701

CAUTION TO VENDOR

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



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PROPOSAL 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"/> Partnership	<input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Corporation	<input type="checkbox"/> Public Service Corp <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"/> American Indian	<input type="checkbox"/> Hispanic American <input type="checkbox"/> Asian American <input type="checkbox"/> Pacific Islander 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 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(s) of the bid solicitation.

Authorized Signature: _____
Use Ink Only.

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

SECTIONS 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(s) of the bid solicitation.

Authorized Signature: _____
Use Ink Only.

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

SECTIONS 5 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(s) 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 Vendor Experience 2.2 A., B., and C.	
	15 points

	Maximum RAW Score Available
E.2 Vendor Qualifications 2.3 A. and B.	
	10 points

	Maximum RAW Score Available
E.3 Vendor strategy alignment with business objectives 2.4 A., B., C.1., 2., 3., 4., D., and E.	
	40 points

	Maximum RAW Score Available
E.4 Data Collection Methodology 2.5 A. 1-9, and B.	
	50 points

	Maximum RAW Score Available
E.5 Comparative Data Selection, Validation, and Analysis 2.6 A. and B.	
	10 points

	Maximum RAW Score Available
E.6 Gap Analysis 2.7 A., B. 1-5, and C.	
	35 points

	Maximum RAW Score Available
E.7 Benchmarking Results 2.8 A. 1-3., and B.	
	20 points

	Maximum RAW Score Available
E.8 Strategic IT Direction 2.9 A., B. 1-5, and C. 1-5	
	55 points

	Maximum RAW Score Available
E.9 Systems Integration Requirements Development 2.10 A.	
	5 points

2.12 MANDATORY REQUIREMENTS

A. Mandatory Requirement. Vendor **shall** provide a project manager for the duration of the project that serves as the primary point of contact and manages assigned tasks.
 Check One: Agree Disagree

B. Mandatory Requirement. Vendor **shall** identify key staff for this project, their roles, and experience with similar engagements.

Response:

C. Mandatory Requirement. Vendor **shall** have a minimum of five (5) years of experience in analysis of IT data center cost. We Comply: _____ Yes _____ No

Describe/Explain:

D. Mandatory Requirement. Vendor **shall** have a minimum of five (5) years of experience in analysis of IT human resources skill sets. We Comply _____ Yes _____ No

Describe/Explain:

E. Mandatory Requirement. Vendor **shall** have a minimum of five (5) years of experience in working with State government organizations in the areas of IT consolidation and shared services best practices.

We Comply _____ Yes _____ No

Describe/Explain:

F. Mandatory Requirement. Vendor **shall** be responsible for ALL travel and expenses.

Check One _____ Agree _____ Disagree

G. Mandatory Requirement. Awarded Vendor **shall not** be allowed to respond to RFP for System Integration Services which is an optional deliverable of this RFP.

Check One _____ Agree _____ Disagree

H. Mandatory Requirement 1.14 Prime Contractor Responsibility. A single vendor **must** be identified as the prime contractor. No subcontractors will be allowed in the performance of this contract.

Check one _____ Agree _____ Disagree