Department of Information Systems
Arkansas. A State of Technology.

Claire Bailey
Director

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Governor

REQUEST FOR QUALIFICATIONS

FOR

PUBLIC SAFETY COMMUNICATION

CONSULTING SERVICES

FOR

ARKANSAS PUBLIC SAFETY COMMUNICATION NETWORKS

DEPARTMENT OF INFORMATION SYSTEMS

IN

LITTLE ROCK, ARKANSAS

April 15, 2013

RFQ #470-1302

SUBMITTAL DEADLINE:

May 3, 2013, 4:00 p.m. CDT

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I. INTRODUCTION

A. General

In accordance with the Office of State Procurement's Policies and Guidelines, the Department of Information Systems (DIS) is soliciting qualifications from qualified firms to provide public safety communication consulting services for a project involving the implementation of the Arkansas Public Safety Broadband Network (APSBN).

B. Objective

DIS is seeking a qualified firm to assist in a wide variety of technical and operational tasks. These tasks may include, but are not limited to:

- Review, evaluation and recommendations related to all technical aspects of the Arkansas Public Safety Broadband Network (APSBN) project;
- Compliance with all FCC and FirstNet broadband technical and interoperability requirements;
- Technical aspects of the integration of APSBN into FirstNet nationwide network;
- Requests for technical information regarding APSBN from the FCC or FirstNet Board;
- Consultation on technical aspects of other regional broadband projects.

These tasks are described in more detail in the Scope of Work section below.

C. Background

DIS is located in Little Rock, Arkansas and hosts the state data center facility which is located in a multi-agency building. It houses critical hosted systems for state agencies, boards, and commissions which provide services for the state and public sector. One system that is hosted at DIS is The Arkansas Wireless Information Network (AWIN).

AWIN is a multiple site, statewide, trunked communications system based on a digital 700/800 MHz system using the Association of Public Safety Communications Officials (APCO) Project 25 (P-25) standard. AWIN provides statewide operations, within the coverage area of the system, for public service entities using P-25 digital 700/800 MHz radios.

On February 22, 2012, H.R. 3630, the Middle Class Tax Relief and Job Creation Act of 2012 was enacted. This act established spectrum allocations, funding and governance structure for the First responder Network Authority (FirstNet), a nationwide wireless broadband network for public safety. This network will provide interoperability on regional, state and national levels.

Arkansas Public Safety Broadband Network (APSBN) will be a data communications network that will allow first responders throughout the state and region to communicate seamlessly during a disaster and during day-to-day operations. APSBN will incorporate 3GPP Long Term Evolution (LTE) technology operating on 700 MHz public safety broadband spectrum, allowing first responders to share text, graphics, real-time video and other mobile applications designed specifically for public safety. When connected with FirstNet the same will be accomplished on a national level.

D. Submittal of Statement of Qualifications

Responses to this RFQ shall be submitted to the Selection Screening Committee Facilitator identified under Section IV. A. 1 of this RFQ on or before the date stipulated.

E. Standard Provisions

1. Equal Employment Opportunity Policy

In compliance with Act 2157 of 2005, the Office of State Procurement (OSP) is required to have a copy of the consultant's Equal Employment Opportunity Policy (EEOP) prior to issuing a contract award. The EEOP may be submitted in electronic format to the following email address: eeopolicy.osp@dfa.state.ar.us and shall be submitted as a hard copy accompanying the Statement of Qualifications response. The Office of State Procurement will maintain a file of all consultant EEO Policies submitted in response to solicitations issued by the office. The submission is a onetime requirement; however consultants are responsible for providing updates or changes to the respective policies and supplying EEO policies upon request to other state agencies that must also comply with this statute. Consultants that do not have an established EEO policy will not be prohibited from receiving a contract award, but are required to submit a written statement to that effect.

2. Minority Business Policy

Minority participation is encouraged in this and all other procurements by state agencies. "Minority" is defined by Arkansas Code Annotated §1-2-503 as "black or African-American, Hispanic-American, American Indian or Native American, Asian, and Pacific Islander". The Arkansas Economic Development Commission conducts a certification process for minority businesses. Consultants unable to include minority-owned businesses as sub-consultants "may explain the circumstances preventing minority inclusion".

3. Employment of Illegal Immigrants

Pursuant to Act 157 of 2007, all consultants must certify, prior to award of contract, that they do not employ or contract with any illegal immigrants in its contract with the state. Consultants shall certify online at:
https://www.ark.org/dfa/immigrant/index.php/disclosure/submit and submit a screenshot of the online form with the RFQ response.

4. 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 consultant, 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. The Executive Order 98-04 Disclosure Form may be found at:
http://www.dfa.arkansas.gov/offices/procurement/Documents/contgrantform.pdf

Failure to comply with this requirement may cause the Statement of Qualifications to be deemed non-responsive and may cause the Statement of Qualifications to be removed from consideration.

5. Reservation

This RFQ does not commit DIS to award a contract, to pay costs incurred in the preparation of a RFQ in response to this request, or to procure or contract for items.

6. Terms and Definitions

The following are terms used in this Request for Qualifications which may be referred to by additional reference words or acronyms:

- Arkansas Department of Information Systems: DIS
- Arkansas Office of State Procurement: OSP
- Arkansas Wireless Information Network: AWIN
- Arkansas Public Safety Broadband Network: APSBN
- Land Mobile Radio: LMR
- Association of Public Safety Communications Officials: APCO
- Long Term Evolution (technology): LTE
- Middle Class Tax Relief and Job Creation Act of 2012: H.R. 3630
- First Responder Network Authority: FirstNet
- Consultant: entity submitting a response to the RFQ; a design professional usually employed by the firm, to help design a project, such as, an architect, electrical engineer, structural engineer, mechanical engineer, interior designer, etc.
- Firm: as defined for architect-engineering services, is any individual, partnership, corporation, association, or other legal entity permitted by law to practice the professions of architecture or engineering
- Minimum Standards and Criteria: MS&C, MSC
- Organization submitting a Response: Firm, Consultant
- Request for Qualifications: RFQ, Statement of Qualifications
- Team: a group of professional specialists with expertise in different resources but linked in a common purpose, who collaborate to develop and evaluate alternatives that are high in complexity and have many interdependent subtasks

DIS has made every effort possible to use industry-accepted terminology in this RFQ and will attempt to further clarify any point or item in question upon request.

7. Laws

The selected consultant shall agree to abide by all governing laws, ordinances, regulations, and policies of the State of Arkansas, generally which include, but are not limited to General Accounting and Budgetary Procedures Law, Ark. Code Ann. § 19-4-101 et seq., Arkansas Ethics in Public Contracting Laws, Ark. Code Ann. § 19-11-701 et seq., Procurement of Professional Services, Ark Code Ann. § 19-11-801 et seq. The enactment of any state or federal statute or the promulgation of regulations there under after execution of this contract may be reviewed by the state and consultant to determine whether the provisions of the contract require formal modification. If laws are changed by any means to make this Request for Qualifications, any contract or part of the contract resulting from this RFQ not viable, the state and each participating entity and consultant will be held harmless.

8. Choice of Law & Forum

This RFQ and any resulting contract shall be governed by and construed in accordance with the laws of the State of Arkansas. Any proceeding related to any cause of action of any nature arising from or related to this RFQ or contract may be brought only before the appropriate forum in Arkansas. This provision shall not be construed to waive sovereign

immunity under Article 5, Section 20 of the Arkansas Constitution or other applicable laws, but giving effect to federal laws.

9. Acceptance and Rejection of Statement of Qualifications

DIS reserves the right to accept submittals of “Statement of Qualifications” and to accept or reject, in part or its entirety, any submittal received as a result of this RFQ if it is in the best interests of DIS to do so. RFQ submittals may be rejected for one or more of, but not limited to, the following reasons:

a. Failure of the consultant to adhere to one or more of the provisions established in this RFQ.
b. Failure of the consultant to submit the Statement of Qualifications in the format specified in Section IV.
c. Failure of the consultant to submit the Statement of Qualifications on or before the deadline established by DIS as stated on the RFQ cover sheet and in Section IV.
d. Failure to adhere to any section of this RFQ.
e. Failure of the consultant to respond to a request for oral or written demonstrations or presentations.
f. Failure of the consultant to comply with the intent of any statement in this document, which has the word "must", "should", "shall" or “will” in it.

10. Indemnification

The consultant, or any contract resulting from this RFQ, shall agree to indemnify and save the State of Arkansas and DIS and its participating members harmless from:

a. Any claims or losses resulting from services rendered by any sub-consultant, person, or firm, performing or supplying services, materials, or supplies in connection with the performance of the contract;
b. Any claims or losses to any person or firm injured or damaged by erroneous or negligent acts, including without limitation disregard of federal or state regulations or codes, of the consultant, its officers, employees, or sub-consultants in the performance of the contract;
c. Any claims or losses to any person or firm injured or damaged by the consultant, its officers, employees, or sub-consultants by the publication, translation, reproduction, delivery, performance, use, or disposition of any data processed under the contract in a manner not authorized by the contract, or by federal or state regulations or codes;
d. Any failure of the consultant, its officers, employees, or sub-consultants to observe Arkansas laws, including but not limited to labor laws and minimum wage laws.

11. Termination of Contract

DIS reserves the right to terminate in whole, or in part, any contract resulting from this RFQ, upon thirty (30) calendar day’s written notice to the consultant.

a. Termination for Cause by DIS

The following causes are reasons for termination by DIS. This list is not to be interpreted as all inclusive:

- DIS determines that the consultant (or its sub-consultants) has failed to satisfactorily perform its contractual duties and responsibilities;
- Substantial changes in the personnel directly responsible for performing the tasks of the contract;

- Insolvency (however evidenced); if any authorized audit finds the program is ineffective, not cost effective, or a violation of state laws exists, or the filing of bankruptcy;
- If it is determined that gratuities, bribes, or something voluntarily given in return for a favorable treatment of any kind were offered to or received from any officials, agents, or employees of the consultant;
- If the consultant has provided falsified information in support of the RFQ or contract.

b. Termination for Convenience by DIS

DIS may also terminate any contract resulting from this RFQ for convenience, whenever DIS shall determine that such termination is in the best interests of DIS. Such termination may take effect by providing thirty (30) calendar days written notice to the consultant. Consultant shall be entitled to payment for any charges incurred by the consultant through the date of the notice of termination to the extent that DIS has funds available to make payment and the service deliverables are accepted by DIS.

c. Default and Remedies

Non-performance by the consultant of any requirements or conditions of any contract resulting from this RFQ shall constitute default. Upon default, DIS shall issue a written notice of default to the consultant. The consultant has fifteen (15) calendar days to cure said default. If the default is repeated during the term of the contract or any renewal thereof, DIS may, in its sole discretion, decide to terminate the contract or remaining portions thereof and exercise any remedy provided by law or conditions in the contract.

d. Non-appropriation

Pursuant to Ark. Code § 19-11-238, DIS shall terminate any contract resulting from this RFQ at the end of any biennial period when funds have not been appropriated or are otherwise unavailable to continue the contract. DIS shall provide the consultant written notice that the contract shall terminate in ninety (90) calendar days or at the beginning of the next biennial period, whichever comes first.

DIS shall notify the consultant by providing written notice. DIS shall honor commitments made and approved prior to the termination of the contract for services satisfactorily performed and accepted by DIS.

12. Method of Payment

Invoices for the preceding billing period shall be mailed or submitted electronically to DIS no later than the 15th day of the month. All invoices must reference the DIS assigned contract number. Payment will be made in accordance with applicable State of Arkansas accounting procedures upon written acceptance by DIS of services and receipt of approved invoice. The payment of invoices will be made within forty-five (45) days from receipt of invoice. Invoices shall be sent to the following address:

Arkansas Department of Information Systems
Attention: Financial Operations Accounts Payable (AP)
P.O. Box 3155
Little Rock, Arkansas 72203

13. Incurred Costs

This RFQ does not commit the State Procurement Official or DIS to award a contract(s), to pay costs incurred in the preparation of a bid in response to this request, or to procure or contract for commodities or services.

II. SCOPE OF SERVICES REQUESTED

A. Statement of Work

Responses to this RFQ should include sufficient information to demonstrate that the applicant is capable of providing professional consulting services in the following areas: broadband networking; microwave radio; Land Mobile Radio (LMR); or Long Term Evolution (LTE) wireless networks services and applications. Information regarding capabilities in any of these subject areas should emphasize projects and services designed and optimized for public safety use. Listed below are non-exclusive examples of services that DIS/AWIN may request from the successful applicant(s):

1. **Project Management Support** – Assist in DIS/AWIN Project Management initiatives to achieve system design, deployment and acceptance of the Arkansas Public Safety Broadband Network (APSBN), including:

    a. Reviewing, evaluation and proposing recommendations for modifying system and network designs for APSBN and AWIN;

    b. Develop testing criteria/test plans and assist in network testing including coverage, throughput, capacity, cell/sector loading and redundancy/failover testing;

    c. Evaluating system testing results;

    d. Reviewing, evaluation and proposing recommendations for modifications for Service Level Agreements and End User Agreements;

    e. Review, evaluate and develop procedures and testing criteria for compliance with FCC/FirstNet interoperability technical standards.

2. **Link Analysis & Path Study**

    a. The successful applicant will provide engineering services related to relocation or establishing new microwave links for AWIN and APSBN

    b. Network Analysis and Assessment – the successful applicant will provide required services to analyze and assess network performance and support, to include:

        - Analysis of network data
        - Analysis of network maintenance support
        - Analyze network traffic flow reports
        - Review network documentation

3. **Interference Investigation and Recommendation** – The successful applicant will provide required services to investigate, identify the source and make recommendations to resolve any interference issue that may arise related to microwave, LTE, or LMR networks

4. **FCC/Regulatory Support** – The successful applicant will provide services to include:

    a. Licensing administration, including renewals, modifications, changes, construction extension requests, etc.

    b. Review and evaluation of any possible new channels or frequencies to be provided/added if system is changed or expanded; assist with respond to requests from outside agencies for concurrence for future co-channel or adjacent-channel applications

    c. New license acquisition as required

    d. Monitor and advise for regulatory alerts (from APCO, other regulatory bodies and services) of rule changes that could impact AWIN or APSBN

5. **Additional Technical Services** – The successful applicant will assist DIS/AWIN in various technical initiatives, which include the following:

    a. Develop network addressing plan

    b. Fiber optic network design and redundancy

    c. Future expansion of AWIN particularly the impact of any system expansion on existing services

    d. Assess compliance of equipment with established Technical Standards including ANSI/TIA, Project 25, 3GPP, LTE Release 8 and beyond

    e. Compliance with all FirstNet minimum technical requirements and interconnection processes and procedures

    f. Network capacity planning to include tower loading studies for existing sites and potential sites.

    g. Development of QoS policies and assess and implement solutions the technical issues regarding network priority

    h. Security and encryption network design and implementation and compliance with state and federal requirements

    i. IP network design and interface into other enterprise networks

    j. Application integration, testing and deployment

        - SMS/Test Messaging
        - Voice over Internet Protocol (VOIP)
        - Voice over LTE, and

- Mission-Critical, Push-to-Talk Voice over LTE
- Deploying video and multi-median applications in a wireless environment

k. New application evaluation, approval and control

l. Network roaming/handover between APSBN and commercial LTE services

m. Network Interconnectivity/Roaming with other 700MHz Public Safety Broadband Networks

n. Network Administration and System Maintenance Best Practices on Regional Networks

B. Applicant may identify and describe any other technical services or requirements that applicant is qualified to provide

The above Scope of Work is to be used as a general guide and is not intended to be a complete list of all work required or necessary to complete the project.

III. PROPOSED SCHEDULE OF EVENTS

A. Timetable

The following schedule of events is provided for preliminary planning and to convey the understanding of the time critical events and milestones for the development of this project only. This schedule of events is subject to change without notice and it is the responsibility of the consultant to contact DIS and to check the DIS website (http://www.dis.arkansas.gov/) "Newsroom" section for changes to this timeline. This schedule will be reviewed and revised for each step of the process up to and including the negotiation of the design services contract, legislative approval, purchase order issued, and the study period.

Date	Procurement Event or Project Activity
04/15/2013 – 05/03/2013	DIS advertises the RFQ
04/26/2013 by 4:00 PM CDT	Deadline for submittal of written questions or clarifications to DIS
05/03/2013 by 4:00 PM CDT	Deadline for submittal of qualifications to DIS
05/06/2013 – 05/10/2013	Preliminary Selection Screening Committee will review and evaluate all responses
05/10/2013	DIS notifies all responding applicants of the preliminary selection results, naming the three finalists selected for presentations
05/10/2013	Set up interviews with the finalists

05/21/2013	Finalists present oral presentations and interviews
05/22/2013	Finalist is selected
05/22/2013	DIS notifies all finalists of firm selected for negotiation. All finalists should be prepared for negotiations should negotiations with top ranked firm be unsuccessful
05/27/2013 - 06/03/2013	Complete the contract negotiation with the finalist
06/10/2013	Deadline for submitting contract to OSP for processing
07/03/2013	Contract review by Legislative Council Review Committee *(Pending confirmation of date)*
07/11/2013	Contract review by PEER *(Pending confirmation of date)*
07/19/2013	Contract reviewed by Arkansas Legislative Council *(Pending confirmation of date)*
07/23/2013	Contract approved by DF&A *(Pending confirmation of date)*
07/29/2013	APSBN Planning Project Starts *(Pending funding approval)*
06/30/2016	APSBN Planning Project Completed

IV. WRITTEN QUALIFICATIONS SUBMISSION GUIDELINES

A. Submittal Information

1. Provide four (4) hard copies and one (1) electronic copy in Portable Document Format (PDF) of the Statement of Qualifications addressed to the Selection Screening Committee Facilitator at:

Mike Hill, Selection Screening Committee Facilitator
Arkansas Department of Information Systems (DIS)
P.O. Box 3155, Little Rock, Arkansas 72203

OR if using carrier other than United States Postal Service for street address delivery:

One Capitol Mall, Room 3B201, Little Rock, AR 72201

2. Submittals must be received at the above address on or before 4:00 PM CDT, May 3, 2013. Failure to meet this requirement will result in automatic disqualification for consideration under this RFQ.

3. Envelopes should state “Statement of Qualifications for Arkansas Department of Information Systems Design Professional Services, RFQ 470-1302.

4. Firms are responsible for delivery of their RFQ documents to the addresses shown above prior to the scheduled time. When appropriate, firms should consult with delivery providers to determine whether the RFQ documents will be delivered to the street address prior to the scheduled time for submittal deadline. Delivery providers, UPS, FedEx, and DHL deliver mail to DIS’s street address on a schedule determined by each individual provider. These providers will deliver to DIS offices based solely on the street address.

5. In accordance with the polices of DIS and the State of Arkansas concerning recycling of paper products, the Statement of Qualifications should be printed on recycled paper or on paper suitable for recycling. Do not include plastic laminated sheets or covers.

6. The submittal should be bound in a plastic comb binder, tape binder, three-ring binder, or other similar method suitable for ease of removal for recycling.

7. The Statement of Qualifications should contain the information listed in Section IV. B. Contents. Please note the submittal page limitations (maximum) as applicable. Unused pages in one section of the response may not be substituted for additional pages in another section. Failure to adhere to the maximum page limitations will result in disqualification of the submittal.

8. A page shall consist of one typewritten, graphic or photo representation on standard 8½” x 11” stationary. Double sided print on standard 8 ½” x 11” paper will count as two pages. Maps, graphics, or photos on one side of 11” x 17” paper will count as two pages. Other paper sizes or blank filler pages are discouraged. It is not necessary to prepare a response to this solicitation using elaborate brochures and artwork, expensive paper, and bindings or other expensive visual presentation aids.

9. Submittal brochures should be tabbed and indexed to correspond to the numbering and labeling shown in Section IV. B. Contents.

10. No information concerning the Statement of Qualification, evaluation scores, or the identity of the evaluators will be released by DIS until all ratings have been summarized and approved by the appropriate procurement official of the Office of State Procurement or DIS.

B. Contents

1. Transmittal Letter (one page) Mandatory Requirement 0 Points

   This is to serve only as the document addressing transmittal of the Statement of Qualifications. The letter should provide the name, title, taxpayer identification number, address, telephone number, and email address of the official contact and an alternate contact. These individuals should be available to be contacted by telephone or email or

attend meetings to provide clarification on the Statement of Qualifications as may be appropriate. A brief summary of the consultant's qualifications may be provided within the body of the letter. The letter should be signed by a principal or corporate officer of the consultant.

2. Key Personnel of the Team (10 pages maximum) 25 Points

Provide a description of the key personnel to be used on the team, including outside consultants. Provide a brief description of the qualifications including education and licenses. You may include an organizational chart. The descriptions should detail the role each individual will play along with brief examples of similar projects where this individual served in the same or a similar capacity. Descriptions should also indicate how long the person has been with the current firm and where the individual has worked (if other than the current firm) in the last five (5) years and in what capacity.

Discuss the special qualifications/certifications held by the key personnel on your team and how these certifications for special qualifications will provide additional value or expertise to the project. Key personnel should hold appropriate certifications for their role such as a Professional Engineering (PE) or Project Management Professional (PMP).

The firm shall acknowledge that DIS requires its employees and contractors to undergo Arkansas Crime Information Center (ACIC) and National Crime Information Center (NCIC) background checks and have no objectionable results. A background check will include, but not be limited to, a criminal investigation assessment.

3. Experience (12 pages maximum) 35 Points

Provide detailed descriptions of projects of identical or similar nature and scope that demonstrate your understanding of the requirements of this project. Examples should be as closely matched to this type of project as possible. Examples of other projects that demonstrate your ability to address key elements of this type of project may be included provided the link between the key element and the anticipated application to this project is clearly delineated. (25 points)

Provide examples showing a working knowledge of strategic planning process. (2 points)

Discuss level of experience with the use of project management tools. (2 points)

Provide details showing the ability to organize work and solve problems. (2 points)

Provide details showing the ability to establish and maintain effective working relationships. (2 points)

Discuss level of experience with meeting facilitation where groups of people had highly divergent interests. (2 points)

4. Management Plan (6 pages maximum) 10 Points

Describe your firm's management approach for projects of this size and nature. The description should demonstrate an ability to acquire and disseminate the types of information required in a project of this size and nature in an expedient and efficient manner. Provide a description of the format(s) that will be used to gather, document,

distribute, and follow up on project requirements and milestones. Provide a description of the quality control methods used by your firm to document and track the project requirements to ensure compliance with the project requirements and all regulatory review agency submittal and approval requirements.

5. Schedule (3 pages maximum) 5 Points

Describe your team's current workload and, if awarded the contract for this project as indicated under Section III above, discuss how your firm will structure your team's activities to meet this schedule. Provide a discussion of the major obstacles that you foresee in accomplishing this project in the time frame indicated and what your firm can do to address these obstacles in order to keep the project on track.

6. Cost Control (4 pages maximum) 15 Points

Describe your team's approach to developing estimates of costs for similar projects. Include a discussion of the accuracy of your team's estimates on all projects of similar size and complexity over the past three (3) years and, if available, provide a discussion of the factors affecting estimates that exceeded plus or minus (+/-) ten (10) percent of the original budget at the start of the project.

7. Previously Awarded Arkansas State Contracts (3 pages maximum) 10 Points

Provide a complete listing of all Arkansas state contracts that the firm has had within the previous 24 months, including all current contracts. This listing should be limited to state agencies, boards and commissions, higher education institutions, the Arkansas Highway and Transportation Commission, the Arkansas Game and Fish Commission, and any Arkansas constitutional offices. You do not need to include public schools (K-12), county and municipal government units or federal government contracts.

Listing should show the agency with whom you had or have a contract, the type of contract (or name of specific project), term of the contract (beginning and ending dates), amount of the contract, and the name, phone number, and email address of the point of contact (person having operational knowledge of the contract) within the agency.

8. Proof of Registration (No page limit)

All Professionals, whether prime or serving as consultants to the prime, shall be licensed in their respective disciplines in Arkansas or shall be capable of being licensed and shall do so immediately in accordance with their respective licensing entities, if awarded the project.

Submit evidence of proof of registration by the appropriate board having jurisdiction for each of the key personnel and the firms on the team. Failure to provide proper evidence for all registered team members known at the time of this submittal will be grounds for rejection of the submittal of qualifications. The firm selected for award under this RFQ may add or replace team members at any time during the course of the project subject to new members being properly licensed and acceptable to DIS.

9. Equal Employment Opportunity Policy (EEOP) (No page limit)

The firm shall submit a copy of their EEOP or statement which is currently on file with the Arkansas Department of Finance and Administration – Office of State Procurement (OSP). Omission of this requirement will be grounds for rejection of the submittal of qualifications. EEO Policies, submitted in electronic format to the following email address: eeopolicy.osp@dfa.state.ar.us shall be submitted as a hard copy accompanying the Statement of Qualifications response.

10. Employment of Illegal Immigrants (No page limit)

Pursuant to Act 157 of 2007, all consultants must certify prior to award of contract that they do not employ or contract with any illegal immigrants in its contract with the state. Omission of this requirement will be grounds for rejection of the submittal of qualifications. Consultants shall certify online at: https://www.ark.org/dfa/immigrant/index.php/disclosure/submit and submit a screen shot of the online form with the Statement of Qualifications response.

11. Disclosure (2 pages)

The firm must complete and submit the Contract and Grant Disclosure and Certification Form as required by Governor's Executive Order 98-04. Omission of this requirement will be grounds for rejection of the submittal of qualifications. The form is located at: http://www.dfa.arkansas.gov/offices/procurement/Documents/contgrantform.pdf

12. Taxpayer Identification Number (1 Page)

The firm must complete and submit the Form W-9 Department of the Treasury Request for Taxpayer Identification Number and Certification Form. Omission of this requirement will be grounds for rejection of the submittal of qualifications. The form is located at: https://www.ark.org/vendor/forms/w9.html

V. EVALUATION OF RESPONSES AND SELECTION CRITERIA

A. General

The following provides a general overview of the evaluation process and describes the scoring criteria to be used in this evaluation process. The statements of qualifications will first be screened to determine that the submittal meets the guidelines and requirements of this RFQ. Submittals which do not fully comply with these requirements will be disqualified from consideration by the committee.

All compliant submittals will be distributed to the Preliminary Selection committee members for evaluation. After each committee member has completed his or her evaluation and scoring, the committee will convene to discuss each submittal and total the scoring from all members.

The evaluation team will be comprised of three (3) or more representatives from DIS and other agencies. Voting members will have subject matter expertise in the areas of project management, contracting, network operations and maintenance, or management of the programs housed at DIS.

B. Evaluation Criteria and Scoring

1. Transmittal Letter

No points will be awarded for the transmittal letter; however omission of the letter will be grounds for rejection of the submittal of qualifications.

2. Key Personnel

Key personnel will be evaluated on their experience relative to the capacity in which they will serve on the team. A maximum of twenty-five (25) points will be assigned to this category. Experience on projects of the same or similar nature as this project will be the primary consideration. If a member is designated as a lead in a specific area, previous experience in lead roles is considered desirable. If this is the person's first project in a lead position, this will not automatically disqualify that individual but the relative importance of that position to the overall success of the project will be considered and points may be deducted for lack of adequate experience. The length of employment with the current firm will be considered as well as employment history during the past five (5) years. Individuals should have been employed by their current employer at least six (6) months and should not have had more than three (3) different employers during the past five (5) years.

3. Experience

Experience will be evaluated on its relevance to this specific project's requirements. A maximum of thirty-five (35) points will be assigned to this category. Experience on projects of the same or similar nature as this specific project will be the primary consideration. Experience of a general nature demonstrating an understanding or problem solving capability for discrete elements or functions related to this project's requirements will also be considered relevant.

4. Management Plan

The respondent will be scored based upon technical proficiency in the development and implementation of an effective management plan. A maximum of ten (10) points will be assigned to this category.

The firm's/team's management approach to gathering, disseminating, and tracking critical information will be evaluated against the needs and requirements of DIS and AWIN. Firms using those methodologies that match or mirror the requirements should be scored higher than firms using methods that are not compatible with DIS systems.

The firm's/team's quality control procedures, organization and use of key personnel throughout the entire project will be evaluated for skill, proficiency, continuity, and project management.

5. Schedule

The respondent will be evaluated on demonstrated ability to meet the project schedule outlined in Section III of this RFQ. A maximum of five (5) points will be assigned to this category.

The firm's/team's current workload will be evaluated to determine that the team has adequate personnel and resources available at key critical times to maintain the production schedule for this project. In addition, the respondent's discussion of major obstacles and possible solutions will be a primary consideration.

Staffing patterns, staff utilization, and staff productivity for the firm will be evaluated to determine if an adequate number of key and support personnel are assigned or available to execute the project in a timely manner. The organizational structure of the team will be evaluated to ensure that the appropriate mix of talent and expertise is available for each phase of the project. The firm's use of, and approach to, the team concept as well as contingency planning will be considered.

6. Cost Control

The respondent will be evaluated on demonstrated ability to meet established project budgets. A maximum of fifteen (15) points will be assigned to this category. The respondent's understanding of the total cost of a project, and the factors that contribute to estimates exceeding the plus or minus 10% target will also be considered.

7. Previously Awarded Arkansas State Contracts

The respondent's current and recent contracting history will be evaluated to ensure that all qualified firms have an equitable opportunity for state contracts. A maximum of ten (10) points will be assigned to this category.

C. Summary of Statement of Qualifications Scoring

Preliminary Selection Screening		
	Category	Maximum Points
1	Transmittal Letter	0
2	Key Personnel	25
3	Experience	35
4	Management Plan	10
5	Schedule	5
6	Cost Control	15
7	Previous Arkansas Engagements	10
	Total	100

D. Notification of Results

DIS shall notify all responding applicants by mail of the selection results, naming the finalists selected for interview.

VI. SELECTION OF CONSULTANTS FOR INTERVIEWS

A. A maximum of three (3) respondents will be identified as the most responsively qualified and will be selected for the oral presentation and interview phase. The total scores from all evaluators will be averaged to arrive at a ranking for each submittal. The firms having the highest average scores will be selected for interviews. In the event of tie scores for any position of ranking, the ties will be broken by coin toss elimination. The firm winning the coin toss will be placed in the ranking above the loser of the toss. The coin toss will be conducted by the evaluation committee chair and witnessed by the evaluation committee facilitator.

B. The order of the scheduled times for interviews will be determined by random drawing. The names of the firms selected for interview will be placed in a container and the names will be drawn one at a time from the container by the evaluation committee facilitator. The order of the schedule will be as follows: the first name drawn will have the first time slot; the second name drawn will have the second slot; and so forth until all names are drawn. All interviews will be scheduled to take place at the same location.

C. Should DIS receive only one response to this solicitation, then DIS may waive the interview phase and proceed directly to the negotiation of a contract with the single respondent or DIS may re-evaluate the services requested and re-advertise the solicitation. If DIS elects to request the waiver, the committee must complete the evaluation of the one response and average the scores to ensure the respondent meets the minimum qualifications and expectations.

VII. ORAL PRESENTATIONS AND INTERVIEWS

A. General

1. Each respondent selected will be notified in writing of their selection and scheduled for face to face oral presentations and interviews. Respondents will be given no less than ten (10) days to prepare for this meeting. Respondents should be prepared to answer questions concerning the qualifications and capabilities of their proposed team and the presentation should be well prepared and concise. The respondent will be given approximately sixty (60) minutes to discuss their unique qualifications, team structure, and to present examples of their previous works. Approximately thirty (30) minutes will be allocated for the committee to ask questions relevant to the proposed team and the project. After the question and answer period, approximately five (5) minutes will be allocated for the consultant to make a brief closing statement regarding why he/she believes his/her firm/team is the best qualified for this project.

2. Interviews will be conducted at the business offices of DIS or as shown in the letter of notification. The respondent may use photographic slides, PowerPoint presentations, or poster board displays for visual aids during the presentation. It will be the responsibility of the consultant to bring necessary equipment (laptop / notebook computer) for this presentation. DIS will provide projector, screen, easels, and stand for the consultant.

3. The consultant may elect to provide paper copies of photographs or visual aids to the committee for later review. A maximum of two (2) copies of printed materials will be

permitted. Both copies will be presented to the evaluation committee facilitator. Materials should be bound in a folder labeled in a similar manner to that of the initial response to the request for qualifications. The consultant may use photographic quality matte paper, color paper, and other non-recyclable paper for this portion only. This material will be used by the committee as a reference only during the evaluation. It is not necessary to prepare elaborate exhibits, displays, or presentations with high end audio or graphics. No points will be awarded or deducted for handout materials whether presented or not. Presentation materials may be submitted as printed copy and electronic copy on a compact disk (CD) or USB Flash Drive, labeled with the firm's name. Electronic copies should be in PDF format.

B. Contents of the Oral Presentation

1. Key Personnel

   The consultant should present an overview of the proposed team structure. If changes to the proposed team are necessary since the submittal of the written Statement of Qualifications, disclose the nature of the changes and present the qualifications of the new members at this time. This will also be the opportunity to expand or elaborate on the special qualifications of any of the personnel assigned to this project. Team leaders for each major discipline should be available to discuss their roles and responsibilities in the development of this project as well as the unique or special talents they bring to the team.

2. Experience

   The consultant should present an overview of previous project experiences that illustrates the capabilities and expertise of the proposed team. The range and types of challenges the firm has encountered on previous projects that might occur on this project should be discussed as well as how the firm overcame the challenges.

   Examples of projects that might be applied to this project should also be presented and discussed. Visual presentations of projects representing the firm's ability may be presented. To the maximum extent possible, these examples should reflect projects of similar size, function, and complexity.

   The consultant may discuss or present examples of projects for which his/her team has received regional or national recognition or awards.

3. Schedules and Cost Controls

   The consultant should discuss the proposed project timeline and identify critical events that may adversely impact DIS' objective. Examples of previous experiences meeting similar timelines and objectives should be noted. The consultant should discuss the cost estimating capabilities of the team and describe previous projects that illustrate the firm's ability to deliver projects on time and within budget.

4. Management Plan

   The consultant should identify the primary and secondary points of contacts to be used by DIS. These individuals should be present at the presentation. The consultant should describe the proposed organization of team members and support staff as required to

meet the challenges and delivery time of this project. Emphasis should be placed on the roles and responsibilities of each member of the team.

The consultant should describe contingency plans to address the loss of key personnel.

C. Summary of Oral Presentation Scoring

Final Selection - Oral Presentation Scoring		
	Category	Maximum Points
1	Key Personnel	15
2	Experience	20
3	Schedule / Cost Control	10
4	Management Plan	5
	Total	50

VIII. SELECTION OF CONSULTANT

A. The interview scores from each evaluator will be averaged to arrive at a ranking for each respondent. These average scores will be numerically added to the average score for the same respondent's statement of qualification evaluations. The scores will be ranked from highest to lowest (i.e. highest score receives the number one (1) rank position and second highest the number two (2) position, etc.). In the event of a tie score(s), the tie(s) will be broken by coin toss elimination. The coin toss will be conducted by the evaluation committee chair and witnessed by the evaluation committee facilitator. The consultant winning the coin toss will be placed in the ranking above the loser of the toss. The respondent having the highest total score (ranking) will be selected for negotiation.

B. All respondents interviewed will be notified in writing of the rankings and the name of the consultant initially selected for negotiation.

C. The consultant selected for negotiation will immediately submit a proposed scope of basic services to be provided for this project along with a copy of all proposed attachments to the contract, including a schedule of the proposed fees and anticipated reimbursable expenses. If services above and beyond the customary basic services are anticipated, submit a description of the proposed services and the proposed fees. Documentation of the proposed services, schedule, fees, etc. must be submitted as printed copy and electronic copy on a compact disk (CD) or USB flash drive, labeled with the firm's name. Electronic copies should be in PDF format.

D. DIS will schedule a meeting as soon as possible with the top-ranked consultant to discuss the details and requirements of the full scope of services and project budget. All contracts shall be on the forms approved by the Office of State Procurement in the Arkansas Department of Finance and Administration. Attachments to this form are permissible and necessary to fully define the terms and conditions of the proposed contract. All attachments shall be edited as required to be

in compliance with Arkansas State Laws, Office of State Procurement Rules and Regulations and guidelines governing professional service contracts and DIS's policies.

E. In the event that DIS cannot successfully negotiate a contract with the first consultant selected, DIS may terminate the negotiation process and undertake negotiations with the second highest ranked consultant. If the second negotiation is unsuccessful, DIS will terminate negotiation and move to the third ranked. If DIS is unable to successfully negotiate a contract with any of the consultants interviewed, the selection process shall be terminated. DIS shall re-evaluate the scope of services required or the need to continue with this project and cancel the project or begin a new RFQ selection process. Under no circumstances will DIS undertake negotiations with any of the respondents not selected for the oral presentation and interview phase of this solicitation.

F. DIS and the State of Arkansas shall not be financially obligated for any consultant's expenses associated with the negotiation process, whether successful or not.