STATE OF ARKANSAS
OFFICE OF PROCUREMENT
ARKANSAS DEPARTMENT OF HUMAN SERVICES
700 Main Street
Little Rock, Arkansas 72203

RESPONSE PACKET
710-21-0021

CAUTION TO VENDOR

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

SIGNATURE PAGE

Type or Print the following information.

PROSPECTIVE CONTRACTOR'S INFORMATION					
Company:					
Address:					
City:		State:		Zip Code:	
Business Designation*:*	☐ Individual ☐ Partnership	☐ Sole Proprietorship ☐ Corporation	☐ Public Service Corp ☐ Nonprofit		
Minority and Women-Owned Designation**:*	☐ Not Applicable ☐ African American	☐ American Indian ☐ Hispanic American	☐ Asian American ☐ Pacific Islander American	☐ Service Disabled Veteran ☐ Women-Owned	
	AR Certification #: _____		* See *Minority and Women-Owned Business Policy*		

PROSPECTIVE CONTRACTOR CONTACT INFORMATION *Provide contact information to be used for bid solicitation related matters.*			
Contact Person:		Title:	
Phone:		Alternate Phone:	
Email:			

CONFIRMATION OF REDACTED COPY

☐ YES, a redacted copy of submission documents is enclosed.

☐ NO, a redacted copy of submission documents is not enclosed. I understand a full copy of non-redacted submission documents will be released if requested.

Note: If a redacted copy of the submission documents is not provided with Prospective Contractor's response packet, and neither box is checked, 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 the Arkansas Freedom of Information Act (FOIA). See Bid Solicitation for additional information.

ILLEGAL IMMIGRANT CONFIRMATION

By signing and submitting a response to this *Bid Solicitation*, a Prospective Contractor agrees and certifies that they do not employ or contract with illegal immigrants. If selected, the Prospective Contractor certifies that they will not employ or contract with illegal immigrants during the aggregate term of a contract.

ISRAEL BOYCOTT RESTRICTION CONFIRMATION

By checking the box below, a Prospective Contractor agrees and certifies that they do not boycott Israel, and if selected, will not boycott Israel during the aggregate term of the contract.

☐ Prospective Contractor does not and will not boycott Israel.

An official authorized to bind the Prospective Contractor to a resultant contract must sign below.

The signature below signifies agreement that any exception that conflicts with a Requirement of this *Bid Solicitation* **will cause the Prospective Contractor's bid to be disqualified:**

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. ***Use Ink Only***

Vendor Name:		**Date:**	
Authorized Signature:		**Title:**	
Print/Type Name:			

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. ***Use Ink Only***

Vendor Name:		**Date:**	
Authorized Signature:		**Title:**	
Print/Type Name:			

SECTION 3,4,5 - 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 of the bid solicitation. ***Use Ink Only***

Vendor Name:		**Date:**	
Authorized Signature:		**Title:**	
Print/Type Name:			

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 MINIMUM QUALIFICATIONS	
A. Provide evidence of respondent qualifications as required by section 2.3 of this RFP.	0 points
E.2 STAFF QUALIFICATIONS/VENDOR EXPERIENCE	
A. Provide staff resumes/CVs and describe qualifications and experience of key staff (specifically the Project Manager listed in section 2.7D) who will be involved in this project, including their experience in the field of Child Nutrition Programs in particular, if any. A list of relevant client references must be provided, to include client names, addresses, phone numbers, dates of service and type(s) of service(s) provided. [No more 2 pages per proposed staff member]	5 points
E.3 PROGRAM ADMINISTRATION	
A. How does your proposed solution support DCCECE HNU administration of the five (5) listed FNS Nutrition programs (Sections 2.4 and 2.5)? [No more than 2 pages per Program]	5 points
B. DHS may in the next three years decide to replace the existing administrative system for Commodity Distribution, TEFAP and CSFP. How can your solution incorporate these programs?	5 points
E.4 COMPLIANCE	
A. How will your proposed solution support DCCECE HNU in ensuring compliance with all applicable current and future state and federal guidance and regulation (Section 2.5D)? [No more than 1 page per Program]	5 points
E.5 IMPLEMENTATION	
A. How will your proposed solution be expeditiously implemented in the State of Arkansas in accordance with section 2.7 of this RFP?	5 points
B. Provide an initial implementation plan, inclusive of staffing, a milestone timeline, testing, support, and training plans through Go-Live (Section 2.7). [No more than 2 pages of narrative and 2 pages for a timeline]	5 points
E.6 SYSTEM REQUIREMENTS	
A. Describe the system architecture, preferred hosting method, and proposed support and maintenance of the system both through implementation and ongoing. Section 2.6 [No more than 10 pages]	5 points