***RESPONSE PACKET
ADE-21-0003***

**RESPONSE SIGNATURE PAGE**

*Type or Print the following information.*

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

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

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| **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 shall 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 response to be rejected.**

**Authorized Signature:**  **Title:**

 *Use Ink Only.*

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

**PROPOSED SUBCONTRACTORS FORM**

* ***Do not*** *include additional information relating to subcontractors on this form or as an attachment to this form.*

**Prospective Contractor proposes to use the following subcontractor(s) to provide services**.

*Type or Print the following information*

|  |  |  |
| --- | --- | --- |
| **Subcontractor’s Company Name** | **Street Address** | **City, State, ZIP** |
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[ ]  **Prospective Contractor does NOT propose to use subcontractors to perform services.**

# Information for Evaluation

* *Provide a response to each item/question in this section. Prospective Contractor 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** |
| 1. **EXPERIENCE/KNOWLEDGE**
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|  |  |
| * 1. Provide a brief description of your background, experience and qualifications, including litigation/trial experience acting in a similar or like capacity to the services required in this RFQ.
 | 5 |
| * 1. Describe the nature and extent of knowledge you have regarding special education laws.
	2. Describe legal experience in the areas of special education, school law, disability, administrative, constitutional, or civil rights law.
	3. List experience in civil or administrative litigation and/or as an administrative law judge, hearing officer, or civil judge. List any previous contracts for services performed within the last year with a short narrative describing the nature of the services performed. Please list a contact for reference purposes.

**E.2 WRITING EXAMPLE**1. Submit a writing example of a legal nature or a professional nature that is not more than 10 pages in length. Current impartial hearing officers should submit a previously–issued special education impartial due process hearing decision that has all personally identifiable student information redacted. **E.3 PROFESSIONAL DEVELOPMENT COMMITMENT**1. Provide a brief description of your commitment to continued professional development.  **E.4 TRAVEL**1. List the number of days a month you are willing to travel in-state and describe other commitments that would prevent you from being available. **E.5 OVERALL PROCESS*** 1. Provide a brief description of the approach for scheduling, preparing for, conducting hearings, and time needed for producing final decisions you would use to ensure that decisions are rendered within the timelines required by Federal and State regulation.
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