

ADE BID # ADE-21-0002

PSAFT On-Call Engineering Services

Vendor questions & ADE-DESE responses

Question # 1: Do you anticipate extending the bid due date?

ADE-DESE Response: No

Question # 2: What additional details are you willing to provide, if any, beyond what is stated in bid documents concerning how you will identify the winning bid?

ADE-DESE Response: No additional details will be provided. The award will be determined based on the criteria outlined in the bid documents.

Question # 3: Was this bid posted to the nationwide free bid notification website at www.mygovwatch.com/free?

ADE-DESE Response: No

Question # 4: Other than your own website, where was this bid posted?

ADE-DESE Response: The bid was only posted on the Arkansas Office of State Procurement website.

Question # 5: We are an Arkansas-recognized Minority Business Enterprise (American Indian), but I didn't see where that is counted nor considered on the scorecard (see snipped attachment). Am I missing something?

ADE-DESE Response: All businesses/individuals who submit a proposal and meet all of the documentation requirements as outlined in item 1.7 - Response documents and 1.8 - Organization of Response documents of the RFQ will be considered. Minority vendors are reminded to include their certification number on the Response Signature Page.

1.7 RESPONSE DOCUMENTS

A. Original Response Packet

1. The following items are Response Submission Requirements and **must** be submitted in the original *Response Packet*.
 - a. Original signed *Response Signature Page*.
 - b. One (1) original hard copy of the response to the Information for Evaluation section included in the *Response Packet*. Response **must** be in the English language.
2. The following items should be submitted in the original *Response Packet*.
 - a. EO 98-04: Contract and Grant Disclosure Form. (See *Standard Terms and Conditions*, #25. *Disclosure*.)
 - b. Copy of Prospective Contractor's *Equal Opportunity Policy*. (See *Equal Opportunity Policy*.)

c. Proposed Subcontractors Form. (See Subcontractors.)

3. **DO NOT** include any other documents or ancillary information, such as a cover letter or promotional/marketing information.

B. Pricing is not requested for this solicitation and **must not** be submitted with the response. (See *Pricing*.)

C. *Additional Copies and Redacted Copy of the Response Packet*

In addition to the original *Response Packet*, the following items should be submitted:

1. Additional Copies of the *Response Packet*

- a. Three (3) complete hard copies (marked "COPY") of the *Response Packet*.
 - b. Two (2) electronic copies of the *Response Packet* on flash drives and in PDF format. CDs will **NOT** be acceptable. Do not send electronic copies via email or fax.
 - c. All additional hard copies and electronic copies **must** be identical to the original hard copy. In case of a discrepancy, the original hard copy governs.
 - d. If ADE-DESE requests additional copies of the response, the copies **must** be delivered within the timeframe specified in the request.
2. One (1) redacted (marked "REDACTED") copy the original *Response Packet* on a flash drive and in PDF format. A CD will **NOT** be acceptable. Do not send electronic copies via email or fax. (See *Proprietary Information*.)

1.8 ORGANIZATION OF RESPONSE DOCUMENTS

A. It is strongly recommended that Prospective Contractors adhere to the following format and suggestions when preparing their response.

B. The original *Response Packet* and all copies should be arranged in the following order.

- *Response Signature Page*.
- *Proposed Subcontractors Form*.
- Signed Addenda, if applicable.
- E.O. 98-04 – *Contract Grant and Disclosure Form*.
- *Equal Opportunity Policy*.
- Response to the *Information for Evaluation* section of the *Response Packet*.