

***RESPONSE PACKET***  
***SP-21-0021***

# RESPONSE SIGNATURE PAGE

Type or Print the following information.

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

PROSPECTIVE CONTRACTOR 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 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.</i>

ILLEGAL IMMIGRANT CONFIRMATION
By signing and submitting a response to this <i>Bid Solicitation</i> , 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.
<input type="checkbox"/> 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:** \_\_\_\_\_

## **SUBMISSION REQUIREMENTS**

Per the RFQ, the following items **must** be submitted with the Prospective Contractor's response submission:

- Original signed Response Signature Page*
- One (1) original hard copy of the response to the *Information for Evaluation* sections of the *Response Packet**
- Preliminary Site Inspection Schedule*

Per the RFQ, the following items *should* be submitted with the Prospective Contractor's response submission:

- Signed Addenda, if applicable.*
- E.O. 98-04 – *Contract and Grant Disclosure Form*.*
- Equal Opportunity Policy.*
- Copies of Certificates of Insurance*
- Three (3) complete hard copies (marked "COPY") of the Response Packet*
- Four (4) electronic copies of the Response Packet, preferably on flash drives*
- One (1) redacted (marked "REDACTED") copy of the original Response Packet, preferably on a flash drive*

Prospective Contractor **shall not** submit pricing with their response.

# 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

**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.

	<b>Maximum RAW Score Available</b>
<b>E.1 QUALIFICATIONS AND EXPERIENCE</b>	
A. Provide an overview of your company and describe how your company's experience distinguishes your company from your competitors. Include information about the number and location of firm offices, number of engineers, and major areas of practice/ disciplines.	5 points
B. Describe your company's telecommunications experience including your company's experience with Wireless Information Network tower inspections. Include all information necessary to fully describe your company's expertise and qualifications.	5 points
C. Describe your organization's experience with projects of a similar size and geographic distribution as that described in the RFQ. Include information regarding the number of similar projects and each project's duration.	5 points
D. Describe your company's OSHA, FCC, and other safety training that your company requires its key members to have completed prior to performing tower inspections.	5 points
E. Describe the qualifications of key members who will work on the project described in the RFQ. Include information about the licenses and certifications held by key members, and all other information necessary to fully communicate the key members experience and qualifications.	5 points
<b>E.2 PROJECT EXECUTION</b>	
A. Describe in detail your company's understanding of the work to be completed as described in the RFQ.	5 points
B. Provide the key milestones as they apply to the Preliminary Site Inspection Schedule included as a Response Submission Requirement in the Response Packet. Include a description of the roles and responsibilities of Contractor and the State to achieve each milestone and any specific resources your company expects the State to provide.	5 points
C. Describe the specific risks you see related to this project and how your organization will manage/mitigate these risks through your project management approach.	5 points
D. Describe the cost control measures your company will put in place for this project.	5 points
<b>E.3 MONITORING AND REPORTING</b>	
A. Describe how your organization will monitor progress on this project and how that progress will be communicated to the State.	5 Points
B. Detail the information that your organization will include in the Communications Site Inspection Reports. Detail any other information beyond what is required in the RFQ your company recommends including. Attach an example of a Communications Site Inspection Report your company has used for past projects.	5 Points