



STATE OF ARKANSAS

DEPARTMENT OF COMMERCE
Arkansas Economic Development
Commission
1 Commerce Way, Suite 601
Little Rock, AR 72202

REQUEST FOR PROPOSAL (MAP) SOLICITATION DOCUMENT

SOLICITATION INFORMATION

Solicitation Number:	AEDC-22-0002	Solicitation Issued:	March 1, 2022
Description:	Professional Services for Site Improvement Evaluation and Site Economic Impact Analysis		
Department:	Arkansas Economic Development Commission		

SUBMISSION DEADLINE

Proposal Opening Date:	March 24, 2022	Proposal Opening Time:	2:00 PM, Central Time
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Bids shall not be accepted after the designated bid submission date and time. In accordance with Arkansas Procurement Law and Rules, it is the responsibility of vendors to submit proposals at the designated location on or before the bid submission date and time. Bids received after the designated bid submission date and time shall be considered late and shall be returned to the vendor without further review. It is not necessary to return "no bids" to the Office of Procurement.

DELIVERY OF RESPONSE DOCUMENTS

Delivery Address and RFP Opening Location:	AR Department of Commerce Arkansas Economic Development Commission Attn: Teresa Funderburg, Procurement Administrator 1 Commerce Way, Suite 601 Little Rock, Arkansas 72201-1023 Delivery providers, USPS, UPS, and FedEx deliver mail to AEDC's street address on a schedule determined by each individual provider. These providers will deliver to AEDC based solely on the street address. Prospective Contractors assume all risk for timely, properly submitted deliveries.
Proposal's Outer Packaging:	Seal outer packaging and properly mark with the following information. If outer packaging of proposal submission is not properly marked, the package may be opened for proposal identification purposes. <ul style="list-style-type: none">• Solicitation number• Date and time of proposal opening• Prospective Contractor's name and return address

AEDC CONTACT INFORMATION

AEDC Buyer:	Teresa Funderburg	Buyer's Direct Phone Number:	501-534-3624
Email Address:	teresa.a.funderburg@arkansas.gov	AEDC's Main Number:	501-682-1121
AEDC Website:	https://www.arkansasedc.com/		
OSP Website:	http://www.arkansas.gov/dfa/procurement/bids/index.php		

SECTION 1 – GENERAL INFORMATION AND INSTRUCTIONS

- **Do not** provide responses to items in this section unless specifically and expressly required.

1.1 INTRODUCTION

This Request for Proposal (RFP) is issued by the Arkansas Department of Commerce (ACOM) for the Arkansas Economic Development Commission (AEDC) to obtain pricing and a contract(s) for Professional Services for Site Improvement Evaluation and Site Economic Impact Analysis.

Contract(s) awarded will be made to the Prospective Contractor determined to have submitted the proposal that is the most advantageous to the State. Direct all questions, comments, or concerns you may have regarding this solicitation to the AEDC Buyer.

1.2 PROPOSAL OPENING LOCATION

Proposals will be opened at the address listed on the cover page.

1.3 TYPE OF CONTRACT

- As a result of this RFP, AEDC intends to award a contract to a single Contractor.
- The anticipated starting date for any resulting contract is 5/20/22, except that the actual contract start date may be adjusted unilaterally by the State for up to three (3) calendar months. By submitting a signed proposal in response to the RFP, the Prospective Contractor represents and warrants that it will honor its proposal as being held open as irrevocable for this period.
- The initial term of a resulting contract will be for one (1) year. Upon mutual agreement by the Contractor and Department, the contract may be renewed by AEDC for up to six (6) additional one-year terms or portions thereof, not to exceed a total aggregate contract term of seven (7) consecutive years.

1.4 SOLICITATION SCHEDULE

For informational purposes, AEDC is providing a Solicitation Schedule; however, dates listed and noted with an asterisk (*) are anticipated dates only and are subject to change at the discretion of the State. All times are listed in Central Time.

TABLE A: TENTATIVE SOLICITATION SCHEDULE

ACTIVITY	DATE
RFP Release to Prospective Contractors	March 1, 2022
Bidders Conference	March 4, 2022, 10:00 am
Deadline for Prospective Contractor Questions	March 7, 2022, 5 pm
Answers to Questions Posted	March 10, 2022
Proposal Due Date	March 24, 2022, 2:00 pm
Initial Proposal Evaluation*	March 29, 2022
Interviews*	March 31 – April 1
Final Proposal Evaluation*	April 1, 2022
Discussions Kick Off Meeting*	April 12, 2022
Finalize Discussions*	April 28, 2022
Post Anticipation to Award*	April 29, 2022
Award Contract*	May 20, 2022

1.5 BIDDERS CONFERENCE

- AEDC will host a bidders' conference to provide additional information and clarification regarding the RFP.

1. The conference will take place on the date and time listed in Section 1.4 Table A.
2. The conference is important for Prospective Contractors to understand the tasks a Prospective Contractor **shall** complete when submitting a proposal ("Submission Requirements").
3. Prospective Contractors may attend the conference via:

Join Zoom Meeting

<https://arkansas-gov.zoom.us/j/83629847109?pwd=bmVyVUIVeE5rS1h4WDZYdEtVTU95UT09>

Meeting ID: 836 2984 7109

Passcode: 817744

One tap mobile

+13017158592,,83629847109#,,,,*817744# US (Washington DC)

+13126266799,,83629847109#,,,,*817744# US (Chicago)

Dial by your location

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

+1 929 436 2866 US (New York)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

888 475 4499 US Toll-free

833 548 0276 US Toll-free

833 548 0282 US Toll-free

877 853 5257 US Toll-free

Meeting ID: 836 2984 7109

Passcode: 817744

Find your local number: <https://arkansas-gov.zoom.us/u/kb2D3eqVRK>

Join by SIP

83629847109@zoomcrc.com

Join by H.323

162.255.37.11 (US West)

162.255.36.11 (US East)

213.19.144.110 (Amsterdam Netherlands)

213.244.140.110 (Germany)

103.122.166.55 (Australia Sydney)

103.122.167.55 (Australia Melbourne)

69.174.57.160 (Canada Toronto)

65.39.152.160 (Canada Vancouver)

Meeting ID: 836 2984 7109

Passcode: 817744

Join by Skype for Business

<https://arkansas-gov.zoom.us/skype/83629847109>

4. The bidders conference presentation will be posted to the Solicitation posting at <http://www.arkansas.gov/dfa/procurement/bids/index.php>.

1.6 CLARIFICATION OF SOLICITATION

- A. Submit/email any questions requesting clarification of information contained in this Solicitation to the AEDC buyer listed on the cover page by the date and time listed in Section 1.4 Table A.
 1. For each question submitted, Prospective Contractor should reference the specific Solicitation item number to which the question refers.

2. Prospective Contractors' written questions will be consolidated and responded to by the State as deemed appropriate. The State's consolidated written response is anticipated to be posted to the Solicitation posting at <http://www.arkansas.gov/dfa/procurement/bids/index.php> by the close of business on the date provided in Section 1.4, Table A. If Prospective Contractor questions are unclear or non-substantive in nature, the State may request clarification of a question(s) or decline to answer.
- B. The Prospective Contractor should notify the AEDC buyer of any term, condition, etc., that precludes the Prospective Contractor from submitting a compliant, Responsive Proposal. Prospective Contractors should note that it is the responsibility of the Prospective Contractor to seek resolution of all such issues, including those relating to the terms and conditions of the contract, prior to the submission of a proposal.
- C. Prospective Contractors may contact the AEDC buyer with non-substantive questions at any time prior to the proposal opening.
- D. An oral statement by AEDC will not be part of any contract resulting from this Solicitation and may not reasonably be relied on by any Prospective Contractor as an aid to interpretation unless it is reduced to writing and expressly adopted by AEDC.

1.7 DEFINITION OF TERMS

- A. Unless otherwise defined herein, all terms defined in Arkansas Procurement Law have the same meaning herein.
- B. "Prospective Contractor" means a responsible offeror who submits a proposal in response to this solicitation.
- C. The terms "Request for Proposal," "RFP," and "Solicitation" are used synonymously in this document.
- D. "Requirement" means something required.
- E. "Responsive Proposal" means a proposal submitted in response to this solicitation that conforms in all material respects to this RFP.
- F. "Shall" and "Must" mean the imperative and are used to identify requirements.
- G. "Specification" means any technical or purchase description or other description of the physical or functional characteristics, or of the nature, of a commodity or service. "Specification" may include a description of any requirement for inspecting, testing, or preparing a commodity or service for delivery.
- H. "State" means the State of Arkansas. When the term "State" is used herein to reference any obligation of the State under a contract that results from this solicitation, that obligation is limited to the Department using such a contract.
- I. "Site" means a parcel or contiguous parcels of land that has been identified by the property owner and/or the local economic developers as suitable for further industrial development by a manufacturer, distributor or other related primary sector industry. AEDC will provide the list of sites to be evaluated and analyzed.

1.8 RESPONSE DOCUMENTS

- A. All proposal responses **must** be submitted at the address listed on the cover page.
- B. *Technical Proposal Packet*
 1. Responses within the *Information for Evaluation* and *Exceptions* sections **must not** contain the Prospective Contractor's name or any other identifiers, including without limitation names of staff members, projects, products, and addresses.
 2. Prospective Contractors **shall** utilize the *Technical Proposal Packet* to submit their responses.

3. The following items are proposal Submission Requirements and **must** be submitted as part of a Prospective Contractor's proposal response.
 - a. Original signed *Proposal Signature Page*. Signature **must** be ink. (See *Technical Proposal Packet*.)
 - b. *One (1) original hard copy of the proposal response which includes:*
 - i. Technical Proposal response to the *Information for Evaluation* section included in the *Technical Proposal Packet*. Proposal response **must** be in the English language.
 - ii. Response to the Official Solicitation Price Sheet. Pricing **must** be proposed in U.S. dollars and cents.
 - The Official Solicitation Price Sheet, including hard copy and electronic copy, **must** be separately sealed from the Technical Proposal Packet and should be clearly marked as 'Pricing'. A Prospective Contractor **shall** not include any pricing in the hard copies or electronic copies of their Technical Proposal Packet.
 - c. *Recommended Options Form*. The *Recommended Options* form included in the *Technical Proposal Packet* allows Prospective Contractors to identify any recommended options or optional service ideas that may benefit the State that were not included in the Requirements and the proposed solution.
 - d. *Proposed Subcontractors Form*. The utilization of any proposed subcontractor is subject to approval by the Department.
 - e. *Exceptions Form*.
4. The following items, which **must** be submitted prior to a contract award to the Prospective Contractor, may also be included with the Prospective Contractor's proposal:
 - a. *EO 98-04: Contract and Grant Disclosure Form*.
 - b. Copy of Prospective Contractor's *Equal Opportunity Policy*.
 - c. *Voluntary Product Accessibility Template* (VPAT), if applicable.
5. **DO NOT** include any other documents or ancillary information, such as a cover letter or promotional/marketing information.

C. Redacted Copy of the *Technical Proposal Packet* and Completed *Pricing Response*

1. One (1) redacted (marked 'REDACTED') copy of the original Technical Proposal Packet, preferably on a flash drive and in PDF format. A CD will also be acceptable. Do not send electronic copies via email or fax.

D. Additional Copies of the Technical Proposal packet and Official Solicitation Price Sheet

1. Additional Copies of the Technical Proposal Packet
 - a. Three (3) complete hard copies (marked 'COPY') of the Technical Proposal Packet.
 - b. Three (3) electronic copies of the Technical Proposal Packet, preferably on flash drives and in PDF format. CDs will also 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.
2. Additional Copies of the Official Solicitation Price Sheet
 - a. Prospective Contractor should also submit one (1) electronic copy of the Official Solicitation Price Sheet, preferably on a flash drive and in PDF format. A CD will also be acceptable. Do not send electronic copies via email or fax.

- i. The Official Solicitation Price Sheet, including the hard copy and electronic copy, **must** be separately sealed from the Technical Proposal Packet and should be clearly marked as 'Pricing'. Prospective Contractor **shall** not include any pricing in the hard copies or electronic copies of their Technical Proposal Packet.

1.9 ACCEPTANCE OF REQUIREMENTS

- A. Unless a Prospective Contractor expressly and conspicuously identifies any exception or exceptions to any of the Requirements in the Requirements Section(s) of this RFP by listing them on the *Exceptions Form* (see *Technical Proposal Packet*), Prospective Contractor understands and agrees its submission of a proposal to represent that its proposal meets all such Requirements.
- B. A Prospective Contractor's proposal may be rejected if a Prospective Contractor takes exception to any Requirements in the Requirements Section(s) of this RFP.

1.10 ADDITIONAL TERMS AND CONDITIONS

- A. This RFP incorporates all of the *Solicitation Terms and Conditions* located on the TSS OSP website found at transform.ar.gov.
 1. Any special terms and conditions included in this solicitation **shall**
 2. override the *Solicitation Terms and Conditions*.
- B. Unless a Prospective Contractor expressly and conspicuously identifies any exception or exceptions to any of the terms in the *Services Contract (SRV-1) Fillable Form* by listing them on the *Exceptions Form* (see *Technical Proposal Packet*), Prospective Contractor agrees and **shall** adhere to all terms if selected as the successful Contractor.
 1. Items identified as non-negotiable may only be modified if the legal requirement is satisfied and approved by the State.
 2. The *Services Contract (SRV-1) Fillable Form* can be viewed on the TSS OSP website [here](#).
- C. A Prospective Contractor's proposal may be rejected if a Prospective Contractor takes exception to any terms or conditions in the documents listed in Sections [1.10.A](#) and [1.10.B](#).

SECTION 2 – REQUIREMENTS

- **Do not** provide responses to items in this section unless specifically and expressly required.

2.1 CURRENT ENVIRONMENT

This Request for Proposal (RFP) is issued by the Arkansas Economic Development Commission (AEDC) to obtain pricing and a contract(s) for Professional Services to conduct Site Improvement Evaluations and Economic Impact Analyses of pre-determined sites. Direct all questions, comments, or concerns you may have regarding this solicitation to the AEDC Buyer.

2.2 OBJECTIVE AND GOALS

Upon finalization of the resulting contract, the Contractor **shall** begin the process of conducting the Site Improvement Evaluation and the Economic Impact Analyses of the identified sites.

Site evaluation should begin no later than June 2022 and should conclude by December 2022; Site Economic Impact Analysis should begin no later than August 2022 and should conclude by December 2022. However, if delays should occur, the Contractor **shall** communicate to AEDC's Project Manager the nature of the delay, corrective actions, and revised timeline as soon as possible.

A single Site Improvement Evaluation report **shall** be completed for each site provided to the Contractor. A single Economic Impact Analysis report **shall** be completed for a selected list of sites pulled from the Evaluation candidates. Additionally, the Contractor **shall** compile a comprehensive Site Improvement Evaluation and Economic Impact Analysis of all the identified sites into a final written report to designated State personnel by the date specified by the State.

2.3 PROSPECTIVE CONTRACTOR MINIMUM QUALIFICATIONS

The Contractor(s) **shall** have had at least 5 years direct experience in leading corporate site selection projects.

The Contractor(s) **shall** have demonstrated experience evaluating site readiness levels, site data, information, and materials during site selection process.

The Contractor(s) **shall** summarize the project staff's experience and qualifications your company would devote to this project to meet our time constraints.

The Contractor(s) **shall** have had direct experience in the areas listed below:

Site Evaluation Assessment

- Demonstrated experience assisting states and communities with evaluating and improving readiness of industrial and corporate development sites, site data, and materials.
- Demonstrated process for site evaluation.
- Demonstrated professional engineering and planning expertise required to evaluate infrastructure readiness and, when necessary, prepare infrastructure improvement cost estimates and timelines and related planning materials, typically required by prospective companies during a site selection process.
- Experience developing a detailed cost/benefit planning analysis and recommendations for sites, infrastructure, and amenities improvements.
- Demonstrated experience of evaluating community readiness for targeted industry sectors.
- Experience and capabilities with assisting communities in developing improved site information, site planning diagrams, and other materials.

Site Economic Impact Analysis

- Expertise and experience in calculating projected local and regional economic impact for various site locations using statistical analysis, GIS, and census data.
- Demonstrated experience presenting complex information to various stakeholders.

2.4 GENERAL REQUIREMENTS

- A. Background:** The contractor **shall** evaluate up to 40 sites in Arkansas with the goal of improving site and community readiness and site information and data accessibility for future site searches and development opportunities.
- B. Objective 1 – Site Improvement Evaluations:** The contractor will evaluate the status and conditions of each of provided list of sites to identify strengths, weaknesses, and deficiencies for the site's suitability to support future targeted development uses. The sites are located throughout Arkansas and have a size range of approximately 40 acres to 1,600 acres.

AEDC may identify several additional sites to have evaluated by contractor. These additional sites will be identified before or during the contract period, depending on anticipated costs and budget.

AEDC does not own the sites. The selected contractor **must** work with AEDC, local communities, and the property owners to gain lawful access to the sites.

Site evaluation **must** include review and assessment of the following:

- Targeted uses of the site as established by the community and AEDC.
- Discussion with community leaders and property owner(s).
- Site availability and ownership status.
- Site quality, topography, soil characteristics (not quality or condition of the soil), size/dimensions, infrastructure service and capacity, zoning, transportation access and other site requirements and due diligence generally required for development projects as established by contractor.
- Review of existing site data, information, diagrams, and other materials utilized by AEDC and local community to market the site to consultants, prospective users and projects.
- Other site factors may be evaluated upon further discussion and agreement between AEDC and the Contractor.
- Recommend Site Improvement Roadmap: This analysis would then be used by the contractor to create an in-depth report on each site that pinpoints the most significant barriers to being shovel-ready, a step-by-step plan for making the needed improvements, and the estimated cost and timeline to make those improvements. Through this report, communities would have a specific roadmap to follow to make their site more marketable and project ready.

***Please note:** Contractors are not being solicited to perform any environmental site assessments that would typically be conducted by a prospective buyer for a property or properties that have potential or existing environmental contamination issues.*

- C. Objective 2 – Site Economic Impact Analysis:** The Contractor will conduct an in-depth Site Economic Impact Analysis for high priority sites, up to 30 sites total, using census data, labor statistics, and GIS mapping, to project the potential economic impact of a targeted industry locating to a site. This projection **must** account for economic leakage, worker mobility, and economic factors such as pay rate and regional cost of living. Using this projection, a quantitative measure of the cost/benefit analysis for each site's potential investment found from the Site Improvement Analysis can be determined.

Site Economic Impact Analysis will include the following:

- A detailed analysis demonstrating the projected regional economic impact for each evaluated site based on a targeted, suitable industry locating to the site.

- A clear map showing worker mobility and economic leakage.
- A cost/benefit analysis of needed site improvements versus projected long term economic impact should a suitable industry locate to the site.

D. ESTIMATED PROJECT TIMELINE

- The sites to be evaluated will be provided to your company with general information and important points of contact for the community. The Contractor **shall** perform site visits as needed throughout project, with a final report presentation taking place either in-person or virtually. The focus of your staff's attention will be strictly site evaluation and site economic impact analysis. Communication with community leaders will be limited to collecting information needed for site evaluation. The start date for site evaluation will be June 2022 and should conclude by December 2022. Report preparation should occur concurrently with ongoing Site Evaluations. Site Economic Impact Analysis should begin no later than August 2022 and conclude by December 2022 and will include no less than 10 sites and no more than 30 sites located across the state. These sites will be drawn from the same pool of sites as the Site Evaluation. Report preparation should occur concurrently with ongoing Site Economic Impact Analyses. Final report delivery for all Site Evaluations and Site Economic Impact Analysis will be determined on an ongoing basis as the project takes shape. A final report presentation will be held for each community at a mutually convenient time. These presentations may take place either in-person or virtually.
- Demonstrated capacity to manage the project and deliver results within the constraints listed above.

E. DELIVERABLES

The Contractor shall submit the following deliverables within timeframes approved by AEDC:

Site Evaluation and Analysis Final Reports and Comprehensive Report:

The contractor will provide a report for each site documenting the site evaluation and economic impact analysis findings. At a minimum, the report **must** include:

1. Overview of information gathered and a summary of site's readiness for development.
2. Site strengths, weakness, and any deficiencies for a future development project.
3. Identification of any site data and information that is not currently available but is typically required for site searches and development project opportunities.
4. Recommendations on site suitability for use by targeted sectors
5. Recommendations on measures that should be taken by the local community and/or AEDC to improve site and information readiness, marketability and suitability for site searches and future development,
6. Analysis of the cost and time it would take to implement these recommendations with detailed steps needed to reach site readiness.
7. For selected sites, a detailed site economic impact analysis **shall** be included. Each analysis **must** address projected economic impact, worker mobility and economic leakage, regional cost of living, and a cost/benefit analysis that aligns with the Site Assessment data.
8. A comprehensive report compiling the information from each individual Site Evaluation and Analysis report. This comprehensive report **shall** include an Executive Summary explaining the evaluation process and any overall observations gathered from the process.

Final Report Presentations

1. The Contractor will meet with each site's stakeholders, including AEDC, local economic developers, local elected officials, and landowners, to discuss the findings of the site evaluation and analysis. This presentation may take place either in person or virtually. The presentation will focus on the strengths, weaknesses, areas for improvement, and the site improvement roadmap. The presentation will also discuss the economic impact identified for this site and possible cost/benefits to improving the site.

2.5 PERFORMANCE STANDARDS

- A. State law requires that qualifying contracts for services include Performance Standards for measuring the overall quality of services that a Contractor **shall** provide.
- B. The State may be open to negotiations of Performance Standards prior to contract award, prior to the commencement of services, or at times throughout the contract duration.
- C. Performance Standards **shall not** be amended unless they are agreed to in writing and signed by the parties.
- D. Failure to meet the minimum Performance Standards as specified will result in the assessment of damages.
- E. In the event a Performance Standard is not met, the Contractor will have the opportunity to defend or respond to the insufficiency. The State has the right to waive damages if it determines there were extenuating factors beyond the control of the Contractor that hindered the performance of services. In these instances, the State has final determination of the performance acceptability.
- F. Should any compensation be owed to the Department due to the assessment of damages, Contractor **shall** follow the direction of the Department regarding the required compensation process.

SECTION 3 – SELECTION

- **Do not** provide responses to items in this section.

3.1 SELECTION PROCESS

- A. AEDC will review each *Technical Proposal Packet* to verify submission Requirements have been met. *Technical Proposal Packets* that do not meet submission Requirements will be rejected and will not be evaluated.
1. The State may conduct cost checks based on the cost submitted by each Prospective Contractor on the completed *Pricing Response*.
 - a. Prospective Contractors submitting Responsive Proposals with a proposed cost that falls twenty-five percent (25%) or more from the average submitted cost may be asked to justify their submitted cost.
 - b. Should AEDC request clarification and/or additional information regarding cost, Prospective Contractors **shall** provide clarification and/or additional information as specified by the request.
- B. A Department-appointed Evaluation Committee will evaluate and score qualifying Technical Proposals. Evaluation will be based on Prospective Contractor's response to the *Information for Evaluation* section included in the *Technical Proposal Packet*.
1. Members of the Evaluation Committee (Evaluators) will individually review and evaluate proposals and complete an Individual Score Worksheet for each proposal. Individual scoring for each Evaluation Criteria will be based on the following Scoring Description.

SCORE	DESCRIPTION
10	The response provides metrics clearly establishing that the Prospective Contractor is reliable and capable of fully performing the required services.
5	The response provides metrics suggesting that the Prospective Contractor's level of performance may be acceptable, but it does not clearly establish that the Prospective Contractor is reliable and capable of fully performing the required services.
0	The response provides metrics clearly establishing that the Prospective Contractor is unreliable and incapable of fully performing the required services.

2. After initial individual evaluations are complete, the Evaluators will meet to discuss their individual ratings. At the initial consensus meeting, each Evaluator will be afforded an opportunity to discuss his or her rating for each evaluation criteria.
 3. After Evaluators have had an opportunity to discuss their individual scores with the committee, the individual Evaluators will be given the opportunity to change their initial individual scores, if they feel that is appropriate.
 4. The final individual scores of the Evaluators will be recorded on the Pre-Interview Consensus Score Sheets and averaged to determine the group or consensus score and rank for each proposal.
 5. Other agencies, consultants, and experts may also examine documents at the discretion of the Department.
- C. Prospective Contractors submitting Responsive Proposals will be contacted by AEDC to schedule an interview.
1. Prospective Contractors **shall** attend the interview as scheduled by AEDC.

2. Evaluators will complete an Individual Score Worksheet for each interview. Evaluation will be based on Prospective Contractor's responses to questions presented during the interview. Individual scoring for each interview will be based on the Scoring Descriptions in 3.1.B.1.
 3. During a final consensus meeting, after all interviews are complete, Evaluators will have the opportunity to discuss the interviews and change their individual interview scores on the Post-Interview Consensus Score Sheet, if they feel that is appropriate.
 4. The final individual scores of the Evaluators will be recorded on the Post-Interview Consensus Score Sheets and averaged to determine the group or consensus score and rank for each proposal.
- D. During the final consensus meeting, cost information will be provided to the Evaluators to allow them to determine if moving forward with the highest-ranking Prospective Contractor is the most advantageous to the State.
 - E. Should the State request clarification and/or additional information Prospective Contractors' responses, Prospective Contractors **shall** provide clarification and/or additional information as specified by the State.
 - F. AEDC will submit responses and pricing received from the interviewed Prospective Contractors, along with the Evaluation Committee's recommendation to the Department for review and approval to move into Discussions.
 - G. The State will move forward into Discussions with the highest-ranking Prospective Contractor based on the Grand Total Score for each proposal, unless the highest-ranking Prospective Contractor's response is determined to not be the most advantageous proposal to the State.

3.2 EXPLANATION OF THE SUB-SECTIONS OF THE TECHNICAL PROPOSAL

A. Experience

1. The Experience sub-section included in the *Technical Proposal Packet* allows Prospective Contractors to differentiate themselves based on their experience, technical capability, and understanding of the State's specific needs.
2. Prospective Contractors should identify expertise in the form of a claim and provide relevant experience to support each claim.
3. Prospective Contractors should use verifiable metrics (number of accounts, size of accounts, years of experience, customer satisfaction ratings) to support each claim.

B. Solution

1. The Solution sub-section included in the *Technical Proposal Packet* allows Prospective Contractors to differentiate themselves based on their proposed solution and/or approach to solve the State's specific needs.
2. Prospective Contractors should provide a high-level overview of the Prospective Contractor's proposed solution and/or approach to services using the Requirements outlined in the RFP.
3. Proposed solutions should be non-technical and include the Prospective Contractor's recommendations for meeting the objectives and Requirements of the RFP.
4. Additional service options and recommendations above and beyond those included in proposed solution should be included in the *Recommended Options Form*.

C. Risk

1. The Risk sub-section included in the *Technical Proposal Packet* allows Prospective Contractors to identify and prioritize major risks that they reasonably foresee could potentially prevent or

impair the Prospective Contractor's delivery of the solution as offered in the proposal or to otherwise fail to meet the State's desired outcome, specifications, and performance standards, and how they will mitigate, manage, and/or minimize each risk listed.

- a. Prospective Contractors should include sources, causes, or actions that are both within and beyond the control of the Prospective Contractors that they reasonably foresee may cause cost increases, delays, amendments, or dissatisfaction to the State.
- b. Risks should be described in simple, clear, and non-technical terms.
- c. Prospective Contractor should explain how the Prospective Contractor will mitigate, manage, and/or minimize each risk listed.
 - i. The Documented Performance cell should include details such as how many times any identified risk was previously mitigated and the impact on the Prospective Contractor's performance in terms of time, cost, and client satisfaction.

D. Interview

1. The Interview will allow Prospective Contractors to further demonstrate their experience in providing the services outlined in the RFP.
 - a. Each Prospective Contractor meeting the submission requirements will be contacted by AEDC to schedule an interview. Prospective Contractors **shall** attend the interview as scheduled by AEDC.
 - b. Prospective Contractors **shall** identify one (1) Project Lead at the time of interview confirmation who **shall** attend the interview as part of the evaluation process.
 - c. The Evaluation Committee will interview the Prospective Contractor's identified Project Lead using a pre-determined set of interview questions. Follow up questions may be asked based on responses given by the Project Lead.

3.3 TECHNICAL PROPOSAL SCORE

A. The *Information for Evaluation* section has been divided into sub-sections.

1. In each sub-section, items/questions have each been assigned a maximum point value of ten (10) points. The total point value for each sub-section is reflected in the table below as the Maximum Raw Points Possible.
2. The Department has assigned Weighted Percentages to each sub-section according to its significance.

INFORMATION FOR EVALUATION SUB-SECTIONS	MAXIMUM RAW POINTS POSSIBLE	SUB-SECTION'S WEIGHTED PERCENTAGE	* MAXIMUM WEIGHTED SCORE POSSIBLE
Experience	10	20%	140
Solution	10	30%	210
Risk	10	20%	140
Interview	10	30%	210
Total Technical Score	40	100%	700

*Sub-Section's Percentage Weight x Total Technical Maximum Weighted Score = Maximum Weighted Score Possible for the sub-section.

B. The proposal's weighted score for each sub-section will be determined using the following formula:

$$(A/B)*C = D$$

A = Actual Raw Points received for sub-section in evaluation

B = Maximum Raw Points possible for sub-section

C = Maximum Weighted Score possible for sub-section

D = Weighted Score received for sub-section

- C. The proposal's weighted scores for sub-sections will be added to determine the Total Technical Score for the proposal.
- D. Proposals that do not receive a minimum Total Technical Score of 325 will not be subject to further consideration in the solicitation process. The pricing for proposals that do not receive a minimum Total Technical Score of 325 will not be scored.

3.4 COST SCORE

- A. When pricing is opened for scoring, the maximum amount of cost points will be given to the proposal with the lowest grand total as shown in Table A on the completed *Pricing Response*. (See *Grand Total Score* for maximum points possible for cost score.)
- B. The amount of cost points given to the remaining proposals will be allocated by using the following formula:

$$(A/B)*C = D$$

A = Lowest Estimated Cost

B = Second (third, fourth, etc.) Lowest Estimated Cost

C = Maximum Points for Lowest Estimated Cost

D = Total price points received

3.5 GRAND TOTAL SCORE

The Technical Score and Cost Score will be added together to determine the Grand Total Score for the proposal. The State may move forward to discussions with the Prospective Contractor determined reasonably susceptible of being selected for award.

	MAXIMUM POINTS POSSIBLE
Technical Proposal	700
Cost	300
Maximum Possible Grand Total Score	1,000

3.6 DISCUSSIONS

- A. During the Discussions Kick Off Meeting, the Prospective Contractor **shall** provide the following documents to the State:
 - 1. A detailed scope of work clearly identifying the Prospective Contractor's understanding, implementation, and performance of services required in this RFP, including all activities required by the Contractor and all activities expected by the State/Participating Entities.
 - 2. A Risk Management Plan intended to mitigate any risks, including but not necessarily limited to, the risks identified in the Risk Plan submitted in the Prospective Contractor's *Technical Proposal Packet*.
 - 3. A proposed financial summary, including:
 - a. The completed *Pricing Response* and *Recommended Options Form* submitted in the Prospective Contractor's *Technical Proposal Packet*.
 - b. A proposed payment schedule.
 - 4. Proposed project management and reporting templates.
 - 5. A minimum of three letters of recommendations from three different sources that the Contractor performed work of a similar nature to that detailed in this RFP.

6. A list of the project staff devoted to this project with short descriptions of each staff member's experience and qualifications.
7. An estimated project timeline, including travel, site inspection, data collection and review, and report preparation. This timeline may be subject to change once the project takes shape.
8. Provided example of a formatted site evaluation report.

- B. During the Discussions Kick Off Meeting, the Prospective Contractor **shall** address questions and/or concerns the State may have to the satisfaction of the State.
- C. During Discussions, the Prospective Contractor **shall** revise the discussions documents until agreement is made and the State has provided final approval.
 1. The Prospective Contractor **shall** attend follow up Discussions meeting as determined necessary by the State. Reasonable effort will be made to accommodate scheduling conflicts.
- D. During Discussions, the Prospective Contractor **shall** present a final draft of the Discussions documents to the State, including, at minimum:
 1. A summary of all plans and scope of work developed during the discussions process and mutually agreed upon by the State and the Prospective Contractor.
 2. A detailed scope of work clearly identifying the Prospective Contractor's implementation and performance of services required in this RFP, including all provisions negotiated and agreed upon by the State and the Prospective Contractor since the Discussions Kick Off Meeting.
 3. Description of deliverables in terms of simplified metrics.
 4. The Risk Management Plan.
 5. Project management and reporting templates.
 6. Financial summary, including:
 - a. The completed *Pricing Response* submitted in the Prospective Contractor's *Technical Proposal Packet*.
 - b. A list of agreed upon and accepted recommended options (with impact to price).
 - c. A payment schedule.
 7. Contact information for the Prospective Contractor's key personnel.
- E. During Discussions, the Prospective Contractor **shall** present the final drafts of the items and **shall** summarize the coordination and planning completed during the discussion process.
- F. Once approved by the State, final drafted documents will become part of the resulting contract.
- G. The Prospective Contractor may determine which key personnel will attend the Discussions meetings.

3.7 PROSPECTIVE CONTRACTOR ACCEPTANCE OF EVALUATION TECHNIQUE

The submission of a *Technical Proposal Packet* signifies the Prospective Contractor's understanding and agreement that some subjective value judgments will be made during the evaluation and scoring of the technical proposals.