

TECHNICAL PROPOSAL PACKET
AEDC-22-0002

PROPOSAL 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 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 Solicitation Terms and Conditions for additional information.</i>				
ILLEGAL IMMIGRANT CONFIRMATION				
By signing and submitting a response to this <i>Solicitation</i> , Prospective Contractor agrees and certifies that they do not employ or contract with illegal immigrants and shall not employ or contract with illegal immigrants during the term of a contract awarded as a result of this solicitation.				
ISRAEL BOYCOTT RESTRICTION CONFIRMATION				
By checking the box below, Prospective Contractor agrees and certifies that they do not boycott Israel and shall not boycott Israel during the term of a contract awarded as a result of this solicitation. <input type="checkbox"/> Prospective Contractor does not and shall 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 *Solicitation* may cause the Prospective Contractor's proposal to be rejected.

Authorized Signature: _____ Title: _____

Printed/Typed Name: _____ Date: _____

SUBMISSION REQUIREMENTS CHECKLIST

The following items **must** be submitted with the Prospective Contractor's proposal:

- ☐ *Proposal Signature Page*
- ☐ *Proposed Subcontractors Form*
- ☐ *Recommended Options Form*
- ☐ *Information for Evaluation*
 - *Experience* (3 pages or less)
 - *Solution* (3 pages or less)
 - *Risk* (2 pages or less)
- ☐ *Exceptions Form*, if applicable
- ☐ Completed *Pricing Response*

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:

- ☐ EO 98-04: *Contract and Grant Disclosure Form*
- ☐ Copy of Prospective Contractor's *Equal Opportunity Policy*
- ☐ *Voluntary Product Accessibility Template* (VPAT), if applicable
(<https://www.itic.org/policy/accessibility/vpat>, use the VPAT 2.4Rev 508 version)

RECOMMENDED OPTIONS FORM

- Identify optional recommended services available to the State, along with the schedule impact and cost details of each item. Responses to this form *will not* be scored for evaluation purposes.
- Costs associated with the optional recommended services **must** be included on this form and **must not** be included in the completed *Pricing Response*.

PROSPECTIVE CONTRACTOR PROPOSES THE FOLLOWING OPTIONAL RECOMMENDED SERVICES UNDER A RESULTING CONTRACT.

Item Description:	
How will this add value?	
Schedule Impact:	
Cost Details:	

Item Description:	
How will this add value?	
Schedule Impact:	
Cost Details:	

Item Description:	
How will this add value?	
Schedule Impact:	
Cost Details:	

Item Description:	
How will this add value?	
Schedule Impact:	
Cost Details:	

Item Description:	
How will this add value?	
Schedule Impact:	
Cost Details:	

Item Description:	
How will this add value?	
Schedule Impact:	
Cost Details:	

☐ PROSPECTIVE CONTRACTOR DOES NOT OFFER OPTIONAL RECOMMENDED SERVICES.

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.

Please provide 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 – EXPERIENCE

Using this template, Prospective Contractors should provide the Prospective Contractor's experience and capabilities to meet the Solicitation requirements. The information provided should be prioritized beginning with the most important and/or relevant experience listed first.

Prospective Contractors may expand the space in each table, add a table, or delete a table as needed, but Prospective Contractors **shall not** exceed the three-page limit for this section. See RFP Section 3.2 for more information about this sub-section.

Prospective Contractors **shall not** include the Prospective Contractor's name or any other identifiers, including without limitation names of staff members, projects, products, and addresses on the *Information for Evaluation – Experience* document.

Prospective Contractors may delete the instructions above and example below.

Example:

Claim of Expertise:	<i>We have a significant amount of experience in providing P-Card and T-Card services to State governments, and consistently delivery high performance.</i>
Documented Performance:	<i>We currently have 10 similar services, with an average rebate to the client of 5% and the average customer satisfaction rating on these services is currently a 9.8 out of 10.</i>

Claim of Expertise:	
Documented Performance:	

Claim of Expertise:	
Documented Performance:	

Claim of Expertise:	
Documented Performance:	

Claim of Expertise:	
Documented Performance:	

Claim of Expertise:	
Documented Performance:	

Claim of Expertise:	
Documented Performance:	

Claim of Expertise:	
Documented Performance:	

Claim of Expertise:	
Documented Performance:	

Claim of Expertise:	
Documented Performance:	

INFORMATION FOR EVALUATION – SOLUTION

Using this template, Prospective Contractors should include a narrative to address and provide a high-level overview of the solution and/or approach proposed using the requirements outlined in the Solicitation.

Prospective Contractors **shall not** exceed the three-page limit for this section. See RFP Section 3.2 for more information about this sub-section.

Prospective Contractors **shall not** include the Prospective Contractor's name or any other identifiers, including without limitation names of staff members, projects, products, and addresses on the *Information for Evaluation - Solution* document.

Prospective Contractors may delete the instructions above.

INFORMATION FOR EVALUATION – RISK

Using this template, Prospective Contractors should 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.

Prospective Contractors may expand the space in each table, add a table, or delete a table as needed, but Prospective Contractors **shall not** exceed the two-page limit for this section. See RFP Section 3.2 for more information about this sub-section.

Prospective Contractors **shall not** include the Prospective Contractor's name or any other identifiers, including without limitation names of staff members, projects, products, and addresses on the *Information for Evaluation - Risk* document.

Prospective Contractors may delete the instructions above and the example shown below.

Example:

Risk Description:	<i>Participating Entity does not understand how to use the Commercial Card Program.</i>
Solution:	<i>A full-time training group will hold education meetings at all Participating Entity locations twice a year throughout the length of the contract.</i>
Documented Performance:	<i>This risk mitigation has been used on the last 4 clients and has received a 10/10 satisfaction rating. These four clients have reported 0 complaints from their constituents regarding the usage of their commercial card program.</i>

Risk Description:	
Solution:	
Documented Performance:	

Risk Description:	
Solution:	
Documented Performance:	

Risk Description:	
Solution:	
Documented Performance:	

Risk Description:	
Solution:	
Documented Performance:	

Risk Description:	
Solution:	
Documented Performance:	

EXCEPTIONS FORM

Prospective Contractor **shall** document all exceptions related to requirements in the Solicitation and terms in the [Services Contract \(SRV-1\) Fillable Form](#) and *Solicitation Terms and Conditions* located on the TSS OSP website. See Sections [1.9](#) and [1.10](#) of the Solicitation.

ITEM #	REFERENCE (SECTION, PAGE, PARAGRAPH)	DESCRIPTION	PROPOSED LANGUAGE
1.			
2.			
3.			