



STATE OF ARKANSAS

Department of Human Services
Office of Procurement
700 Main Street
Little Rock, Arkansas 72201

INVITATION FOR BID BID SOLICITATION DOCUMENT

SOLICITATION INFORMATION

Bid Number:	710-23-0026	Solicitation Issued:	February 3, 2023
Description:	Drug and Alcohol Testing		
Agency:	Department of Human Services		

SUBMISSION DEADLINE

Bid Submission Date/Time	February 23, 2023 @ 10:00am CT	Bid Opening Date/Time:	February 23, 2023 @ 11:00am CT
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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:	Arkansas Department of Human Services Attn: Office of Procurement 700 Main Street Slot W345 Little Rock, AR 72201
United States mail (USPS):	Arkansas Department of Human Services Attn: Office of Procurement P.O. Box 1437 Slot W345 Little Rock, AR 72203-1437
Commercial Carrier (UPS, FedEx or USPS Exp):	Arkansas Department of Human Services Attn: Office of Procurement 112 West 8 th Street, Slot W345 Little Rock, AR 72201
	Delivery providers, USPS, UPS, and FedEx deliver mail to OP's street address on a schedule determined by each individual provider. These providers will deliver to OP based solely on the street address. Prospective Contractors assume all risk for timely, properly submitted deliveries.
Bid's Outer Packaging:	Seal outer packaging and properly mark with the following information. If outer packaging of bid submission is not properly marked, the package may be opened for bid identification purposes. <ul style="list-style-type: none">• Bid number• Date and time of bid opening• Prospective Contractor's name and return address

OFFICE OF PROCUREMENT CONTACT INFORMATION

OP Buyer:	Nawania Williams	Buyer's Direct Phone Number:	501-320-6511
Email Address:	DHS.OP.Solicitations@dhs.arkansas.gov	DHS's Main Number:	501-683-4162
DHS Website:	https://humanservices.arkansas.gov/do-business-with-dhs		
OSP Website:	http://www.arkansas.gov/dfa/procurement/bids/index.php		

SECTION 1 - GENERAL INSTRUCTIONS AND INFORMATION

1.1 PURPOSE

This Invitation for Bid (IFB) is issued by the Office of Procurement (OP) to obtain pricing and a contract(s) to provide specimen collection and drug and alcohol testing services including pre-employment, post-accident, reasonable suspicion, and random testing throughout the state of Arkansas.

1.2 INTERGOVERNMENTAL/COOPERATIVE USE OF PROPOSAL AND CONTRACT

In accordance with Arkansas Code §19-11-249, this proposal and resulting contract is available to any State Agency or Institution of Higher Education that wishes to utilize the services of the selected proposer, and the proposer agrees, they may enter into an agreement as provided in this solicitation.

1.3 TYPE OF CONTRACT

- A. A Term contract will be awarded to a single vendor.
- B. Any resultant contract of this *Bid Solicitation* **shall** be subject to State approval processes which may include Legislative review.
- C. The term of this contract **shall** be for one (1) year. The anticipated starting date for the contract is **July 1, 2023**. Upon agreement by the vendor and agency the contract may be renewed by the Office of Procurement (OP) on a year-to-year basis, for up to six (6) additional one-year terms or a portion thereof not to exceed a total aggregate contract term of seven (7) years.

1.4 ISSUING AGENCY

The OP, as the issuing office, is the sole point of contact throughout this solicitation process. Vendor questions regarding this Bid Solicitation should be made through the State's buyer as shown on page two of this document. Vendor's questions will be answered as a courtesy and at vendor's own risk.

1.5 BID OPENING LOCATION

Bids submitted by the opening time and date **shall** be opened at the following location:

Department of Human Services
Office of Procurement
700 Main Street
Little Rock, AR 72201

Vendors wishing to attend the bid opening must report to the main entrance location, Arkansas Department of Human Services, Donaghey Plaza South Building, 700 Main Street, Little Rock, Arkansas 72201 and check in with the receptionist. All attendees are required to obtain security clearance upon entrance to the building by submitting a current, valid photo ID, preferably a driver's license, to the Security Officer at the reception area. The Security Officer will issue a visitor's badge which must be worn at all times. Before leaving the bid opening, visitors are required to return the visitor's badge to the Security Officer and retrieve their ID. The receptionist is to contact the buyer, for the vendor, for more detailed directions to the bid opening location.

When circumstances warrant, DHS may elect to conduct the bid opening entirely via video conference. If DHS makes this election, DHS shall post a link to the video conference on its website. If the bid opening will be conducted entirely via video conference, individuals will not be permitted to attend in-person.

1.6 DEFINITION OF REQUIREMENT

- A. The words "**must**" and "**shall**" signify a Requirement of this solicitation and that vendor's agreement to and compliance with that item is mandatory.
- B. Exceptions taken to any Requirement in this *Bid Solicitation*, whether submitted in the vendor's bid or in subsequent correspondence, **shall** cause the vendor's bid to be disqualified.

1.7 DEFINITION OF TERMS

- A. The State Procurement Official has made every effort to use industry-accepted terminology in this *Bid Solicitation* and will attempt to further clarify any point of an item in question as indicated in *Clarification of Bid Solicitation*.
- B. The words “bidder,” “vendor,” and “contractor” are used synonymously in this document.
- C. The terms “Invitation for Bid”, “IFB” and “Bid Solicitation” are used synonymously in this document.

1.8 RESPONSE DOCUMENTS

A. Bid Response Packet

- 1. An official authorized to bind the vendor(s) to a resultant contract **must** sign the *Bid Signature Page*.
- 2. Vendor’s signature on this page **shall** signify vendor’s agreement that either of the following **shall** cause the vendor’s bid to be disqualified:
 - a. Additional terms or conditions submitted intentionally or inadvertently.
 - b. Any exception that conflicts with a Requirement of this *Bid Solicitation*.
- 3. The following items **shall** be submitted with the *Bid Response Packet in a sealed envelope*:
 - a. EO 98-04 Disclosure Form (Attachment A).
 - b. Copy of Vendor’s *Equal Opportunity Policy*. (See *Equal Opportunity Policy*.)
 - c. Signed addenda to this IFB, if applicable. (See Requirement of Addendum.)
 - d. Documentation that vendor meets the minimum qualifications outlined in this IFB. (See *Minimum Qualifications*.)
- 4. **DO NOT** include any other documents or ancillary information, such as a cover letter or promotional/marketing information. **Submit one (1) electronic copy of the response packet, excluding the Official Bid Price Sheet, preferably on a flash drive and one (1) hard copy. To the extent possible, all electronic files should be a single document in PDF format.**

B. Official Bid Price Sheet. (See *Pricing*.)

- 5. Vendor’s original *Official Bid Price Sheet* **must** be submitted in hard copy format.
- 6. Vendor should also submit one (1) electronic copy of the *Official Bid Price Sheet*, preferably on a flash drive, in a single PDF file.
- 7. The *Official Bid Price Sheet*, including the hard copy and electronic copy, must be separately sealed from the *Bid Response Packet* and should be clearly marked as “Pricing.” Vendor must not include any pricing in the hard copies or electronic copies of the *Bid Response Packet*.

1.9 AGREEMENT AND COMPLIANCE PAGES

- A. Vendor **must** sign all *Agreement and Compliance Pages* relevant to each section of the *Bid Solicitation Document*. The *Agreement and Compliance Pages* are included in the *Bid Response Packet*.
- B. Vendor’s signature on these pages **shall** signify agreement to and compliance with all requirements within the designated section.

1.10 CLARIFICATION OF BID SOLICITATION

- A. Contractor may submit written questions requesting clarification of information contained in this *Bid Solicitation*. Written questions should be submitted by 4:00 p.m., Central Time on **February 9, 2023**. Submit written questions by email to the buyer as shown on page one (1) of this *Bid Solicitation*.
- B. The attached response template (*Attachment B*) **must** be used for submission of all written questions. All questions should include the information specified in the response template. Written questions submitted in a different format may not be answered by DHS.
- C. Contractor’s written questions will be consolidated and responded to by the State. The State’s consolidated written response is anticipated to be posted to the OP website by the close of business on **February 16, 2023**.

D. Answers to verbal questions may be given as a matter of courtesy and **must** be evaluated at contractor's risk.

1.11 SUBCONTRACTORS

- A. Vendor **must** complete, sign and submit the *Proposed Subcontractors Form* included in the *Bid Response Packet* to indicate vendor's intent to utilize, or to not utilize, subcontractors.
- B. Additional subcontractor information may be required or requested in following sections of this *Bid Solicitation*. **Do not** attach any additional information to the *Proposed Subcontractors Form*.
- C. The utilization of any proposed subcontractor is subject to approval by the State agency.

1.12 PRICING

- A. Vendor(s) **must** include all pricing on the Official Bid Price Sheet(s) only. Any cost not identified by the successful vendor but subsequently incurred in order to achieve successful operation **shall** be borne by the vendor. The *Official Bid Price Sheet* is provided in the Bid Response Packet.
- B. A justification of prices quoted should be attached to the *Official Bid Price Sheet*.
- C. To allow time to evaluate bids, prices **must** be valid for one hundred twenty (120) days following the bid opening.
- D. Failure to complete and submit the *Official Bid Price Sheet* **shall** result in disqualification.
- E. All bid pricing **must** be in United States dollars and cents.
- F. The Official Bid Price Sheet may be reproduced as needed.
- G. The *Official Bid Price Sheet* and accompanying price justification **must** be separately sealed from the *Bid Response Packet*.

1.13 PRIME CONTRACTOR RESPONSIBILITY

- A. A joint bid submitted by two (2) or more vendors is acceptable. However, a single vendor **must** be identified as the prime contractor.
- B. The prime contractor **shall** be held responsible for the contract and **shall** be the sole point of contact.

1.14 INDEPENDENT PRICE DETERMINATION

- A. By submission of this bid, the vendor certifies, and in the case of a joint response, each party thereto certifies as to its own organization, that in connection with this bid:
 - 1. The prices in the bid have been arrived at independently, without collusion.
 - 2. No prior information concerning these prices has been received from, or given to, a competitive company.
- B. Evidence of collusion **shall** warrant consideration of this bid by the Office of the Attorney General. All vendors **shall** understand that this paragraph may be used as a basis for litigation.

1.15 PROPRIETARY INFORMATION

- A. Submission documents pertaining to this *Bid Solicitation* become the property of the State and are subject to the Arkansas Freedom of Information Act (FOIA).
- B. In accordance with FOIA and to promote maximum competition in the State competitive bidding process, the State may maintain the confidentiality of certain types of information described in FOIA. Such information may include trade secrets defined by FOIA and other information exempted from the Public Records Act pursuant to FOIA.

- C. Prospective Contractor may designate appropriate portions of its response as confidential, consistent with and to the extent permitted under the Statutes and Rules set forth above, by submitting a redacted copy of the response.
- D. By redacting any information contained in the response, the Prospective Contractor warrants that it has formed a good faith opinion having received such necessary or proper review by counsel and other knowledgeable advisors that the portions redacted meet the requirements of the Rules and Statutes set forth above.
- E. Under no circumstances will pricing information be designated as confidential.
- F. One (1) complete copy of the submission documents from which any proprietary information has been redacted should be submitted on a flash drive in the *Bid Response Packet*. A CD is also acceptable. Do not submit documents via email or fax.
- G. Except for the redacted information, the redacted copy **must** be identical to the original hard copy, reflecting the same pagination as the original and showing the space from which information was redacted.
- H. The Prospective Contractor is responsible for identifying all proprietary information and for ensuring the electronic copy is protected against restoration of redacted data.
- I. The redacted copy will be open to public inspection under FOIA without further notice to the Prospective Contractor.
- J. If a redacted copy of the submission documents is not provided with Prospective Contractor's *Bid Response Packet*, 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 FOIA.
- K. If the State deems redacted information to be subject to FOIA, the Prospective Contractor will be contacted prior to release of the documents.
- L. The State has no liability to a Prospective Contractor with respect to the disclosure of Prospective Contractor's confidential information ordered by a court of competent jurisdiction pursuant to FOIA or other applicable law.

1.16 CAUTION TO VENDORS

- A. Prior to any contract award, all communication concerning this *Bid Solicitation* **must** be addressed through OP.
- B. Vendor **must not** alter any language in any solicitation document provided by the State.
- C. Vendor **must not** alter the Official Bid Price Sheet.
- D. All official documents and correspondence related to this solicitation **shall** be included as part of the resultant contract.
- E. Bids **must** be submitted in the English language.
- F. The State **shall** have the right to award or not award a contract, if it is in the best interest of the State to do so.
- G. Vendor **must** provide clarification of any information in their response documents as requested by OP.
- H. Bids **must** meet or exceed all defined specifications as set forth in this *Bid Solicitation*.
- I. Bids **must** meet all terms and conditions of this Invitation for Bid and the laws of the State of Arkansas.
- J. Vendors may submit multiple bids.

1.17 REQUIREMENT OF ADDENDUM

- A. This *Bid Solicitation* **shall** be modified only by an addendum written and authorized by OP.

- B. An addendum posted within three (3) calendar days prior to the bid opening **shall** extend the bid opening and may or may not include changes to the Bid Solicitation.
- C. The vendor **shall** be responsible for checking the following websites for any and all addenda up to bid opening:
<https://humanservices.arkansas.gov/do-business-with-dhs>
<https://www.arkansas.gov/dfa/procurement/bids/index.php>

1.18 AWARD PROCESS

A. Vendor Selection

1. Award will be made to lowest responsible, responsive bidder based grand total. Consideration will only be given only to those that bid all line items. Bidders must meet minimum qualifications. Bids must meet or exceed all defined specifications. Bids must meet all terms and conditions of this Invitation for Bid and the laws of the State of Arkansas.
2. Contract award, extension, or renewal is contingent upon approval by DHS officials, subsequent approval by the OP, review by the Legislative Council and the availability of State funds. Changes to any non-financial portion of this agreement may be made with the agreement of both DHS and the Contractor.

B. Negotiations

1. If the State so chooses, negotiations may be conducted with the lowest responsive bidder. Negotiations are conducted at the sole discretion of the State.
2. If negotiations fail to result in a contract, the State may begin the negotiation process with the next lowest responsive bidder. The negotiation process may be repeated until the lowest responsive vendor has been determined, or until such time the State decides not to move forward with an award.

C. Anticipation to Award

1. Once an anticipated successful vendor has been determined, the anticipated award will be posted on the following websites:
<https://humanservices.arkansas.gov/do-business-with-dhs>
<https://www.arkansas.gov/dfa/procurement/bids/index.php>
2. The anticipated award will be posted for a period of fourteen (14) days prior to the issuance of a contract. Vendors and agencies are cautioned that these are preliminary results only, and a contract will not be issued prior to the end of the fourteen (14) day posting period.
3. OP **shall** have the right to waive the policy of Anticipation to Award when it is in the best interest of the State.
4. It is the vendor's responsibility to check the above referenced websites for the posting of an anticipated award.

D. Issuance of Contract

1. Any resultant contract of this Bid Solicitation shall be subject to State approval processes which may include Legislative review.
2. An Office of Procurement Official will be responsible for award and administration of any resulting contract.

1.19 MINORITY AND WOMEN-OWNED BUSINESS POLICY

- A. A minority-owned business is defined by Arkansas Code Annotated § 15-4-303 as a business that is at least fifty-one percent (51%) owned by a lawful permanent resident of this State who is:

- African American
- American Indian
- Asian American
- Hispanic American
- Pacific Islander American
- A Service-disabled Veteran as designated by the United States Department of Veterans Affairs

- B. A woman-owned business is defined by Arkansas Code Annotated § 15-4-303(9) as a business that is at least fifty-one percent (51%) owned by one (1) or more women who are lawful permanent residents of this State.
- C. The Arkansas Economic Development Commission conducts a certification process for minority-owned and women-owned businesses. If certified, the Prospective Contractor's Certification Number should be included on the *Bid Signature Page*.

1.20 EQUAL EMPLOYMENT OPPORTUNITY POLICY

- A. In compliance with Arkansas Code Annotated § 19-11-104, the State is required to have a copy of the anticipated Contractor's *Equal Opportunity (EO) Policy* prior to issuing a contract award.
- B. EO Policies should be included as a hardcopy accompanying the solicitation response.
- C. The submission of an *EO Policy* to the OP is a one-time requirement. Vendors are responsible for providing updates or changes to their respective policies, and for supplying *EO Policies* upon request to other State agencies that must also comply with this statute.
- D. Vendors, who are not required by law by to have an *EO Policy*, **must** submit a written statement to that effect.

1.21 PROHIBITION OF EMPLOYMENT OF ILLEGAL IMMIGRANTS

- A. Pursuant to Arkansas Code Annotated § 19-11-105, prior to the award of a contract, selected vendor(s) **must** have a current certification on file with the OP stating that they do not employ or contract with illegal immigrants.
- B. OP will notify the selected vendor(s) prior to award if their certification has expired or is not on file. Instructions for completing the certification process will be provided to the vendor(s) at that time.

1.22 RESTRICTION OF BOYCOTT OF ISRAEL

- A. Pursuant to Arkansas Code Annotated § 25-1-503, a public entity **shall not** enter into a contract with a company unless the contract includes a written certification that the person or company is not currently engaged in and agrees for the duration of the contract not to engage in, a boycott of Israel.
- B. This prohibition does not apply to a company which offers to provide the goods or services for at least twenty percent (20%) less than the lowest certifying business.
- C. By checking the designated box on the Bid Signature Page of the response packet, a Prospective Contractor agrees and certifies that they do not, and will not for the duration of the contract, boycott Israel.

1.23 PAST PERFORMANCE

In accordance with provisions of State Procurement Law, specifically OSP Rule R5:19-11-230(b)(1), a vendor's past performance with the State may be used to determine if the vendor is "responsible." Proposals submitted by vendors determined to be non-responsible **shall** be disqualified.

1.24 TECHNOLOGY ACCESS

- A. When procuring a technology product or when soliciting the development of such a product, the State of Arkansas is required to comply with the provisions of Arkansas Code Annotated § 25-26-201 et seq., as amended by Act 308 of 2013, which expresses the policy of the State to provide individuals who are blind or visually impaired with access to information technology purchased in whole or in part with state funds. The Prospective Contractor expressly acknowledges and agrees that state funds may not be expended in connection with the purchase of information technology unless that technology meets the statutory requirements found in 36 C.F.R. § 1194.21, as it existed on January 1, 2013 (software applications and operating ICSSs) and 36 C.F.R. § 1194.22, as it existed on January 1, 2013 (web-based intranet and internet information and applications), in accordance with the State of Arkansas technology policy standards relating to accessibility by persons with visual impairments.
- B. Accordingly, the Prospective Contractor expressly represents and warrants to the State of Arkansas through the procurement process by submission of a Voluntary Product Accessibility Template (VPAT) for 36 C.F.R. § 1194.21, as it existed on January 1, 2013 (software applications and operating ICSSs) and 36 C.F.R. § 1194.22,

that the technology provided to the State for purchase is capable, either by virtue of features included within the technology, or because it is readily adaptable by use with other technology, of:

1. Providing, to the extent required by Arkansas Code Annotated § 25-26-201 et seq., as amended by Act 308 of 2013, equivalent access for effective use by both visual and non-visual means.
 2. Presenting information, including prompts used for interactive communications, in formats intended for non-visual use.
 3. After being made accessible, integrating into networks for obtaining, retrieving, and disseminating information used by individuals who are not blind or visually impaired.
 4. Providing effective, interactive control and use of the technology, including without limitation the operating system, software applications, and format of the data presented is readily achievable by nonvisual means.
 5. Being compatible with information technology used by other individuals with whom the blind or visually impaired individuals interact.
 6. Integrating into networks used to share communications among employees, program participants, and the public.
 7. Providing the capability of equivalent access by nonvisual means to telecommunications or other interconnected network services used by persons who are not blind or visually impaired.
- C. State agencies cannot claim a product as a whole is not reasonably available because no product in the marketplace meets all the standards. Agencies must evaluate products to determine which product best meets the standards. If an agency purchases a product that does not best meet the standards, the agency must provide written documentation supporting the selection of a different product, including any required reasonable accommodations.
- D. For purposes of this section, the phrase “equivalent access” means a substantially similar ability to communicate with, or make use of, the technology, either directly, by features incorporated within the technology, or by other reasonable means such as assistive devices or services which would constitute reasonable accommodations under the Americans with Disabilities Act or similar state and federal laws. Examples of methods by which equivalent access may be provided include, but are not limited to, keyboard alternatives to mouse commands or other means of navigating graphical displays, and customizable display appearance. As provided in Arkansas Code Annotated § 25-26-201 et seq., as amended by Act 308 of 2013, if equivalent access is not reasonably available, then individuals who are blind or visually impaired **shall** be provided a reasonable accommodation as defined in 42 U.S.C. § 12111(9), as it existed on January 1, 2013.
- E. If the information manipulated or presented by the product is inherently visual in nature, so that its meaning cannot be conveyed non-visually, these specifications do not prohibit the purchase or use of an information technology product that does not meet these standards.

1.25 COMPLIANCE WITH THE STATE SHARED TECHNICAL ARCHITECTURE PROGRAM

The respondent's solution must comply with the state's shared Technical Architecture Program which is a set of policies and standards that can be viewed at <https://www.dfa.arkansas.gov/intergovernmental-services/state-technology-cost-analysis/architecture-compliance/>. Only those standards which are fully promulgated or have been approved by the Governor's Office apply to this solution.

1.26 MASTERCARD ACCEPTANCE

- A. Awarded vendor should have the capability of accepting the State's authorized MASTERCARD Procurement Card (p-card) as a method of payment.
- B. Price changes or additional fee(s) **shall not** be levied against the State when accepting the p-card as a form of payment.
- C. MASTERCARD is not the exclusive method of payment.

1.27 PUBLICITY

- A. Vendors **shall not** issue a news release pertaining to this *Bid Solicitation* or any portion of the project without OP's prior written approval.
- B. Failure to comply with this Requirement **shall** be cause for a vendor's bid to be disqualified.

1.28 RESERVATION

The State **shall not** pay costs incurred in the preparation of a bid.

1.29 SCHEDULE OF EVENTS

Public Notice of IFB	February 3, 2023
Deadline for Receipt of Written Questions	February 9, 2023
Response to Written Questions, On or About	February 16, 2023
Date and Time for Bid Submission	February 23, 2023 @ 10:00am CT
Date and Time for Bid Opening	February 23, 2023 @ 11:00am CT
Intent to Award Announced, On or About	March 2, 2023
Contract Start (Subject to State Approval)	July 1 2023

1.30 STATE HOLIDAYS

Holidays are those days as declared legal state holidays by authority of Act 304 of 2001. Those days are as follows:

New Year's Day	January 1
Dr. Martin Luther King Jr.'s Birthday	Third Monday in January
George Washington's Birthday	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Veterans Day	November 11
Thanksgiving Day	Fourth Thursday in November
Christmas Eve	December 24
Christmas Day	December 25

Additional days can be proclaimed as holidays by the Governor through executive proclamation. State offices are normally closed on holidays however, there are occasions (i.e. during legislative sessions) when it may become necessary to keep state offices open on holidays. The Contractor shall maintain adequate staff on such working holidays.

SECTION 2 – MINIMUM REQUIREMENTS

2.1 INTRODUCTION

This Invitation for Bid (IFB) is issued by the Office of Procurement (OP) to obtain pricing and a contract(s) to provide specimen collection and drug and alcohol testing services including pre-employment, post-accident, reasonable suspicion, and random testing throughout the state of Arkansas.

DHS is the largest State agency in Arkansas with approximately 7,400 employees inclusive of nine (9) Divisions/Offices.

NOTE: All DHS divisions/ offices may utilize this contract however this contract is NON-MANDATORY.

DHS, at its sole discretion, reserves the right to request services for additional DHS divisions and locations.

2.2 BACKGROUND

According to DHS Policy 1087, Employee Drug and Alcohol Prevention. "All persons selected for new employment or a change of employment within DHS must submit to a drug test as a precondition of employment. All hiring decisions are contingent on the selectee passing the drug/alcohol pre-employment tests". This applies to current DHS employees applying for different positions and all new hires or final selected applicants for DHS positions.

When a job offer is made to an applicant living out-of-state, DHS may require a drug screening be conducted in the state where the applicant resides. The Contactor shall be responsible for providing a facility name, address and phone number based on the applicant's place of residence. In the case of a DHS employee involved out-of-state accident the collection facility location shall be based on the location of the accident. The alternate collection site must meet all DOT regulations and mirror the process provided by the Contractor's collection facility. The out-of-state Vendor will invoice (based on the contract rate) the Contractor and the Contractor will invoice DHS. The invoicing procedure shall apply to both out-of-state pre-employment screening as well as out-of-state post-accident screening involving a DHS employee.

All DHS employees are prohibited from using or possessing controlled substances or alcohol while on duty or working with the presence of alcohol or illegal drugs in the employee's body or abusing legal drugs. Abusing legal drugs includes using drugs prescribed for another person. Legal drugs are defined as medications prescribed by a licensed physician or medical facility for an employee or another person.

2.3 MINIMUM QUALIFICATIONS

The Contractor **must** meet the following requirements:

- A. The Contractor **must** be registered to do business in the State of Arkansas. For verification purposes, Contractor must submit official documentation of their active registration from the Arkansas Secretary of State's Office.
- B. The bidder **must** include a copy of all required licensure and certification documents in the bidder's response to this solicitation. See "Response Documents."
- C. Prospective Contractor or subcontractor(s) **must** have a business permit(s) for specimen collection. For verification purposes, Prospective Contractor **must** provide a copy of the permit(s) with bid submission.
- D. Each laboratory used by the Contractor **shall** be appropriately licensed by Department of Health as a testing laboratory in accordance with Arkansas A.C.A. § 11-14-110. For verification purposes, Prospective Contractor **shall** provide, with bid submission, a copy of the lab(s) certification(s).
- E. Contractor **must** have an after-hours emergency contact number and an after-hours testing facility. For verification purposes, Prospective Contractor **must** provide an after-hours phone number and contact person on page 5 of the response packet.
- F. Prospective Contractor **must** certify the ability to provide specimen collection and testing services for all DHS offices listed in Attachment H. For verification purposes, Prospective Contractor **must** complete the table listed on pages 6 and 7 of the response packet.

2.4 TARGET POPULATION

DHS requires selected job applicants to submit to a pre-employment drug screening as part of the hiring process. All DHS employees are subject to post-accident, reasonable suspicion, and random drug and alcohol testing.

2.5 SCOPE OF WORK

The Contractor **shall** in accordance with these specifications, furnish the required lab, personnel, transportation, materials, tools, and equipment necessary for the specimen collection, testing, confirmation testing, and expert testimony.

A. Compliance

Contractor **shall** provide drug and alcohol testing in accordance with state and federal laws, rules, and regulations, the Americans with Disabilities Act (ADA), and the DHS Drug-Free Workplace Policy. DHS is not regulated by the U.S. Department of Transportation (DOT). However, DHS requires a similar testing approach.

B. Insurance Requirements

1. The Contractor **shall** maintain Commercial General Liability Insurance with limits sufficient to cover losses resulting from, or arising out of, Contractor action or inaction in the performance of the Contract by the Contractor, its agents, servants, or employees.
2. Liability Limits:
 - a. Workers Compensation and Liability Policy

Workers Each Occurrence	Statutory Limits
Employers Liability	\$1,000,000 each accident
 - b. Comprehensive General Liability Policy

Premises and Operations	
Personal Injury	
 - c. Each item in section B must have:

Bodily Injury	\$500,000 each person
	\$500,000 each occurrence
Property Damage	\$1,000,000 each occurrence
	\$1,000,000 each aggregate
3. Prior to contract awarding, the Contractor **must** furnish an approved "Certificate of Insurance" and **must** maintain the insurance requirements throughout the contract and any/all extensions.

2.6 DRUG & ALCOHOL TESTING

A. Preparation

1. Collection sites **shall** be free of access to soap dispensers or other materials that could be used to adulterate the urine sample, have adequate lighting, are secure, and dedicated solely to specimen collection during collection.
2. Testing devices **shall** be used in accordance with the manufacturer's test kit instructions, if required, and in accordance with A.C. A Section § 11-14-101 et seq. Expired test kits are prohibited.
3. Bluing agent (dye) is used in the urinal, toilet bowl and toilet tank where urine collection will be conducted, and access to no other water exists within the enclosure where urination will occur.
4. Contractor **shall** provide all necessary supplies for specimen collection.
5. Contractor **shall** use sealed collection kits containing all necessary materials.
6. Contractor **shall** get a photocopy of identification of the person to be tested.

B. Collection Sites

1. Collection of specimens **shall** be the responsibility of the Contractor.
2. The Contractor **shall** establish and maintain multiple specimen collection sites that may include, without limitation, medical clinics, doctor's offices, and other approved collection sites. Collection site locations **must** be geographically located no more than thirty (30) miles from any DHS office. Any changes in collection site(s) throughout the duration of the contract **must** be approved, prior to usage, by DHS.

3. The Contractor **must** have the capability to render after-hours services. After-hours is defined as 5:01pm-6:59am CDT, Monday- Friday and 12:00 am-12:00 pm (mid-night) CDT, Saturday-Sunday. After-hours services must be available, on an as-needed basis. DHS has facilities that operate twenty-four (24) hours a day, seven (7) days a week in which may require services at any point. These facilities include:
 - Human Development Centers (HDC's)
 - Civilian Student Teacher Program (CSTP)
 - Arkansas Health Center (AHC)
 - Arkansas State Hospital (ASH)
 - Arkansas Juvenile Assessment & Treatment Center (AJATC)

C. Specimen Collection

1. DHS will send selected job applicants and employees to the Contractor or subcontractor's collection site.
2. Urine will be the primary specimen type collected for drug testing. However, the Contractor **must** have the ability to collect other specimen types such as blood, hair, and saliva.
3. Collection sites **must** have trained certified staff to collect specimens and follow proper chain of custody, privacy, and confidentiality procedures.
4. The temperature of the urine specimen **must** be measured and recorded. The results **must** be documented on the electronic chain of custody form. Specimen collections outside the normal temperature range **must** be sent for confirmatory testing regardless of the screen test result.
5. The color and appearance of the urine specimen **must** be inspected for any signs of contamination and any unusual findings **must** be noted on electronic chain of custody form. If adulteration is suspected, this could be considered a valid reason for collecting a second sample under direct observation. All samples suspected of adulteration **shall** be sent for a confirmatory test regardless of the screen test results.
6. The employee **shall** be allowed to wash his or her hands with soap after the screening test.
7. The collector **must** prepare, in the employee's presence, the specimen for mailing or otherwise transporting according to the SAMHSA (Substance Abuse and Mental Health Services Administration) approved laboratory's instructions and ensure the package is properly secured to prevent tampering or leakage.
8. Unless there is reason to believe a person will, or has attempted adulteration, specimen collection will be unobserved. Any unnecessary articles (except the wallet), i.e. coat, jacket, pocket contents, purse, briefcase, etc., **must** be removed and left outside the stall or partitioned area and remain in the presence of the collector or observer until urination is complete.
9. When the collector determines that a person has adulterated, or attempted to adulterate a specimen, or attempted to substitute a specimen, then future specimen collection for that person **shall** be directly observed in accordance with the procedures in 49 CFR, Part 40, and reported to the DHS representative. Procedures for observed collection are the same as for unobserved collection except the collector **must** be positioned to see the urine stream leaving the body and entering the test cup.
10. If a person is unable to provide a specimen, the person **must** remain in the view of the collector or observer until specimen is collected or for two (2) full hours, whichever comes first. The person may be offered up to eight (8) ounces of water every thirty (30) minutes to assist in specimen production. If a specimen is not provided within two (2) hours, it will be reported to the Medical Review Officer (MRO) who will verify whether the person has a valid medical explanation. Results **must** be reported immediately to DHS.
11. All specimens **must** be kept in view of the donor until the sample specimen collection activity is complete for that person, and/or the specimen container is sealed to meet chain of custody requirements.
12. Information regarding the screening test **must** be recorded on the electronic chain of custody form.
13. The donor's specimen sample **must** be sent to the lab in a secure manner. An electronic copy of the chain of custody form **must** be provided to the lab for completion.
14. Confirmation results and reports of the presence of adulterants, low creatinine, or low specific gravity **must** be reported to the DHS representative no later than forty-eight (48) hours.

D. Chain of Custody

1. The Contractor **shall** provide an electronic version of the traditional chain of custody form and **shall** be transmitted electronically to the lab and DHS. Prior to the usage of the electronic chain of custody form, the Contractor **shall** provide it to DHS for approval. DHS reserves the right to request changes to the form.
2. The Contractor **must** ensure confidentiality and secure handling procedures are in place for every step in the process of collecting, transporting, testing, and reporting of results.

E. Testing

1. Contractor **must** perform a five (5) panel standard drug test (non-DOT) for all pre-employment screenings. Contractor **shall** have the ability to perform expanded panel testing, breathalyzers, oral swab testing, and any combination of tests needed upon request by DHS.
2. The Contractor **shall** use appropriate onsite collection measurements and testing devices for initial screenings using DOT-regulated methodology to confirm all positive screen results.
3. As technology develops and new, more accurate methods of testing are available, DHS reserves the right to request the newest testing methods as they become available.

F. Substances

1. The Contractor **must** be able to detect the following substances:
 - a. Amphetamines
 - b. Marijuana metabolites
 - c. Cocaine metabolites
 - d. Opiates metabolites
 - e. Phencyclidine (PCP)
 - f. Alcohol
2. Contractor **must** have the ability to provide expanded testing for other controlled substances, if requested by DHS. Additional substances and custom test panels, that are not identified or unknown at the time of contract award, may be requested.

G. Cutoff Concentrations

Contractor **must** use the cutoff concentrations in accordance with the [DOT rule 49 CFR Part 40, Section 40.87](#) for all drug and alcohol testing.

H. Laboratory

1. The lab **must** perform the tests indicated on the chain of custody form.
2. Results **shall** be made available to DHS electronically within forty-eight (48) hours of the specimen collection by confidential and secured electronic communication directly to the DHS designee. At the sole discretion of DHS, the forty-eight (48) hours reporting standard may be extended due to bad weather conditions or transportation delays beyond the control of Contractor, or in individual cases where initial positive test results require more time for additional testing and MRO review process.

I. Confirmation Testing

1. Contractor **shall** provide a Medical Review Officer (MRO) to review specimen when an initial test is "positive." A "positive" determination by the lab means the individual failed to pass the drug/alcohol test.
2. The MRO **shall** communicate positive confirmation test results directly with the individual tested and **must** notify DHS immediately after the positive test is confirmed.
3. The MRO will be the point of contact with the employee and/or his/her physician regarding results and second confirmation requests.
4. The MRO **shall** report all (positive and negative) results within forty-eight (48) hours of a final disposition of the specimen to the Contractor. Any anticipated delays **must** be immediately reported to the DHS designee including reason for the delay and anticipated timeframe for completion.
5. When an initial specimen sample tests "positive", then confirmatory testing **shall** be conducted by following certifiable re-testing process and procedures, the lab **must** report confirmed positive test results in a confidential manner to the MRO within forty-eight (48) hours.

J. Frequency Of Testing

1. Contractor **must** provide pre-employment drug testing for DHS selected job applicants along with post-accident, reasonable suspicion, and random drug and alcohol test upon request by DHS.
2. Testing may be required during regular business hours or after hours.

3. Contractor **must** provide written procedures for after-hours collection and testing that may be requested by DHS.
4. Emergency testing may be requested by DHS. The Contractor **must** provide specimen collection at the location specified by DHS within three (3) hours unless otherwise specified by DHS.
5. The Contractor **shall** test self-disclosed employees designated by DHS for follow-up testing.

K. Random Testing

1. Employees may be randomly selected for drug testing. DHS may randomly select employees or may request the Contractor to randomly identify individuals using their employee position number according to DHS Policy, Employee Drug and Alcohol Prevention.
2. Primarily, random drug or alcohol testing will be employees performing work that is designated as a "safety sensitive" position.
3. The Contractor shall not establish a predictable pattern for testing. (Note: Selection for testing does not remove a "safety sensitive" position employee from the eligible pool.)
4. DHS will maintain and provide the Contractor with a current listing of designated safety-sensitive positions/employees subject to testing.
5. DHS and the Contractor **shall** jointly establish notification procedures that uphold the integrity of the testing program by limiting notification to that which is necessary to accomplish true unannounced, random testing of employees.
6. For random testing procedures, DHS will specify the timing for each quarter of the year and the number of the eligible employee population in safety-sensitive positions. DHS will have the option of requesting the Contractor to provide a computer program to select the positions/employees, or DHS may develop its own computer program for random selection, and then provide the employee names for testing to the employee supervisor and the Contractor. The numbers to be tested shall not be burdensome to DHS but **shall** be sufficient to meet DHS drug/alcohol testing policies and to minimize disruption to office operations and minimize costs to DHS.
7. When it is necessary to involve an individual other than the employee to be tested in the notification process, the Contractor **shall** contact DHS for guidance.
8. When an employee is not on duty for notification or testing, the Contractor shall not remove that employee from the testing schedule but shall coordinate with the DHS contact person.

L. Refusal Testing

An employee/applicant's refusal to submit to drug/alcohol testing will be considered a "positive" result.

2.7 REPORTING

The Contractor **shall** provide upon request a report regarding DHS testing activity. The requested information should include, at minimum, the following:

- the number of individuals tested
- the number of positive
- and negative test results

2.8 WEBSITE REQUIREMENTS

- A. The Contractor **shall** provide a secure and confidential, web-based reporting tool accessible through a protected server enforced through access control, auditing, and encryption. Contractor **must** maintain and manage user accounts. Contractor **must** be able to track logging and provide tracking information upon request by DHS.
- B. Users **must** be able to export and download data from the website. The Contractor **shall** provide unlimited access to DHS authorized personnel and **must** have the ability to download testing results for each tested individual, by division or cost center code, daily. DHS reserves the right to add, remove, or modify authorized personnel.
- C. Services under this contract **shall** include a secure web-based reporting program that can export downloadable testing results of each tested individual and must be compatible with existing DHS software and any upgrades to these software programs. The reporting program **must** be accessible through a secure and protected server provided by the Contractor.

Requirements	Explanation
User friendly and easy access to data	The reporting system must provide easy access (point and click) to data by each division and or cost center coding information.
System Interface and Security	URL is needed to gain access to reporting system. Each user must have a unique and protected username and password.
Reporting Cycles	The reporting system must generate daily downloadable test results (i.e. the Contractor is responsible for entering test results) by division/cost center code for each tested individual.
Results Output	<p>The reporting system must provide results of daily drug testing (see Attachment I – Sample Testing Result Report) for each tested individual; within allotted time frame as specified within the contract. This feature must be designed to report the following information:</p> <ul style="list-style-type: none"> • Division • Cost Center Code • Test Type • Participant's Name • Social Security/Donor Number • Collection Date & Time • Collection Site • Laboratory Name • MRO Verification Date • Each Listed Substance & Result for Each Listed Substance • Overall Test Result • Collector's Name • Specimen ID number

2.9 CONFIDENTIALITY

Reports of the test results **shall** be held strictly confidential and must be submitted only to the authorized DHS representative(s). The Contractor shall not disclose employee testing information, except as required legally or as authorized by contractual agreement, DHS policy or the DHS Director.

Testing information, i.e. results, unusual occurrences, etc. **shall** be transmitted and or forwarded by confidential/secured electronic format

2.10 EXPERT TESTIMONY REPRESENTATION

Upon DHS request, the Contractor **shall** provide expert witness testimony and documentation regarding employee drug/alcohol testing activity at no additional charge, except for State allowable travel expenses, should test procedures or results be questioned in an administrative grievance process, legal processes, trials, or arbitration or any other tribunal. In lieu of providing Expert Witness testimony, in person, other available services/procedures (e.g. depositions, telephone interview, teleconferencing, etc.) may be considered.

2.11 OUT OF STATE TESTING

In the event that an out of state test is requested by DHS, the Contractor **shall** coordinate with partners to provide drug and/or alcohol testing.

2.12 DRUG-FREE WORKPLACE POLICY

The DHS Drug-Free Workplace policy will be made available upon request, by contacting DHS Chief of Human Resources.

2.13 CUSTOMER SERVICE

- A. Contractor **shall** be responsible for ensuring customer satisfaction.
- B. Collection site personnel **shall** maintain a positive, professional, and helpful attitude. Staff **must** communicate with clients in a clear and friendly manner.
- C. Contractor **shall** provide reasonable accommodations in the drug and alcohol screening process for individuals with disabilities.

- D. Contractor **must** assign a primary contact for DHS to contact to address questions, provide helpful information, and respond to complaints. Contractor **must** acknowledge and resolve complaints.

2.14 PERFORMANCE STANDARDS

- A. State law requires that all contracts for services include Performance Standards for measuring the overall quality of services provided. Attachment C: Performance-Based Contracting identifies expected deliverables, performance measures, or outcomes; and defines the acceptable standards a vendor **must** meet to avoid assessment of damages.
- 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. The State **shall** have the right to modify, add, or delete Performance Standards throughout the term of the contract, should the State determine it is in its best interest to do so. Any changes or additions to performance standards will be made in good faith following acceptable industry standards and may include the input of the vendor so as to establish standards that are reasonably achievable.
- D. All changes made to the Performance Standards **shall** become an official part of the contract.
- E. Performance Standards **shall** continue throughout the term of the contract.
- F. Failure to meet the minimum Performance Standards as specified **may** result in the assessment of damages or termination of the contract.
- G. In the event a Performance Standard is not met, the vendor will have the opportunity to defend, respond to, or cure to as determined by the State, the insufficiency. The State **may** waive damages if it determines there were extenuating factors beyond the control of the vendor that hindered the performance of services or it is in the best interest of the State. In these instances, the State **shall** have final determination of the performance acceptability.
- H. Should any compensation be owed to the agency due to the assessment of damages, vendor **shall** follow the direction of the agency regarding the required compensation process.

SECTION 3 – GENERAL CONTRACTUAL REQUIREMENTS

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

3.1 PAYMENT AND INVOICE PROVISIONS

- A. All invoices **shall** be forwarded to:
*DHS/Office of Human Resources
PO Box 1437 / Slot W301
Little Rock, AR 72203 - 1437*
- B. Invoices will be a single source billing where the subcontractor(s), if applicable, will submit invoices to the Contractor and the Contractor will forward monthly invoices to DHS.
- C. Each invoice submitted **must** include the following information:
 - 1. Employee/Applicant Processed
 - 2. Date(s) of testing and/or date of test results
 - 3. DHS Division/Cost Center to be charged (critical)
- D. Payment will be made in accordance with applicable State of Arkansas accounting procedures upon acceptance goods and services by the agency.
- E. The State **shall not** be invoiced in advance of delivery and acceptance of any goods or services.
- F. Payment will be made only after the vendor has successfully satisfied the agency as to the reliability and effectiveness of the goods or services purchased as a whole.
- G. The vendor should invoice the agency by an itemized list of charges. The agency's Purchase Order Number and/or the Contract Number should be referenced on each invoice.
- H. Other sections of this *Bid Solicitation* may contain additional requirements for invoicing.
- I. Selected vendor **must** be registered to receive payment and future *Bid Solicitation* notifications. Vendors may register on-line at <https://www.ark.org/vendor/index.html>.

3.2 GENERAL INFORMATION

- A. The State **shall not** lease any equipment or software for a period of time which continues past the end of a fiscal year unless the contract allows for cancellation by the State Procurement Official upon a 30-day written notice to the vendor/lessor in the event funds are not appropriated.
- B. The State **shall not** contract with another party to indemnify and defend that party for any liability and damages.
- C. The State **shall not** pay damages, legal expenses or other costs and expenses of any other party.
- D. The State **shall not** continue a contract once any equipment has been repossessed.
- E. Any litigation involving the State **must** take place in Pulaski County, Arkansas.
- F. The State **shall not** agree to any provision of a contract which violates the laws or constitution of the State of Arkansas.
- G. The State **shall not** enter a contract which grants to another party any remedies other than the following:
 - 1. The right to possession.
 - 2. The right to accrued payments.
 - 3. The right to expenses of deinstallation.
 - 4. The right to expenses of repair to return the equipment to normal working order, normal wear and tear excluded.

5. The right to recover only amounts due at the time of repossession and any unamortized nonrecurring cost as allowed by Arkansas Law.

H. The laws of the State of Arkansas **shall** govern this contract.

I. A contract **shall not** be effective prior to award being made by a State Procurement Official.

- J. In a contract with another party, the State will accept the risk of loss of the equipment or software and pay for any destruction, loss or damage of the equipment or software while the State has such risk, when:
1. The extent of liability for such risk is based upon the purchase price of the equipment or software at the time of any loss.
 2. The contract has required the State to carry insurance for such risk.

3.3 CONDITIONS OF CONTRACT

- A. The vendor **shall** at all times observe and comply with federal and State of Arkansas laws, local laws, ordinances, orders, and regulations existing at the time of, or enacted subsequent to the execution of a resulting contract which in any manner affect the completion of the work.
- B. The vendor shall indemnify and save harmless the agency and all its officers, representatives, agents, and employees against any claim or liability arising from or based upon the violation of any such law, ordinance, regulation, order or decree by an employee, representative, or subcontractor of the vendor.
- C. The Contractor agrees to the Performance-Based Contracting standards as presented in Attachment C, DHS Standard Terms and Conditions as presented in Attachment D, a pro forma contract as presented in Attachment E, the Business Associate Agreement as presented in Attachment F, and the Organizational or Personal Conflict of Interest policy as presented in Attachment G.

ALL VENDOR STAFF MAY BE MANDATED REPORTERS UNDER STATE AND FEDERAL MANDATES

3.4 STATEMENT OF LIABILITY

- A. The State will demonstrate reasonable care but will not be liable in the event of loss, destruction or theft of vendor-owned equipment or software and technical and business or operations literature to be delivered or to be used in the installation of deliverables and services. The vendor **shall** retain total liability for equipment, software and technical and business or operations literature. The State **shall** not at any time be responsible for or accept liability for any vendor-owned items.
- B. The vendor's liability for damages to the State **shall** be limited to the value of the Contract or five million dollars (\$5,000,000), whichever is higher. The foregoing limitation of liability **shall not** apply to claims for infringement of United States patent, copyright, trademarks or trade secrets; to claims for personal injury or damage to property caused by the gross negligence or willful misconduct of the vendor; to claims covered by other specific provisions of the Contract calling for damages; or to court costs or attorney's fees awarded by a court in addition to damages after litigation based on the Contract. The vendor and the State **shall not** be liable to each other, regardless of the form of action, for consequential, incidental, indirect, or special damages. This limitation of liability **shall not** apply to claims for infringement of United States patent, copyright, trademark or trade secrets; to claims for personal injury or damage to property caused by the gross negligence or willful misconduct of the vendor; to claims covered by other specific provisions of the Contract calling for damages; or to court costs or attorney's fees awarded by a court in addition to damages after litigation based on the Contract.
- C. Language in these terms and conditions **shall not** be construed or deemed as the State's waiver of its right of sovereign immunity. The vendor agrees that any claims against the State, whether sounding in tort or in contract, **shall** be brought before the Arkansas State Claims Commission as provided by Arkansas law, and **shall** be governed accordingly.

3.5 PERFORMANCE BONDING

- A. The Contractor **shall** be required to obtain performance bonds to protect the State's interest as follows:

1. The amount of the performance bonds **shall** be one hundred percent (100%) of the annual contract price, unless the State determines that a lesser amount would be adequate for the protection of the State. Such performance bond must be provided to DHS prior to signing the contract.
2. The State **shall** require additional performance bond protection when a contract price is increased or modified.
3. The additional performance bond **must** be delivered to the Arkansas Department of Human Services Chief Procurement Officer within fourteen (14) calendar days of request.
4. The contractor **shall** notify the State of any changes, modification, or renewals for the performance bond during the term of the contract. The performance bond documentation **must** be provided to the State with each required notice.
5. Failure to provide is a breach of contract and may result in immediate contract termination, prohibition against future bidding with the State, the addition of Contractor to the DHS excluded provider list, etc.

3.6 RECORD RETENTION

- A. The vendor **shall** maintain all pertinent financial and accounting records and evidence pertaining to the contract in accordance with generally accepted principles of accounting and as specified by the State of Arkansas Law. Upon request, access **shall** be granted to State or Federal Government entities or any of their duly authorized representatives.
- B. Financial and accounting records **shall** be made available, upon request, to the State of Arkansas's designee(s) at any time during the contract period and any extension thereof, and for five (5) years from expiration date and final payment on the contract or extension thereof.
- C. Other sections of this *Bid Solicitation* may contain additional requirements regarding record retention.

3.7 PRICE ESCALATION

- A. Price increases will be considered at the time of contract renewal.
- B. The vendor **must** provide to the Office of Procurement (OP) a written request for the price increase. The request **must** include supporting documentation demonstrating that the increase in contract price is based on an increase in market price. OP **shall** have the right to require additional information pertaining to the requested increase.
- C. Increases **shall not** be considered to increase profit or margins.
- D. OP **shall** have the right to approve or deny the request.

3.8 CONFIDENTIALITY

- A. The vendor, vendor's subsidiaries, and vendor's employees **shall** be bound to all laws and to all requirements set forth in this *Bid Solicitation* concerning the confidentiality and secure handling of information of which they may become aware of while providing services under a resulting contract.
- B. Consistent and/or uncorrected breaches of confidentiality may constitute grounds for cancellation of a resulting contract, and the State **shall** have the right to cancel the contract on these grounds.
- C. Previous sections of this *Bid Solicitation* may contain additional confidentiality requirements.

3.9 CONTRACT INTERPRETATION

Should the State and vendor interpret specifications differently, either party may request clarification. However, if an agreement cannot be reached the determination of the State **shall** be final and controlling.

3.10 CANCELLATION

- A. For Cause. The State may cancel any contract resulting from this solicitation for cause at the discretion of the Arkansas Department of Human Services. The State shall give the vendor written notice of cancellation, specifying the terms and the effective date of contract termination.
- B. For Convenience. The State may cancel any contract resulting from the solicitation by giving the Contractor written notice of such cancellation no less than thirty (30) days prior to the date of cancellation.
- C. If upon cancellation the Contractor has provided commodities or services which the State of Arkansas has accepted, and there are no funds legally available to pay for the commodities or services, the Contractor may file a claim with the Arkansas Claims Commission under the laws and regulations governing the filing of such claims.

3.11 SEVERABILITY

If any provision of the contract, including items incorporated by reference, is declared or found to be illegal, unenforceable, or void, then both the agency and the vendor **shall** be relieved of all obligations arising under such provision. If the remainder of the contract is capable of performance, it **shall not** be affected by such declaration or finding and **shall** be fully performed.

SECTION 4 – STANDARD TERMS AND CONDITIONS

- *Do not provide responses to items in this section.*
- 1. **GENERAL:** Any special terms and conditions included in this solicitation **shall** override these Standard Terms and Conditions. The Standard Terms and Conditions and any special terms and conditions **shall** become part of any contract entered into if any or all parts of the bid are accepted by the State of Arkansas.
- 2. **ACCEPTANCE AND REJECTION:** The State **shall** have the right to accept or reject all or any part of a bid or any and all bids, to waive minor technicalities, and to award the bid to best serve the interest of the State.
- 3. **BID SUBMISSION:** Original Bid Packets **must** be submitted to the Office of State Procurement on or before the date and time specified for bid opening. The Bid Packet **must** contain all documents, information, and attachments as specifically and expressly required in the *Bid Solicitation*. The bid **must** be typed or printed in ink. The signature **must** be in ink. Unsigned bids **shall** be disqualified. The person signing the bid should show title or authority to bind the firm in a contract. Multiple bids **must** be placed in separate packages and should be completely and properly identified. Late bids **shall not** be considered under any circumstances.
- 4. **PRICES:** Bid unit price F.O.B. destination. In case of errors in extension, unit prices **shall** govern. Prices **shall** be firm and **shall not** be subject to escalation unless otherwise specified in the *Bid Solicitation*. Unless otherwise specified, the bid **must** be firm for acceptance for thirty (30) days from the bid opening date. "Discount from list" bids are not acceptable unless requested in the *Bid Solicitation*.
- 5. **QUANTITIES:** Quantities stated in a *Bid Solicitation* for term contracts are estimates only and are not guaranteed. Contractors **must** bid unit price on the estimated quantity and unit of measure specified. The State may order more or less than the estimated quantity on term contracts. Quantities stated on firm contracts are actual Requirements of the ordering agency.
- 6. **BRAND NAME REFERENCES:** Unless otherwise specified in the *Bid Solicitation*, any catalog brand name or manufacturer reference used in the *Bid Solicitation* is descriptive only, not restrictive, and used to indicate the type and quality desired. Bids on brands of like nature and quality will be considered. If bidding on other than referenced specifications, the bid **must** show the manufacturer, brand or trade name, and other descriptions, and should include the manufacturer's illustrations and complete descriptions of the product offered. The State **shall** have the right to determine whether a substitute offered is equivalent to and meets the standards of the item specified, and the State may require the Contractor to supply additional descriptive material. The Contractor **shall** guarantee that the product offered will meet or exceed specifications identified in this *Bid Solicitation*. Contractors not bidding an alternate to the referenced brand name or manufacturer **shall** be required to furnish the product according to brand names, numbers, etc., as specified in the solicitation.
- 7. **GUARANTY:** All items bid **shall** be newly manufactured, in first-class condition, latest model and design, including, where applicable, containers suitable for shipment and storage, unless otherwise indicated in the *Bid Solicitation*. The Contractor hereby guarantees that everything furnished hereunder **shall** be free from defects in design, workmanship and material, that if sold by drawing, sample or specification, it **shall** conform thereto and **shall** serve the function for which it was furnished. The Contractor **shall** further guarantee that if the items furnished hereunder are to be installed by the Contractor, such items **shall** function properly when installed. The Contractor **shall** guarantee that all applicable laws have been complied with relating to construction, packaging, labeling and registration. The Contractor's obligations under this paragraph **shall** survive for a period of one (1) year from the date of delivery, unless otherwise specified herein.
- 8. **SAMPLES:** Samples or demonstrators, when requested, **must** be furnished free of expense to the State. Each sample should be marked with the Contractor's name and address, bid or contract number and item number. If requested, samples that are not destroyed during reasonable examination will be returned at Contractor's expense. After reasonable examination, all demonstrators will be returned at Contractor's expense.
- 9. **TESTING PROCEDURES FOR SPECIFICATIONS COMPLIANCE:** Tests may be performed on samples or demonstrators submitted with the bid or on samples taken from the regular shipment. In the event products tested fail to meet or exceed all conditions and requirements of the specifications, the cost of the sample used, and the reasonable cost of the testing **shall** be borne by the Contractor.
- 10. **AMENDMENTS:** Contractor's bids cannot be altered or amended after the bid opening except as permitted by regulation.
- 11. **TAXES AND TRADE DISCOUNTS:** Do not include State or local sales taxes in the bid price. Trade discounts should be deducted from the unit price and the net price should be shown in the bid.
- 12. **AWARD:** *Term Contract:* A contract award will be issued to the successful Contractor. It results in a binding obligation without further action by either party. This award does not authorize shipment. Shipment is authorized by the receipt of a purchase order from the ordering agency. *Firm Contract:* A written State purchase order authorizing shipment will be furnished to the successful Contractor.
- 13. **DELIVERY ON FIRM CONTRACTS:** This solicitation shows the number of days to place a commodity in the ordering agency's designated location under normal conditions. If the Contractor cannot meet the stated delivery, alternate delivery schedules may become a factor in an award. The Office of State Procurement **shall** have the right to extend delivery if reasons appear valid. If the date is not acceptable, the agency may buy elsewhere, and any additional cost **shall** be borne by the Contractor.

14. **DELIVERY REQUIREMENTS:** No substitutions or cancellations are permitted without written approval of the Office of State Procurement. Delivery **shall** be made during agency work hours (8:00 a.m. to 4:30 p.m. Central Time) unless prior approval for other delivery has been obtained from the agency. Packing memoranda **shall** be enclosed with each shipment.
15. **STORAGE:** The ordering agency is responsible for storage if the Contractor delivers within the time required and the agency cannot accept delivery.
16. **DEFAULT:** All commodities furnished **shall** be subject to inspection and acceptance of the ordering agency after delivery. Back orders, default in promised delivery, or failure to meet specifications **shall** authorize the Office of State Procurement to cancel this contract or any portion of it and reasonably purchase commodities elsewhere and charge full increase, if any, in cost and handling to the defaulting Contractor. The Contractor **must** give written notice to the Office of State Procurement and ordering agency of the reason and the expected delivery date. Consistent failure to meet delivery without a valid reason may cause removal from the Contractors list or suspension of eligibility for award.
17. **VARIATION IN QUANTITY:** The State assumes no liability for commodities produced, processed or shipped in excess of the amount specified on the agency's purchase order.
18. **INVOICING:** The Contractor **shall** be paid upon the completion of all of the following: (1) submission of an original and the specified number of copies of a properly itemized invoice showing the bid and purchase order numbers, where itemized in the *Bid Solicitation*; (2) delivery and acceptance of the commodities; (3) proper and legal processing of the invoice by all necessary State agencies. Invoices **must** be sent to the "Invoice To" point shown on the purchase order.
19. **STATE PROPERTY:** Any specifications, drawings, technical information, dies, cuts, negatives, positives, data or any other commodity furnished to the Contractor hereunder or in contemplation hereof or developed by the Contractor for use hereunder **shall** remain property of the State, **shall** be kept confidential, **shall** be used only as expressly authorized, and **shall** be returned at the Contractor's expense to the F.O.B. point provided by the agency or by OSP. Contractor **shall** properly identify items being returned.
20. **PATENTS OR COPYRIGHTS:** The Contractor **must** agree to indemnify and hold the State harmless from all claims, damages and costs including attorneys' fees, arising from infringement of patents or copyrights.
21. **ASSIGNMENT:** Any contract entered into pursuant to this solicitation **shall not** be assignable nor the duties thereunder delegable by either party without the written consent of the other party of the contract.
22. **CLAIMS:** Any claims the Contractor may assert under this Agreement **shall** be brought before the Arkansas State Claims Commission ("Commission"), which **shall** have exclusive jurisdiction over all claims that the Contractor may have arising from or in connection with this Agreement. Unless the Contractor's obligations to perform are terminated by the State, the Contractor **shall** continue to provide the Services under this Agreement even if the Contractor has a claim pending before the Commission.
23. **CANCELLATION:** In the event, the State no longer needs the commodities or services specified for any reason, (e.g., program changes; changes in laws, rules or regulations; relocation of offices; lack of appropriated funding, etc.), the State **shall** have the right to cancel the contract or purchase order by giving the Contractor written notice of such cancellation thirty (30) days prior to the date of cancellation.

Any delivered but unpaid for goods will be returned in normal condition to the Contractor by the State. If the State is unable to return the commodities in normal condition and there are no funds legally available to pay for the goods, the Contractor may file a claim with the Arkansas Claims Commission under the laws and regulations governing the filing of such claims. If upon cancellation the Contractor has provided services which the State has accepted, the Contractor may file a claim. **NOTHING IN THIS CONTRACT SHALL BE DEEMED A WAIVER OF THE STATE'S RIGHT TO SOVEREIGN IMMUNITY.**
24. **DISCRIMINATION:** In order to comply with the provision of Act 954 of 1977 relating to unfair employment practices, the Contractor agrees that: (a) the Contractor **shall not** discriminate against any employee or applicant for employment because of race, sex, color, age, religion, handicap, or national origin; (b) in all solicitations or advertisements for employees, the Contractor **shall** state that all qualified applicants **shall** receive consideration without regard to race, color, sex, age, religion, handicap, or national origin; (c) the Contractor will furnish such relevant information and reports as requested by the Human Resources Commission for the purpose of determining compliance with the statute; (d) failure of the Contractor to comply with the statute, the rules and regulations promulgated thereunder and this nondiscrimination clause **shall** be deemed a breach of contract and it may be cancelled, terminated or suspended in whole or in part; (e) the Contractor **shall** include the provisions of above items (a) through (d) in every subcontract so that such provisions **shall** be binding upon such subcontractor or Contractor.
25. **CONTINGENT FEE:** The Contractor guarantees that no one has been retained to solicit or secure this contract upon an agreement or understanding for a commission, percentage, brokerage or contingent fee, except for retention of bona fide employees or bona fide established commercial selling agencies maintained by the Contractor for securing business.
26. **ANTITRUST ASSIGNMENT:** As part of the consideration for entering into any contract pursuant to this solicitation, the Contractor named on the *Bid Signature Page* for this solicitation, acting herein by the authorized individual or its duly authorized agent, hereby assigns, sells and transfers to the State of Arkansas all rights, title and interest in and to all causes of action it may have under the antitrust laws of the United States or this State for price fixing, which causes of action have accrued prior to the date of this assignment and which relate solely to the particular goods or services purchased or produced by this State pursuant to this contract.

- 27. DISCLOSURE:** Failure to make any disclosure required by Governor's Executive Order 98-04, or any violation of any rule, regulation, or policy adopted pursuant to that order, **shall** be a material breach of the terms of this contract. Any Contractor, whether an individual or entity, who fails to make the required disclosure or who violates any rule, regulation, or policy **shall** be subject to all legal remedies available to the agency.