

BID RESPONSE PACKET
710-23-0060

BID 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"/> Partnership	<input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Corporation	<input type="checkbox"/> Public Service Corp <input type="checkbox"/> Nonprofit	
Minority and Women-Owned Designation*:	<input type="checkbox"/> Not Applicable <input type="checkbox"/> African American <input type="checkbox"/> Asian American	<input type="checkbox"/> American Indian <input type="checkbox"/> Hispanic American <input type="checkbox"/> Pacific Islander American	<input type="checkbox"/> Service Disabled Veteran <input type="checkbox"/> Women-Owned	
AR Certification #: _____ * See <i>Minority and Women-Owned Business Policy</i>				

PROSPECTIVE CONTRACTOR CONTACT INFORMATION	
<i>Provide contact information to be used for bid solicitation related matters.</i>	
Contact Person:	Title:
Phone:	Alternate Phone:
Email:	

CONFIRMATION OF REDACTED COPY
<input type="checkbox"/> YES, a redacted copy of submission documents is enclosed. <input type="checkbox"/> NO, a redacted copy of submission documents is <u>not</u> enclosed. I understand a full copy of non-redacted submission documents will be released if requested. <i>Note: If a redacted copy of the submission documents is not provided with Prospective Contractor's response packet, and neither box is checked, a copy of the non-redacted documents, with the exception of financial data (other than pricing), will be released in response to any request made under the Arkansas Freedom of Information Act (FOIA). See Bid Solicitation for additional information.</i>

ILLEGAL IMMIGRANT CONFIRMATION
By signing and submitting a response to this <i>Bid Solicitation</i> , a Prospective Contractor agrees and certifies that they do not employ or contract with illegal immigrants. If selected, the Prospective Contractor certifies that they will not employ or contract with illegal immigrants during the aggregate term of a contract.

ISRAEL BOYCOTT RESTRICTION CONFIRMATION
By checking the box below, a Prospective Contractor agrees and certifies that they do not boycott Israel, and if selected, will not boycott Israel during the aggregate term of the contract.
<input type="checkbox"/> Prospective Contractor does not and will not boycott Israel.

An official authorized to bind the Prospective Contractor to a resultant contract must sign below.

The signature below signifies agreement that any exception that conflicts with a Requirement of this *Bid Solicitation* will cause the Prospective Contractor's bid to be disqualified:

Authorized Signature: _____ Title: _____

Printed/Typed Name: _____ Date: _____

SECTIONS 1 - 4 VENDOR AGREEMENT AND COMPLIANCE

- Any requested exceptions to items in this section which are NON-mandatory **must** be declared below or as an attachment to this page. Vendor **must** clearly explain the requested exception and should label the request to reference the specific solicitation item number to which the exception applies.
- Exceptions to Requirements **shall** cause the vendor's proposal to be disqualified.

By signature below, vendor agrees to and **shall** fully comply with all requirements as shown in the bid solicitation.

Vendor Name:		Date:	
Signature:		Title:	
Printed Name:			

PROPOSED SUBCONTRACTORS FORM

- **Do not** include additional information relating to subcontractors on this form or as an attachment to this form.

PROSPECTIVE CONTRACTOR PROPOSES TO USE THE FOLLOWING SUBCONTRACTOR(S) TO PROVIDE SERVICES.

Type or Print the following information

Subcontractor's Company Name	Street Address	City, State, ZIP

☐ **PROSPECTIVE CONTRACTOR DOES NOT PROPOSE TO USE SUBCONTRACTORS TO PERFORM SERVICES.**

MINIMUM QUALIFICATION VERIFICATION

- The Contractor must at least one (1) office physically located in the State of Arkansas and open during State business hours (Monday through Friday, 8:00 am – 4:30 pm CST) In the space below, list the physical address(s), hours of operation, and phone number(s) of location(s) in the State of Arkansas. A separate attachment may be used if additional space is required.*

Physical Address: _____ Phone Number: _____

Hours of Operation: _____

Physical Address: _____ Phone Number: _____

Hours of Operation: _____

Physical Address: _____ Phone Number: _____

Hours of Operation: _____

Physical Address: _____ Phone Number: _____

Hours of Operation: _____

Physical Address: _____ Phone Number: _____

Hours of Operation: _____

Physical Address: _____ Phone Number: _____

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Hours of Operation: _____

Physical Address: _____ Phone Number: _____

Hours of Operation: _____

Physical Address: _____ Phone Number: _____

Hours of Operation: _____

Physical Address: _____ Phone Number: _____

Hours of Operation: _____

OFFICIAL BID PRICE SHEET

- All costs must be included in the price per hour. Costs not included in the unit price below are not billable under a contract established from this solicitation. Bidder must submit a printed copy of the completed official bid price sheet with bid submission.
- Quantities are estimated for bidding purposes only. The State may increase or decrease the number of positions as needed.

ITEM	DESCRIPTION	ESTIMATED ANNUAL HOURS PER POSITION	ESTIMATED NUMBER OF POSITIONS	PRICE PER HOUR	ANNUAL AMOUNT <i>(Estimated annual hours x estimated number of positions)</i>
1.	Temporary Clerical Positions	2,080	75	\$	\$

By signature below, vendor agrees to and **shall** fully comply with all requirements as shown in the bid solicitation.

Vendor Name:		Date:	
Signature:		Title:	
Printed Name:			

DOCUMENTATION CHECKLIST

As outlined in section 2.3 Minimum Qualifications in the solicitation document, please provide the following:

- A. Bidder **must** submit official documentation of active registration from the Arkansas Secretary of State's Office or other state approved documentation.
- B. The Contractor **must** be a staffing agency in operation for at least three (3) years and have at least two (2) current accounts, either commercial or government, providing staffing services. For verification purposes, bidder **must** provide a reference for these accounts with bid submission including the following information: organization name, address, contact person name, email address, and phone numbers.
- C. Bidder **must** submit all documents in the bid response packet including:
 - 1. Bid Signature Page
 - 2. Proposed Subcontractors Form
 - 3. Vendor Agreement and Compliance
 - 4. Minimum Qualification Verification
 - 5. Official Bid Price Sheet
- D. Copy of Equal Opportunity Policy
- E. Bidder **must** submit signed/completed Attachment A – EO 98-08 Disclosure Form.

***Please refer to the solicitation (section 1.18 Response Documents) for additional instruction.*