



STATE OF ARKANSAS
DEPARTMENT OF TRANSFORMATION AND SHARED SERVICES
OFFICE OF STATE PROCUREMENT
501 Woodlane St., Ste. 220
Little Rock, Arkansas 72201-1023

REQUEST FOR QUALIFICATION
SOLICITATION DOCUMENT

SOLICITATION INFORMATION			
Solicitation Number:		Solicitation Issued:	
Description:			
Department:			

SUBMISSION DEADLINE			
Response Opening Date:	Month ##, 20xx	Response Opening Time:	0:00 p.m., Central Time
Deliver response submissions for this Request for Qualification to the TSS Office of State Procurement on or before the submission deadline. Responses received after the submission deadline may be rejected as untimely. See Section 1.2 for information regarding Live Proposal Openings.			

DELIVERY OF RESPONSE DOCUMENTS	
Delivery Address:	<p>Department of Transformation and Shared Services Office of State Procurement 501 Woodlane St., Ste. 220 Little Rock, Arkansas 72201-1023</p> <p>Delivery providers, USPS, UPS, and FedEx deliver mail to TSS OSP's street address on a schedule determined by each individual provider. These providers will deliver to TSS OSP based solely on the street address. Prospective Contractors assume all risk for timely, properly submitted deliveries.</p>
Response's Outer Packaging:	<p>Seal outer packaging and properly mark with the following information. If outer packaging of response submission is not properly marked, the package may be opened for response identification purposes.</p> <ul style="list-style-type: none">• Solicitation number• Date and time of response opening• Prospective Contractor's name and return address

TSS OFFICE OF STATE PROCUREMENT CONTACT INFORMATION			
TSS OSP Buyer:		Buyer's Direct Phone Number:	
Email Address:		TSS OSP's Main Number:	
TSS OSP Website:	https://www.transform.ar.gov/procurement/		

SECTION 1 - GENERAL INSTRUCTIONS AND INFORMATION

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

1.1 PURPOSE

The **TSS Office of State Procurement (TSS OSP)** issues this Request for Qualification (RFQ) on behalf of [name of department (acronym)] to obtain responses and a contract for... Direct any questions, comments, or concerns regarding this solicitation to the **TSS Office of State Procurement, not the (DEPARTMENT)**.

[Insert a brief, concise description of services. Should be no more than a couple paragraphs long. Must be written in such a way that a person unfamiliar with the project can get a basic understanding of what this solicitation is procuring.]

1.2 LIVE RESPONSE OPENING

The response opening may be viewed online as follows:

Zoom Meeting Link:

Meeting ID

Meeting Password

Dial-In Information: 877 853 5257 US Toll-free
888 475 4499 US Toll-free

1.3 TYPE OF CONTRACT

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

1.4 SOLICITATION SCHEDULE

- A. For informational purposes, **TSS OSP** is providing a Solicitation Schedule; however, dates listed and noted with an asterisk (*) are anticipated dates only and are subject to change at the discretion of the State.

TABLE A: TENTATIVE SOLICITATION SCHEDULE

ACTIVITY	DATE
RFQ Release to Prospective Contractors	
Deadline for Prospective Contractor Questions	Date, midnight CST
Answers to Questions Posted to TSS OSP website*	
Response Due Date	Date, time CST
Oral Presentations/Demonstrations*	
Post Anticipation to Award*	
Award Contract*	

1.5 CLARIFICATION OF SOLICITATION

- A. Submit any questions requesting clarification of information contained in this *Solicitation* in writing via email by 4:00 p.m., Central Time on or before [date](#) to the [TSS OSP](#) buyer as shown on page one (1) of this *Solicitation*.
- For each question submitted, the Prospective Contractor should reference the specific solicitation item number to which the question refers.
 - Prospective Contractors' written questions will be consolidated and responded to by the State as deemed appropriate. The State's consolidated written response is anticipated to be posted to the [TSS OSP](#) website by the close of business on [date](#). If Prospective Contractor questions are unclear or non-substantive in nature, the State may request clarification of a question(s) or decline to answer.
- B. The Prospective Contractor should notify the [TSS OSP](#) buyer of any term, condition, etc., that precludes the Prospective Contractor from providing a compliant, responsive submission. Prospective Contractors should note that it is the responsibility of the Prospective Contractor to seek resolution of all such issues, including those relating to the terms and conditions of the contract, prior to the submission of a response.
- C. Prospective Contractors may contact the [TSS OSP](#) buyer with non-substantive questions at any time prior to the response opening.
- D. An oral statement by [TSS OSP](#) will not be part of any contract resulting from this solicitation and may not reasonably be relied on by any Prospective Contractor as an aid to interpretation unless it is reduced to writing and expressly adopted by [TSS OSP](#).

1.6 DEFINITION OF TERMS

- A. Unless otherwise defined herein, all terms defined in Arkansas Procurement herein have the same meaning herein.
- B. "Prospective Contractor" means a responsible offeror who submits a response to this solicitation.
- C. The terms "Request for Qualifications", "RFQ," and "Solicitation" are used synonymously in this document.
- D. "Responsive Submission" means a submission in response to this solicitation that conforms in all material respects to this RFQ.
- E. "Shall" and "Must" mean the imperative and are used to identify requirements.
- F. "Requirement" means something required.
- G. "Specification" means any technical or purchase description or other description of the physical or functional characteristics, or of the nature, of a commodity or service. "Specification" may include a description of any requirement for inspecting, testing, or preparing a commodity or service for delivery.
- H. "State" means the State of Arkansas. When the term "State" is used herein to reference any obligation of the State under a contract that results from this solicitation, that obligation is limited to the Department using such a contract.

[Specific terms for the product or service being requested.](#)

1.7 PRICING

Prospective Contractor **shall not** include any pricing in their response. Pricing will be negotiated with the apparent successful Contractor after the evaluation of responses. Should the Prospective Contractor's response contain any pricing, the response may be rejected.

1.8 RESPONSE DOCUMENTS

A. *Original Response Packet*

1. Responses within the *Information for Evaluation* and *Exceptions* sections **must not** contain the Prospective Contractor's name or any other identifiers, including without limitation names of staff members, projects, products, and addresses.
2. Prospective Contractors **shall** utilize the *Response Packet* to submit their responses.
3. The following items are Response Submission Requirements and **must** be submitted in the original *Response Packet*.
 - a. Original signed *Response Signature Page*. Signature may be ink or digital. (See *Response Packet*.)
 - b. One (1) original hard copy of the response to the *Information for Evaluation* section included in the *Response Packet*. Response **must** be in the English language.
 - c. *Proposed Subcontractors Form*. The utilization of any proposed subcontractor is subject to approval by the Department.
 - d. *Exceptions Form*.
4. The following items, which **must** be submitted prior to a contract award to the Prospective Contractor, may also be included with the Prospective Contractor's proposal:
 - a. EO 98-04: *Contract and Grant Disclosure Form*.
 - b. Copy of Prospective Contractor's *Equal Opportunity Policy*.
 - c. *Voluntary Product Accessibility Template* (VPAT).
5. **DO NOT** include any other documents or ancillary information, such as a cover letter or promotional/marketing information.

B. Pricing is not requested for this solicitation and **must not** be submitted with the response. (See *Pricing*.)

C. *Additional Copies and Redacted Copy of the Response Packet*

In addition to the original *Response Packet*, the following items should be submitted:

1. Additional Copies of the *Response Packet*
 - a. **Three (3)** complete hard copies (marked "COPY") of the *Response Packet*.
 - b. **Four (4)** electronic copies of the *Response Packet*, preferably on flash drives and in PDF format. CDs will also be acceptable. Do not send electronic copies via email or fax.
 - i. The *Information for Evaluation* and *Exceptions Form* sub-sections should be a separate file on the flash drive or CD.

- c. All additional hard copies and electronic copies **must** be identical to the original hard copy. In case of a discrepancy, the original hard copy governs.
 - d. If TSS OSP requests additional copies of the response, the copies **must** be delivered within the timeframe specified in the request.
2. One (1) redacted (marked "REDACTED") copy the original *Response Packet*, preferably on a flash drive and in PDF format. A CD will also be acceptable. Do not send electronic copies via email or fax. (See *Proprietary Information*.)

1.9 ACCEPTANCE OF REQUIREMENTS

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

1.10 ADDITIONAL TERMS AND CONDITIONS

- A. This RFQ incorporates all of the Solicitation Terms and Conditions located on the TSS OSP website here (Agencies – Forms and Reporting – Solicitation Templates): <https://www.transform.ar.gov/procurement/agencies/forms-and-reporting/>.
- B. Any special terms and conditions included in this solicitation **shall** override the Solicitation Terms and Conditions.
- C. Unless a Prospective Contractor expressly and conspicuously identifies any exception or exceptions to any of the terms in the **Standard Commodities Contract or the Services Contract (SRV-1) Fillable Form** by listing them on the *Exceptions Form* (See *Response Packet*), Prospective Contractor agrees and **shall** adhere to all terms if selected as the successful Contractor. Items identified as non-negotiable may only be modified if the legal requirement is satisfied and approved by the State. The Standard Commodities Contract can be viewed on the TSS OSP website here (Agencies – Forms and Reporting – Solicitation Templates): <https://www.transform.ar.gov/procurement/agencies/forms-and-reporting/>. The Services Contract (SRV-1) Fillable Form can be viewed on the TSS OSP website here (Agencies – Services – Forms): <https://www.transform.ar.gov/procurement/agencies/services/>.
- D. A Prospective Contractor's response may be rejected if a Prospective Contractor takes exception to any terms or conditions in the documents listed in 1.10.A and 1.10.C.

SECTION 2 – REQUIREMENTS

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

2.1 INTRODUCTION

[Brief concise description of required services. Background and current environment information may be included here or as a separate sub-section.]

2.2 SPECIFICATIONS

CURRENT ENVIRONMENT

OBJECTIVES AND GOALS

SCOPE OF WORK

[Enter Specifications here. Headings above may or may not be applicable to every solicitation. Use as many headings as needed. Below headings should automatically renumber.]

2.3 PERFORMANCE STANDARDS

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

SECTION 3 – CRITERIA FOR SELECTION

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

3.1 RESPONSE SCORE

- A. **TSS OSP** will review each *Response Packet* to verify submission Requirements have been met. *Response Packets* that do not meet submission Requirements will be rejected and will not be evaluated.
- B. A Department-appointed Evaluation Committee will evaluate and score qualifying responses. Evaluation will be based on Prospective Contractor’s response to the *Information for Evaluation* section included in the *Response Packet*.
1. Members of the Evaluation Committee will individually review and evaluate responses and complete an Individual Score Worksheet for each response. Individual scoring for each Evaluation Criteria will be based on the following Scoring Description.

Quality Rating	Quality of Response	Description	Confidence in Proposed Approach
5	Excellent	When considered in relation to the RFQ evaluation factor, the response squarely meets the requirement and exhibits outstanding knowledge, creativity, ability or other exceptional characteristics. Extremely good.	Very High
4	Good	When considered in the relation to the RFQ evaluation factor, the response squarely meets the requirement and is better than merely acceptable.	High
3	Acceptable	When considered in relation to the RFQ evaluation factor, the response is of acceptable quality.	Moderate
2	Marginal	When considered in relation to the RFQ evaluation factor, the response’s acceptability is doubtful.	Low
1	Poor	When considered in relation to the RFQ evaluation factor, the response is inferior.	Very Low
0	Unacceptable	When considered in relation to the RFQ evaluation factor, the response clearly does not meet the requirement. Either nothing in the response is responsive in relation to the evaluation factor or the response affirmatively shows that it is unacceptable in relation to the evaluation factor.	No Confidence

2. After initial individual evaluations are complete, the Evaluation Committee members will meet to discuss their individual ratings. At this consensus scoring meeting, each member will be afforded an opportunity to discuss his or her rating for each evaluation criteria.
3. After committee members have had an opportunity to discuss their individual scores with the committee, the individual committee members will be given the opportunity to change their initial individual scores, if they feel that is appropriate.
4. The final individual scores of the Evaluation Committee members will be recorded on the Consensus Score Sheets and averaged to determine the group or consensus score for each response.
5. Other agencies, consultants, and experts may also examine documents at the discretion of the Department.

- C. The *Information for Evaluation* section has been divided into sub-sections.
1. In each sub-section, items/questions have each been assigned a maximum point value of five (5) points. The total point value for each sub-section is reflected in the table below as the Maximum Raw Points Possible.
 2. The Department has assigned Weighted Percentages to each sub-section according to its significance.

Information for Evaluation Sub-Sections	Maximum Raw Points Possible	Sub-Section's Weighted Percentage	* Maximum Weighted Score Possible
E.1			
E.2 etc.			
Total Technical Score		100%	1000

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

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

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

A = Actual Raw Points received for sub-section in evaluation
 B = Maximum Raw Points possible for sub-section
 C = Maximum Weighted Score possible for sub-section
 D = Weighted Score received for sub-section

- E. The response's weighted scores for sub-sections will be added to determine the Total Score for the response.
- F. Responses that do not receive a minimum weighted [score/subtotal](#) of ### may not move forward in the solicitation process.

3.2 ORAL PRESENTATION/DEMONSTRATION SCORE

- A. The [Prospective Contractors with the top three response scores](#) after the completion of the response evaluation will be contacted to schedule an oral presentation/demonstration.
- B. The buyer will create a second set of score sheets by copying the Excel workbook (including the scores entered) and titling each of the score sheets in that workbook as the "Post-Demonstration" score sheets.
- C. After each oral presentation/demonstration is complete, the Evaluation Committee members will have the opportunity to discuss the oral presentation/demonstration and revise their individual scores on the Post-Demonstration Consensus Score Sheet based on the information provided during the oral presentation/demonstration.
- D. The final individual scores of the evaluators on the Post-Demonstration Consensus Score Sheets will be averaged to determine the final score for each response.

3.3 PROSPECTIVE CONTRACTOR ACCEPTANCE OF EVALUATION TECHNIQUE

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