



# OZARKA COLLEGE

PO Box 10 | 218 College Drive | Melbourne, AR 72556

## REQUEST FOR PROPOSAL (RFP)

SOLICITATION INFORMATION			
Solicitation Number:	RFP-25-03	Solicitation Issued:	03/07/2025
Description:	Construction Management for renovation of Physical Plant Building		
Agency:	Ozarka College		

SUBMISSION DEADLINE			
Proposal Opening Date:	April 18, 2025	Proposal Opening Time:	2:00 p.m., Central Time
<p>Proposal submissions for this Request for Proposals <b>must</b> be delivered to the Ozarka College Finance Office on or before the submission deadline. Proposals received after the submission deadline may be rejected as untimely. <a href="#">See Section 1.2 for information regarding Live Bid Openings.</a></p>			

DELIVERY OF RESPONSE DOCUMENTS	
Delivery Address and RFP Opening Location	<p>Ozarka College Finance Office 218 College Drive PO Box 10 Melbourne, AR 72556</p> <p>Delivery providers, USPS, UPS, and FedEx deliver mail to the delivery street address on a schedule determined by each individual provider. These providers will deliver based solely on the street address. <b>Prospective Contractors assume all risk for timely, properly submitted deliveries.</b></p> <p><b>Telephone, email, and/or FAX responses to this bid will not be accepted.</b></p>
Proposal's Outer Packaging	<p>Seal outer packaging and properly mark with the following information. If outer packaging of proposal submission is not properly marked, the package may be opened for proposal identification purposes.</p> <ul style="list-style-type: none"> <li>• Solicitation number</li> <li>• Date and time of bid opening</li> <li>• Prospective Contractor's name and return address</li> </ul>

DEPARTMENT NAME CONTACT INFORMATION			
Department Buyer:	Amber Rush	Buyer's Direct Phone Number:	870-368-2014
Email Address:	amber.rush@ozarka.edu	Department Website:	http://www.ozarka.edu

## 1.1 PROPOSED SOLICITATION SCHEDULE

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

**TABLE A: TENTATIVE SOLICITATION SCHEDULE**

ACTIVITY	DATE
RFP Release to Prospective Contractors	March 16, 2025
Optional Bidder's Conference and Site Visit	March 31, 2025; 11:30 AM
Deadline for Prospective Contractor Questions	<a href="#">April 4, 2025; 10:00 AM</a>
Answers to Questions Posted to <a href="#">Website Location</a>	April 9, 2025
Proposal Due Date	<a href="#">April 18, 2025 2:00 PM</a>
<a href="#">Evaluation Complete*</a>	April 18 – 21, 2025
Post Anticipation to Award*	April 21, 2025
Recommended Award Submitted for Legislative Approval *	April 2025
Final Legislative Review *	May 2025
Award Commences	June 1, 2025

## SECTION 1 – GENERAL INFORMATION AND INSTRUCTIONS

*Do not respond to items in this section unless specifically and expressly required*

### 1.1 INTRODUCTION

In December of 2023 Ozarka College was awarded a grant by the Arkansas Department of Commerce to begin a Skilled Trades Program at the Melbourne, Arkansas location. The project will support the development of electrical, HVAC, plumbing and construction trades to address high demand workforce needs in the Ozarka service area. The project will also support training in construction equipment and the creation of a mobile welding classroom for remote site training throughout the region.

Ozarka College is a comprehensive technical college, offering associate degrees, technical certificates and certificates of proficiency that prepare students for transfer to four-year colleges and universities or for entry into or advancement in the workplace. Additionally, the College offers adult basic education, continuing education and customized training for local businesses and industries.

### 1.2 OBJECTIVE AND GOALS

Ozarka College issues this Request for Proposals (RFP) to obtain bids for construction management services. The selected General Contractor will oversee the remodel of the existing Physical Plant building to house the new Skilled Trades Programs on the Melbourne campus. This will include adding additional square footage to the building for lab space, parking, utility improvements and necessary furnishings in line with the approved project description.

The scope of services required includes:

- A. Collaboration with the project architect, Ozarka College officials, and key stakeholders throughout the construction phase.
- B. Supervision of all construction activities, including coordination with subcontractors and regular progress updates to the College.
- C. Ensuring compliance with Arkansas code.
- D. Project scheduling, risk management and quality assurance measures to ensure adherence to high standards.
- E. Financial oversight, managing and tracking project expenses to ensure alignment with the budget.

Direct all communications regarding this Solicitation to the Buyer on page one (1) of the RFP.

### 1.3 TYPE OF CONTRACT

- A. As a result of this RFP, the Department intends to award a contract to a single Contractor.
- B. The anticipated starting date for any resulting contract is June 1, 2025. However, Ozarka may adjust the contract start date for up to three (3) calendar months. By submitting a signed proposal in response to the RFP, the Prospective Contractor represents and warrants that it will honor its proposal as being held open as irrevocable for this period.
- C. The initial term of a resulting contract will be for seven (7) years.
- D. The aggregate contract term shall not exceed seven (7) years.

## 1.4 OPTIONAL BIDDER'S CONFERENCE AND SITE VISIT

A pre-bid conference and site visit will be held on March 31, 2025 at 11:30 AM. Bidders are encouraged to attend to view the location being renovated. Attendees planning to attend, please email [amber.rush@ozarka.edu](mailto:amber.rush@ozarka.edu).

### **Bidder's Conference Information**

Location: Ozarka College Physical Plant Building, 218 College Drive, Melbourne, AR 72556  
Date and Time: Monday, March 31, 2025; 11:30 AM.

## 1.5 LIVE PROPOSAL OPENING

- A. The proposal opening will be in the Ozarka College Finance Office at the date and time specified in this solicitation document. All proposals shall be guaranteed and binding for a period of not less than sixty (60) days past the proposal opening date.
- B. Proposal openings will be open to any interested proposing party and to the public. However, openings will serve only to open, read and record the receipt of each proposal. No discussion will be entered into with any vendor as to quality or provisions.

## 1.6 CONTACT

Please submit all questions about this RFP to:

Ozarka College  
Marcus Orf  
218 College Drive  
Melbourne, AR 72556  
Email: [marcus.orf@ozarka.edu](mailto:marcus.orf@ozarka.edu) | Phone: (870)-368-2060

## 1.7 DEFINITION OF TERMS

### **1.2 Unless otherwise defined herein, all terms defined in Arkansas Procurement Law have the same meanings herein.**

- A. "Prospective Contractor" means a responsible offeror who submits a proposal in response to this Solicitation.
- B. The terms "Request for Proposal," "RFP," and "Solicitation" are used synonymously in this document.
- C. "Requirement" means a term, condition, provision, deliverable, Specification, or a combination thereof, that is obligated under the Solicitation, resulting contract, or both.
- D. "Responsive Proposal" means a proposal submitted in response to this Solicitation that conforms in all material respects to this RFP.
- E. "Shall" and "must" mean the imperative and are used to identify Requirements.
- F. "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.
- G. "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.

## 1.8 RESPONSE DOCUMENTS

- A. Prospective contractors shall utilize the Technical Response Packet to submit their responses.
- a. The Original Technical Proposal Packet should be clearly marked “Original” and must be received on or before the proposal opening date and time.
  - b. The packet must include the following:
  - c. Original signed Proposal Signature Page (See Response Signature Page.)
  - d. Other documents and/or information as may be expressly required in this Solicitation.
  - e. [EO 98-04: Contract and Grant Disclosure Form](#)
  - f. Copy of prospective supplier’s Equal Opportunity Policy.
    - i. Prospective Contractors not required by law to have an *EO Policy* **must** submit a written statement to that effect.
  - g. Prohibition of Employment of Illegal Immigrants.
  - h. Restriction of Israel Boycott Certification.
  - i. Prospective Contractors should not include any other documents or ancillary information, such as a cover letter or promotional/marketing information.

B. Additional copies

In addition to the original *Technical Proposal Packet*, the following items should be submitted

- a. One (1) flash drive with a copy of the Response Packet.
- b. All additional hard copies and electronic copies must be identical to the original hard copy. In case of a discrepancy, the original hard copy shall govern.

## 1.9 ORGANIZATION OF RESPONSE DOCUMENTS

- A. It is strongly recommended that prospective contractors adhere to the following format and suggestions when preparing their response.
- a. *Response Signature Page*.
  - b. Signed Addenda, if applicable.
  - c. E.O. 98-04 – Contract Grant and Disclosure Form.
  - d. *Equal Opportunity Policy*.
  - e. *Restriction of Israel Boycott*
  - f. Other Documents and/or information as may be expressly required in this Request for Proposals.

## 1.10 CLARIFICATION OF SOLICITATION

- A. Any questions requesting clarification of information contained in this Request for Proposals must be submitted in writing via email to [marcus.orf@ozarka.edu](mailto:marcus.orf@ozarka.edu) by 10:00 a.m., Central Time on or before April 4, 2025.
- a. For each question submitted, Prospective Contractor should reference the specific Solicitation item number to which the question refers.
  - b. Prospective Contractors’ written questions will be consolidated and responded to by Ozarka College as deemed appropriate. The College’s consolidated written response is anticipated to be posted to the Solicitation [posting](#) by the close of business on the date provided Table A
- B. Prospective Contractors may contact Ozarka via email at [marcus.orf@ozarka.edu](mailto:marcus.orf@ozarka.edu) with non-substantive questions at any time prior to the bid opening.
- C. The Prospective Contractor should notify the College of any term, condition, etc., that precludes the Prospective Contractor from submitting a compliant, Responsive Proposal. Prospective Contractors should note that it is the responsibility of the Prospective Contractor to seek resolution of all such

issues, including those relating to the terms and conditions of the contract, prior to the submission of a proposal.

- D. An oral statement by the College 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 the College.
- E. Only an addendum written and authorized by the College will modify the Solicitation.

#### **1.11 RESPONSE SIGNATURE PAGE**

- A. An official authorized to bind the contractor to a resultant contract MUST sign the Response Signature Page included in this Solicitation.

#### **1.12 FURNISHED BONDS**

- A. Successful bidder shall furnish bonds to Ozarka with corporate guaranty or indemnity sureties on the bonds within ten (10) business days of notice to proceed. Bonds shall be for both the completion of the construction free of all liens and encumbrances, in an amount equal to one hundred percent (100%) of the proposed project pricing as determined between the design agency and the successful bidder.

#### **1.13 PROOF OF REGISTRATION & INSURANCE**

- A. Proof of Registration – Submit evidence of proof of registration by the appropriate board having jurisdiction for each of the key personnel and the firms on the team. All individuals and firms must have valid and current license and must be in good standing with the applicable board.
- B. Proof of Insurance – Firm should submit proof of professional liability and general liability insurance. The contractor select for award under this RFP must maintain the insurance current and effective at least one (1) year after substantial completion of the construction.

#### **1.14 PRICING**

- A. Pricing will be a weighted part of the overall scores given to each submitted proposal. Pricing should be packaged separately from the consulting proposal.

#### **1.15 PRIME CONTRACTOR RESPONSIBILITY**

- A. A single contractor MUST be identified as the prime contractor.
- B. The prime contractor shall be responsible for the contract and jointly and severally liable with any of its subcontractors, affiliates, or agents to the State for the performance thereof.

#### **1.16 PROPRIETARY INFORMATION**

- A. The release of public records is governed by the Arkansas Freedom of Information Act (Arkansas Code Annotated § 25-19-101 et. seq.).
- B. Submission documents pertaining to the Solicitation become the property of the State and are subject to the Arkansas Freedom of Information Act (FOIA).
- C. In accordance with FOIA, and to promote maximum competition in the State competitive sealed proposals, the State may maintain the confidentiality of certain types of information described in FOIA. Such information may include trade secrets and other information exempted from public disclosure pursuant to FOIA.
- D. Consistent with and to the extent permitted under FOIA, any Prospective Contractor may designate appropriate portions of a proposal as confidential by submitting a redacted copy of the proposal. By so redacting any information contained in the proposal, the Prospective Contractor warrants that, after having received such necessary or proper review by counsel or other knowledgeable advisors, it

has formed a good faith opinion that the portions redacted are not considered public records under FOIA.

- E. If a Prospective Contractor deems part of the information contained in a response not to be a public record, the Prospective Contractor should submit one (1) complete copy of the submission documents from which any proprietary or confidential information has been redacted in their proposal response. Except for the redacted information, the redacted copy must be identical to the original copy, reflecting the same pagination as the original and showing the space from which information was redacted.
- F. The Prospective Contractor is responsible for identifying all proprietary information and for ensuring the electronic copy is protected against restoration of redacted data.
- G. The redacted copy will be open to public inspection under the FOIA without further notice to the Prospective Contractor. If the State deems redacted information to be subject to a public record request under FOIA, the State will endeavor to notify the Prospective Contractor prior to release of the redacted record.
- H. The State has no liability to a Prospective Contractor with respect to the disclosure of Prospective Contractor's confidential or proprietary information ordered by a court of competent jurisdiction pursuant to FOIA or other applicable law.

#### **1.17 CAUTION TO VENDORS**

- A. Prior to any contract award, all communication concerning this Bid Solicitation must be addressed through Ozarka.
- B. Vendor must not alter any language in any solicitation document provided by Ozarka.
- C. All official documents and correspondence related to this solicitation shall be included as part of the resultant contract.
- D. Responses must be submitted only in the English language.
- E. 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.
- F. Vendor must provide clarification of any information in their response documents as requested by Ozarka.
- G. Qualifications must meet or exceed the required specifications as set forth in this Bid Solicitation.

#### **1.18 REQUIREMENT OF ADDENDUM**

- A. This Bid Solicitation shall be modified only by an addendum written and authorized by Ozarka.
- B. An addendum posted within three (3) calendar days prior to the bid opening may extend the bid opening and may or may not include changes to the Bid Solicitation.
- C. Vendor shall be responsible for checking the Ozarka College website for any and all addenda up to bid opening.

#### **1.19 QUALIFICATION, NEGOTIATION AND AWARD PROCESS**

- A. Successful Vendor(s) Selection The ranking of vendors shall be determined by the score each receives from presentation evaluation. Ozarka will enter negotiations with those responsible offers determined, based on the ranking of the proposals, to be reasonably susceptible of being selected for award.

## B. Negotiations

- a. If the agency so chooses, it shall also have the right to enter discussions with the highest-ranking vendor to further define contractual details. All negotiations shall be conducted at the sole discretion of Ozarka. Ozarka shall solely determine the items to be negotiated.
- b. If negotiations fail to result in a contract, Ozarka may begin the negotiation process with the next highest-ranking vendor. The negotiation process may be repeated until an anticipated successful vendor has been determined, or until such time Ozarka decides not to move forward with an award.

## C. Anticipation to Award Bid Solicitation

- a. Once an anticipated successful vendor has been determined, the anticipated award will be posted on the Ozarka website at <https://www.ozarka.edu/rfp/index.cfm>
- b. The anticipated award will be posted for at least a period of three (3) 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 three-day posting period.
- c. Ozarka shall have the right to waive the policy of Anticipation to Award when it is in the best interest of the State.
- d. It is the vendor's responsibility to check the Ozarka website for the posting of an anticipated award.

## D. Issuance of a Contract

- a. Any resultant contract of this Bid Solicitation may be subject to approval from Board of Trustees of Ozarka College.

### 1.20 EQUAL OPPORTUNITY POLICY

- A. In compliance with Arkansas Code Annotated § 19-11-104, Ozarka is required to have a copy of the vendor's Equal Opportunity (EO) Policy prior to issuing a contract award.
- B. EO Policies may be submitted in electronic format to the following email address: [eeopolicy.osp@dfa.arkansas.gov](mailto:eeopolicy.osp@dfa.arkansas.gov), but should also be included as a hardcopy accompanying the solicitation response.
- C. 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 OSP stating that they do not employ or contract with illegal immigrants.
- B. It is the vendor's responsibility to make sure their certification has not expired and is on file. The vendor must provide a copy of their certification to Ozarka before a contract will be awarded.

### 1.22 PAST PERFORMANCE

- A. 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". Responses submitted by vendors determined to be non-responsible shall be disqualified.



**1.23 PUBLICITY**

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

**1.24 RESERVATION**

- A. Ozarka shall not pay costs incurred in the preparation of a response.

**1.25 MINORITY & CERTIFIED WOMEN-OWNED BUSINESS POLICY**

- A. Minority is defined by Arkansas Code Annotated § 15-4-303 as a lawful permanent resident of this State who is:
  - a. African American
  - b. American Indian
  - c. Asian American
  - d. Hispanic American
  - e. Pacific Islander American
  - f. A Service Disabled Veterans as designated by the United States Department of Veteran Affairs
- B. Women-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 or more women who are lawful permanent residents of the state of Arkansas.
- C. The Arkansas Economic Development Commission conducts a certification process for minority businesses and disabled veterans. The vendor's Certification Number should be included on the vendor's Response Signature Page.

## SECTION 2 – REQUIREMENTS

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

### 2.1 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. *Performance Standards* identifies expected deliverables, performance measures, or outcomes; and defines the acceptable standards.
- C. Ozarka will outline the Performance Standards with those vendors that Ozarka wishes to negotiate a contract with during contract negotiations pursuant to state law.
- D. Ozarka may be open to negotiations of Performance Standards prior to the commencement of services, or at times throughout the contract duration.

### 2.2 SCOPE OF WORK

This is a Request for Proposal (RFP) issued by Ozarka College (hereinafter referred to as Ozarka) seeking proposals from experienced and qualified general contractors for the renovation of the Physical Plant building to a new Skilled Trades facility.

### 2.3 SCOPE OF SERVICES REQUESTED

- A. Ozarka is seeking an exceptional and qualified firm to provide construction management services for the renovation of its old Physical Plant on the Ozarka main campus in Melbourne, AR to repurpose as a Skilled Trades building. The Skilled Trades Building will consist of the following elements, and applicants should be able to provide qualifications of construction for these design elements:
  - a. Multipurpose labs for construction trades, HVAC, and plumbing, storage, hands-on training and learning space
  - b. Maximum visibility from any place in the labs
  - c. Windows
  - d. Classroom
  - e. Offices
  - f. Storage space.
  - g. Lighting
  - h. Site Preparation including concrete and drainage
- B. Multipurpose Labs
  - a. The multi-purpose labs will house a variety of college programs associated with Skill Trades and Workforce Development. These labs will need to be flexible and accommodating for hands-on training.
- C. Classroom
  - a. Ozarka will host a variety of classes in the newly renovated Skilled Trades building. The classroom will need to be flexible and accommodating for active learning, test taking, and both singular and group work.

**D. Storage**

- a. Adequate storage will be needed for equipment, materials, and supplies.

**E. REQUIRED MINIMUM SPECIFICATIONS**

- a. The Bidder should have an office within 1 hour of Melbourne, Arkansas. Provide the office address and contact information – including the phone number and email address.
- b. Arkansas Contractor's License – Verification of license are up to date for General Contractors and Subcontractors.
- c. Ozarka College may request changes that would increase, decrease, or otherwise modify the Scope of Services under the resulting agreement. Such changes or additional services must be in accordance with the provisions of the RFP and resulting agreement and must be contained in a written amendment, executed by the parties. In no event will the CONSULTANT be compensated for any work which has not been described either herein. Ozarka WILL NOT be responsible for products delivered or services rendered in advance of a supplier's receipt of a purchase order.

**F. Added Value**

- a. Ozarka is interested in maximizing the value of expenditures as it relates to achieving additional value that would further benefit Ozarka and its operation, as well as its community of citizens and their tax-based funding. As such, respondents are encouraged to consider, develop and propose added value concepts, programs, components the like that would further enhance the proposed acquisition represented in this solicitation request.

**G. Proposal Evaluation Criteria**

- a. Qualifications and Experience – Experience providing services in similar size and scope to those specified in this RFP.
- b. Solution – Prospective Contractor's approach to providing the required services to the College.
- c. Cost – Implementation and Ongoing fees
- d. Risk Management - Experience with risk associated with providing services to similar sized organizations and how to mitigate those risks.
- e. Timeliness of Previous Contracts – Prospective Contractor's past performance with similar projects that were completed on time and under budget.

**2.4 ETHICAL STANDARDS**

- A. In accordance with Ark. Code Ann. § 19-11-708(a), (b), and (c): It shall be a breach of ethical standards for a person to be retained, or to retain a person, to solicit or secure a state 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 the purpose of securing business.

## SECTION 3 – SELECTION

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

### 3.1 SELECTION PROCESS

- A. The College will review each *Technical Proposal Packet* to verify submission Requirements have been met. *Technical Proposals Packets* that do not meet submission *Requirements* will be rejected and will not be evaluated.
- B. A College-appointed Evaluation Committee will evaluate and score qualifying Technical Proposals. Evaluation will be based on Prospective Contractor’s response to the *Information for Evaluation* section included in the *Technical Proposal Packet*.
  - a. Members of the Evaluation Committee (Evaluators) will individually review and evaluate proposals and complete an Individual Score Worksheet for each proposal.
  - b. After initial individual evaluations are complete, the Evaluators will meet to discuss their individual ratings. At this consensus meeting, each Evaluator will be afforded an opportunity to discuss his or her rating for each evaluation criteria.
  - c. After Evaluators have had an opportunity to discuss their individual scores with the committee, the Evaluators will be given the opportunity to change their initial individual scores, if they feel that is appropriate.
  - d. The final individual scores of the Evaluators will be recorded on the Consensus Score Sheets and averaged to determine the group or consensus score and rank for each proposal.
  - e. Other agencies, consultants, and experts may also examine documents at the discretion of the Department.

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

*Table C*

### 3.2 TECHNICAL PROPOSAL SCORE

- A. The Information for Evaluation section has been divided into **four sections**. Each subsection has a maximum point value of ten (10) and is weighted according to its significance as determined by the university. See Table D for each subsection’s total point value; listed as the Maximum Raw Score Possible.
  - a. Experience
    - i. This section in the Technical Proposal allows respondents to differentiate based on experience, technical capability, and understanding of the College’s needs. Respondents should make claims of expertise, backed by verifiable metrics (e.g., number of accounts, size, years of experience, customer satisfaction ratings).

Preference will be given to respondents with experience working with educational institutions.

b. Solution

- i. This section allows respondents to present their proposed solution or approach to address the College’s needs. Solutions should be high-level, non-technical, and aligned with the solicitation requirements. Recommendations beyond the core proposal should be included in the Recommended Options Form.

c. Risk

- i. Respondents should identify and prioritize major risks that could impair delivery or performance, detailing how each will be mitigated. Both internal and external risks should be described in simple, clear terms, with historical examples of mitigation included in the Documented Performance cell.

d. Timeliness of Previously Awarded Contracts

- i. Provide a complete list of any relevant and similar projects that were completed on time and under budget.

**3.2 PROPOSAL EVALUATION (100 Points Max)**

A. The *Information for Evaluation* section has been divided into three (3) subsections for a total of 100 maximum points awarded

Information for Evaluation Subsections	Maximum Raw Points Possible	Subsection’s Weighted Percentage	Maximum Weighted Score Possible
Experience	10	20	140
Solution	10	30	210
Risk	10	20	140
Timeliness of Previous Contracts	10	30	210
<b>Total Technical Score</b>	<b>40</b>	<b>100%</b>	<b>700</b>

Table D

The supplier’s weighted score for each subsection will be determined using the following formula:

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

A = Actual RawPoints received for subsection in evaluation  
 B = Maximum Raw Points possible for subsection  
 C = Maximum Weighted Score possible for subsection  
 D = Weighted Score received for subsection

Supplier’s weighted scores for subsections will be added to determine the Total Technical Score for the proposal. Responses that do not receive a minimum total weighted technical score of 300 may not move forward in the solicitation process.

**3.3 COST SCORE**

- A. When pricing is opened for scoring, the maximum amount of cost points will be given to the proposal with the lowest overall cost as reflected on the completed *Official Solicitation Price Sheet*. See Grant Ttotal Score for the maximum points possible on the Financial Proposal.
- B. The number of cost points given to the remaining proposals will be allocated by using the following formula:

$(A/B)*C = D$

- A = Lowest Estimated Cost
- B = Second (third, fourth, etc.) Lowest Estimated Cost
- C = Maximum Points for Lowest Estimated Cost
- D = Total price points received

**3.4 GRAND TOTAL SCORE**

- A. The Technical Score and Presentation Score will be added together to determine the Grand Total Score for the supplier. The supplier with the highest Grand Total Score will be selected as the apparent successful supplier. Based on the ranking of the proposals, the College may move forward in discussions with those responsible prospective suppliers determined to be reasonably susceptible to being selected for award. See Award Process.

	<b>MAXIMUM POINTS POSSIBLE</b>
Technical Proposal – Information for Evaluation	700
Cost	300
<b>Maximum Possible Grand Total Score</b>	<b>1,000</b>

**3.5 DISCUSSIONS**

- A. Arkansas Procurement Law allows for Discussions with responsible offerors whose proposals have been determined to be reasonably susceptible of being selected for award.
- B. The College reserves the discretion and the right to engage in Discussions to the fullest extent permitted under Ark. Code Ann. § 19-11-230 and Office of State Procurement rules.
- C. After initial evaluation, the College may elect to request a best and final offer (BAFO) from a competitive range of responsible Prospective Contractors determined, based on the ranking of the proposals, to be reasonably susceptible of being selected for award.

**3.6 ANTICIPATION TO AWARD**

- A. Once an anticipated Contractor has been determined, the anticipated award will be posted to the College bid [website](#).
  - a. It is the responsibility of Prospective Contractors to check the [website](#) for the posting of an anticipated award.
- B. Anticipated awards will generally be posted for a period of fourteen (14) days prior to the issuance of a contract. These notices are anticipated awards only and are subject to protest.

C. A contract resulting from this Solicitation is subject to State review and approval processes prior to award, which may include Legislative review.

**3.7 PROSPECTIVE CONTRACTOR ACCEPTANCE OF EVALUATION TECHNIQUE**

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

**SECTION 4 – SOLICITATION TERMS AND CONDITIONS**

**4.1 ACCEPTANCE OF REQUIREMENTS**

- A. A Prospective Contractor's past performance with the State may be used to determine if the Prospective Contractor is responsible (OSP Rule R8:19-11-229).
  - a. Proposals submitted by Prospective Contractors determined to be non-responsible will be rejected.
- B. A single Prospective Contractor **must** be identified as the prime contractor.
  - a. The prime Contractor **shall** be responsible for the resulting contract and jointly and severally liable with any of its subcontractors, affiliates, or agents to the State for the performance thereof.
- C. By submission of a proposal, the Prospective Contractor represents and warrants:
  - a. That the prices in the proposal have been arrived at independently, without any collusion with another competing Prospective Contractor.
    - i. Collusion violates Arkansas Procurement Law and can lead to suspension, debarment, and can be referred to the Attorney General's officer for investigation and appropriate legal action (Arkansas Code Annotated § 19-11-240 and 19-11-245).
  - b. That the Prospective Contractor has not retained a person to solicit or secure the resulting 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 Prospective Contractor for the purpose of securing business.
- B. Prospective Contractor should not discuss the Solicitation or proposal response, issue statements or comments, or provide interviews to public media during the Solicitation and award process.
- C. Qualifications and services **must** meet or exceed the required Specifications as set forth in the Solicitation.
- D. The College will not pay costs incurred in the preparation of a proposal.

**4.2 PAYMENT AND INVOICE PROVISIONS**

- A. Invoices are accepted by mail or email. The contractor shall send invoices to one of the following:
 

<p><b>Mailing Address</b></p> <p>Ozarka College          Attention: Amber Rush          PO Box 10          Melbourne, AR 72556</p>	<p><b>Email</b></p> <p>amber.rush@ozarka.edu</p>
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- B. Payment shall be made in accordance with applicable State of Arkansas accounting procedures upon acceptance by the university.
- C. Ozarka may not be invoiced in advance of delivery and acceptance of any equipment, service, or commodity.
- D. Payment will be made only after the contractor has successfully satisfied the College as to the goods and/or services purchased.
- E. Suppliers shall provide an itemized invoice for all charges.
- F. The Purchase Order Number and should be referenced on each invoice.



- G. Pursuant to Arkansas State Procurement Law, the Contractor **shall** certify that, unless they offer to provide the goods or services for at least twenty percent (20%) less than the lowest certifying Prospective Contractor:
- a. They are not engaged in and **shall not**, during the aggregate term of the resulting contract, engage in a boycott of Israel (Arkansas Code Annotated § 25-1-503),
  - b. They are not engaged in and **shall not**, during the aggregate term of the resulting contract, engage in a boycott of an Energy, Fossil Fuel, Firearms, or Ammunition Industry (Arkansas Code Annotated § 25-1-1102).
- H. Pursuant to Arkansas Procurement Law, the Contractor **shall** certify that the Contractor does not knowingly employ or contract with illegal immigrants and that the Contractor **shall not** knowingly employ or contract with illegal immigrants during the aggregate term of any contract with the State or any of its departments, institutions, or political subdivisions (Arkansas Code Annotated § 19-11-105).
- I. Specifications, drawings, technical information, dies, cuts, negatives, positives, data, other such item furnished by the College to the Contractor, or a combination thereof hereunder or in contemplation hereof or developed by the Contractor for use hereunder **shall**:
- a. Remain property of the College.
  - b. Be kept confidential as permitted or required by law.
  - c. Be used only as expressly authorized.
  - d. Be returned at the Contractor's expense to the F.O.B. destination point provided by the College, as requested.
    - i. The Contractor **shall** properly identify items being returned.
- J. The Prospective Contractor **shall** certify that they are not a company owned in whole or with a majority ownership by the government of the People's Republic of China (a "Scrutinized Company") and that they do not and **shall not** during the aggregate term of the resulting contract employ a Scrutinized Company as a contractor (Arkansas Code Annotated § 25-1-1203).
- K. This RFP incorporates all terms of the [Services Contract \(SRV-1\) Fillable Form \(found here\)](#) or [Standard Commodities Contract Template \(found here\)](#).
- a. A Prospective Contractor's proposal may be rejected if a Prospective Contractor takes exception to any terms, conditions, or Requirements in this RFP.
- L. The Prospective Contractor agrees and **shall** adhere to all terms, conditions, and Requirements if selected as the Contractor.
- a. Items may only be modified if the legal requirement is satisfied and approved by the College during Discussions.