



**Request for Proposal
RFP # 2020_21-01**

Development of a Title III Grant Proposal

**Proposals must be received by: April 19, 2021
3:00 p.m. CST**

Proposals should be addressed to:

**Arkansas State University Mountain Home
Title III Grant Writing Proposal
Attn: Shawn Wise
1600 S College Street
Mountain Home, AR 72653**

Arkansas State University Mountain Home invites you to submit a sealed proposal for the development of a Title III grant proposal. Failure to comply with the instructions, terms, conditions and specifications of this RFP may result in your proposal being classified as unresponsive. Proposals must be submitted to the above address no later than the time and date specified above.

Proposals must be submitted in a sealed envelope with the outside clearly marked RFP # 2020_21-01.

Number of Copies to Submit: Original and five copies.

Proposal Questions Should Be Directed To:

**Shawn Wise
Purchasing Technician
Arkansas State University Mountain
Home
1600 S College Street
Mountain Home, AR 72653
Phone 870.508.6126
Fax 870.424.4070
E-Mail purchasing@asumh.edu**

The award of any contract or issuance of a purchase order for technical grant writing services will be determined by a proposal evaluation committee utilizing the specified criteria and values. Bidding firms are welcome to attend the opening of bids which will be located at the Vada Sheid Building, Administrative Offices, Room C124 at 3:00 p.m. CST.

Notice of Anticipation of Award

After complete evaluation of the bid or proposal, the anticipated award will be posted on the ASUMH website at <http://www.asumh.edu/about-us/procurement>. The purpose of the posting is to establish a specific time in which vendors and agencies are aware of the anticipated award. The bid result will be posted for a period of ten days prior to the issuance of any award.

**Arkansas State University Mountain Home
General Terms and Conditions**

RFP # 2020_21-01

1. **COMPLIANCE:** Failure to comply with all of the following terms and conditions may subject proposals to rejection. The successful proposing party shall agree to and comply with the Terms and Conditions, Evaluation Form and Vendor Data Form.
2. **DELIVERY OF PROPOSAL:** All proposals shall be sealed, addressed and delivered to: **Arkansas State University Mountain Home, Title III Grant Writing Proposal, Attn: Shawn Wise, 1600 South College Street, Mountain Home, AR 72653.** Proposal must be received by **3:00 PM CST on April 19, 2021.** **Bids will be opened at the Vada Sheid Building, Administrative Offices, Room C124 at 3:00 p.m. CST.**
3. **PRICE:** Each proposing party is to submit his/her proposal price on the form provided by Arkansas State University Mountain Home. Quote FOB destination. Bid unit price on quantity and unit of measure specified. In case of errors in extension, unit prices shall govern. Prices are firm and not subject to escalation, unless otherwise specified in the RFP. Unless otherwise specified, bid must be firm for acceptance for thirty (30) days from bid opening.
4. **TAX & TRADE DISCOUNTS:** All prices shall exclude applicable sales or gross receipts taxes. Trade discounts should be deducted from the unit price and the net price shown on the bid.
5. **SPECIFICATIONS:** The attached proposal specifications indicate a minimum standard of quality; performance or other pertinent characteristics of the items being proposed. All options, variations or exceptions to specifications must be clearly listed by the contractors.
6. **SIGNATURE:** For a proposal to be considered, it must bear the original signature of the proposing party.
7. **CLARIFICATIONS:** Any clarification of instructions, terms and conditions, insurance, bonds or quote preparation shall be made only by the persons shown on the cover sheet of this RFP.
8. **NUMBER OF COPIES:** Submit the number of copies of your proposal and all supporting documents stated on the cover sheet. Failure to submit the required number of copies may result in your proposal being considered non-responsive.
9. **FAILURE TO RESPOND:** Arkansas State University Mountain Home reserves the right to remove from its bidder list, the name of vendors who do not respond to Requests for Proposal.
10. **IRREGULARITIES:** Arkansas State University Mountain Home reserves the right to waive technical irregularities in the form of the proposal which do not alter price, quality or quantity and to reject any or all proposals when it is in the best interest of the College to do so.
11. **INVOICING:** The contractor shall be paid upon the completion of all of the following: (1) submission of an original itemized invoice showing the purchase order number, (2) delivery of services, (3) fulfillment of any specified conditional fee arrangement and (4)

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.

12. **STATE PROPERTY:** Any specifications, drawings, technical information, dies, cuts, negatives, positives, data or any other commodity furnished to the proposing party hereunder or in contemplation hereof or developed by the proposing party for use hereunder shall remain property of the state, be kept confidential, be used only as expressly authorized and returned at the proposing party's expense to the F.O.B. point properly identifying what is being returned.
13. **PATENTS OR COPYRIGHTS:** The proposing party agrees to indemnify and hold the State and Arkansas State University Mountain Home harmless from all claims, damages and costs including attorneys' fees, arising from infringement of patents or copyrights.
14. **ASSIGNMENT:** Any contract entered into pursuant to this invitation for proposal is not assignable nor the duties hereunder delegable by either party without the written consent of the other party of the contract.
15. **OTHER REMEDIES:** In addition to the remedies outlined herein, the proposing party and the state have the right to pursue any other remedy permitted by law or in equity.
16. **LACK OF FUNDS:** The state may cancel this contract to the extent funds are no longer legally available for expenditures under this contract. 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. If the contractor has provided services and there are no longer funds legally available to pay for the services, the contractor may file a claim.
17. **DISCRIMINATION:** In order to comply with the provision of Act 954 of 1977, relating to unfair employment practices, the proposing party agrees that: (a) the proposing party will 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 proposing party will state that all qualified applicants will receive consideration without regard to race, color, sex, age, religion, handicap, service in the uniformed services (as defined in state and federal law), veteran status, gender identity, sexual orientation, pregnancy, physical or mental disability, genetic information, or national origin; (c) the proposing party 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 proposing party 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 proposing party will include the provisions of items (a) through (d) in every subcontract so that such provisions will be binding upon such subcontractor or vendor.
18. **CONTINGENT FEE:** The proposing party guarantees that he has not retained a person 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 proposing party for the purpose of securing business.

19. **ANTITRUST ASSIGNMENT:** As part of the consideration for entering into any contract pursuant to this request for proposal, the proposing party, 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.
20. **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.
21. **EMPLOYMENT OF ILLEGAL IMMIGRANTS:** Prior to award of a contract, the vendor must certify that they do not employ or contract with any illegal immigrant.
22. **Standard Terms & Conditions and required documents can be found on our website at <http://www.ASUMH.edu/about-us/procurement>.**
23. **Required Forms for Processing RFP are located on our website at <http://www.ASUMH.edu/about-us/procurement>.**
24. **Vendor Performance Standards**

The following Performance Standards will apply to this RFP.

Service Criteria	Acceptable Performance	Compensation/Damages
Adherence to College Requirements	Reference all articles of RFP	Termination of Contract: Reference sections General Terms and Conditions and Specifications of RFP, This termination clause will apply for the insufficient performance of services by vendor at the sole discretion of the Arkansas State University Mountain Home
Adherence to Commitments in Service Level Agreement	Reference Sections General Terms and Conditions and Specifications of RFP	Termination of Contract: Reference sections General Terms and Conditions and Specifications of RFP, This termination clause will apply for the insufficient performance of services by vendor at the sole discretion of the Arkansas State University Mountain Home

**Arkansas State University Mountain Home
Request for Proposal # 2020_21-01**

**Specifications for:
Development of a Title III Grant Proposal**

1. The Arkansas State University Mountain Home is requesting proposals for developing a full and comprehensive Title III grant proposal for submission to the United States Department of Education. Services provided by the proposing parties must include all necessary assistance in developing a successful proposal. The successful proposing party will assist the College's staff in all stages of the full development and guaranteed submission of a Title III grant proposal by the 2021 deadline date as established by the Secretary of the U.S. Department of Education.
2. Proposing parties must submit a documented, proven track record of recent success in obtaining Title III grants for other colleges. Extra consideration will be given for recent successful Title III grant experience within the State of Arkansas. Proposing parties must submit a minimum of five (5) client references, with names and telephone numbers of institutional representatives involved in program administration.
3. The successful proposing party must provide grant management assistance in establishing appropriate program and fiscal controls, internal monitoring and evaluation systems during the term of the successfully approved grant.
4. Preference will be given to proposing parties who agree to perform services on a contingent, grant award basis. If this is the proposed fee basis, and an official grant award notice is received, the fee will be paid on a quarterly basis over the Title III fiscal year term.
5. Due to the significant amount of time needed to ensure a successful application process and thorough implementation of the Title III program, preference will be given to offerors who are full-time independent consultants, specializing in Federal grants, who are not regular employees of other colleges or universities.

**Arkansas State University Mountain Home
Evaluation Form**

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The following Evaluation Criteria and Values will be used:

Section 1	Qualifications	25 points
Section 2	Successful Experience	25 points
Section 3	Services Provided	20 points
Section 4	Price	30 points

Section 1: Qualifications (Potential = 25 points)

Provide a list of all staff members, and a brief biography of their experience and qualifications, that will provide the proposed service.

Section 2: Successful Firm Experience (Potential = 25 Points)

Provide a list of all new Title III Grant Proposal engagements from 2015 through 2020.

Provide a list of all Title III Grant Proposals submitted between 2015 and 2020

Provide a list of all successful Title III Grant Proposals submitted between 2015 and 2020.

Provide a list of all currently active Title III Grants within the State of Arkansas that your firm is involved with.

Provide contact names and telephone numbers of at least five (5) institutions that have recently utilized your services and were awarded Title III Grants.

Section 3: Services Provided to Arkansas State University Mountain Home (Potential = 20 points)

Describe the specific grant preparation and submission services that will be provided by your firm.

Describe the specific services and/or tasks that will be expected from Arkansas State University Mountain Home for the grant preparation and submission.

Section 4: Price (Potential = 30 Points)

Total Flat Rate Fee for Proposal Completion and Submission \$ _____

and/or

Percentage of Annual Grant Award Contingency Fee _____%

and/or

Other – specify _____

_____ \$ _____

**Arkansas State University Mountain Home
Vendor Data Form**

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Signature of Authorized Representative: _____

Representative's Name: _____ **Title:** _____

Telephone Number _____ **Fax Number** _____

Date _____ **E-Mail Address** _____

Name of Firm: _____

Address: _____

City/State/Zip Code: _____