***BID RESPONSE PACKET***

***ASUMH RFP 2023-04***

**BID SIGNATURE PAGE**

*Type or Print the following information.*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **PROSPECTIVE CONTRACTOR’S INFORMATION** | | | | | |
| Company: |  | | | | |
| Address: |  | | | | |
| City: |  | State: |  | Zip Code: |  |
| Business  Designation*:* | ☐ Individual ☐ Sole Proprietorship ☐ Public Service Corp  ☐ Partnership ☐ Corporation ☐ Nonprofit | | | | |
| Minority and  Women-Owned  Designation\**:* | ☐ Not Applicable ☐ American Indian ☐ Service Disabled Veteran  ☐ African American ☐ Hispanic American ☐ Women-Owned  ☐ Asian American ☐ Pacific Islander American | | | | |
| AR Certification #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \* See *Minority and Women-Owned Business Policy* | | | | |

|  |  |  |  |
| --- | --- | --- | --- |
|  | **PROSPECTIVE CONTRACTOR CONTACT INFORMATION**  *Provide contact information to be used for bid solicitation related matters.* | | |
| Contact Person: |  | Title: |  |
| Phone: |  | Alternate Phone: |  |
| Email: |  | | |

|  |
| --- |
| **CONFIRMATION OF REDACTED COPY** |
| ☐ YES, a redacted copy of submission documents is enclosed.  ☐ NO, a redacted copy of submission documents is not enclosed. I understand a full copy of non-redacted submission documents will be released if requested.  *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.* |
| **ILLEGAL IMMIGRANT CONFIRMATION** |
| By signing and submitting a response to this *Bid Solicitation*, 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, **shall not** boycott Israel during the aggregate term of the contract.  ☐ Prospective Contractor does not and **shall 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.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Vendor Name:** |  | **Date:** |  |
| **Printed Name:** |  | **Title:** |  |
| **Signature:** |  | | |

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

# 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** |
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☐ **PROSPECTIVE CONTRACTOR DOES NOT PROPOSE TO USE SUBCONTRACTORS**

**TO PERFORM SERVICES**

## OFFICIAL BID PRICE SHEET

|  |  |  |
| --- | --- | --- |
| **Item** | **Description** | **Cost per Item** |
| **1.** |  | $ |
| **2.** |  | $ |
| **3.** |  | $ |
| **4.** |  | $ |
| **5.** |  | $ |
| **6.** |  | $ |
| **7.** |  | $ |
| **8.** |  | $ |
| **9.** |  | $ |
| **10.** |  | $ |
| **11.** |  | $ |
| **12.** |  | $ |

## DOCUMENTATION CHECKLIST

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

1. Bidder **must** submit official documentation of active registration from the Arkansas Secretary of State’s Office.

1. Bidder **must** provide a Certificate of Good Standing with bid submission.

1. The Contractor must 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.

1. 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. Official Bid Price Sheet
  5. [Contract Grant Disclosure](https://static.visionamp.co/rubix/20200619/contract-and-grant-disclosure-form-34744.pdf)
  6. [EO Policy](https://static.visionamp.co/rubix/20220804/asumh-eo-policy-1-15478.docx)
  7. [Restriction of Boycott of Israel Certification](https://static.visionamp.co/rubix/20210802/boycott-of-israel-certification-69788.pdf)
  8. [Terms and Conditions for RFP's](https://static.visionamp.co/rubix/20210729/terms-and-conditions-for-rfps-47683.pdf)

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

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