



STATE OF ARKANSAS

OFFICE OF STATE PROCUREMENT

1509 West 7th Street, Room 300
Little Rock, Arkansas 72201-4222

RESPONSE PACKET

SP-16-0237

CAUTION TO VENDOR

Vendor's failure to submit required items and/or information as specified in the *Bid Solicitation Document* **shall** result in disqualification.



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RESPONSE SIGNATURE PAGE

Type or Print the following information.

| RESPONDENT'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 Designation: <i>See Minority Business Policy</i> | <input type="checkbox"/> Not Applicable <input type="checkbox"/> African American <input type="checkbox"/> American Indian | <input type="checkbox"/> Hispanic American <input type="checkbox"/> Asian American | <input type="checkbox"/> Pacific Islander American <input type="checkbox"/> Service Disabled Veteran | |
| AR Minority Certification #: _____ | | Service Disabled Veteran Certification #: _____ | | |

| VENDOR 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 vendor's response packet, and neither box is checked, a copy of the non-redacted documents, with the exception of financial data (other than pricing), shall be released in response to any request made under the Arkansas Freedom of Information Act (FOIA). See Bid Solicitation for additional information.</i> |

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

The signature below signifies agreement that either of the following **shall** cause the vendor's response to be disqualified:

- Additional terms or conditions submitted in their response, whether submitted intentionally or inadvertently.
- Any exception that conflicts with a Requirement of this *Bid Solicitation*.

Authorized Signature: _____ Title: _____
Use Ink Only.

Printed/Typed Name: _____ Date: _____

SECTION 1 - 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 response to be disqualified.

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

Authorized Signature: _____
Use Ink Only.

Printed/Typed Name: _____ **Date:** _____

SECTION 2 - 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 response to be disqualified.

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

Authorized Signature: _____
Use Ink Only.

Printed/Typed Name: _____ **Date:** _____

SECTIONS 3, 4, 5 - VENDOR AGREEMENT AND COMPLIANCE

- *Exceptions to Requirements **shall** cause the vendor's response to be disqualified.*

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

Authorized Signature: _____

Use Ink Only.

Printed/Typed Name: _____ **Date:** _____

INFORMATION FOR EVALUATION

- Provide a response to each item/question in this section. Vendor may expand the space under each item/question to provide a complete response.
- **Do not** include additional information if not pertinent to the itemized request.

| | Maximum RAW Score Available |
|---|-----------------------------|
| E.1 PROFESSIONAL EXPERIENCE | |
| A. List your education and/or training in animation, graphics, and illustrations as it pertains to digital media productions, include any degrees, licenses and/or certifications. | 10 points |
| B. How many years' experience do you have in animations, graphics, and/or original illustrations? | 10 points |
| C. Detail the amount of published animations you have that are 30 seconds or more in length. | 10 points |
| D. Detail your experience with the different forms of animation listed below. | |
| 1. Digital image editing experience (Photoshop / InDesign) | 10 points |
| 2. 2.5 D Animation | 10 points |
| 3. 3D Animation | 10 points |
| 4. Original illustration animation | 10 points |
| E.2 SAMPLE REEL | |
| A. Provide a sample reel of your work from the previous four (4) years. The sample reel should be no longer than ten (10) minutes in length and can include an example of one work or a compilation of work. The sample should be submitted on DVD or via a web link and should showcase the following: | |
| 1. Creativity | 10 points |
| 2. Versatility | 10 points |
| 3. Innovation | 10 points |
| 4. Quality | 10 points |
| 5. Storytelling | 10 points |
| 6. Use of Shadow and Color | 10 points |
| 7. Correct use of spelling/grammar and historically/geographically accurate. | 10 points |
| 8. Overall impression | 10 points |
| E.3 REFERENCES | |
| A. Provide statements or letters, written and signed by three (3) professional references with whom you were previously, or are currently contracted. The statement should include the name, contact person, physical address, phone number, and email address of the referring party. Each reference may be provided sealed or unsealed in the proposal packet, and should provide answers to the following: | |
| 1. Describe the scope of the project for which the vendor was contracted. | 10 points |
| 2. Based on your experience with the vendor, describe the capacity of the vendor to handle large scaled projects such as that which may be included with a State Contract? | 10 points |

| | |
|---|-----------|
| 3. How would you rate the vendor's proficiency level? | 10 points |
| 4. Would you use this vendor again for the same or similar project? | 10 points |
| 5. Based on your experience with the vendor, what was the vendor's average response time in dealing with your questions or concerns and were the questions or concerns answered or resolved to your satisfaction? | 10 points |
| 6. Based on your experience with the vendor, did the vendor's staff conduct themselves in a highly professional and ethical manner? | 10 points |
| 7. Based on your experience with the vendor, was project submitted within established timeframes? | 10 points |
| 8. Based on your experience with the vendor, were you satisfied with the quality and creativity the vendor's submitted work? | 10 points |