



STATE OF ARKANSAS
OFFICE OF STATE PROCUREMENT
1509 West 7th Street, Room 300
Little Rock, Arkansas 72201-4222

INVITATION FOR BID
BID SOLICITATION DOCUMENT

SOLICITATION INFORMATION			
Bid Number:	SP-19-0056	Solicitation Issued:	April 12, 2019
Description:	Ophthalmologist / Optometrist Services		
Agency:	Arkansas School for the Blind		

SUBMISSION DEADLINE FOR RESPONSE			
Bid Opening Date:	May 10, 2019	Bid Opening Time:	2:00 p.m., Central Time
<p>Deliver bid submissions for this Invitation for Bid to the Office of State Procurement on or before the designated bid opening date and time. In accordance with Arkansas Procurement Law and Rules, it is the responsibility of Prospective Contractors to submit bids at the designated location on or before the bid opening date and time. Bids received after the designated bid opening date and time may be considered late and may be returned to the Prospective Contractor without further review. It is not necessary to return "no bids" to OSP.</p>			

DELIVERY OF RESPONSE DOCUMENTS	
Delivery Address:	<p>Office of State Procurement 1509 West 7th Street, Room 300 Little Rock, AR 72201-4222</p> <p>Delivery providers, USPS, UPS, and FedEx deliver mail to OSP's street address on a schedule determined by each individual provider. These providers will deliver to OSP based solely on the street address. Prospective Contractors assume all risk for timely, properly submitted deliveries.</p>
Bid's Outer Packaging:	<p>Seal outer packaging and properly mark with the following information. If outer packaging of bid submission is not properly marked, the package may be opened for bid identification purposes.</p> <ul style="list-style-type: none">• Bid number• Date and time of bid opening• Prospective Contractor's name and return address

OFFICE OF STATE PROCUREMENT CONTACT INFORMATION			
OSP Buyer:	Chris Reynolds	Buyer's Direct Phone Number:	501-683-6636
Email Address:	Chris.reynolds@dfa.arkansas.gov	OSP's Main Number:	501-324-9316
OSP Website:	http://www.dfa.arkansas.gov/offices/procurement/Pages/default.aspx		

SECTION 1 - GENERAL INSTRUCTIONS AND INFORMATION

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

1.1 PURPOSE

This Invitation for Bid (IFB) is issued by the Office of State Procurement (OSP) on behalf of the Arkansas School for the Blind and Visually Impaired (ASBVI) to contract with a licensed and certified Optometrist or Ophthalmologist to provide vision services to students and non-students (via referral) at the ASBVI Low Vision Clinic located in Little Rock, Arkansas.

1.2 TYPE OF CONTRACT

- A. As a result of this IFB, OSP intends to award a contract to a single Contractor.
- B. The anticipated starting date for any resulting contract is July 1, 2019, except that the actual contract start date may be adjusted forward unilaterally by the State for up to three calendar months. By submitting a signed bid in response to the IFB, the Prospective Contractor represents and warrants that it will honor its bid 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 agency, the contract may be renewed by 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.

1.3 ISSUING AGENCY

OSP, as the issuing office, is the sole point of contact throughout this solicitation process.

1.4 BID OPENING LOCATION

Bids will be opened at the following location:

Office of State Procurement
1509 West Seventh Street, Room 300
Little Rock, AR 72201-4222

1.5 ACCEPTANCE OF REQUIREMENTS

- A. A Prospective Contractor **must** unconditionally accept all Requirements in the Requirements Section(s) of this IFB to be considered a responsive Prospective Contractor.
- B. A Prospective Contractor's bid will be rejected if a Prospective Contractor takes exceptions to any Requirements in the Requirements Section(s) of this IFB.

1.6 DEFINITION OF TERMS

- A. The State Procurement Official has made every effort to use industry-accepted terminology in this *Bid Solicitation* and will attempt to further clarify any point of an item in question as indicated in *Clarification of Bid Solicitation*.
- B. The terms "Invitation for Bid", "IFB," "Bid Solicitation," and "Solicitation" are used synonymously in this document.
- C. Unless otherwise defined herein, all terms defined in Arkansas Procurement Law and used herein have the same definitions herein as specified therein.
- D. "Bid Submission Requirement" means a task a Prospective Contractor **must** complete when submitting a bid response. These requirements will be distinguished by using the term "**shall**" or "**must**" in the requirement.
- E. "Concurrently" means at the same time, simultaneously.
- F. "Contractor" means a person who sells or contracts to sell commodities and/or services.

- G. "Fiscal Year" means the accounting period used by the State of Arkansas and runs from July 1 through June 30 of the following year.
- H. "HIPAA" means Health Insurance Portability and Accountability Act, passed by Congress in 1996.
- I. "Low Vision" means a visual impairment not correctable by standard glasses, contact lenses, medicine, or surgery and interferes with a person's ability to perform everyday activities.
- J. "NPI" means a National Provider Identifier which is a unique 10-digit identification number issued to health care providers in the United States by the Centers for Medicare and Medicaid Services (CMS).
- K. "Ophthalmologist" is a combination of both Medical Doctor (MD) and a specialist in the branch of medicine concerned with the study and treatment of disorders and diseases of the eye and is licensed to practice medicine and surgery.
- L. "Optometrist" means a specialist licensed to practice optometry who is not a medical doctor.
- M. "Prospective Contractor" means a person who submits a bid in response to this solicitation.
- N. "Requirement" means a specification that a Contractor's product and/or service **must** perform during the term of the contract. These specifications will be distinguished by using the term "**shall**" or "**must**" in the requirement.
- O. "Responsive bid" means a bid submitted in response to this solicitation that conforms in all material respects to this IFB.
- P. "School Day" means a day occurring Monday through Friday during the months in which school is in session (approximately August 12 through May 29 of each year) and students are present and attending class. A School Day does not occur on a Federal Holiday, a professional development day, a staff in-service day, or on scheduled, periodic breaks such as spring break and Christmas break. There are approximately 180 School Days during the year. The Federal Holidays are:
 - 1. Christmas Day
 - 2. Columbus Day
 - 3. Independence Day
 - 4. Labor Day
 - 5. Martin Luther King Jr. Day
 - 6. Memorial Day
 - 7. New Year's Day
 - 8. Presidents' Day
 - 9. Veteran's Day
- Q. "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 State agency using such a contract.

1.7 **RESPONSE DOCUMENTS**

A. *Bid Response Packet*

- 1. The following are Bid Submission Requirements and **must** be submitted in the original Bid Response Packet.
 - a. Original signed *Bid Signature Page*. (See *Bid Response Packet*.)
 - i. An official authorized to bind the Prospective Contractor(s) to a resultant contract **must** sign the Bid Signature Page included in the *Bid Response Packet*.

- ii. Prospective Contractor's signature signifies agreement to and compliance with all Requirements in this IFB, and that any exception that conflicts with a Requirement or Bid Submission Requirement of this *Bid Solicitation* will cause the Prospective Contractor's bid to be rejected.
 - iii. Bid response **must** be in the English language.
 - b. One (1) original hard copy of the *Official Bid Price Sheet*. Pricing **must** be proposed in U.S. dollars and cents.
 - c. Photocopy of Certification from the American Board of Ophthalmology
 - d. Photocopy of Ophthalmology/Optometry license issued by the Arkansas State Board of Optometry
 - e. Photocopy of Membership/Recognition or pending Membership/Recognition in the Professional Associations specified herein
 - f. Photocopy of Certificates of Malpractice Insurance
2. The following items should be submitted in the original *Bid Response Packet* as a hard copy and as an electronic copy, preferably on a flash drive and in PDF format.
- a. One (1) copy of the *Official Bid Price Sheet*,
 - b. EO 98-04 Disclosure Form. (See *Standard Terms and Conditions*, #27. *Disclosure*.)
 - c. Copy of Prospective Contractor's *Equal Opportunity Policy*. (See *Equal Opportunity Policy*.)
3. **DO NOT** include any other documents or ancillary information, such as a cover letter or promotional/marketing information.

1.8 **CLARIFICATION OF BID SOLICITATION**

- A. Submit any questions requesting clarification of information contained in this *Bid Solicitation* in writing via email by 4:00 p.m., Central Time on or before April 19, 2019 to the OSP buyer as shown on page one (1) of this *Bid Solicitation*.
 - 1. For each question submitted, Prospective Contractor should reference the specific solicitation item number to which the question refers.
 - 2. Prospective Contractors' written questions will be consolidated and responded to by the State. The State's consolidated written response is anticipated to be posted to the OSP website by the close of business on April 26, 2019. If Prospective Contractor questions are unclear or non-substantive in nature, the State may request clarification of a question(s) or reserves the right not to respond to that question(s).
- B. The Prospective Contractor should notify the OSP buyer 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 bid.
- C. Prospective Contractors may contact the OSP buyer with non-substantive questions at any time prior to the bid opening.
- D. An oral statement by 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 OSP.
- E. Prospective Contractors entering into a contract with the State **shall** comply with all the terms and conditions contained herein.

1.9 PRICING

- A. Prospective Contractor(s) **shall** include all pricing on the Official Bid Price Sheet(s) only. If any cost is not identified by the successful Contractor but is subsequently incurred in order to achieve successful operation, the Contractor **shall** bear this additional cost. The *Official Bid Price Sheet* is provided in the *Bid Response Packet* of this *Bid Solicitation*.
- B. On the Official Bid Price Sheet, Prospective Contractors **shall** provide a Cost per Examination price that is inclusive of all Requirements of this IFB.
- C. DO NOT submit any ancillary information not related to actual pricing on or with the Bid Price Sheet.

1.10 PRIME CONTRACTOR RESPONSIBILITY

- A. A single Prospective 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 affiliates, or agents to the State for the performance thereof.

1.11 INDEPENDENT PRICE DETERMINATION

- A. By submission of this bid, the Prospective Contractor certifies, and in the case of a joint response, each party thereto certifies as to its own organization, that in connection with this bid:
 - The prices in the bid have been arrived at independently, without collusion.
 - No prior information concerning these prices has been received from, or given to, a competitive company.
- B. Evidence of collusion warrants consideration of this bid by the Office of the Attorney General. All Prospective Contractors **shall** understand that this paragraph may be used as a basis for litigation.

1.12 PROPRIETARY INFORMATION

- A. Submission documents pertaining to this *Bid Solicitation* become the property of the State and are subject to the Arkansas Freedom of Information Act (FOIA).
- B. In accordance with FOIA and to promote maximum competition in the State competitive bidding process, the State may maintain the confidentiality of certain types of information described in FOIA. Such information may include trade secrets defined by FOIA and other information exempted from the Public Records Act pursuant to FOIA.
- C. Prospective Contractor may designate appropriate portions of its response as confidential, consistent with and to the extent permitted under the Statutes and Rules set forth above, by submitting a redacted copy of the response.
- D. By so redacting any information contained in the response, the Prospective Contractor warrants that it has formed a good faith opinion having received such necessary or proper review by counsel and other knowledgeable advisors that the portions redacted meet the requirements of the Rules and Statutes set forth above.
- E. Under no circumstances will pricing information be designated as confidential.
- F. One (1) complete copy of the submission documents from which any proprietary information has been redacted should be submitted on a flash drive in the *Bid Response Packet*. A CD is also acceptable. Do not submit documents via email or fax.
- G. Except for the redacted information, the redacted copy **must** be identical to the original hard copy, reflecting the same pagination as the original and showing the space from which information was redacted.
- H. The Prospective Contractor is responsible for identifying all proprietary information and for ensuring the electronic copy is protected against restoration of redacted data.

- I. The redacted copy will be open to public inspection under the Freedom of Information Act (FOIA) without further notice to the Prospective Contractor.
- J. If a redacted copy of the submission documents is not provided with Prospective Contractor's *Bid Response Packet*, 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).
- K. If the State deems redacted information to be subject to FOIA, the Prospective Contractor will be contacted prior to release of the documents.
- L. The State has no liability to a Prospective Contractor with respect to the disclosure of Prospective Contractor's confidential information ordered by a court of competent jurisdiction pursuant to FOIA or other applicable law.

1.13 CAUTION TO PROSPECTIVE CONTRACTORS

- A. Prior to any contract award, address all communication concerning this *Bid Solicitation* through the OSP buyer.
- B. Do not alter any language in any solicitation document provided by the State.
- C. Do not alter the Official Bid Price Sheet.
- D. All official documents and correspondence related to this solicitation become part of the resultant contract.
- E. The State has the right to award or not award a contract, if it is in the best interest of the State to do so.
- F. As requested, provide clarification regarding Prospective Contractor's bid response to OSP.
- G. Qualifications and proposed services **must** meet or exceed the required specifications as set forth in this *Bid Solicitation*.
- H. Prospective Contractors may submit multiple bids.

1.14 REQUIREMENT OF ADDENDUM

- A. Only an addendum written and authorized by OSP will modify this *Bid Solicitation*.
- 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. The Prospective Contractor is expected to check the OSP website, <http://www.arkansas.gov/dfa/procurement/bids/index.php>, for any and all addenda up to bid opening.

1.15 AWARD PROCESS

- A. Successful Contractor Selection
 - 1. Award will be made to the lowest-bidding, responsible Prospective Contractor on an ALL OR NONE basis.
- B. Negotiations
 - 1. If the State so chooses, negotiations may be conducted with the lowest-bidding Prospective Contractor. Negotiations are conducted at the sole discretion of the State.
 - 2. If negotiations fail to result in a contract, the State may begin the negotiation process with the next lowest-bidding Prospective Contractor. The negotiation process may be repeated until the anticipated successful Contractor has been determined, or until such time the State decides not to move forward with an award.

C. Anticipation to Award

1. Once the anticipated successful Contractor has been determined, the anticipated award will be posted on the OSP website at http://www.arkansas.gov/dfa/procurement/pro_intent.php.
2. The anticipated award will be posted for a period of fourteen (14) days prior to the issuance of a contract. Prospective Contractors and agencies are cautioned that these are preliminary results only, and a contract will not be issued prior to the end of the fourteen-day posting period.
3. OSP may waive the policy of Anticipation to Award when it is in the best interest of the State.
4. It is the Prospective Contractor's responsibility to check the OSP website for the posting of an anticipated award.

D. Issuance of Contract

1. Any resultant contract of this *Bid Solicitation* is subject to State approval processes which may include Legislative review.
2. A State Procurement Official will be responsible for the solicitation and award of any resulting contract.

1.16 INTERGOVERNMENTAL/COOPERATIVE USE OF COMPETITIVELY BID PROPOSALS AND CONTRACTS

In accordance with Arkansas Code Annotated § 19-11-249, any State public procurement unit may participate in any contract resulting from this solicitation with a participating addendum signed by the Contractor and approved by the chief procurement officer of the procurement agency issuing this solicitation.

1.17 MINORITY AND WOMEN-OWNED BUSINESS POLICY

A. A minority-owned business is defined by Arkansas Code Annotated § 15-4-303 as a business owned by a lawful permanent resident of this State who is:

- African American
- American Indian
- Asian American
- Hispanic American
- Pacific Islander American
- A Service Disabled Veteran as designated by the United States Department of Veteran Affairs

B. A women-owned business is defined by Act 1080 of the 91st General Assembly Regular Session 2017 as a business that is at least fifty-one percent (51%) owned by one (1) or more women who are lawful permanent residents of this State.

C. The Arkansas Economic Development Commission conducts a certification process for minority-owned and women-owned businesses. If certified, the Prospective Contractor's Certification Number should be included on the *Bid Signature Page*.

1.18 EQUAL OPPORTUNITY POLICY

A. In compliance with Arkansas Code Annotated § 19-11-104, OSP **must** have a copy of the anticipated Contractor's *Equal Opportunity (EO) Policy* prior to issuing a contract award.

B. *EO Policies* should be included as a hardcopy accompanying the solicitation response.

C. Contractors 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. Prospective Contractors who are not required by law to have an *EO Policy* **must** submit a written statement to that effect.

1.19 PROHIBITION OF EMPLOYMENT OF ILLEGAL IMMIGRANTS

A. Pursuant to Arkansas Code Annotated § 19-11-105, Contractor(s) providing services **shall** certify with OSP that they do not employ or contract with illegal immigrants.

- B. 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.

1.20 RESTRICTION OF BOYCOTT OF ISRAEL

- A. Pursuant to Arkansas Code Annotated § 25-1-503, a public entity **shall not** enter into a contract with a company unless the contract includes a written certification that the person or company is not currently engaged in and agrees for the duration of the contract not to engage in, a boycott of Israel.
- B. This prohibition does not apply to a company which offers to provide the goods or services for at least twenty percent (20%) less than the lowest certifying business.
- C. By checking the designated box on the Bid Signature Page of the response packet, a Prospective Contractor agrees and certifies that they do not, and will not for the duration of the contract, boycott Israel.

1.21 PAST PERFORMANCE

In accordance with provisions of State Procurement Law, specifically OSP Rule R5:19-11-230(b)(1), a Prospective Contractor's past performance with the State may be used to determine if the Prospective Contractor is "responsible". Bids submitted by Prospective Contractors determined to be non-responsible will be rejected.

1.22 VISA ACCEPTANCE

- A. Awarded Contractor should have the capability of accepting the State's authorized VISA Procurement Card (p-card) as a method of payment.
- B. Price changes or additional fee(s) **must not** be levied against the State when accepting the p-card as a form of payment.
- C. VISA is not the exclusive method of payment.

1.23 PUBLICITY

- A. Do not discuss the solicitation nor your bid response, nor issue statements or comments, nor provide interviews to any public media during the solicitation and award process.
- B. Failure to comply with this Requirement may be cause for a Prospective Contractor's bid to be rejected.

1.24 RESERVATION

The State will not pay costs incurred in the preparation of a bid.

SECTION 2 – REQUIREMENTS

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

2.1 INTRODUCTION

This Invitation for Bid (IFB) is issued by the Office of State Procurement (OSP) on behalf of the Arkansas School for the Blind and Visually Impaired (ASBVI) to contract with a licensed and certified Optometrist or Ophthalmologist to provide vision services to students and non-students at the ASBVI Low Vision Clinic located in Little Rock, Arkansas.

2.2 BACKGROUND AND CURRENT ENVIRONMENT

A. ASBVI operates a low vision clinic located at 2600 West Markham Street, Little Rock, Arkansas 72205.

B. The ASBVI clinic is available to any visually impaired child residing in the State of Arkansas.

C. The ASBVI low vision clinic provides complete visual examinations to children, including consultations and recommendations regarding the nature of a child's visual impairment such as any low-vision aids, services, and strategies available to aid the child in acquiring an education with the goal of increasing success in the classroom.

D. The ASBVI uses experienced staff, the latest available research, and the most up-to-date technology to provide a quality educational experience for visually impaired children.

E. In the past twelve (12) month period, ASBVI has performed between 200-250 visual examinations and has provided numerous referrals to outside health and visual care specialists. The composition of the visual examinations includes an estimated:

- One clinical examination to approximately twenty (20) non-ASBVI students per year
- Two clinical examinations to approximately one hundred (100) ASBVI students per year

F. The State of Arkansas is strictly providing estimates and other information regarding current conditions as a courtesy to Prospective Contractors. The Prospective Contractor **shall not** interpret any given estimate, statistic, and/or other information regarding current conditions provided in this IFB or the Official Bid Price Sheet to be a guarantee of actual contract volume or conditions existing during the term(s) of a contract resulting from this IFB.

2.3 PROSPECTIVE CONTRACTOR QUALIFICATIONS

A. At the time of bid submission, the Prospective Contractor **shall** be:

1. Licensed by the Arkansas State Board of Optometry as an Optometrist or an Ophthalmologist to provide vision services in Arkansas

a. The Prospective Contractor **shall** provide a current photocopy of Optometry/Ophthalmologist license with bid submission and prior to any renewal option exercised each year thereafter.

2. Certified by American Board of Ophthalmology/Optometry

a. The Prospective Contractor **shall** provide a current photocopy of certification with bid submission and prior to any renewal option exercised each year thereafter.

3. In good standing with the Arkansas State Board of Optometry

a. The Contractor **shall** remain in good standing with the Arkansas State Board of Optometry throughout the contract term(s).

- B. It is essential to the services provided the Prospective Contractor be:
 - 1. Experienced in providing low vision examinations to pediatric patients ranging in age from kindergarten through high school
 - 2. Familiar with classroom modifications, adaptive educational technology, and the prescription of educationally related assessments and services available to children with low vision
- C. At the time of bid submission, the Prospective Contractor **shall** have a minimum of one (1) of the following memberships and/or recognitions completed or pending. The Prospective Contractor **shall** submit evidence of such completed or pending memberships/recognitions with bid submission as applicable:
 - 1. Recognition or pending recognition as a Fellow in Low Vision by the American Academy of Optometry
 - 2. Membership or pending membership in the Low Vision section of the American Optometric Association (AOA)
 - 3. Membership or pending membership in the Low Vision Clinical Society
- D. Prior to performing clinical examinations, the Prospective Contractor **shall** have a National Provider Identifier (NPI) number designed for use in a Health Insurance Portability and Accountability Act (HIPAA) transaction.

2.4 **GENERAL REQUIREMENTS**

- A. The Contractor **shall** provide recommendations and consultations to ASBVI staff as needed to determine the most effective methods and adaptive tools available to aid ASBVI's low vision students.
- B. Due to the sporadic and time sensitive nature of the services to be provided, the Contractor **shall** offer ASBVI students flexible scheduling options.
- C. Occasionally, ASBVI will receive referrals for non-students. All non-student referrals are handled through ASBVI Administrative Assistant to the Special Education Supervisor and are accepted on a case-by-case basis. The Contractor **shall** provide referred non-students with optometric/ophthalmologic low vision services if requested by ASBVI.
- D. The Contractor **shall** establish and maintain professional working relationships as needed to effectively provide quality vision care to ASBVI students. These relationships will include but are not limited to:
 - 1. Relationships with Primary Care Physicians (PCPs)
 - 2. Parents/guardians
 - 3. ASBVI staff
- E. Upon request by ASBVI, the Contractor **shall** provide patient information to parents, doctors, and ASBVI educational/professional staff as may be needed to provide a quality education and vision services. The information provided may include but is not limited to information derived from clinical examinations and follow-up instructions.
- F. The Contractor **shall** comply with State and Federal laws concerning Protected Health Information and ASBVI's procedures for maintaining confidentiality including but not limited to signing a confidentiality form if requested by ASBVI.
- G. The Contractor **shall** sign in and out through ASBVI's main office upon entering and exiting the ASBVI campus. ASBVI will provide the sign-in sheet and any assistance needed.
- H. The Contractor **shall** adhere to the same personnel policies and employee standards of conduct as full-time ASBVI staff. ASBVI personnel policies and employee standards of conduct may be found on the ASBVI website located at: <http://www.arkansaschoolfortheblind.org>.

- I. At the time of bid submission, the Contractor **shall** have malpractice insurance coverage in full force and effect with a minimum coverage amount of one million dollars (\$1,000,000).
 1. Contractor **shall** maintain Malpractice Insurance coverage for the life of the resultant contract.
 2. Each year at contract renewal, the Contractor **shall** provide a current photocopy of their malpractice certificate of insurance for verification.
 3. The Contractor **shall** provide ASBVI with a photocopy of the certificate of malpractice insurance if requested by ASBVI during the contract term(s).

2.5 OPHTHALMOLOGY/OPTOMETRY SERVICES

- A. The Contractor **shall** provide a minimum of two (2) comprehensive low vision clinical exams to ASBVI students per year and a minimum of one (1) comprehensive low vision clinical exam to non-student referrals per year as requested by ASBVI.
- B. The Contractor **shall** provide ASBVI with low vision services on School Days between the hours of 3:00 p.m. and 6:00 p.m., Central Time, during the months school is in session (approximately August 12th through May 29th of each year) unless alternate hours have been approved in advance by ASBVI.
 1. The Contractor **shall** make a request for alternate clinical hours to ASBVI in advance as determined necessary by ASBVI. The Contractor **shall** receive approval from ASBVI staff prior to providing low vision services outside of the clinical hours specified herein. ASBVI will only approve alternate hours in extenuating circumstances.
 2. Each year during the contract terms, ASBVI will provide the Contractor with a finalized school calendar that will indicate professional development days, staff in-service days, and scheduled, periodic breaks (such as spring break and Christmas break) whereby the Contractor will not be required to provide clinical examinations.
 1. At the time of solicitation posting, ASBVI's school calendar for the 2019-2020 school year had not been finalized. Although the School Days indicated may vary somewhat from the finalized 2019-2020 school year calendar and subsequent calendars, Prospective Contractors may reference the 2018-2019 school year calendar listed as Attachment A to this IFB as a general overview regarding the anticipated School Days for each year the contract is in place.
- C. The Contractor **shall** request patient's medical information from PCPs, ASBVI's Low Vision Clinic Coordinator, ASBVI School Nurse, and attending Physician as necessary to provide quality vision care to ASBVI's students.
- D. The Contractor **shall** participate in designing and/or procuring specialized low vision devices as needed for individual students.
- E. The Contractor **shall** refer ASBVI students to outside specialists, such as those specialized in vitreoretinal medicine, genetic testing, or to PCPs when additional medical treatment is indicated.
- F. On an individual basis, the Contractor **shall** evaluate the quality and effectiveness of assistive tools used by ASBVI students. The Contractor **shall** provide recommendations regarding such evaluations to ASBVI staff, parents, districts, PCPs, and other pertinent stakeholders regarding needed adjustments and any new technologies available to ASBVI's low vision students.

2.6 MEETINGS

- A. The Contractor **shall** attend approximately two (2) meetings per month as scheduled by ASBVI which may occur outside of the designated clinical hours as specified herein. Contractor **shall** be accompanied by a member of the ASBVI staff to all regularly scheduled meetings.
- B. If requested by ASBVI during the contract term(s), the Contractor **shall** also attend ASBVI staff meetings. Staff meetings are normally held once per week on Fridays.

- C. ASBVI will provide the Contractor with advanced notice of scheduled meetings if requested.

2.7 **REPORTS**

- A. The Contractor **shall** document the student's name, clinical findings, recommendations, and clinical hours worked in a daily log located in ASBVI's Administrative Assistant's office. The Contractor **shall** complete the daily log by 3:00 p.m. Central Time on the next School Day following the School Day services being logged were provided. For example, if the Contractor provided clinical examinations on Monday, the Contractor would complete the daily log before 3:00 p.m., Central Time on Tuesday.
- B. On a form provided by ASBVI, the Contractor **shall** provide a brief but comprehensive report for every clinical examination performed during the week. A sample report is provided as Attachment B to this IFB.
1. In the report, the Contractor **shall** include pertinent information gained from clinical examinations including but not limited to:
 - a. Acuties
 - b. Fields
 - c. Eye conditions
 - d. Follow-up instructions
 - e. Possible low vision devices
 - f. Implications on the educational environment, including those necessary under the Individuals with Disabilities Education Act (IDEA)
 2. The Contractor **shall** provide the report to designated ASBVI staff on Monday of each week (or the next following School Day if Monday is not a School Day) after the initial week services are provided.
 3. ASBVI staff will use the information obtained from the weekly reports to aid in annual evaluations of those students having an Individualized Education Plan (IEP).

2.8 **CRIMINAL BACKGROUND CHECKS/TESTS**

- A. In accordance with ASBVI Directives and applicable Arkansas law, the Contractor **shall** undergo and pass the following background checks and tests prior to providing services to ASBVI students:
1. State criminal background check conducted at the Human Resource (HR) Office on the ASBVI campus
 2. Federal criminal background check conducted at the Human Resource (HR) Office on the ASBVI campus with fingerprints conducted by the Arkansas State Police at their Headquarters in Little Rock, Arkansas
 3. Child maltreatment registry record check form provided by ASBVI completed and returned as directed by ASBVI
 4. Drug test completed by A'Test Consultants, Inc. in North Little Rock, Arkansas.
- B. ASBVI will bear all cost for requested background checks and tests.
- C. The Contractor **shall** coordinate with ASBVI as requested to schedule and complete the background checks and tests within 7 calendar days of contract award or another timeframe deemed necessary by ASBVI.
- D. ASBVI reserves the right to periodically run any of the above listed background checks and tests at their discretion and expense.

- E. ASBVI reserves the right to terminate any resulting contract should the Contractor at any time during the contract term(s) be found to have plead guilty or nolo contendere to, or been found guilty of, any of the offenses listed in A.C.A. § 21-15-102 and A.C.A. § 21-15-103.
- F. ASBVI reserves the right to terminate any resulting contract should the Contractor at any time during the contract term(s) test positive (at or above the cutoff concentration levels established by the US Department of Transportation or Arkansas Law) for a controlled substance as listed in the Arkansas's Uniform Controlled Substances Act.

2.9 **PERFORMANCE STANDARDS**

- A. State law requires that all contracts for services include Performance Standards for measuring the overall quality of services provided that a Contractor **must** meet in order to avoid assessment of damages.
- 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. Section I: *Performance Standards* identifies expected deliverables, performance measures, or outcomes; and defines the acceptable standards.
- C. The State has the right to modify, add, or delete Performance Standards throughout the term of the contract, should the State determine it is in its best interest to do so. Any changes or additions to performance standards will be made in good faith following acceptable industry standards and may include the input of the Contractor so as to establish standards that are reasonably achievable.
- D. All changes made to the Performance Standards will become an official part of the contract.
- E. Performance Standards will continue throughout the aggregate term of the contract.
- F. Failure to meet the minimum Performance Standards as specified will result in the assessment of damages.
- G. 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.
- H. Should any compensation be owed to the State agency due to the assessment of damages, Contractor **shall** follow the direction of the State agency regarding the required compensation process.
- I. Performance Standards are as follows:

Performance Standard	Criteria	Damages
Reports	Contractor completes the daily log and submits to ASBVI by 3:00 p.m. Central Time on the School Day following the School Day services were provided.	One hundred-dollar (\$100) credit on monthly invoice for each School Day past the deadline whereby the daily log is not complete and submitted to ASBVI staff.
	Contractor completes weekly report by Monday (or the next following School Day if Monday is not a School Day) of each week on form specified by ASBVI.	One hundred-dollar (\$100) credit on monthly invoice for each School Day past the deadline whereby the weekly report is not complete and submitted to ASBVI staff.
Daily Sign-In	Contractor signs in and out daily upon entering and leaving ASBVI Campus.	One hundred-dollar (\$100) credit on monthly invoice for each 3 times during a month whereby the Contractor fails to sign in and out upon entering and leaving ASBVI Campus.

Clinical Examinations	The Contractor provides ASBVI with low vision services between the hours of 3:00 p.m. and 6:00 p.m., Central Time, on School Days, during the months school is in session (approximately August 12 th through May 29 th of each year) unless alternate hours have been approved in advance by ASBVI.	One hundred-dollar (\$100) credit on monthly invoice for each School Day during the months school is in session whereby the Contractor fails to provide low vision services during the hours of 3:00 to 6:00 p.m. without prior approval from ASBVI.
	The Contractor requests and receives approval from ASBVI regarding changes to the clinical hours of 3:00 to 6:00 p.m., Central Time.	One hundred-dollar (\$100) credit on monthly invoice for each instance during the month whereby the Contractor fails to request and receive approval from ASBVI for alternate clinical hours.
	Contractor provides a minimum of two (2) comprehensive low vision clinical exams to ASBVI students per year and a minimum of one (1) comprehensive low vision clinical exam to non-student referrals per year as requested by ASBVI.	One hundred-dollar (\$100) credit on the final invoice submitted for the Fiscal Year for any instance during the Fiscal Year whereby the Contractor fails to perform a minimum of two (2) clinical examinations on an ASBVI student. One hundred-dollar (\$100) credit on the final invoice submitted during the Fiscal Year for any instance during the Fiscal Year whereby the Contractor fails to perform a minimum of one (1) clinical examination on a non-student referral as requested by ASBVI.
Malpractice Insurance	Contractor maintains malpractice insurance coverage in full force and effect throughout the contract term(s) having a minimum coverage amount of one million dollars (\$1,000,000) and submits insurance certifications each year upon contract renewal or as requested by ASBVI.	\$1000 credit on monthly invoice for any instance during the month whereby the Contractor fails to provide certificates of malpractice insurance to ASBVI as requested by ASBVI.

SECTION 3 – GENERAL CONTRACTUAL ITEMS

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

3.1 PAYMENT AND INVOICE PROVISIONS

A. Forward invoices to:

Arkansas School for the Blind and Visually Impaired
Administration Office
2600 West Markham
Little Rock, AR 72203

- B. Payment will be made in accordance with applicable State of Arkansas accounting procedures upon acceptance of goods and services by the agency.
- C. Do not invoice the State in advance of delivery and acceptance of any goods or services.
- D. Payment will be made only after the Contractor has successfully satisfied the agency as to the reliability and effectiveness of the goods or services purchased as a whole.
- E. The Contractor should invoice the agency by an itemized list of charges. The agency's Purchase Order Number and/or the Contract Number should be referenced on each invoice.
- F. Other sections of this *Bid Solicitation* may contain additional Requirements for invoicing.
- G. Selected Contractor **must** be registered to receive payment and future *Bid Solicitation* notifications. Contractors may register on-line at <https://www.ark.org/contractor/index.html>.

3.2 GENERAL INFORMATION

A. The State will not:

1. Lease any equipment or software for a period of time which continues past the end of a fiscal year unless the contract allows for cancellation by the State Procurement Official upon a 30-day written notice to the Contractor/lessor in the event funds are not appropriated.
2. Contract with another party to indemnify and defend that party for any liability and damages.
3. Pay damages, legal expenses or other costs and expenses of any other party.
4. Continue a contract once any equipment has been repossessed.
5. Agree to any provision of a contract which violates the laws or constitution of the State of Arkansas.
6. Enter a contract which grants to another party any remedies other than the following:
 - a. The right to possession.
 - b. The right to accrued payments.
 - c. The right to expenses of de-installation.
 - d. The right to expenses of repair to return the equipment to normal working order, normal wear and tear excluded.
 - e. The right to recover only amounts due at the time of repossession and any unamortized nonrecurring cost as allowed by Arkansas Law.

- B. Any litigation involving the State **must** take place in Pulaski County, Arkansas.
- C. The laws of the State of Arkansas govern this contract.
- D. A contract is not effective prior to award being made by a State Procurement Official.

3.3 **CONDITIONS OF CONTRACT**

- A. Observe and comply with federal and State of Arkansas laws, local laws, ordinances, orders, and regulations existing at the time of, or enacted subsequent to the execution of a resulting contract which in any manner affect the completion of the work.
- B. Indemnify and save harmless the agency and all its officers, representatives, agents, and employees against any claim or liability arising from or based upon the violation of any such law, ordinance, regulation, order or decree by an employee, representative, or subcontractor of the Contractor.

3.4 **STATEMENT OF LIABILITY**

- A. The State will demonstrate reasonable care but will not be liable in the event of loss, destruction or theft of Contractor-owned equipment or software and technical and business or operations literature to be delivered or to be used in the installation of deliverables and services. The Contractor will retain total liability for equipment, software and technical and business or operations literature. The State will not at any time be responsible for or accept liability for any Contractor-owned items.
- B. The Contractor's liability for damages to the State will be limited to the value of the Contract or \$5,000,000, whichever is higher. The foregoing limitation of liability will not apply to claims for infringement of United States patent, copyright, trademarks or trade secrets; to claims for personal injury or damage to property caused by the gross negligence or willful misconduct of the Contractor; to claims covered by other specific provisions of the Contract calling for damages; or to court costs or attorney's fees awarded by a court in addition to damages after litigation based on the Contract. The Contractor and the State will not be liable to each other, regardless of the form of action, for consequential, incidental, indirect, or special damages. This limitation of liability will not apply to claims for infringement of United States patent, copyright, trademark or trade secrets; to claims for personal injury or damage to property caused by the gross negligence or willful misconduct of the Contractor; to claims covered by other specific provisions of the Contract calling for damages; or to court costs or attorney's fees awarded by a court in addition to damages after litigation based on the Contract.
- C. Language in these terms and conditions **must not** be construed or deemed as the State's waiver of its right of sovereign immunity. The Contractor agrees that any claims against the State, whether sounding in tort or in contract, will be brought before the Arkansas Claims Commission as provided by Arkansas law and governed accordingly.

3.5 **RECORD RETENTION**

- A. Maintain all pertinent financial and accounting records and evidence pertaining to the contract in accordance with generally accepted principles of accounting and as specified by the State of Arkansas Law. Upon request, grant access to State or Federal Government entities or any of their duly authorized representatives.
- B. Make financial and accounting records available, upon request, to the State of Arkansas's designee(s) at any time during the contract period and any extension thereof, and for five (5) years from expiration date and final payment on the contract or extension thereof.
- C. Other sections of this *Bid Solicitation* may contain additional Requirements regarding record retention.

3.6 **PRICE ESCALATION**

- A. Price increases will be considered at the time of contract renewal.
- B. The Contractor **must** provide to OSP a written request for the price increase. The request **must** include supporting documentation demonstrating that the increase in contract price is based on an increase in market price. OSP has the right to require additional information pertaining to the requested increase.

- C. Increases will not be considered to increase profit or margins.
- D. OSP has the right to approve or deny the request.

3.7 CONFIDENTIALITY

- A. The Contractor, Contractor's subsidiaries, and Contractor's employees will be bound to all laws and to all Requirements set forth in this *Bid Solicitation* concerning the confidentiality and secure handling of information of which they may become aware of during the course of providing services under a resulting contract.
- B. Consistent and/or uncorrected breaches of confidentiality may constitute grounds for cancellation of a resulting contract, and the State has the right to cancel the contract on these grounds.
- C. Previous sections of this *Bid Solicitation* may contain additional confidentiality Requirements.

3.8 CONTRACT INTERPRETATION

Should the State and Contractor interpret specifications differently, either party may request clarification. However, if an agreement cannot be reached, the determination of the State is final and controlling.

3.9 CANCELLATION

- A. For Cause. The State may cancel any contract resulting from this solicitation for cause when the Contractor fails to perform its obligations under it by giving the Contractor written notice of such cancellation at least thirty (30) days prior to the date of proposed cancellation. In any written notice of cancellation for cause, the State will advise the Contractor in writing of the reasons why the State is considering cancelling the contract and provide the Contractor with an opportunity to avoid cancellation for cause by curing any deficiencies identified in the notice of cancellation for cause prior to the date of proposed cancellation. To the extent permitted by law and at the discretion of the parties, the parties may agree to minor amendments to the contract and avoid the cancellation for cause upon mutual agreement.
- B. For Convenience. The State may cancel any contract resulting from the solicitation by giving the Contractor written notice of such cancellation sixty (60) days prior to the date of cancellation.
- C. If upon cancellation the Contractor has provided commodities or services which the State of Arkansas has accepted, and there are no funds legally available to pay for the commodities or services, the Contractor may file a claim with the Arkansas Claims Commission under the laws and regulations governing the filing of such claims.

3.10 SEVERABILITY

If any provision of the contract, including items incorporated by reference, is declared or found to be illegal, unenforceable, or void, then both the agency and the Contractor will be relieved of all obligations arising under such provision. If the remainder of the contract is capable of performance, it will not be affected by such declaration or finding and **must** be fully performed.

SECTION 4 – STANDARD TERMS AND CONDITIONS

- **Do not provide responses to items in this section.**
- 1. **GENERAL:** Any special terms and conditions included in this solicitation **shall** override these Standard Terms and Conditions. The Standard Terms and Conditions and any special terms and conditions **shall** become part of any contract entered into if any or all parts of the bid are accepted by the State of Arkansas.
- 2. **ACCEPTANCE AND REJECTION:** The State **shall** have the right to accept or reject all or any part of a bid or any and all bids, to waive minor technicalities, and to award the bid to best serve the interest of the State.
- 3. **BID SUBMISSION:** Original Bid Packets **must** be submitted to the Office of State Procurement on or before the date and time specified for bid opening. The Bid Packet **must** contain all documents, information, and attachments as specifically and expressly required in the *Bid Solicitation*. The bid **must** be typed or printed in ink. The signature **must** be in ink. Unsigned bids **shall** be rejected. The person signing the bid should show title or authority to bind his firm in a contract. Multiple bids **must** be placed in separate packages and should be completely and properly identified. Late bids **shall not** be considered under any circumstances.
- 4. **PRICES:** Bid unit price F.O.B. destination. In case of errors in extension, unit prices **shall** govern. Prices **shall** be firm and **shall not** be subject to escalation unless otherwise specified in the *Bid Solicitation*. Unless otherwise specified, the bid **must** be firm for acceptance for thirty days from the bid opening date. "Discount from list" bids are not acceptable unless requested in the *Bid Solicitation*.
- 5. **QUANTITIES:** Quantities stated in a *Bid Solicitation* for term contracts are estimates only, and are not guaranteed. Contractor **must** bid unit price on the estimated quantity and unit of measure specified. The State may order more or less than the estimated quantity on term contracts. Quantities stated on firm contracts are actual Requirements of the ordering agency.
- 6. **BRAND NAME REFERENCES:** Unless otherwise specified in the *Bid Solicitation*, any catalog brand name or manufacturer reference used in the *Bid Solicitation* is descriptive only, not restrictive, and used to indicate the type and quality desired. Bids on brands of like nature and quality will be considered. If bidding on other than referenced specifications, the bid **must** show the manufacturer, brand or trade name, and other descriptions, and should include the manufacturer's illustrations and complete descriptions of the product offered. The State **shall** have the right to determine whether a substitute offered is equivalent to and meets the standards of the item specified, and the State may require the Contractor to supply additional descriptive material. The Contractor **shall** guarantee that the product offered will meet or exceed specifications identified in this *Bid Solicitation*. Contractors not bidding an alternate to the referenced brand name or manufacturer **shall** be required to furnish the product according to brand names, numbers, etc., as specified in the solicitation.
- 7. **GUARANTY:** All items bid **shall** be newly manufactured, in first-class condition, latest model and design, including, where applicable, containers suitable for shipment and storage, unless otherwise indicated in the *Bid Solicitation*. The Contractor hereby guarantees that everything furnished hereunder **shall** be free from defects in design, workmanship and material, that if sold by drawing, sample or specification, it **shall** conform thereto and **shall** serve the function for which it was furnished. The Contractor **shall** further guarantee that if the items furnished hereunder are to be installed by the Contractor, such items **shall** function properly when installed. The Contractor **shall** guarantee that all applicable laws have been complied with relating to construction, packaging, labeling and registration. The Contractor's obligations under this paragraph **shall** survive for a period of one year from the date of delivery, unless otherwise specified herein.
- 8. **SAMPLES:** Samples or demonstrators, when requested, **must** be furnished free of expense to the State. Each sample should be marked with the Contractor's name and address, bid or contract number and item number. If requested, samples that are not destroyed during reasonable examination will be returned at Contractor's expense. After reasonable examination, all demonstrators will be returned at Contractor's expense.
- 9. **TESTING PROCEDURES FOR SPECIFICATIONS COMPLIANCE:** Tests may be performed on samples or demonstrators submitted with the bid or on samples taken from the regular shipment. In the event products tested fail to meet or exceed all conditions and Requirements of the specifications, the cost of the sample used and the reasonable cost of the testing **shall** be borne by the Contractor.
- 10. **AMENDMENTS:** Contractor's bids cannot be altered or amended after the bid opening except as permitted by regulation.
- 11. **TAXES AND TRADE DISCOUNTS:** Do not include State or local sales taxes in the bid price. Trade discounts should be deducted from the unit price and the net price should be shown in the bid.
- 12. **AWARD:** Term Contract: A contract award will be issued to the successful Contractor. It results in a binding obligation without further action by either party. This award does not authorize shipment. Shipment is authorized by the receipt of a purchase order from the ordering agency. Firm Contract: A written State purchase order authorizing shipment will be furnished to the successful Contractor.
- 13. **DELIVERY ON FIRM CONTRACTS:** This solicitation shows the number of days to place a commodity in the ordering agency's designated location under normal conditions. If the Contractor cannot meet the stated delivery, alternate delivery schedules may become a factor in an award. The Office of State Procurement **shall** have the right to extend delivery if reasons appear valid. If the date is not acceptable, the agency may buy elsewhere and any additional cost **shall** be borne by the Contractor.

14. **DELIVERY REQUIREMENTS:** No substitutions or cancellations are permitted without written approval of the Office of State Procurement. Delivery **shall** be made during agency work hours only 8:00 a.m. to 4:30 p.m. Central Time, unless prior approval for other delivery has been obtained from the agency. Packing memoranda **shall** be enclosed with each shipment.
15. **STORAGE:** The ordering agency is responsible for storage if the Contractor delivers within the time required and the agency cannot accept delivery.
16. **DEFAULT:** All commodities furnished **shall** be subject to inspection and acceptance of the ordering agency after delivery. Back orders, default in promised delivery, or failure to meet specifications **shall** authorize the Office of State Procurement to cancel this contract or any portion of it and reasonably purchase commodities elsewhere and charge full increase, if any, in cost and handling to the defaulting Contractor. The Contractor **must** give written notice to the Office of State Procurement and ordering agency of the reason and the expected delivery date. Consistent failure to meet delivery without a valid reason may cause removal from the Contractors list or suspension of eligibility for award.
17. **VARIATION IN QUANTITY:** The State assumes no liability for commodities produced, processed or shipped in excess of the amount specified on the agency's purchase order.
18. **INVOICING:** The Contractor **shall** be paid upon the completion of all of the following: (1) submission of an original and the specified number of copies of a properly itemized invoice showing the bid and purchase order numbers, where itemized in the *Bid Solicitation*, (2) delivery and acceptance of the commodities and (3) 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.
19. **STATE PROPERTY:** Any specifications, drawings, technical information, dies, cuts, negatives, positives, data or any other commodity furnished to the Contractor hereunder or in contemplation hereof or developed by the Contractor for use hereunder **shall** remain property of the State, **shall** be kept confidential, **shall** be used only as expressly authorized, and **shall** be returned at the Contractor's expense to the F.O.B. point provided by the agency or by OSP. Contractor **shall** properly identify items being returned.
20. **PATENTS OR COPYRIGHTS:** The Contractor **must** agree to indemnify and hold the State harmless from all claims, damages and costs including attorneys' fees, arising from infringement of patents or copyrights.
21. **ASSIGNMENT:** Any contract entered into pursuant to this solicitation **shall not** be assignable nor the duties thereunder delegable by either party without the written consent of the other party of the contract.
22. **DISCRIMINATION:** In order to comply with the provision of Act 954 of 1977, relating to unfair employment practices, the Contractor agrees that: (a) the Contractor **shall 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 Contractor **shall** state that all qualified applicants **shall** receive consideration without regard to race, color, sex, age, religion, handicap, or national origin; (c) the Contractor 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 Contractor 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 Contractor **shall** include the provisions of above items (a) through (d) in every subcontract so that such provisions **shall** be binding upon such subcontractor or Contractor.
23. **CONTINGENT FEE:** The Contractor 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 Contractor for the purpose of securing business.
24. **ANTITRUST ASSIGNMENT:** As part of the consideration for entering into any contract pursuant to this solicitation, the Contractor named on the *Bid Signature Page* for this solicitation, 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.
25. **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.