

WRITTEN QUESTIONS AND ANSWERS**SP-19-0074 Inmate Holiday Packages****ANSWERS ARE IN BLUE**

QUESTION NUMBER	SECTION REFERENCE	WRITTEN QUESTION & ANSWER
1	2.3	<p>Section 2.3 lists the qualifications necessary for bidders to be considered for this contract. How will the State assess which bidders fully meet these requirements?</p> <p>See IFB Item 2.3.D.</p>
2	2.4	<p>Section 2.4 requires a Holiday Package sample. Will the sample holiday package be evaluated? If so, please provide the evaluation criteria?</p> <p>See IFB Item 2.4.C. and Section 2.10.</p>
3		<p>Is there any other evaluation criteria other than the commission rate?</p> <p>No. See IFB Item 1.16.A.1.</p> <p>How will the state weigh offers if three or more bidders offer the same commission rate?</p> <p>All tie bids are handled in accordance with R7:19-11-229 of the State of Arkansas Procurement Laws and Rules rev May 2018.</p> <p>(A) Definitions: As used in this section</p> <p>(i) "Arkansas company" means a domestic corporation, limited liability company, partnership, or not-for-profit organization as defined by Arkansas law; and</p> <p>(ii) "Out-of-state company" means all foreign entities as defined by Arkansas law.</p> <p>(B) In the event the lowest prices offered result in a tie bid, the person responsible for awarding a contract must ensure that all offers meet specifications.</p> <p>(C) In the event of a tie bid between two or more offers that meet the specifications as required and where one of the offerors is an Arkansas company, then the award will be made to that Arkansas company.</p> <p>(D) In the event of a tie bid between two or more offers that meet the specifications as required</p> <p>(i) and where at least two of the offerors are Arkansas companies, then an award will be determined by lot (flip of a coin) between those Arkansas companies;</p> <p>(ii) or if all of the offerors are out-of-state companies, then an award will be determined by lot (flip of a coin) among all the bidders.</p>

		(E) The coin flip will be done in the presence of at least one witness by the person responsible for awarding the contract. All witnesses must be employees of the State of Arkansas. A documentation of the coin flip must be included on the tabulation or bid history sheet and be signed by the person responsible for awarding the contract and all witnesses.
4		<p>Can you please confirm for me if the Proposed Subcontractors Form is its own form or combined in another form. I am having trouble locating/identifying it. It is referenced on Page 4, 1.9 SUBCONTRACTORS, A?</p> <p>See Addendum 1.</p>
5	SALES TAX	<p>I do not see information concerning sales tax. Do you want sales tax included in item prices? Or Will Sales Tax as listed a separate line item on order forms?</p> <p>See IFB Item 4.11.</p>
6	1.14.C.	<p>I interpret this to mean, do not alter the design of the sheet, but it is permissible alter it to insert items and pricing, correct?</p> <p>No. See IFB Item 1.10.C. and Item 2.1.</p>
7	1.14	<p>There are no column headings provided on the official price sheet. Does the bid require only the <u>item name and price?</u></p> <p>See IFB Item 1.10.C.</p>
8	1.14	<p>Items included on the official price sheet are to be comprised of only <u>Food and Snack items</u>, correct?</p> <p>See IFB Item 1.10.C and Item 2.1.</p>

9	1.14.H.	<p>What does this mean, can you please define?</p> <p>If Prospective Contractors wish to submit multiple bids for consideration, they may do so.</p>
10	2.7.B1.-8.	<p>Can please you confirm that no examples of these documents are required at the time the bid is submitted?</p> <p>Confirmed. See IFB Section 1.7 for response document Requirements.</p>
11	2.10.C	<p>Can you define 'containers'? Does this include palletized, wrapped and shipped?</p> <p>A shipping container is a box or similar shipping container that secures its contents in such a way as to prevent damage to the contents during shipping. ADC does not require palletized, wrapped, and shipped containers, however, see IFB Section 2.11 for relevant Delivery Requirements.</p>
12		<p>I would like to get a copy of the states last contract for the Inmate Holiday Packages program. Can you provide that to me?</p> <p>This question is not relevant to the Prospective Contractor's response to the Requirements of this IFB.</p>
13		<p>Can I get a list of items used on last years gift packet?</p> <p>This question is not relevant to the Prospective Contractor's response to the Requirements of this IFB.</p>
14		<p>Can I get the price tabulation for the last years gift packet?</p> <p>This question is not relevant to the Prospective Contractor's response to the Requirements of this IFB.</p>

15		<p>Does state pays the shipping or prefers shipping to be included in the pricing?</p> <p>See IFB Item 1.10.C and Item 2.1.</p> <p>And do shipping are to one or multiple locations?</p> <p>See IFB Item 2.11.A.</p>
16		<p>Does state has a preference that packet to be in clear plastic or boxes?</p> <p>See IFB Item 2.10.B.</p>
17		<p>May I submit additional pricing for [Greeting Cards and Stationary] for resale for the units you listed?</p> <p>No.</p>