



STATE OF ARKANSAS
OFFICE OF PROCUREMENT
ARKANSAS DEPARTMENT OF HUMAN SERVICES
700 Main Street
Little Rock, Arkansas 72203

RESPONSE PACKET
710-20-0006

CAUTION TO VENDOR

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

SIGNATURE PAGE

Type or Print the following information.

PROSPECTIVE CONTRACTOR'S INFORMATION					
Company:					
Address:					
City:		State:		Zip Code:	
Business Designation:	<input type="checkbox"/> Individual <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Public Service Corp <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> Nonprofit				
Minority and Women-Owned Designation*:	<input type="checkbox"/> Not Applicable <input type="checkbox"/> American Indian <input type="checkbox"/> Asian American <input type="checkbox"/> Service Disabled Veteran <input type="checkbox"/> African American <input type="checkbox"/> Hispanic American <input type="checkbox"/> Pacific Islander American <input type="checkbox"/> Women-Owned				
	AR Certification #: _____ * See <i>Minority and Women-Owned Business Policy</i>				

PROSPECTIVE CONTRACTOR CONTACT INFORMATION <i>Provide contact information to be used for bid solicitation related matters.</i>			
Contact Person:		Title:	
Phone:		Alternate Phone:	
Email:			

<p align="center">CONFIRMATION OF REDACTED COPY</p> <p><input type="checkbox"/> YES, a redacted copy of submission documents is enclosed.</p> <p><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.</p> <p><i>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.</i></p>	
<p align="center">ILLEGAL IMMIGRANT CONFIRMATION</p> <p>By signing and submitting a response to this <i>Bid Solicitation</i>, 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.</p>	
<p align="center">ISRAEL BOYCOTT RESTRICTION CONFIRMATION</p> <p>By checking the box below, a Prospective Contractor agrees and certifies that they do not boycott Israel, and if selected, will not boycott Israel during the aggregate term of the contract.</p> <p><input type="checkbox"/> Prospective Contractor does not and will not boycott Israel.</p>	

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:** _____
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 proposal 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. **Use Ink Only**

Vendor Name:		Date:	
Authorized Signature:		Title:	
Print/Type Name:			

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 proposal 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. **Use Ink Only**

Vendor Name:		Date:	
Authorized Signature:		Title:	
Print/Type Name:			

SECTION 3,4,5 - VENDOR AGREEMENT AND COMPLIANCE

- Exceptions to Requirements **shall** cause the vendor's proposal 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. **Use Ink Only**

Vendor Name:		Date:	
Authorized Signature:		Title:	
Print/Type Name:			

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

☐ **PROSPECTIVE CONTRACTOR DOES NOT PROPOSE TO USE SUBCONTRACTORS TO PERFORM SERVICES.**

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

Vendor Name:		Date:	
Authorized Signature:		Title:	
Print/Type Name:			

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 Minimum Qualifications	
<p>A. The Vendor must have experience with three (3) engagements similar in size, complexity, and scope to this procurement within the last five (5) years. Implementation and maintenance of juvenile justice systems must be the primary focus of each engagement used to meet this requirement. For each referenced project, the vendor shall provide:</p> <ul style="list-style-type: none"> • A description of the work performed; • The time period of the project or contract; • The staff months required; and • Project amount. • Current contact information for contract managers who can verify experience, including without limitation: <ul style="list-style-type: none"> i. Current phone number; ii. Mailing address; iii. Email address; iv. Title and organization v. Printed name 	5
<p>B. The Vendor must have annual revenue of at least three million dollars (\$3,000,000). For verification purposes, Vendor must submit a financial audit completed within the last year.</p>	5
<p>C. Vendor must submit a Letter of Bondability from an admitted Surety Insurer with its bid submission. The letter should unconditionally offer to guarantee to the extent of at least \$500,000 the bidder's performance in all respects of the terms and conditions of the RFP and the resultant contract.</p>	5
E.2 Functional Requirements	
Please provide vendor's approach to each of the following as outlined in Table 1: JJIS Requirements.	
A. Admissions	5
B. Placement	5
C. Records Management	5
D. Assessments	5

E. Coordination of Treatment Team & Treatment Plan Development	5
F. Incident Management	5
G. Case Management	5
H. Discharge/Release to Community	5
I. Federal Program Management	5
J. Legal & Compliance	5
K. Billing	5
L. Contract Monitoring & Quality Assurance	5
M. Nutrition	5
N. Reporting	5
O. Transfers/Transport	5
P. Non-Custody Cases	5
Q. After-Care	5
R. Schedule Management	5
E.3 Non-Functional Requirements	
Please provide Vendor's approach to each of the following as outlined in Table 1: JJIS Requirements.	
A. General	5
B. Legal and Compliance	5
C. Security	5
D. Data Integrity	5
E. Data Interface & Exchanges	5
F. Data Conversion	5
G. Portal Requirements	5
H. Operations and Maintenance	5
I. DHS Information Technology Requirements (See Table 2, attached.)	5
E.4 Implementation Services	

Please provide Vendor's approach to each of the following as outlined in Section 2.6.3 of the RFP.

A. Provide a detailed User Support Plan including system maintenance support, Software Maintenance and Updates.	5
B. Provide a detailed solution implementation plan for the design, configuration, testing and delivery of the solution.	5
C. Provide a detailed transition plan for all contracted services to DHS	5
D. Provide a detailed On-going User Support plan adhering to the requirements in the RFP.	5
E. Provide a Communication and Issue Resolution Plan adhering to the requirements in the RFP	5
F. Provide a Training and Organizational Change Management Plan	5
G. Provide an organizational chart showing all proposed staffing to perform the services specified in the scope of work.	5
H. Provide Staffing Plan adhering to the requirements in the RFP.	5