***TECHNICAL PROPOSAL PACKET
SP-##-####***

**PROPOSAL 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 RFP 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 RFP Solicitation for additional information.* |
| **ILLEGAL IMMIGRANT CONFIRMATION** |
| By signing and submitting a response to this *RFP Solicitation*, Prospective Contractor agrees and certifies that they do not employ or contract with illegal immigrants and **shall not** employ or contract with illegal immigrants during the term of a contract awarded as a result of this RFP.  |
| **ISRAEL BOYCOTT RESTRICTION CONFIRMATION** |
| By checking the box below, Prospective Contractor agrees and certifies that they do not boycott Israel and **shall not** boycott Israel during the term of a contract awarded as a result of this RFP. [ ]  Prospective Contractor does not and **shall not** boycott Israel.  |

***An official authorized to bind the Prospective Contractor to a resultant contract shall sign below.***

The signature below signifies agreement that any exception that conflicts with a Requirement of this RFP *Solicitation* **may cause the Prospective Contractor’s proposal to be rejected.**

**Authorized Signature:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Title:**

 *Use Ink Only.*

**Printed/Typed Name:**  **Date:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# submission requirements checklist

Per the solicitation, the following items **must** be submitted with the Prospective Contractor’s proposal*:*

* *Proposal Signature Page*
* *Proposed Subcontractors Form*
* *Information for Evaluation*
* *Exceptions Form*, if applicable
* *Official Solicitation Price Sheet*, sealed separately

It is strongly recommended that the following items are also included with the Prospective Contractor’s proposal:

* EO 98-04: *Contract and Grant Disclosure Form*
* Copy of Prospective Contractor’s *Equal Opportunity Policy*
* *Voluntary Product Accessibility Template* (VPAT), if applicable
* Signed addenda, if applicable

**PROPOSED SUBCONTRACTORS FORM**

* ***Do not*** *include additional information relating to subcontractors on this form or as an attachment to this form.*
	+ Prospective Contractor **shall** complete and submit the *Proposed* *Subcontractors* *Form* included in the *Technical Proposal Packet*.
	+ Additional subcontractor information may be required or requested in following sections of this *RFP Solicitation* or in the *Information for Evaluation* section provided in the *Technical Proposal Packet*. **Do not** attach any additional information to the *Proposed Subcontractors* *Form*.
	+ The utilization of any proposed subcontractor is subject to approval by the State agency.

**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.**

# Information for Evaluation

* *Provide a response to each item/question in this section. Prospective Contractor 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.*

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**exceptions FORM**

Prospective Contractor **shall** document all exceptions related to requirements in the RFP Solicitation and terms in the “Standard Commodities Contract or Standard Services Contract” and “Solicitation Terms and Conditions” located on the OSP website. See Section 1.8 and 1.9 of the RFP Solicitation.

| **ITEM #** | **REFERENCE (SECTION, PAGE, PARAGRAPH)** | **DESCRIPTION** | **PROPOSED LANGUAGE** |
| --- | --- | --- | --- |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |