

University of Arkansas at Fort Smith
5210 Grand Avenue
Fort Smith, AR 72904

REQUEST FOR PROPOSAL AX25-001

COURSE/FACULTY EVALUATION SOFTWARE

SOLICITATION INFORMATION			
Bid Number:	AX25-001	Solicitation Issued:	10/7/24
Description:	Course/Faculty Evaluation Software		
PROPOSALS MUST BE RECEIVED NO LATER THAN:			
October 28, 2024, 2:00pm CST			

Proposals shall not be accepted after the designated bid opening date and time.

INTRODUCTION

SECTION 1

1.1 OVERVIEW & PURPOSE

The Board of Trustees of the University of Arkansas acting for and on behalf of the University of Arkansas at Fort Smith ("the University" or "UAFS"), is seeking competitive responses from software companies for a secure online course/faculty evaluation solution.

This is a bid for a new service. This RFP process will be an open-minded review of all options available to UAFS and is not intended to only satisfy statutory requirements of Arkansas procurement law and contract term limits.

This RFP is seeking to award a contract to the vendor that can provide the best solution and overall value to the University. This value will be determined by UAFS based on the overall competence, compliance format and each RFP response and virtual demonstration, as necessary.

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ANTICIPATED SCHEDULE OF EVENTS
SECTION 3

ID	EventDescription	Date
1	Release of RFP	October 7, 2024

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SECTION 3

SELECTION CRITERIA SECTION 4

4.1 EVALUATION AND SELECTION PROCESS

UAFS will utilize a proposal evaluation team for the evaluation of this RFP. The award will be based on the proposal judged to be in the best interest of UAFS.

It is the intent of the University to award an Agreement to the respondent deemed to be the most qualified and responsible firm(s), who submit the d(s w5.9567 (i)-1.5 (s(sJ 0 Tc 0 Tw

PROPOSAL AND GENERAL REQUIREMENTS SECTION

PROPOSAL FORMAT

Contractor's proposal should include the following information in the order specified. If the Contractor fails to provide any of the following information, the University may, at its sole option, ask the Contractor to provide the necessary information, evaluate the proposal without the missing information or consider the proposal to be nonresponsive.

1. Introductory Cover Letter. Include contact names and email addresses for those who will be the points of contact during this RFP process
2. Acknowledgement of any Addenda issued that modifies, supplements or interprets any portion of this RFP.
 - x This RFP shall be modified only by an addendum written and authorized by the University. No verbal or written information.
 - x The University reserves the right to issue an addendum no less than three (3) calendar days prior to the bid opening to extend the bid opening and may or may not include changes to the RFP.
 - x All addenda so issued shall become part of the specification and bid documents.
3. Exceptions List any specifications, requirements, terms, conditions, and provisions in the RFP that the Contractor will not conform to.

GENERAL INSTRUCTIONS

Issuing Officer The issuing officer is the sole point of contact in the selection process. Vendor questions regarding bid related matters should be made through the issuing officer. For questions on submission procedures, see Clarification of RFP and Questions.

Bid Opening Emailed submissions will remain unopened until the time and date of the bid deadline.

Note: No award will be made at the bid opening. Only names of respondents and a preliminary determination of proposal responsiveness will be made at the bid opening.

Clarification of RFP and Questions

- a. Any questions requesting clarification of information contained in this RFP must be submitted in writing via email to lance.killough@uafs.edu by 4:00 p.m. Central Time on or before September 25, 2024.
 - i. For each question submitted, vendor should reference the specific solicitation item number to which the question refers in the subject line of the email.
 - ii. Vendors' written questions will be consolidated and responded to by the University and issued as an Addendum. The University's consolidated written response is anticipated to be posted to the [Procurement Services](#) website by the close of business on September 27, 2024.
- b. Vendors may contact the Issuing Officer with non-substantive questions at any time prior to the bid opening.
- c. No oral statement by the University is part of any contract resulting from this solicitation and may not reasonably be relied on by any vendor as an aid to interpretation unless it is reduced to writing and expressly adopted by the University.

RequiredCopiesandRedacted

Intergovernmental/Cooperative Use of Competitively Bid Proposals and Contracts

CONTRACT REQUIREMENTS

7.6 SOVEREIGN IMMUNITY

The University is an instrumentality of the State of Arkansas and is entitled to sovereign immunity. The parties agree that all claims, demands or actions for loss, expense, damage, liability or other relief, either at law or in equity, for actual or alleged personal injuries or property damage arising out of or related to the agreement by the University or its officers, employees, agents or designated representatives acting within the official scope of their position, -5 (e)0(e)0.7

OFFICIAL PRICE SHEET SECTION

If pricing is dependent on any assumptions that are not specifically stated on this Official Price Sheet, please list those assumptions accordingly on a separate spreadsheet and show details. Any additional pricing lists should remain attached to the Official Price Sheet for purposes of accurate evaluation. All pricing set forth in any response to this RFP shall be unconditionally guaranteed for a minimum of six months from the published due date for responses to this RFP.

The University will not be obligated to pay any costs not identified accordingly. The respondent must certify that any costs not identified by the respondent, but subsequently incurred in order to achieve successful operation of the service, will be borne by the respondent. Failure to do so may result in rejection of the bid.

Vendor may use additional sheet if pricing model is different than the one provided.

ITEM	DESCRIPTION	PRICE	
1	Implementation Cost (if any)	\$	
2	Training & support fees (if any)	\$	

COMBINED CERTIFICATIONS FOR CONTRACTING WITH THE STATE OF ARKANSAS

Pursuant to Arkansas law, a vendor must certify as speci vst

ATTENTION BIDDER SEOPOLICY

Act 2157 of 2005 of the Arkansas Regular Legislative Session requires that any business or person bidding, responding to a request for proposal, request for qualifications, or negotiating a contract with the State for professional or consultant services, submit their most current equal opportunity policy (EO Policy).

Although bidders are encouraged to have a viable equal opportunity policy, a written response stating the bidder does not have such an EO Policy will be considered the bidder's response and will be acceptable in complying with the requirement of Act 2157.) does not 1971 T.6 (d) an P2 (d ()) TF/er-1.0 73.7 (N.</M/CID 7 >> (o)-4.1 (es)-3.50)-3.

RFP CHECKLIST

- x Introductory Cover Letter
- x Exceptions (any exceptions to this RFP, contractor state requirements, etc.)
- x Bid Signature / Acknowledgement Page
- x Official Price Sheet - Price Proposal
- x Contract & Grant Disclosure
<https://www.transform.ar.gov/wp-content/uploads/2020/04/contgrantform.pdf>
- x EEO Policy
- x Combined Certification Form for Contracting with the State of Arkansas
<https://www.transform.ar.gov/wp-content/uploads/CombinedCertificationsForm-060424.pdf>

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CONTRACT AND GRANT DISCLOSURE AND CERTIFICATION FORM

Failure to complete all of the following information may result in a delay in obtaining a contract, lease, purchase agreement, or grant award with any Arkansas State Agency.

SUBCONTRACTOR:

SUBCONTRACTOR NAME:

Yes No

IS THIS FOR:

Goods?

Services? Bot ?

TAXPAYER ID NAME:

YOUR LAST NAME:

FIRST NAME:

M.I.:

ADDRESS:

CITY:

STATE:

ZIP CODE:

COUNTRY:

AS A CONDITION OF OBTAINING, EXTENDING, AMENDING, OR RENEWING A CONTRACT, LEASE, PURCHASE AGREEMENT, OR GRANT AWARD WITH ANY ARKANSAS STATE AGENCY, THE FOLLOWING INFORMATION MUST BE DISCLOSED:

Indicate below if: you, your spouse or the brother, sister, parent, or child of you or your spouse is a current or former:

Contract and Grant Disclosure and Certification Form

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.

As an additional condition of obtaining, extending, amending, or renewing a contract with a state agency I agree as follows:

1. Prior to entering into any agreement with any subcontractor, prior to or after the contract date, I will require the subcontractor to complete a CONTRACT AND GRANT DISCLOSURE AND CERTIFICATION FORM. Subcontractor shall mean any person or entity with whom I enter an agreement whereby I assign or otherwise delegate to the person or entity, for consideration, all, or any part, of the performance required of me under the terms of my contract with the state agency.
2. I will include the following language as a part of any agreement with a subcontractor:

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 subcontract. The party who fails to make the required disclosure or who violates any rule, regulation, or policy shall be subject to all legal remedies available