

***SOUTHERN ARKANSAS UNIVERSITY TECH
36-MONTH DOCUMENT MANAGEMENT
SERVICES
TECHNICAL PROPOSAL PACKET
SAUT/24-25/06***

PROPOSAL SIGNATURE PAGE

PROSPECTIVE CONTRACTOR'S INFORMATION			
Company:			
Address:			
City:		State:	Zip Code:
Minority or Women-Owned Designation <small>See the <i>Minority and Women-Owned Business</i> section of the Solicitation.</small>	<input type="checkbox"/> Not Applicable	AR Certification #: _____	
PROSPECTIVE CONTRACTOR CONTACT INFORMATION			
<i>Provide contact information to be used for Solicitation related matters.</i>			
Contact Person:		Title:	
Phone:		Alternate Phone:	
Email:			
CONFIRMATION OF REDACTED COPY			
<input type="checkbox"/> YES, a redacted copy of submission documents is enclosed. <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.			
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, except for financial data (other than pricing), will be released in response to any request made under the Arkansas Freedom of Information Act (FOIA). See the <i>Proprietary Information</i> section of the Solicitation.			
REQUIRED CERTIFICATIONS			
By signing and submitting a response to this Solicitation, Prospective Contractor represents, warrants, and certifies that they are not a Scrutinized Company and they do not currently and shall not for the aggregate term of a resultant contract:			
<ul style="list-style-type: none"> Boycott Israel. Knowingly employ or contract with illegal immigrants. Boycott Energy, Fossil Fuel, Firearms, or Ammunition Industries. Employ a Scrutinized Company as a contractor. 			
Prospective Contractor further represents, warrants, and certifies that it shall not become a Scrutinized Company during the aggregate term of a contract resulting from this Solicitation.			

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 Solicitation may cause the Prospective Contractor's proposal to be rejected.

Authorized Signature: _____ **Title:** _____

Printed/Typed Name: _____ **Date:** _____

SUBMISSION REQUIREMENTS CHECKLIST

The following items **must** be submitted with the Prospective Contractor's proposal:

- Proposal Signature Page*
- Proposed Subcontractors Form*
- Information for Evaluation*
- Copy of Prospective Contractor's *Equal Opportunity Policy*
- Official Solicitation Price Sheet*, sealed separately

The following items, which must be submitted prior to a contract award to the Prospective Contractor, may also be included with the Prospective Contractor's proposal:

- EO 98-04: *Contract and Grant Disclosure Form*

The following items should be submitted with the Prospective Contractor's proposal, if applicable:

- Voluntary Product Accessibility Template (VPAT)*
- Redacted copy of the submission documents
- Signed addenda

PROPOSED SUBCONTRACTORS FORM

Prospective Contractor **shall** complete and submit the *Proposed Subcontractors Form* included in the *Technical Proposal Packet*. the form for all subcontractors the Prospective Contractor proposes to use under a resulting contract ([Services Contract \(SRV-1\) Fillable Form](#) or [Standard Commodities Contract Template](#), section 14). If the Prospective Contractor does not intend to use subcontractor(s), Prospective Contractor should indicate so by checking the appropriate box.

Prospective Contractors should 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) under a resulting contract:

SUBCONTRACTOR'S COMPANY NAME	STREET ADDRESS	CITY, STATE, ZIP

Prospective Contractor does not propose to use subcontractors under a resulting contract.

INFORMATION FOR EVALUATION

Prospective Contractors should provide a response to each item in this section. Prospective Contractors may expand the space under each item to provide a complete response.

Prospective Contractors should not include additional information if not pertinent to the itemized request.

DESCRIPTION	MAXIMUM POINTS POSSIBLE
E.1 QUALIFICATIONS AND EXPERIENCE TO INTEGRATE WITH JENZABAR J1	
A. Describe your organization's experience providing services similar in size and scope to those specified in the RFP in being able to integrate with Jenzabar J1.	50 points
Response	
B. Describe how your organization is uniquely positioned to best provide the required services to SAU Tech..	20 points
Response	
E.1 MAXIMUM POINTS POSSIBLE	70 points
E.2 SOLUTION	
A. Describe your organization's approach to providing the required services to SAU Tech.	15 points
Response	
B. Describe how your organization's approach is more beneficial to SAU Tech than that of its competitors.	5 points
Response	
E.2 MAXIMUM POINTS POSSIBLE	20 points
E.3 RISK MANAGEMENT	
A. Identify potential risks your organization anticipates in providing the required services to t SAU Tech and describe how your organization plans to mitigate those risks.	5 points
Response	
B. Describe challenges your organization has faced providing the required services on past projects and explain how your organization overcame those challenges.	5 points
Response	
E.3 MAXIMUM POINTS POSSIBLE	10 points
TOTAL MAXIMUM POINTS POSSIBLE	100 points