

ARKANSAS STATE HIGHWAY AND TRANSPORTATION DEPARTMENT

Equipment and Procurement Division

REQUEST FOR PROPOSALS (RFP) 16-005P

**Defensive Driving Training
for
The Technology Transfer Program**

Proposals must be submitted
no later than 2:00 p.m. CST
March 4, 2016

No submissions or modifications
will be accepted after this deadline.

To constitute a valid submission, proposal must:

- (1) Be submitted by the prescribed date and time (Paragraph 2.3),
- (2) Address all the requirements set forth herein, and
- (3) Contain Page 5 completed as indicated.

For further information regarding this RFP contact
Danny Keene, Division Head
Equipment and Procurement Division
at (501)569-2672

Arkansas State Highway and Transportation Department
RFP Number 16-005P
Defensive Driving Training for the Technology Transfer Program

TABLE OF CONTENTS

	Page No.
Section 1.0 INTRODUCTION	
1.1 Scope of Proposal	1
1.2 Point of Contact	1
1.3 Proposer Qualifications	2
1.4 Information Restrictions	2
1.5 Choice of Law & Choice of Forum	2
1.6 Ethics	2
 Section 2.0 PREPARING AND SUBMITTING A PROPOSAL	
2.1 General Instructions	2
2.2 Incurring Costs	2
2.3 Time and Place for Submission of Proposals	2
2.4 Late Proposals	3
2.5 Unsigned Proposals	3
2.6 Withdrawing or Modifying Proposals	3
2.7 Assignment	3
2.8 Cancellation of Contract	3
2.9 Default and Remedies	3
2.10 References	3
 Section 3.0 PRICING	
3.1 Pricing	3
 Section 4.0 EVALUATION AND AWARD	
4.1 Evaluation	4
4.2 Award	4
 Section 5.0 OFFER AND ACCEPTANCE (Page 5 MUST be completed and returned)	
5.1 Offer	5
5.2 Acceptance	5

ARKANSAS STATE HIGHWAY AND TRANSPORTATION DEPARTMENT

Request for Proposals Number 16-005P

Proposed Work Plan
For The
Defensive Driving Training for the Technology Transfer Program

Section 1.0 INTRODUCTION

- 1.1 **Scope of Proposal:** The Arkansas Highway and Transportation Department, hereinafter called “AHTD” or “the Department,” is soliciting proposals to provide Defensive Driving Training for the Technology Transfer Program (T²) for the period (April 1, 2016 thru December 31, 2016) with an option to renew for one year periods, upon mutual agreement, and shall not exceed six (6) additional years. The proposed Statement of Work (SOW) is attached to and made a part of this RFP. Proposers may suggest revisions to the SOW, subject to Department approval.
- 1.2 **Point of Contact:** This Request for Proposals (RFP) is issued by the Arkansas State Highway and Transportation Department, Equipment and Procurement Division on behalf of the System Information and Research Division, which will be the point of contact for the Department during the submission and selection process. These two Divisions will administer any contract resulting from this RFP. Questions concerning this RFP should be addressed to the AHTD officials named below:

Questions concerning submission of a proposal in response to this RFP should be addressed to:

Danny Keene, Division Head
Equipment and Procurement
Arkansas State Highway and Transportation Department
P.O. Box 2261
Little Rock, AR 72203
Phone: (501) 569-2672
Fax: (501) 569-2679

Questions concerning technical content and requirements of this RFP should be addressed to:

Laura D. Carter, Technology Transfer Program Manager
System Information and Research Division
Research Section
Arkansas State Highway and Transportation Department
P. O. Box 2261
Little Rock, AR 72203
Phone: (501) 569-2380
Fax: (501) 569-2070

Written inquiries are encouraged and will be answered in writing. Oral communications shall not be binding on the Department and can in no way modify the terms, conditions, or specifications of this RFP or relieve the successful consultant of any obligations resulting from this RFP. Proposers are expected to raise any questions they have concerning the RFP document at this point in the RFP process. In the event that it becomes necessary to provide additional clarifying data or information, or to revise any part of this RFP, revisions, amendments, or supplements will be provided to all recipients of this initial RFP and all who have requested information in writing.

- 1.3 **Qualifications:** Proposers should have knowledge of Defensive Driving Training and/or experience with similar programs.
- 1.4 **Information Restrictions:** All information received by AHTD regarding this RFP is restrictive and will not be available before award of the project to the successful consultant.
- 1.5 **Choice of Law & Choice of Forum:** This RFP and any resulting contract shall be governed by and construed in accordance with the laws of the State of Arkansas. Any proceeding relating to any cause of action of any nature arising from or relating to this RFP or contract may be brought only before the Arkansas State Claims Commission.
- 1.6 **Ethics:** *“It shall be a breach of ethical standards for a person to be retained, or to retain a person, to solicit or secure a State contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, except for retention of bona fide employees or bona fide established commercial selling agencies maintained by the contractor for the purpose of securing business.”* Ark.Code.Ann. § 19-11-708(a).

Section 2.0 PREPARING AND SUBMITTING A PROPOSAL

- 2.1 **General Instructions:** The evaluation and selection of an agency will be based on the information submitted in the proposal plus references. Failure to respond to each of the requirements in the RFP may be the basis for rejecting a response.
- 2.2 **Incurring Costs:** The Department is not liable for any cost incurred by proposers in replying to this RFP.
- 2.3 **Time and Place for Submission of Proposals:** Proposers must submit a completed proposal, along with all materials required herein for acceptance of their proposal, prior to **2:00 p.m. CST, on March 4, 2016.** RFP Number should be clearly marked on all packaging containing the proposal.

Mail To:
Arkansas State Highway
and Transportation Department
Equipment and Procurement Division
P.O. Box 2261
Little Rock, AR 72203

Deliver To:
Arkansas State Highway and
Transportation Department
Equipment and Procurement Division
11302 W. Baseline Road
Little Rock, AR 72209

- 2.4 **Late Proposals:** Proposals received after the date and hour established will be considered late proposals and will be automatically disqualified. Late proposals will be returned unopened.
- 2.5 **Unsigned Proposals:** Page five of this RFP must be signed and included with proposal to constitute a valid submission. The signature must be original, in ink (not stamped or photocopied). Unsigned and improperly signed proposals will be automatically disqualified.
- 2.6 **Withdrawing or Modifying Proposals:** A proposal that has been submitted may be withdrawn, modified, or corrected by a proposer prior to the date and time set for submission. Telegrams or letters received before the date set for submission of proposals will be accepted and attached to the proposal, and the proposal will be considered withdrawn, modified, or otherwise changed accordingly. RFP Number should be clearly marked on all packaging/envelopes containing proposal documents. No proposal may be withdrawn, modified, corrected, or otherwise changed after the date and time set for submission.
- 2.7 **Assignment:** No award resulting from this RFP may be assigned, sold, or transferred without the prior written consent of AHTD. Furthermore, no obligation incurred pursuant to this RFP and resulting contract may be delegated without prior written consent of AHTD.
- 2.8 **Cancellation of Contract:** The Department reserves the right to cancel any award without recourse upon written notice to the consultant.
- 2.9 **Default and Remedies:** Non-performance of any requirement, term or condition resulting from this RFP shall constitute default. Upon default, the Department shall issue a written notice of default providing a period in which the consultant shall have seven (7) days to cure said default. If the consultant remains in default beyond the seven (7) days, or if the default is repeated during the term of the contract or any extension thereof, the Department may, in its sole discretion, terminate the contract(s) or remaining portion thereof and exercise any remedy provided by law.
- 2.10 **References:** Proposers may submit a list of clients for whom Defensive Driving Training or similar programs have been performed. Any references should include a point of contact name, address, and telephone number. Information obtained from reference contacts may be used in determining the successful agency.

Section 3.0 PRICING

- 3.1 **Pricing:** Proposers must submit a detailed budget for accomplishing the SOW. There will be no advance payment for start-up. Reimbursement will be based on expenditures and expense incurred. Although cost of services will not be the sole consideration in selecting the Defensive Driving agency, proposers should be aware that the total annual budget for this project will be the amount shown in the budget or less depending on funding for the program from the Department of Transportation, Federal Highway Administration.

Section 4.0 EVALUATION AND AWARD

- 4.1 **Evaluation:** Proposals will be evaluated on the extent of services offered, ability to provide those services, references, experience and cost. A representative from the Program Management Division, a representative from the System Information and Research Division, and the Technology Transfer Program Manager will review the proposals received.

- 4.2 **Award:** Any award will be made based upon the evaluation of all proposals received in response to this solicitation and the determination of the proposal or proposals considered to be the most advantageous to the State, contractors and trainees. The Department reserves the right to accept or reject in whole or in part, any and all proposals submitted, to award to more than one proposer, to waive any minor technicalities, when it is in the best interest of the State; and to negotiate the terms of the contract, including the award amount, with the selected proposer(s).

Arkansas State Highway and Transportation Department
Request for Proposals Number 16-005P
Defensive Driving Training for the Technology Transfer Program

This Page MUST be completed, properly signed, and returned for proposal to be considered.

Section 5.0 OFFER AND ACCEPTANCE

5.1 Offer:

I, the undersigned, affirm that this proposal is made on behalf of the below-named individual/company, for whom I have legal authority to commit to the terms and conditions set forth in the RFP and this response, to which I/we agree to be bound if this proposal is found acceptable by the Department; and that this proposal is made without any collusion or coercion on the part of any person, firm, corporation or other entity.

Company: _____ Address: _____

Representative: _____ City: _____

Title: _____ Phone: _____ Fax: _____

E-Mail Address: _____

Federal Tax ID or Social Security No.: _____

Signature: _____ Date: _____

(Must be legible, original, and in ink, no photocopies)

5.2 Acceptance: (FOR AHTD USE ONLY)

Accepted: _____

By: _____ Date: _____

AHTD RFP-16-005P - Defensive Driving Training for the Technology Transfer Program

Reimbursement. The agency will be reimbursed for actual, incurred, eligible expenses upon submission and approval of detailed invoices. Invoices may be submitted for any time frame not less than two months. The rates allowed for reimbursement of agency's expenses for mileage, meals and lodging will be as set forth in the AHTD Accounting Manual.

Termination Clause. This contract may be terminated by either party, with cause, upon giving the other party thirty (30) days written notice of intent to terminate.

Arkansas Highway and Transportation Dept.

Agency

By: _____	By: _____
AHTD Official	Agency Representative
_____	_____
Type or Print Name	Type or Print Name
_____	_____
Title	Title
Date: _____	Date: _____

The agency understands that the Arkansas State Highway and Transportation Department is an equal opportunity employer and therefore maintains a policy which prohibits unlawful discrimination based on race, color, creed, sex, age, national origin, physical handicap, disability, or any other consideration made unlawful by federal, state, or local laws. All such discrimination is unlawful and the consultant agrees during the term of the agreement that the consultant will strictly adhere to this policy in its employment practices and provision of services.

Statement of Work (SOW)

- Be responsible for maintaining and presenting defensive driving and road safety workshops to local agencies at various locations in Arkansas upon request and approval by the T² Program Manager.
- Provide information that is current and relevant to Arkansas laws. The workshops shall also include training on highway warning and regulatory signage, as well as work zone signage.
- Maintain and present Power Point presentations that are current to Arkansas Strategic Highway Safety Plan.
- Provide training sessions that are 4 hours in length.
- Provide certificates of completions to class participants.
- Original copies of signed class rosters, printed rosters, and original copies of authorized travel related lodging receipts will be required for all invoices submitted.
- Shall include agency/office on the sign-in sheets for county employees.
- Be responsible for invoicing the T² Program for monetary reimbursement for pre-approved training.
- Submit original copies of the course evaluations to the T² Program Manager for the various training sessions.