

ARKANSAS STATE HIGHWAY COMMISSION

ARDOT - Equipment and Procurement Division

REQUEST FOR PROPOSALS (RFP) 18-002P

**SOFTWARE VENDORS
FOR
NEW ACCOUNTING SYSTEM**

Proposals must be submitted
no later than 3:00 p.m. CDT
May 16, 2018

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.
- (4) Contain Eligible Bidder Certification, Contract and Grant Disclosure and Certification Form and Restriction of Boycott of Israel Certification Form.
- (5) Have Current DFA Illegal Immigrant Contractor Disclosure Certification. (Bidders shall certify online at <https://www.ark.org/dfa/immigrant/index.php>.)

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

Arkansas State Highway Commission
RFP Number 18-002P
Software Vendors for New Accounting System

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ARKANSAS STATE HIGHWAY COMMISSION

Request for Proposals Number 18-002P

Software Vendors for New Accounting System

Section 1.0 INTRODUCTION

- 1.1 **Scope of Proposal:** The Arkansas Department of Transportation (ARDOT) is seeking proposals from qualified Software Vendors interested in being considered to build, implement and maintain a Department of Transportation (DOT) software package.

ARDOT is seeking software vendor proposals that encompass, at least initially, the following transportation processes: General Ledger, Accounts Payable, Stock Inventory, Distribution and Management Reporting. Other areas of ARDOT programs and processes may be evaluated in the future. The software should be cloud based, departmentalized, role based and utilize modern interfaces to maximize the automation of processes throughout ARDOT. The systems will include web-based accessibility 24/7/365, customizable reporting capability and interface with existing internal and external software(s). ARDOT intends that the vendor provide the software suite, cloud hosting, technical training, staff training, system specifications, installation, configuration, as well as, ongoing support and maintenance.

ARDOT is in the process of evaluating their needs and is looking for cost proposals on a suite of software services to make the department more efficient and effective. ARDOT plans to take a phased in approach, crossing multiple fiscal years, to implementing the suite of software selected.

The current accounting system at ARDOT is approximately forty (40) years old. It was developed in-house and has been modified numerous times over the years on an “as needed” basis. The resulting modifications have led to a collection of programs that lack functional cross reporting. The current accounting system also currently resides on an outdated mainframe that is in the process of being phased-out.

The selected software vendor will be expected to provide proof of existing data breach insurance for the possibility of ARDOT data being compromised while residing on the vendor platform.

The selected software vendor will be expected to execute a contract prescribed by ARDOT and shall be subject to all relevant laws of the State of Arkansas and requirements of ARDOT.

To obtain more detailed information about the Arkansas Department of Transportation access the following web link (<http://www.ARDOT.gov/>).

- 1.2 **Point of Contact:** This Request for Proposals (RFP) is issued by the Arkansas Department of Transportation, Equipment and Procurement Division on behalf of the Fiscal Services 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 ARDOT 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 Department of Transportation
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:

Patrick Patton, CPA – Assistant Chief Fiscal Officer
Fiscal Services Division
Arkansas Department of Transportation
P. O. Box 2261
Little Rock, AR 72203
Phone: (501) 569-2051
Fax: (501) 569-4955

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 vendor 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 **Information Restrictions:** All information received by ARDOT regarding this RFP is restrictive and will not be available before award of the project to the successful vendor.
- 1.4 **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.
- 1.5 **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 a Software Vendor 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:** ARDOT may at any time prior to the selection of a software vendor reject any and all proposals and cancel this RFP, without liability therefor, upon finding that there is good cause for rejecting all proposals and that it would be in its interest to cancel the solicitation. Further, regardless of the number and quality of proposals submitted, ARDOT shall under no circumstances be responsible for any proposer costs and expenses incurred in submitting a response to this RFP. Each proposer who submits a response does so solely at the proposer’s cost, risk and expense. ARDOT accepts no responsibility for the return of successful or unsuccessful proposals. This RFP in no way obligates ARDOT to select a firm.
- 2.3 **Time and Place for Submission of Proposals:** Proposers must submit five (5) paper copies of the proposal and one copy in PDF format on a CD, along with all materials required herein for acceptance of their proposal, prior to **3:00 p.m. CDT, on May 16, 2018.** RFP Number should be clearly marked on all packaging containing the proposal.

Mail To:
Arkansas Dept. of Transportation
Equipment and Procurement Division
P.O. Box 2261
Little Rock, AR 72203

Deliver To:
Arkansas Dept. of Transportation
Equipment and Procurement Division
11302 W. Baseline Road
Little Rock, AR 72209

*****The cost data *MUST* be provided inside a separately sealed envelope that is clearly marked “*COST PROPOSAL*” on the outside of the envelope with the firm name, and not within other submitted documents.**

- 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 ARDOT. Furthermore, no obligation incurred pursuant to this RFP and resulting contract may be delegated without prior written consent of ARDOT.
- 2.8 **Cancellation of Contract:** The ARDOT reserves the right to cancel any award without recourse upon written notice to the vendor.
- 2.9 **Default and Remedies:** Non-performance of any requirement, term or condition resulting from this RFP shall constitute default. Upon default, the ARDOT shall issue a written notice of default providing a period in which the vendor shall have seven (7) days to cure said default. If the vendor 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 ARDOT 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 Software for Accounting Systems 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 vendor.

Section 3.0 EVALUATION AND AWARD

- 3.1 **Evaluation:** The objective is to select the firm that best meets the needs of the Arkansas Department of Transportation. To accomplish this objective, firms will be evaluated on the following:

No.	Evaluation Criteria
1	Professional Staff Education, Experience, Personnel, and Partnerships
2	General and Professional Reputation
3	Past Work Performance with Departments of Transportation/State Agencies
4	Experience with Projects of Similar Nature
5	Understanding Scope of Work
6	Detailed Work Plan
7	Commitment and Responsiveness to Required Work Schedule
8	Reasonableness of Costs

Based on these various items, the Evaluation Committee will rank the firms in order of preference and may select two or more firms to interview (a firm may present additional information concerning their proposal at the interview). After the interviews, the Evaluation Committee will re-evaluate the firms based on the interview and the same evaluation factors as noted previously.

- 3.2 **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 Department. The ARDOT reserves the right to accept or reject in whole or in part, any and all proposals submitted, to waive any minor technicalities, when it is in the best interest of the Department; and to negotiate the terms of the contract, including the award amount, with the selected proposer(s).

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

Section 4.0 OFFER AND ACCEPTANCE

4.1 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 ARDOT; 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)

4.2 Acceptance: (FOR ARDOT USE ONLY)

Accepted: _____

By: _____ Date: _____

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A. **SCOPE OF WORK.** The following is a general list of services, to be provided, initially by the selected software vendor, it is not intended to be all inclusive:

- General Ledger
 - Chart of Accounts that must include specialty areas for ARDOT (Budget, Function, Object, Job #, Vendor, County, Route, Section Codes, Expenditure Code, GPS, Latitude, Longitude, Log Mile, Special Projects, etc.) with user friendly drop down menus
 - Expandable fields for ARDOT Budget, Function, Object, Job #, Vendor, County, Route, Section Codes, Expenditure Code, GPS, Latitude, Longitude, Log Mile, Special Projects, etc.
 - Must accommodate Districts/Divisions that have more than one (1) budget source
 - Ability to make correcting/adjusting journal entries
 - Ability to upload/download files from/to external banks, internal systems, timekeeping system and the Statewide information database
 - Automated monthly and year end closing entries
 - Automated journal entries for the allocation of indirect cost and fringe costs, etc.
 - Must be able to cross-edit/match for multiple data types or fields
 - Must be able to maintain/keep a minimum of ten (10) years of on-going data history
 - Real time, on-line inquiry of all GL detail transaction information and past fiscal year history
 - Maintain an audit history of all changes made to accounts and cost centers (not only the latest change). Needs to collect user id, type of change, etc.
 - Must accommodate integrated process workflow for approvals, assigning projects, etc. based on the logged in user's credentials
 - Must accommodate document imaging and storage solutions
- Accounts Payable
 - Purchase orders must have expenditure account, budget, function, object code/GL, fund, cost center and the ability to be distributed accordingly along with multiple approval functionality
 - Ability to set up allotments and ensure that the expenditures and adjusting journal entries reduce/increase the allotment
 - Be able to edit so that the Districts/Divisions can only distribute charges to buildings, county, route, section, job numbers, bridges, and park numbers within their jurisdiction
 - Ability to upload/download files to/from external banks, internal systems, timekeeping system and the Statewide Information database
 - Ability to run data validation on information from outside vendor (US Bank) and to show original vendor in the voucher detail
 - Ability to edit budget, expenditure code and function combinations
 - Allow easy correction of data entry errors
 - Ability to make correcting journal entries in real time
 - Ability to maintain vendor account information and correspondence
 - Ability to activate or deactivate vendor accounts
 - Ability for a vendor to have multiple vendor numbers

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- On-line warning to flag duplicate invoices
- Ability to generate wire transfers and ACH transactions
- Ability to email remittance details to vendors
- Ability to void payments with notes and audit trail
- Ability to generate a list of voided payments during a specified period
- Allow project tracking and reporting capabilities for multi-year projects and activity based grants
- Ability to sort and drill down to multiple levels on a job (Job Number, GL, Budget, Function, Object, etc.)
- Ability to maintain user security of Districts/Divisions to accommodate unique review
- Ability to generate 1099 forms by specified parameters
- Ability to calculate Use Tax and Sales Tax rebates
- Stock Inventory
 - User defined, on-line, stock item table with associated description and/or picture
 - Mobile bar code stock entry (incoming/outgoing stock)
 - Ability for management to analyze information such as cumulative purchases and usage, for a user defined period of time
 - Ability to interface with the GL and accounts payable systems
 - Ability to have interactive entry, correction and reporting of inventory issuance, receipt, adjustments and stock item descriptions
 - System automatically recalculates individual stock price upon receipt of additional like-kind stock
 - Ability to designate individual stock items as obsolete or excess
 - Automatic email notification when stock reaches a predetermined minimum reorder level and when stock exceeds a predetermined maximum level
- Distribution
 - Ability for system to distribute costs associated with jobs (Equipment Overhead, Payroll Additives, Materials, etc.)
 - New system will replace current cost distribution system that collects and consolidates various system information and will allow consolidated allocation and reporting on that information.
- Management Reporting
 - Describe your management reporting platform and the capabilities of the reporting system
 - Must be able to download data to multiple reporting formats (excel download ability required)
 - Must include a fully integrated (not 3rd party or at extra charge) user configurable reporting engine for all system data
 - Must be able to sort and drill down to multiple levels on a job (Job #, Vendor, GL, Budget, Function, Object, County, Route, Section, Expenditure Code, GPS, Latitude, Longitude, Log Mile, Special Project, etc.)
 - Provide Standard Financial Statements, Division/District Expense Reports, Revenue Reports, Account Detail Reports, Trial Balance, Budget to Actual Variance Detail Reports, Multi-Year Comparative Financial Statements and possible Comprehensive Annual Financial Report (CAFR) Integration
 - Ability for a multitude of users to run reports on data
 - Ability to save/memorize user defined reports

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- Provide multiple-user operations down to the program level so that many people may access the same files and programs at the same time
- Technical Specifications
 - Full-time vendor dedicated implementation team, explain how your firm would staff and handle this
 - ARDOT has multiple external and internal software systems and will require programming of interfaces. There are one-way and two-way interface needs. Explain your capabilities to handle external and internal systems as well as handling multiple interfaces.
 - Does your software allow a real-time, on-line connectivity for external interfaces? Please explain.
 - Ability to utilize the US Federal Highway Administration (FHWA) standardization of Linear Referencing Systems (LRS) with the All Road Network of Linear Referenced Data (ARNOLD) data and requirements. More about ARNOLD can be found at (https://www.fhwa.dot.gov/policyinformation/hpms/documents/arnold_reference_manual_2014.pdf).
 - For reference is a link to the FHWA Data Governance project <https://www.fhwa.dot.gov/datagov/>
 - ARDOT is requiring that the system selected currently has a mobile device (phone, tablet, etc.) platform as well as a current cloud hosted platform
 - Describe your firms bandwidth requirements (software and cloud requirements)
 - Briefly describe your cloud data disaster recovery plan
 - Describe the platform in which your solution is developed and technology used to create the software
 - What would be the process for a mid-year conversion/implementation if that became a reality in the project timeline
 - Vendor specifications for individual end user equipment – minimum (desktop/laptop/etc.) requirements (Windows Version __?, 64 bit system, ___ of RAM?, etc.)
 - 500+ concurrent users without compromising software response time or data transfer performance
 - Single sign-on that integrates with Microsoft Active Directory
 - Explain how technical support/help-desk items will be submitted, tracked, handled and typical response time
 - Ability for ARDOT to administer user and group security permissions for access to the software
 - Ability to customize user menus and screens based on user access authority
 - Describe the technology for maintaining/creating interfaces and who do you propose maintains the interfaces
 - Describe your process for upgrades, testing and ongoing maintenance

B. QUALIFICATIONS. Respondents to this request will provide the following information concerning their qualifications:

- Respondents shall acknowledge an understanding of the content of the required work and illustrate why the vendor should be selected.
- Applicable experience on previous installations within the last two (2) years provided to other Departments of Transportation or State Agencies. List the client, type of software implementation and the length of the implementation. Provide a reference with contact information for each implementation.
- For similar types of installations, provide the modules/systems that the client uses.
- Provide a list of clients that, within the last two (2) years (or last time), your firm has successfully converted from a legacy mainframe environment to a current cloud based environment. Provide a reference with contact information for each conversion.
- Provide a list of the vendor implementation team members, roles and their experience. Include other vendor partners if your firm plans on coordinating the implementation with additional vendors.
- List any pending or previous (within the last two (2) years) charges, investigations or litigation by or involving the United States Securities and Exchange Department or any other regulatory body or court (local, state or federal) regarding the conduct of your firm or management.
- Provide a copy of your latest Statement on Standards for Attestation Engagements (SSAE 16/18) for service organizations report or equivalent compliance report.
- Provide your firms Title VI Assurances and Title II of the Americans with Disabilities Act (Nondiscrimination) clause or any policy prohibiting the discrimination against individuals or entities based on race, color, national origin, religion, gender, age or disability.

C. SPECIAL CONDITIONS OF THE WORK. The selected vendor will be required to comply with all applicable equal employment opportunity (EEO) laws and regulations. Please submit your Equal Opportunity Policy to ARDOT in accordance with Arkansas Act 2157 of 2005. This act requires any firm wishing to respond to provide ARDOT with your Equal Opportunity Policy.

The selected vendor will be required to complete the Department and Finance and Administration (DFA) Illegal Immigrant Contractor Disclosure Form (Ark. Code Ann. §19-11-105). <https://www.ark.org/dfa/immigrant/index.php/user/welcome>.

The selected vendor will be required to complete the Department and Finance and Administration (DFA) Israel Boycott Restriction Disclosure Form (Ark. Code Ann. §25-1-503). <https://www.dfa.arkansas.gov/procurement/procurement-forms-and-reporting/> under Solicitation Templates.

D. ARKANSAS TECHNOLOGY ACCESS CLAUSE. When procuring a technology product or when soliciting the development of such a product, the State of Arkansas is required to comply with the provisions of Arkansas Code Annotated § 25- 26-201 et seq., as amended by Act 308 of 2013, which expresses the policy of the State to provide individuals who are blind or visually impaired with access to information technology purchased in whole or in part with state funds. The Vendor expressly acknowledges and agrees that state funds may not be expended in connection with the purchase of information technology unless that system meets the statutory requirements found in 36 C.F.R. § 1194.21, as it existed on January 1, 2013 (software applications and operating systems) and 36 C.F.R. § 1194.22, as it existed on January 1, 2013 (web-based intranet and internet information and applications), in accordance with the State of Arkansas technology policy standards relating to accessibility by persons with visual impairments.

E. PREPARING PROPOSALS. The evaluation and selection of a firm will be based on the proposals submitted. In order to properly evaluate the vendors, each vendor must include in the submission the following documents:

- A Cover Letter is required and should display a clear understanding of the project, include a positive commitment to complete the work and briefly summarize why the vendor should be selected. Address and contact information for the vendor should be included.
- Project Proposal: A project proposal is requested in response to the scope of work and qualifications. All proposals shall include the information listed below.
 - A detailed work plan that identifies all tasks included in Section A - Scope of Work;
 - Details illustrating commitment and responsiveness to the Implementation Plan category in Section A – Scope of Work;
 - A complete response to all items listed in Section B – Qualifications;
 - An organization chart showing key personnel by name and title;
 - Detailed work schedule identifying major milestones, implementation plan for each module; and
 - Man-hour estimates for all tasks by module/system for vendor and for ARDOT Computer Services.
- Fee Proposal: Provide a schedule of fees, itemized by areas in Section A – Scope of Services (at a minimum, breaking out conversion of data cost, price of the module, cost of licenses, cost of implementation, customization, testing, training and support and maintenance cost) signed by an official authorized to bind the vendor. Ongoing support and maintenance should be projected out for 7 years. In order to obtain the best value for ARDOT, modifications of the cost proposal may be allowed during contract negotiations.

*****The cost data MUST be provided inside a separately sealed envelope that is clearly marked "COST PROPOSAL" on the outside of the envelope with the firm name, and not within other submitted documents.**

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- Proposal Timeline

April 20, 2018	Request for Proposal Issued
May 16, 2018	Proposals Due @ 3:00 p.m. (CDT)
See Section F	Clarification Process (Section F)
TBD	On-Site Demonstration, if needed
June 2018 (Projected)	Selection of Software Vendor

F. CLARIFICATION PROCESS. Requests for clarification or revision to any items, requirements or specifications in this Scope of Work must be addressed to the Department official listed below and received in writing at the Department office no later than 3:00 p.m. (CDT) on May 8, 2018.

Patrick Patton, CPA
Assistant Chief Fiscal Officer
Arkansas Department of Transportation
P.O. Box 2261
Little Rock, AR 72203
(501) 569-2051
Patrick.patton@ARDOT.gov

Oral communications shall not be binding on the Department and can in no way modify the terms, conditions, or specifications of this Scope of Work or relieve the successful firm(s) of any obligations under any contract resulting from this Scope of Work. Following receipt of a written request for the Scope of Work clarification, the Department shall provide a response to all firms no later than 3:00 p.m. (CDT) on May 10, 2018. This procedure shall be followed in order to ensure competitive fairness by providing all prospective respondents with the same information.

G. NOTICE OF NON-DISCRIMINATION. The Arkansas Department of Transportation (ARDOT) complies with all civil rights provisions of federal statutes and related authorities that prohibit discrimination in programs and activities receiving federal financial assistance. Therefore, ARDOT does not discriminate on the basis of race, sex, color, age, national origin, religion or disability, in the admission, access to and treatment in the Department's programs and activities, as well as the Department's hiring or employment practices. Complaints of alleged discrimination and inquiries regarding the Department's nondiscrimination policies may be directed to Joanna McFadden, Section Head - EEO/DBE (ADA/504/Title VI Coordinator), P.O. Box 2261, Little Rock, AR 72203, (501) 569-2298, (Voice/TTY 711), or the following email address: joanna.mcfadden@ardot.gov. This notice is available from the ADA/504/Title VI Coordinator in large print, on audiotape and in Braille.

H. ACCEPTANCE. Submission of proposals, in response to this Request for Proposal, constitutes acceptance of all conditions, requirements and limitations described in this document.

ATTACHMENT A

ELIGIBLE BIDDER CERTIFICATION

The Bidder represents and warrants for itself, its employees and its subcontractors and certifies they:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
2. Have not within a three-year period preceding thus Bid been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
3. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph two (2) of this Certification;
4. Have not within a one-year period preceding this application/Bid had one or more public transactions (Federal, State, or local) terminated for cause or default; and

The Bidder represents, warrants and acknowledges the understanding that restrictions placed on the employment of labor or on the scale of pay for the work on a contract will be the requirements of the Fair Labor Standards Act (Federal Wage-Hour Law) of 1938, 28 USC §201 et seq., and other applicable labor laws.

The person executing this Certification further represents, warrants and affirms the truthfulness and accuracy of the contents of the statements submitted on or with this Certification and understands that the provisions of 31 USC §3801 et seq. are applicable thereto.

BIDDER NAME

BY: _____

Signature

TITLE: _____

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:

TAXPAYER ID NAME: _____ Goods? Services? Both?

YOUR LAST NAME: _____ FIRST NAME: _____ M.I.: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____ COUNTY: _____

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:

FOR INDIVIDUALS*

Indicate below if: you, your spouse or the brother, sister, parent, or child of you or your spouse is a current or former: member of the General Assembly, Constitutional Officer, State Board or Commission Member, or State Employee:

Position Held	Mark (✓)		Name of Position of Job Held <small>(senator, representative, name of board/ commission, data entry, etc.)</small>	For How Long?		What is the person(s) name and how are they related to you? <small>(i.e., Jane Q. Public, spouse, John Q. Public, Jr., child, etc.)</small>	
	Current	Former		From MM/YY	To MM/YY	Person's Name(s)	Relation
General Assembly							
Constitutional Officer							
State Board or Commission Member							
State Employee							

None of the above applies

FOR AN ENTITY (BUSINESS)*

Indicate below If any of the following persons, current or former, hold any position of control or hold any ownership interest of 10% or greater in the entity: member of the General Assembly, Constitutional Officer, State Board or Commission Member, State Employee, or the spouse, brother, sister, parent, or child of a member of the General Assembly, Constitutional Officer, State Board or Commission Member, or State Employee. Position of control means the power to direct the purchasing policies or influence the management of the entity.

Position Held	Mark (✓)		Name of Position of Job Held <small>(senator, representative, name of board/ commission, data entry, etc.)</small>	For How Long?		What is the person(s) name and what is his/her % of ownership interest and/or what is his/her position of control?		
	Current	Former		From MM/YY	To MM/YY	Person's Name(s)	Ownership Interest (%)	Position of Control
General Assembly								
Constitutional Officer								
State Board or Commission Member								
State Employee								

None of the above applies

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 or subsequent to 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 to the contractor.

3. No later than ten (10) days after entering into any agreement with a subcontractor, whether prior or subsequent to the contract date, I will mail a copy of the **CONTRACT AND GRANT DISCLOSURE AND CERTIFICATION FORM** completed by the subcontractor and a statement containing the dollar amount of the subcontract to the state agency.

Signature _____	Title _____	Date _____
Vendor Contact Person _____	Title _____	Phone No. _____

Agency Use Only				
Agency Number _____	Agency Name _____	Agency Contact Person _____	Contact Phone No. _____	Contract or Grant No. _____

RESTRICTION OF BOYCOTT OF ISRAEL CERTIFICATION

Pursuant to Arkansas Code Annotated § 25-1-503, a public entity **shall not** enter into a contract valued at \$1,000 or greater with a company unless the contract includes a written certification that the person or company is not currently engaged in, and agrees for the duration of the contract not to engage in, a boycott of Israel.

By signing below, the Contractor agrees and certifies that they do not boycott Israel and will not boycott Israel during the remaining aggregate term of the contract.

If a company does boycott Israel, see Arkansas Code Annotated § 25-1-503.

Bid Number/Contract Number	
Description of product or service	
Contractor name	

Contractor Signature: _____
Signature must be hand written, in ink

Date: _____