

1 State of Arkansas
2 93rd General Assembly
3 Regular Session, 2021

A Bill

SENATE BILL 699

4
5 By: Senator M. Johnson

For An Act To Be Entitled

8 AN ACT TO AMEND THE LAW CONCERNING CAMPAIGN FINANCE;
9 TO AMEND THE LAW CONCERNING MANDATORY ELECTRONIC
10 REPORT FILING; TO DECLARE AN EMERGENCY; AND FOR OTHER
11 PURPOSES.

Subtitle

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13
14 TO AMEND THE LAW CONCERNING CAMPAIGN
15 FINANCE; TO AMEND THE LAW CONCERNING
16 MANDATORY ELECTRONIC REPORT FILING; AND
17 TO DECLARE AN EMERGENCY.
18

19
20
21 BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF ARKANSAS:

22
23 SECTION 1. Arkansas Code § 7-6-230(a), concerning the alternative to
24 electronic filing of reports, is amended to read as follows:

25 (a)(1) A candidate required to file carryover fund reports in
26 electronic form under § 7-6-203 and campaign contribution and expenditure
27 reports in electronic form under § 7-6-207 may file reports in paper form
28 under this section ~~if:~~

29 ~~(A) The candidate does not have access to the technology~~
30 ~~necessary to submit reports in electronic form; and~~

31 ~~(B) Submitting reports in electronic form would constitute~~
32 ~~a substantial hardship for the candidate.~~

33 (2)(A) A candidate filing reports in paper form under
34 subdivision (a)(1) of this section shall submit with his or her first paper
35 report in an election cycle a notarized affidavit on a form prepared by the
36 Secretary of State ~~declaring that:~~



1 ~~(i) The candidate does not have access to the~~
 2 ~~technology necessary to submit reports in electronic form;~~

3 ~~(ii) Submitting reports in electronic form would~~
 4 ~~constitute a substantial hardship for the candidate; and~~

5 ~~(iii) The candidate agrees to file all other reports~~
 6 ~~in paper form for the duration of the election cycle.~~

7 (B) The Secretary of State shall:

8 (i) Not accept a report in paper form under
 9 subdivision (a)(1) of this section if a notarized affidavit was not submitted
 10 with the first paper report in the election cycle;

11 (ii) Provide written notice to the candidate within
 12 five (5) business days if the report in paper form was not filed or accepted;
 13 and

14 (iii) Provide the reason the report in paper form
 15 was not filed or accepted.

16 (C) The Secretary of State shall develop electronic
 17 reporting forms, including without limitation:

18 (i) A cover sheet for a reporting period;

19 (ii) Campaign contribution reports; and

20 (iii) Campaign expenditure reports.

21 (D) The Secretary of State shall develop electronic
 22 reporting forms in a manner that allows a candidate to:

23 (i) Fill out an electronic form for each reporting
 24 period in an electronic word processing file, portable document format, or
 25 equivalent format that may be saved in a read-only format;

26 (ii) Upload the electronic reporting forms
 27 electronically by an upload to the internet or delivered by electronic media
 28 to the Secretary of State; and

29 (iii) Combine all electronic forms into a single
 30 document that is available to the public in an electronically searchable
 31 format.

32
 33 SECTION 2. DO NOT CODIFY. Duty of Secretary of State.

34 The Secretary of State shall:

35 (1) Develop criteria for an updated and simplified electronic
 36 campaign finance online reporting system by January 1, 2022; and

1 (2) Develop a timeline of the expected time to implement the
2 updated and simplified electronic campaign finance online reporting system.

3
4 SECTION 3. EMERGENCY CLAUSE. It is found and determined by the
5 General Assembly of the State of Arkansas that the online campaign finance
6 reporting forms and system of the Secretary of State result in inaccurate
7 reports; that transparency in campaign finance reporting is an important
8 function of preserving the public trust; that ensuring the accuracy and ease
9 of campaign finance reporting will ensure candidates are fully complying with
10 campaign finance laws; and that this act is immediately necessary because the
11 current electronic reporting system is difficult to use and creates
12 inconsistencies in the campaign finance reporting and damages the public
13 trust. Therefore, an emergency is declared to exist, and this act being
14 immediately necessary for the preservation of the public peace, health, and
15 safety shall become effective on:

16 (1) The date of its approval by the Governor;

17 (2) If the bill is neither approved nor vetoed by the Governor,
18 the expiration of the period of time during which the Governor may veto the
19 bill; or

20 (3) If the bill is vetoed by the Governor and the veto is
21 overridden, the date the last house overrides the veto.

22
23
24 **APPROVED: 4/29/21**

Request for Proposal

*For an Online Integrated and Searchable Campaign Finance
Filing and Reporting System
RFP # 2021-2*

Issuance Date: November 29, 2021

Arkansas Secretary of State

State Capitol Building
Business Office
500 Woodlane Street, Suite 12
Little Rock, AR 72201



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Confidentiality Statement

This document, including attachments, is intended only for use by the addressee and may contain legally-privileged and/or confidential, copyrighted, trademarked, patented, or otherwise restricted information. If you are not the intended recipient of this document (or the person responsible for delivering this document to the intended recipient), you are advised that any dissemination, distribution, printing, or copying of this document, and any attachment(s) thereto, is strictly prohibited and violation of this condition may infringe upon copyright, trademark, patent, or other laws protecting proprietary or intellectual property. If you have received this document in error, please respond to the originator at the address below and permanently delete and/or shred all information.

Submission Details

Submission Instructions

This Request for Proposal (RFP) is a solicitation for design and cost proposals and is not an offer of contract. It is the intent of the Arkansas Secretary of State (SOS) not to base contract award solely on bid price, but to evaluate vendors on multiple criteria including experience, system design and specifications, cost proposal, etc. Prospective respondents are advised to carefully read all instructions, terms, and conditions provided in this RFP prior to submitting a response. Failure to adhere to any instruction, term, or condition may result in rejection of the response. Vendors should pay particular attention to the following:

- Incomplete responses are subject to rejection by the SOS. Failure to sign the Vendor Certification Form and Cost Proposal by an authorized representative shall render the response invalid.
- The SOS shall not be responsible for any costs incurred by the vendor in the preparation of any response to this RFP or oral presentation, should one be requested.
- All materials submitted in response to this RFP, and subsequent fee agreements, contracts, or both, are subject to the state Freedom of Information Act.
- The SOS may request any clarifications, additional information, or data during the RFP review and vendor selection process.
- Responses shall be accepted continuously until the stated deadline and may be withdrawn by the vendor at any time.
- The SOS may reject any or all responses and may waive technical or immaterial errors therein.
- Although as a constitutional office, the SOS is an “exempt agency” under most Arkansas procurement laws, it is the intent of the SOS to adhere to procurement policies, such as those contained within this RFP, which ensure the selection of the most responsive and responsible vendor who shall accomplish the requisite scope of work in an efficient and transparent manner.

The SOS welcomes responses from small, minority-owned, women-owned, and veteran-owned businesses and does not discriminate against any entity, company, or individual on the basis of race, color, religion, creed, sex, age, disability or medical condition, national origin, or veteran status, or any other category protected by federal, state, and local anti-discrimination laws.

Submission Deadline

All responses to this RFP shall be received by the SOS, at the physical or email delivery address stated below, no later than: December 29, 2021; 4:00 pm CST. Responses received after 4:00 pm CST on December 29, 2021 shall be considered late and shall be returned to the vendor without further review.

Submission Delivery

Vendor's complete response shall be delivered to the following physical or email address:

Arkansas Secretary of State
Attn: Business Office, Jody Parker
500 Woodlane Street, Suite 12
Little Rock, AR 72201
Phone: 501-682-2008
Email: purchasing@sos.arkansas.gov

Request for Proposal Questions and Clarifications

Vendors may submit written questions requesting clarification of information contained within this RFP. Please reference the RFP number (*RFP # 2021-2*) in the subject line. Written questions shall be addressed only to:

Jody Parker, Purchasing Department
500 Woodlane Street, Suite 12
Little Rock, AR 72201
Phone: 501-682-2008
Email: purchasing@sos.arkansas.gov

The deadline for submitting questions specific to the RFP shall be December 15, 2021; 4:00 pm CST.

Opening of Responses

Responses submitted by the deadline shall be opened at the following location at the date and time specified below:

December 30, 2021; 9:00 am CST

Arkansas Secretary of State
500 Woodlane Street, Suite 12
Little Rock, AR 72201

All vendors responding to the RFP shall be notified of the final selection.

General Information

Purpose

The Arkansas Secretary of State (SOS) is soliciting Requests for Proposal (RFP) from qualified vendors to provide an updated online integrated and searchable Campaign Finance Filing and Reporting System ("System"). This updated System shall allow all required state and district candidates and officials ("filers"), to file campaign/committee contribution and expenditure reports, statements of financial interest, lobbyist reports, Political Action Committee (PAC) forms/reports, and other required forms and reports (See Item 1, Detailed Specifications, on page 6) following the November 2022 election cycle. The updated System shall also provide search and reporting capability for all current data previously filed within the existing System.

The successful vendor shall provide to the SOS a single, browser-based, centralized, statewide integrated filing and reporting system as specified in this RFP. The vendor shall provide all requisite hardware; software; facilities (as required); application and system security; licensing; information technology project management services; data systems coordination; ongoing system operations, maintenance, and support services; training services (including individual SOS staff training and manuals specific to SOS administrators and filers); and direct customer support services as delineated in the detailed specifications. All data in databases and information generated and stored by the System shall remain the exclusive property of the SOS.

Vendors shall respond to the RFP with two (2) options for the SOS: Cloud-based hosted by the vendor and a system based on housing the proposed solution on equipment provided by the SOS.

Black Out Period

From the time of publication of this RFP until award of the contract, all communication pertaining to this RFP shall be directed to the contact person, or her designee, listed on page four (4) of this RFP. Vendors are strictly prohibited against communicating with any other SOS personnel regarding this RFP process. Violation of this policy may result in the disqualification of a vendor's response.

Contract Award

It is the intent of the SOS that any contract awarded in response to this RFP shall be a term contract executed with a single vendor. The SOS shall enter into negotiations with the most responsive bidder to finalize a contract. If the SOS is unable to negotiate a contract for the services to be provided with the most responsive vendor, negotiations shall be formally terminated and negotiations with subsequent vendors shall be initiated. The negotiation process shall be repeated until a successful vendor has been determined, or until such time as the SOS decides not to move forward with a contract. Vendor selection shall be at the sole discretion, and in the best interest, of the SOS, and is final.

Contract Terms and Conditions

Any vendor selected shall be required to enter into a formal written contract with the SOS prior to the commencement of services. Any contract entered into pursuant to this RFP is not assignable nor are the duties thereunder delegable by either party without the written consent of the other party to the contract.

Final written approval of all project work shall be obtained from the SOS prior to initial delivery and installation. The SOS and the vendor shall reach agreement on any additional fee(s) that may apply should substantial changes (at no fault of the vendor) be required.

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Payments shall be made in accordance with the terms and conditions of the payment provisions of the contract signed by the successful vendor and the SOS, subject to legislative appropriations. Vendor acknowledges that the SOS is subject to constitutional and statutory limitations on spending and cannot expend funds unless specifically appropriated by the Arkansas General Assembly. The SOS agrees to exercise its best efforts to obtain funding at the contract rate during each annual session of the Arkansas General Assembly.

No changes to the scope of work shall be made unless specifically approved by written change order executed by both parties.

Detailed Specifications

Vendor's official response packet shall contain responses that best exemplify their ability to meet all of the detailed specifications delineated below. Modifications shall be made only in response to addenda issued by the Arkansas Secretary of State (SOS). Vendors are advised to check the SOS website periodically for any issued addenda.

1. The vendor's proposed Campaign Finance Filing and Reporting System ("System") shall apply to the following documents submitted to and maintained by the SOS:
 - a. Campaign Contribution and Expenditure Report for State and District Candidates.
 - b. State and District Candidate Campaign Contribution and Expenditure Report for Debt Retirement.
 - c. State and District Candidate Exploratory Committee Contribution and Expenditure Report.
 - d. State and District Candidate Final Campaign Contribution and Expenditure Report.
 - e. Political Action Committee Activity Report.
 - f. Political Action Committee Registration Form.
 - g. Political Action Committee Termination Form.
 - h. Lobbyist Activity Report.
 - i. Lobbyist Registration Report.
 - j. Lobbyist Termination Report.
 - k. Statement of Financial Interest.
 - l. County Board of Election Commissioner Financial Disclosure Statement.
 - m. Extra Income Statement.
 - n. Disclosure by Members of the General Assembly.
 - o. Independent Expenditure Committee Registration Form.
 - p. Independent Expenditure Report for Committees, Individuals, and other Entities.
 - q. Exploratory Committee Registration Form.
 - r. Exploratory Committee Contribution and Expenditure Report.
 - s. Political Party Quarterly Reporting Form.
 - t. County Political Party Committee Registration Form.
 - u. County Political Party Committee Quarterly Reporting Form.
 - v. County Political Party Committee Notice of Termination.

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2. The System shall perform all file management and online search functions from a common platform.
3. The System shall be browser-based.
4. The System shall provide online help functions, editable by SOS system administrators.
5. SOS system administrators shall have the capability and accessibility functions necessary to update configurable data within the System, including without limitation, contribution limits, filing schedules, deadlines, etc.
6. The System shall be database driven and capable of maintaining the history for a particular filer or class of filers and allow for queries to provide a snapshot at any given point in time.
7. The System shall be comprised of three (3) environments, each hosted on separate physical or virtual servers:
 - a. Development Environment.
 - b. Test Environment.
 - c. Production Environment.
8. The vendor shall maintain responsibility for daily data and System backup activities.
9. To ensure functionality across the widest range of users, the System shall provide the ability to fully function on a minimum of the two (2) most recent releases of Internet Explorer, Firefox, Google Chrome, and Safari.
10. The System shall provide the following minimum online filer functionalities:
 - a. Support both online uploading and importing of filing data as well as manual data entry as required by Act 1029 of 2021 of the Arkansas General Assembly. Uploadable document formats shall include electronic word processing files, portable document format files, Excel spreadsheets, or equivalent formats that may be saved in a read-only format and combined into a single document that is available to the public in an electronically-searchable format.
 - b. Allow filers to create an account in the System via their web browser.
 - c. Allow for registration and auto-generated account numbers and passwords.
 - d. Following the creation of filer account(s) by the System, allow filers to enter contributions, expenditures, and other filing obligations into the System.
 - e. Ensure secure creation and filing of all documents, including all required contributions, expenditures, loans, outstanding obligations, and summary information into the System without manual intervention by SOS administrators.
 - f. Provide System notification that a document was successfully filed via both onscreen pop-up windows and email.
 - g. Allow for revisions and amendments of previously-filed reports.
 - h. Report the amended differences between filed reports.
 - i. Allow filers to search and create reports of filer contributions, expenditures, loans, and outstanding obligations.
 - j. Allow filers and SOS administrators to review all transactions, notifications, and correspondence between filers and the SOS.
 - k. Provide users with self-service functionality such as password resets and forgotten User IDs.

11. The System shall allow SOS administrators to:
 - a. Manage all content and permission status of filer accounts.
 - b. Maintain the official lists of all campaign committees, Political Action Committees, and Lobbyist Organizations, their responsible officers, and affiliated candidate(s) if any.
 - c. Provide reporting history for filers.
 - d. Add additional reporting dates, as needed, to accommodate special elections and legislative changes.
 - e. File paper filings via document scanning.
 - f. Create new category forms as mandated.
12. The System shall provide members of the public the ability to:
 - a. Search data based upon candidates' first and last names, election year cycle, contributors' names and addresses, and contribution amounts.
 - b. Create sortable queries based upon the following criteria:
 - i. Candidate.
 - ii. Contributor.
 - iii. Office sought.
 - iv. Party.
 - v. A specific amount of money.
 - vi. Amounts of money within ranges including the option to select greater than, less than, equal to, and amount-ordered results by returned contributions.
 - vii. The date a transaction occurred.
 - viii. Who the contributor/payee was using a first and last name or business name and address.
 - ix. The type of contribution or reason for the expenditure.
13. The System shall provide the following minimum report capabilities:
 - a. All reports shall include a report title, report date, timestamp of report, page count of total pages, and the ability to select criteria to populate the report.
 - b. The vendor shall enable effective ad-hoc reporting capabilities to the SOS.
 - c. The vendor shall provide full access to the data or data export capabilities for reporting purposes.
 - d. All reports created shall be exportable to multiple formats.
 - e. The System shall include the following reports, or functional equivalents.
 - i. Account List Report listing all accounts regardless of account status, current responsible officer, and candidate information.
 - ii. Filing Status Report providing the number of campaign finance reports received on a specific date and the cumulative number of reports received by cycle.
 - iii. Contribution Report detailing contributions and the relevant data pertaining to that contribution.
 - iv. Expenditure Report detailing expenditures and the relevant data pertaining to that expenditure.

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- v. Outstanding Obligation Report detailing debts and the relevant data pertaining to individual obligations.
 - vi. Report Not Received providing a list of filers who failed to submit a report.
14. The proposed System shall be fully compliant with both Americans with Disabilities Act (ADA) and Help America Vote Act (HAVA) requirements.
 15. The System shall be capable of full functionality in both a hosted and hosting environment.

OPTION 1 - HOSTING ENVIRONMENT-VENDOR:

- The vendor shall provide a secure hosting environment with a technical architecture that shall support the System application.
- The System shall provide rapid transaction (no more than three second response time) speed for filers, SOS users, and online public searches.
- The hosted solution shall provide a System that is fail-safe for operations and secure from external attacks or attempts at corruption.
- The hosted solution shall provide a detailed disaster recovery plan.
- The hosted solution shall provide detailed security architecture for hardware, firewalls, and intrusion detection and prevention software that meets or exceeds Arkansas State Information Technology Security Policy and Standards.

OPTION 2 - HOSTING ENVIRONMENT-SOS:

- The vendor shall provide an option that incorporates all of the requirements above for a System that shall be hosted in an SOS-provided data center.
16. The vendor shall provide a System risk plan that shall address, at a minimum, the risks to information security and the controls necessary to prevent unauthorized and/or illegal access, misuse, destruction, or theft of SOS information technology assets.
 17. The vendor shall provide the SOS with a Maintenance Support Plan, providing a minimum of two hundred (200) hours of inclusively-billed maintenance support annually*, which implements the following maintenance and user support elements:
 - a. Continuous software maintenance for the term of the agreement that includes new versions and upgrades, and authorized enhancements to the System as a result of ongoing maintenance.
 - b. Use of State-approved encrypted security methodology. Updates that are small or moderate in scope, and emergency modifications, may be provided remotely through an FTP server or the Internet, only after approval from SOS, and after notification to SOS that such updates or emergency modifications shall be applied with approved and appropriate security.
 - c. Updating all documentation to incorporate any new versions of the software products that comprise the System.
 - d. Ensuring, at no additional expense to the SOS, that the System shall remain current to the core-operating environment (operating system and database) in which it was built and delivered.

**The first 200 hours of maintenance services shall be covered by the annual maintenance fee established in the executed contract. Maintenance services required after the 200-hour base is exhausted shall be billed in accordance with hourly rates agreed upon by the SOS and vendor in accordance with rates and terms defined in the contract.*

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- e. Processes and procedures for notifying SOS of problems or issues affecting the System.
 - f. Telephone and on-site (as needed) support to SOS administrators to resolve System issues or problems during non-peak and peak filing periods.
“Non-peak” means: **TBD**
“Peak” means: **TBD**
 - g. Performance of maintenance activities only during SOS-approved maintenance windows.
 - h. Testing all proposed software patches and configuration changes in the test environment prior to deployment to the production environment.
 - i. Testing all patches and configuration changes after deployment to the production system to ensure system stability and the desired results of the software changes or configuration changes were achieved. In the event of failure, the vendor shall restore the system to its previous state.
 - j. Updating and incorporating new software versions in response to changes proposed by the Arkansas Ethics Commission or enacted by the Arkansas General Assembly.
18. Provide comprehensive user support services to assist System users with questions regarding all aspects of System usage during non-peak and peak filing periods.
“Non-peak” means: **TBD**
“Peak” means: **TBD**

Response Documents

As stated on page four (4) of this Request for Proposal, all responses shall be submitted by 4:00 pm CST on December 29, 2021 to:

Arkansas Secretary of State
Attn: Business Office, Jody Parker
500 Woodlane Street, Suite 12
Little Rock, AR 72201
Phone: 501-682-2008
Email: purchasing@sos.arkansas.gov

Individual responses received by mail shall be enclosed in an outer sealed envelope or container prominently marked with the RFP number (*RFP # 2021-2*), submission deadline (*December 29, 2021*), responder's name, and return address.

Individual responses received via email shall prominently state the RFP number (*RFP # 2021-2*) submission deadline (*December 29, 2021*), responder's name, and return address.

Response Documents Shall Include (Ordered and Labeled as Follows):

1. **Vendor Information:**
 - a. Provide a Letter of Introduction, signed by an officer or principal of the vendor, which:
 - i. Summarizes the history of the vendor, the number of years in business, business structure, locations, parent affiliations, foreign ownership (if any), and number of employees.

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- ii. Illustrates the vendor's unique abilities to meet the specified requirements of this Request for Proposal. Examples may include specialized experience, skills, certifications, and awards attained.
 - iii. Includes the name of one specific designated contact person, physical address, email address, and phone number to be used for communication related to interviews and vendor selection.
 - b. Provide a detailed description of the vendor's experience and qualifications (for at least five (5) years) as an informational technology provider of Campaign Finance Filing and Reporting Systems, or similar filing and reporting systems, consistent with the above scope of work. Responses should indicate the vendor's proficiency in creating websites and applications with a focus on site usability and user experience and demonstrate knowledge and proficiency with leading-edge Web and media solutions, architectures, technologies, nomenclature, development practices, and use of industry best practices. Include:
 - i. The names of the clients;
 - ii. A description of the contracts.
 - iii. The length of the contracts and reasons for termination.
 - c. List any contracts that have been cancelled for non-performance or default within the past five (5) years.
 - d. List any litigation with prior or current clients.
 - e. Provide a summary of current workload and ongoing contracts.
- 2. Project Team (Key Staff):**
 - a. Provide resumes for all proposed project managers/supervisors who will be assigned to the contract to oversee all contractual obligations and responsibilities and serve as the primary contact for the SOS. Highlight previous experience in this role.
 - b. Provide a description of project team members to be assigned to this project, their experience, and areas of specialization specific to the proposed scope of work.
 - c. Describe the process by which work will be assigned, implemented, and tested.
- 3. References:**

Provide the names and contact information for at least three (3) references familiar with the quality of your work of similar nature as that described in the above scope of work. Preference shall be given to references from states in which the vendor has successfully implemented a comprehensive campaign finance filing and reporting system.
- 4. Proposed System:**

Provide a formal, detailed description of the design, development, testing, implementation, and ongoing maintenance of the System proposed to achieve all of the criteria specified in the detailed specifications of the RFP (pp. 6-10).

5. Cost Proposal:

Total cost proposal provided in accordance with the above scope of work, exclusive of all state and local sales taxes, to design, implement, install and deliver a fully-functional System in accordance with the scope of work delineated in this RFP. Please ensure that the cost proposal provides costs for both stated options. Shall be completed in ink or typewritten. (See forms section, page 16.)

6. Required Forms:

Complete, sign, and submit the following forms with your response packet:

- a. Vendor Certification Form
- b. Cost Proposal
- c. Illegal Immigrant Contractor Disclosure Certification Form
- d. W-9 Form
- e. Contract and Grant Disclosure and Certification Form
- f. Company's Equal Opportunity Policy

Scoring Process

Proposal Scoring

Proposals shall be evaluated and scored by Arkansas Secretary of State raters based upon requirements set forth in this Request for Proposal and ranked in order of qualification from highest to lowest for each option. Response packets that do not meet submission requirements shall be disqualified and not evaluated.

The maximum point values for each proposal requirement to be scored are as follows:

Proposal Requirements	Maximum Possible Points
Vendor Information	10
Project Team (Key Staff)	10
References	10
Proposed System	40
Cost Proposal	30
Total Possible Proposal Score	100

To derive the average score for each vendor, the combined scores for each rater for that vendor shall be added and divided by the total number of raters.

Cost Proposal Scoring

The maximum amount of cost proposal points shall be given to the vendor with the lowest total cost, including maintenance costs for five (5) years as provided on the bid price sheet.

The amount of price points given to the remaining vendors shall be allocated using the formula $(A/B)*C=D$ where:

A= Lowest Total Cost

B= Second (third, fourth, fifth, etc.) Lowest Total Cost

C= Maximum Points for Lowest Total Cost (30)

D= Total Cost Points Received

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Vendor Certification Form (Shall be signed and included with response)

Company Name: _____

Company Representative/Title: _____

Address: _____

City: _____ State/ Zip: _____

Contact Phone #: _____

Email: _____

Tax ID # (TIN or SSN): _____ (Include copy of current W-9 Form)

Small Business: Yes No

Minority Business: Yes No

Women-Owned Business: Yes No

Veteran-Owned Business: Yes No

Do you or anyone at your company have a relative that works at the Arkansas Secretary of State's office?

Yes

No

If yes, please provide the name(s) of such relative(s) and their relationships below:

I certify that this response is accurate and true and made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a response for the same services and is in all respect fair and without outside control, collusion, fraud, or otherwise illegal action. I understand that collusion in public procurement is a violation of state and federal law and can result in fines, prison sentences, and civil damage awards. I agree to abide by all conditions of this Request for Proposal and certify that I am authorized to bind the vendor to any resulting contract.

Authorized Signature

Date

Print or Type Name

Cost Proposal (Shall be completed in ink or typewritten.)

OPTION 1 - HOSTING ENVIRONMENT-VENDOR: (See Item 15, Detailed Specifications, Page 9)

Total cost proposal provided in accordance with the above scope of work, exclusive of all state and local sales taxes, to design, implement, install and deliver a fully-functional System in accordance with the scope of work delineated in this RFP.

\$ _____ (USD)

Plus, an all-inclusive annual licensing, maintenance*, operations and user support fee, exclusive of all state and local sales taxes, for:

Year 1: \$ _____

Year 4: \$ _____

Year 2: \$ _____

Year 5: \$ _____

Year 3: \$ _____

*Prices shall reflect a minimum of 200 hours of annual maintenance support services.

OPTION 2 - HOSTING ENVIRONMENT-SOS: (See Item 15, Detailed Specifications, Page 9)

Total cost proposal provided in accordance with the above scope of work, exclusive of all state and local sales taxes, to design, implement, install and deliver a fully-functional System in accordance with the scope of work delineated in this RFP.

\$ _____ (USD)

Plus, an all-inclusive annual licensing, maintenance*, operations and user support fee, exclusive of all state and local sales taxes, for:

Year 1: \$ _____

Year 4: \$ _____

Year 2: \$ _____

Year 5: \$ _____

Year 3: \$ _____

*Prices shall reflect a minimum of 200 hours of annual maintenance support services.

Authorized Signature

Date

Print or Type Name

Illegal Immigrant Contractor Disclosure Certification Form

Act 157 of 2007 of the Arkansas General Assembly requires that any business or person responding to a Request for Proposal for professional services, technical and general services, or any category of construction in which the total dollar value is \$25,000 or greater certify, prior to the award of the contract, that they do not employ or contract with any illegal immigrants. Online certification shall be done at the following address:

<https://www.ark.org/dfa/immigrant/index.php/user/login>

Print screen-shot of the certification and attach to this form.

Company Name: _____

Company Representative/Title: _____

Address: _____

City: _____ State/Zip: _____

Date: _____

DRAFT

Contract and Grant Disclosure and Certification Form
(To be added as a PDF attachment)

DRAFT