



533 Airport Blvd., Suite 400, Burlingame, California 94010

September 30, 2024

To: Executive Subcommittee, Review Committee, Arkansas Legislative Council
and Jillian E. Thayer, Chief Legal Counsel
Bureau of Legislative Research
State Capitol, Rm. 315
Little Rock, Arkansas 72201

From: Reiko Osaki, President & CEO
Ikaso Consulting, LLC
533 Airport Blvd., Suite 400
Burlingame, CA 94010

Re: Proposal for State of Arkansas RFP Evaluation Process Study

Thank you for the opportunity to prepare this scope of work proposal for your consideration. Based on your request, we are pleased to offer this proposal for a review of the State's laws, rules, policies, procedures, and practices related to processes for evaluating State-issued Request for Proposal (RFP) solicitation responses.

Scope of Work

Based on discussions with the Bureau of Legislative Research, and experience performing similar engagements (including in support of the State's 2017-2018 review and revision of its procurement laws), Ikaso proposes nine elements for the project, described below.

1: Establish Project Context via Interviews with Legislators and Related Parties

- Identify key legislators and other parties best able to provide background context and considerations relevant to the study
- Schedule and conduct up to three one-hour virtual interviews, individually or in groups of up to four participants

2: Identify Example Solicitations for Review

- Identify up to three solicitations for review
 - Selected and confirmed by the State based on guidance received in project context interviews

3: Identify and Confirm the Full Scope of Written Materials for Review

- Gather documentation, inclusive of statutes, rules, and policy guidance, including relevant RFP and evaluation templates
- Gather example solicitations selected for review, including detailed response and evaluation materials
- **Milestone 1: Initial Interviews and Validation of Relevant Review Materials**



4: Review Written Materials

- Conduct in-depth reviews of all materials
- Develop initial questions based on review

5: Develop Interview Guides for Statute / Rule / Policy, and Example Solicitation SMEs

- Compile content and process questions based on written material review
- Identify potential interview subjects on coordination with the State
- Present draft interview guides for State review
- **Milestone 2: Material Review and SME Interview Guide**

6: Conduct SME Interviews

- Finalize interview guides and interview subject roster
- Schedule and conduct up to five one-hour interviews, virtual or live, schedule-dependent, individually or in groups of up to four participants
 - Inclusive of one on-site visit of 1-2 days, as desired by the State
- **Milestone 3: Completion of SME Interviews**

7: Develop and Deliver Report of Findings and Recommendations

- Compile findings from written materials review and SME interviews
- Develop draft recommendations and report
 - Inclusive of proposed updates to rules, policy statements, and related template files
 - Report structure expected to be Microsoft PowerPoint or Word format
- Deliver draft report
 - Inclusive of one on-site visit, as desired by the State
- Finalize report based on State feedback
- **Milestone 4: Draft Report Submission**

8: Provide Ongoing Support to the Arkansas Legislative Council and Bureau of Legislative Research

- Provide support based on specific State requests
 - Billable on an hourly basis
 - Separate per-person, per-trip pricing for on-site visits

9: Develop and Deliver Study-related Training (Optional Service)

- Develop training content based on the application of Report findings and recommendations
- **Optional Training Milestone 1: Submission of Draft Training Materials**
- Deliver training session(s)
 - Inclusive of one session (with on-site visit, as desired by the State)
- **Optional Training Milestone 2: Delivery of One Training Session**



Project Schedule

Ikaso is proposing a six-month project beginning upon notice to proceed, expected to be on or around October 7, 2024, with estimated project completion in April 2025. Pending schedule and staffing confirmation with the State, we tentatively propose to complete Milestone 4 by December 20, 2024. A workplan will be provided for State review within two weeks of the kickoff meeting. Additional extension months may be added at the State's request.

Assumptions

We have made the following assumptions in our proposal:

- The data and information requested will be provided in a prompt manner that aligns with the work plan
- The State will provide any requested feedback and input in a prompt manner that supports the project workplan
- The identification of interview subjects will be provided in a prompt manner that aligns with the work plan
- Individuals to be interviewed will be available within a week of requesting an interview.
- All assumptions will be validated by the State during review of draft documents

Project Fees

Ikaso proposes a deliverable-based, fixed fee schedule for the project milestones (with delivery of one training session). We will invoice monthly for any completed milestones in that month, as follows:

- Milestone 1 - \$82,800
- Milestone 2 - \$62,100
- Milestone 3 - \$41,400
- Milestone 4 - \$20,700
- Optional Training Milestone 1 - \$30,000
- Optional Training Milestone 2 - \$10,500

For item 8 - Ongoing Support to the Arkansas Legislative Council and Bureau of Legislative Research, Ikaso proposes to bill hourly, at a rate of \$250, with a budget of 300 hours. We also propose to bill a flat fee of \$1,500 per-person, per-trip for on-site visits, with a budget of trips for six individuals

- Hourly Support Budget - \$75,000
- Travel Budget - \$9,000

Total Proposed Maximum Contract Value - \$331,500