

**Form 9**  
**Request for Qualifications (RFQ) Package**  
**(Administrative Services)**

The Request for Qualifications Package to be submitted to requesting parties consists of each section discussed below:

**Section 1: RFQ Cover Letter referencing the following items:**

1. The name of the Grantee requesting services
2. The type of services requested
3. The source(s) of project funds
4. A description of the project's scope
5. Name of the responsible official authorized to receive RFQs and answer questions
6. When (time and date) and where (address) all RFQs must be received
7. Reference to the Evaluation Criteria and Rating Guidelines (Attachment 8) which may be part of the RFQ package
8. A statement that all RFQs will be evaluated by a committee appointed by the mayor/county judge
9. A statement that the Grantee is an equal opportunity employer
10. A statement that the RFQ achieving the highest score in the evaluation will be selected first for negotiation of contract award with the Grantee
11. The terms of any contract for professional services awarded in conjunction with this RFQ shall be subject to approval of the Arkansas Economic Development Commission.

**Section 2: Scope of Work Definition.**

The scope of work shall consist of those items enumerated in the Instructions for Responding to an ACEDP Request for Qualifications (Administrative Services) and the following items:

**Section 3: Attachment 4B, Instructions for Responding to an ACEDP Request for Qualifications (Administrative Services) shall be incorporated into the RFQ Package.**

**Section 4: Professional Services Contract**  
*Available to respondents upon request*

**Form 9 - I**  
**Instructions for Responding to the RFQ**  
**(Administrative Services)**

**A. Specialized Experience and Technical Competence**

In responding to each area of experience, the offeror must provide the following information:

- The organization(s) for whom the work was performed
- The approximate dates of the experience(s)
- The name and telephone number of a contact person, or persons, to verify the experience
- The type(s) of tasks performed
- Any other relevant information the offeror might provide for selection committee consideration

**1. Experience with Small Purchase, Competitive Negotiation and Competitive Bidding Procurement to include**

- Soliciting small purchase procurement price quotes
- Maintaining small purchase, competitive bidding and competitive negotiation procurement files
- Procuring Architects/Engineers, Attorneys, and Surveyors via competitive negotiation
- Preparing Request for Proposals (RFPs), Request for Qualifications (RFQs) and other procurement documentation
- Corresponding/negotiating with bidders
- Procuring construction contracts via competitive sealed bids
- Preparing bid packages and invitations for bid

**2. Experience Conducting Environmental Reviews to include**

- Setting up and maintaining Environmental Review files
- Determining the type of Environmental Review required (Exempt, Categorically Excluded, or Environmental Assessment)
- Knowing State Historical Preservation Office environmental requirements
- Having experience with floodplain applicability and management processes
- Developing environmental public notices
- Responding to public comments received during environmental reviews

**3. Experience with Fair Housing/Equal Opportunity Requirements to include**

- Establishing Fair Housing/Equal Opportunity files
- Considering Affirmative Action procurement considerations
- Gathering data and keeping records relating to staff composition, job creation, contracts and subcontracts, and Equal Opportunity Direct Benefit

4. **Experience with Financial Management to include**
  - Completing depository forms and signature cards
  - Setting up and maintaining financial files, journals, ledgers, etc.
  - Establishing internal controls
  - Reviewing source documents such as invoices
  - Preparing grant draws (requests for payment)
  - Posting transactions to journals, ledgers and registers
  - Reconciling bank statements
  - Completing financial reports
  
5. **Experience with Acquisition to include**
  - Knowing the Model Uniform Relocation Act of 1970
  - Working with appraisers and abstractors
  - Obtaining easements and fee simple property acquisition
  
6. **Experience with Contracts Management to include**
  - Coordinating with other funding sources
  - Amending contracts
  - Maintaining correspondence files
  - Monitoring contract and grant progress
  
7. **Experience with Labor Compliance Requirements to include**
  - Knowing Davis-Bacon Labor requirements
  - Establishing and maintaining Labor Compliance files
  - Requesting wage rate determinations
  - Explaining Labor Compliance requirements to Grantees, contractors, etc.
  - Reviewing payrolls
  - Conducting employee interviews to verify payroll data
  
8. **Experience with Audits and Grant Closeout to include**
  - Preparing financial records, files, and materials for audit
  - Providing technical assistance to auditors
  - Participating in audit exit conferences
  - Resolving audit findings
  - Preparing grant files for closeout and final disposition

**B. Performance**

The selection committee will evaluate work performance in terms of ability to meet schedules and deadlines; control of costs; and quality of work. The basis of evaluation will be reference checks of the work experiences claimed in the preceding section.

**1. Ability to Meet Schedules and Deadlines to include**

- Returning calls promptly
- Completing contractual obligations in a timely manner
- Adhering to established schedules

**2. Control of Costs to include**

- Completing all contractual obligations within original budget parameters
- Avoiding the necessity of contract amendments to increase funding

**3. Quality of Work to include**

- Performing work accurately
- Being responsive to owner's needs
- Being accessibility to the owner

**C. Capacity and Capability of Firm to Perform Work**

The selection committee will evaluate capacity to perform work in terms of staff to be assigned and staff time available.

**1. Staff To Be Assigned to include**

- Name of each staff person to be assigned to administrative tasks
- Title of staff assigned
- Task(s) to be performed by each staff person
- Resume for each staff person to be assigned to administrative tasks

**2. Staff Experience to include**

- Prior staff experience with past projects (*List types and total numbers of specific projects.*)
- Staff education

**3. Staff Time Available to include**

- Average number of hours per day or week each staff person assigned administrative tasks will be available.
- Other ACEDP or other project commitments requiring staff time of these same individuals listed above.
- Average per day or week these commitments require of each staff person
- Demonstration that other staff commitments will not interfere with the offeror's ability to meet the needs of the city/county

**D. Proximity to and Familiarity with Project Area**

The selection committee will evaluate proximity to and familiarity with the project area in accordance with the following criteria:

- Respondent is located in convenient proximity to the project to facilitate sufficient contact
- Respondent is familiar with the confines of the project area

**E. Total Score**

The offeror's total score is obtained by totaling the offeror's scores for

1. Specialized Experience and Technical Competence
2. Performance
3. Capacity and Capability to Perform Work
4. Proximity to and Familiarity with Project Area