



Procurement Services
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**Request for Proposal
 Solicitation Document**

Solicitation Information			
RFP Number:	25-001	RFP Issued:	January 6, 2025
Description:	Online Training Platform		
Submission Deadline and Delivery of Response Documents			
Proposal Opening Date:	February 11, 2025	Proposal Opening Time:	2 p.m.
<p>Proposal submissions for this Request for Proposal must be delivered to ATU Procurement Services before the submission deadline. Proposals received after the submission deadline may be rejected as untimely. See Section 1.2 for information regarding Live Bid Openings.</p>			
Delivery of Response Documents			
Delivery Address and RFP Opening Location	Arkansas Tech University Procurement Services 404 N El Paso Russellville, AR 72801 Delivery providers, USPS, UPS, and FedEx deliver mail to the delivery street address on a schedule determined by each individual provider. These providers will deliver based solely on the street address. Respondents assume all risk for timely, properly submitted deliveries.		
Proposal's Outer Packaging	Seal outer packaging and properly mark with the following information. If outer packaging of proposal submission is not properly marked, the package may be opened for proposal identification purposes. <ul style="list-style-type: none"> • Solicitation number • Date and time of proposal opening • Respondent's name and return address 		
ATU Contact Information			
Buyer:	Jennifer Warren		
Buyer's Direct Phone Number:	479-964-0583 ext 3552		
Buyer's Email Address:	jwarren2@atu.edu		

Section 1-General Information and Instructions

1.1 Introduction

This Request for Proposal (RFP) is issued by Arkansas Tech University to obtain pricing and a contract for an online training platform.

A contract will be awarded to the Respondent determined to have submitted the proposal that is the most advantageous to the University. Direct all questions, comments, or concerns regarding this solicitation to the Buyer listed on page one (1) of this RFP.

1.2 Live Proposal Opening

Meeting link:

<https://atu.webex.com/atu/j.php?MTID=mc2a1af326ac922c440228f7c8d2cac72>

Meeting number:

2634 584 1846

Password:

y96JunpNaa8

Join by phone

+1-469-210-7159 United States Toll (Dallas)

+1-415-655-0001 US Toll

Access code: 2634 584 1846

1.3 Objective and Goals

The University seeks a qualified vendor to deliver up-to-date, asynchronous, self-paced training courses for students, faculty, and staff. See section 2.4 Product Requirements for modules that must be included in offering. See section 2.5 Optional Module Offerings for modules. Optional modules will not be considered in low-cost scoring but may be included as part of the award if budgetary conditions allow.

1.4 Background and Current Environment

Arkansas Tech University is a public, comprehensive, regional University that was established by Act 100 of the 37th Arkansas General Assembly in 1909. ATU offers credentials and degrees at the technical certification, associate, baccalaureate, graduate and doctoral levels. The University operates campuses in Russellville and Ozark as well as Arkansas Tech Career Center (ATCC). ATU was ranked No. 1 in Arkansas on CollegeNET's Social Mobility Index nine of the past ten years. The annual rating is an indicator of a university's success in providing graduates with a pathway to an enhanced economic standing. Arkansas Tech is recognized as a statewide leader in STEM education. Students explore intersecting career paths made possible by more than 100-degree options for undergraduate students and more than 25 paths of graduate study.

1.5 Type of Contract

As a result of this RFP, the Department intends to award a contract to a **single awardee**.

The anticipated starting date for any resulting contract is **May 25, 2025** except that the actual contract start date may be adjusted unilaterally by the University for up to three (3) calendar months. By submitting a signed proposal in response to the RFP, the Respondent represents and warrants that it will honor its proposal as being held open as irrevocable for this period.

The initial term of a resulting contract will be for one (1) year. Upon mutual agreement by the Contractor and Department, the contract may be renewed by the Department for up to six (6) additional one-year terms or portions thereof, not to exceed a total aggregate contract term of seven (7) consecutive years.

1.6 Definitions

- A. "Respondent" means a responsible offeror who submits a proposal in response to this Solicitation.
- B. The terms "Request for Proposal," "RFP," and "Solicitation" are used synonymously in this document.
- C. "Requirement" means a term, condition, provision, deliverable, Specification, or a combination thereof, that is obligated under the Solicitation, resulting contract, or both.
- D. "Responsive Proposal" means a proposal submitted in response to this Solicitation that conforms in all material respects to this RFP.
- E. "Shall" and "must" mean the imperative and are used to identify Requirements.
- F. "Specification" means any technical or purchase description or other description of the physical or functional characteristics, or of the nature, of a commodity or service. "Specification" may include a description of any Requirement for inspecting, testing, or preparing a commodity or service for delivery.
- G. "University" means Arkansas Tech University.
- F. "Awardee" means respondent selected to enter into a contact resulting from this RFP.

1.7 Solicitation Schedule

For informational purposes, the University is providing a Solicitation Schedule; however, dates listed and noted with an asterisk (*) are anticipated dates only and are subject to change at the discretion of the University. All times are listed in Central Time.

TABLE A: TENTATIVE SOLICITATION SCHEDULE

ACTIVITY	DATE
RFP Release to Respondents	January 6, 2025
Deadline for Respondent Questions	January 16, 2025 @ 5 pm

Answers to Questions Posted on atu.edu/purchasing	January 21, 2025
Proposal Due Date	February 11, 2025 at 2 p.m.
Initial Proposal Evaluation*	February 17, 2025
Interviews*	February 24-27, 2025
Final Proposal Evaluation*	March 3, 2025
Discussions Kick Off Meeting*	March 11, 2025
Finalize Discussions*	March 22, 2025
Post Anticipation to Award*	March 21, 2025
Award Contract* (Differs from Contract Effective Date of May 25, 2025)	April 4, 2025

1.8 CLARIFICATION OF SOLICITATION

- A. Submit questions requesting clarification of information contained in this Solicitation **via email to the Buyer** by the date and time listed in Table A.
 1. For each question submitted, Respondent should reference the specific Solicitation item number to which the question refers, as applicable.
 2. Respondent's written questions will be consolidated and responded to by the University as deemed appropriate. The University's consolidated written response is anticipated to be posted to the Solicitation posting by the close of business on the date provided in Table A. If Respondent's questions are unclear or non-substantive in nature, the University may request clarification of a question(s) or decline to answer.
- B. The Respondent should notify the Buyer of any Requirements that precludes the Respondent from submitting a Responsive Proposal.
- C. Respondents may contact the Buyer with non-substantive questions at any time prior to the proposal opening.
- D. An oral statement by any University department will not be part of any contract resulting from this Solicitation and may not reasonably be relied on by any Respondent as an aid to interpretation unless it is reduced to writing and expressly adopted by the University.
- E. Only an addendum written and authorized by the University will modify the Solicitation.

1.9 RESPONSE DOCUMENTS

- A. Original *Technical Proposal Packet*

1. Respondents shall utilize the *Technical Proposal Packet* to submit their responses.
2. The following items are proposal Submission Requirements and must be submitted as a hardcopy part of a Respondent's proposal response.
 - a. Signed *Proposal Signature Page*; signature may be ink or digital.
 - b. One (1) original hardcopy of the Technical Proposal response to the *Information for Evaluation* section included in the *Technical Proposal Packet*, which must be in the English language.
 - c. One (1) original hardcopy of the completed *Official Solicitation Price Sheet*.
 - i. Pricing must be proposed in U.S. dollars and cents.
 - ii. Quantities stated are estimates only and are not guaranteed. Respondent must submit unit price on the estimated quantity and unit of measure specified.
 - The University may order more or less than the estimated quantity on term contracts, and the Awarded Respondent shall sell to the Department quantities ordered at no more than the submitted price.
 - iii. If pricing documents do not allow for accurate pricing, Respondents should notify the Buyer at least seventy-two (72) hours before the proposal opening time.
 - iv. Prices must be firm offers and adjustments may be negotiated at the time of contract renewal/annually/quarterly or shall not be subject to escalation.
 - A request for a price increase must include supporting documentation demonstrating that the increase in contract price is based on an increased cost to the Contractor and that the proposed pricing is still competitive in the marketplace. The University has the right to approve or deny any request for a price adjustment.
 - v. State or local sales taxes should **not** be included in the price. Trade discounts should be deducted from the unit price and the net price should be shown in the submitted pricing.
 - d. *Recommended Options Form*
 - i. The *Recommended Options* form included in the *Technical Proposal Packet* allows Respondents to identify any recommended options or

optional service ideas that may benefit the University that were not included in the Requirements and the proposed solution.

- e. Copy of Respondent's *Equal Opportunity Policy*
 - i. Pursuant to Arkansas Code Annotated § 19-11-104, the University requires a Respondent bidding on a state contract to submit a copy of the Respondent's *Equal Opportunity (EO) Policy*. **In the absence of an EEO Policy the respondent must submit a statement to that effect.**
 - f. Proposed *Subcontractors Form*
3. The following items, which must be submitted prior to a contract award to the Respondent, may also be included with the Respondent's proposal:
- a. *EO 98-04: Contract and Grant Disclosure Form*
 - b. *Voluntary Product Accessibility Template*, if applicable
4. Respondent's response should **not** include any other documents or ancillary information, such as a cover letter or promotional/marketing information.

B. Additional copies

1. In addition to the original *Technical Proposal Packet*, the following items should be submitted:
 - a. Three (3) complete hardcopies (marked "COPY") of the *Technical Proposal Packet*.
 - b. Four (4) electronic copies of the *Technical Proposal Packet*.
 - c. One (1) electronic copy of the *Official Solicitation Price Sheet*.
 - d. One (1) redacted (marked "REDACTED") copy of the original *Technical Proposal Packet* if applicable (see *Proprietary Information*).
 2. Electronic copies should be submitted on flash drives and in PDF format.
 3. All additional hardcopies and electronic copies must be identical to the original hardcopy.
 - a. In case of a discrepancy, the original hardcopy governs.
 4. If the University requests additional copies of the proposal, the copies must be delivered within the timeframe specified in the request.
- C. Respondents should not alter language in Solicitation document(s) or *Official Solicitation Price Sheet* provided by the University.
- D. Respondent's proposals cannot be altered or amended after the proposal opening except as permitted by law or rule.

- E. Respondents may submit multiple proposals.

Section 2-Requirements

2.1 Respondent Minimum Qualifications

- A. Respondent shall, at minimum have at least three (3) years of experience in supplying online training coursework or professional development courses for adults in the professional workforce and students engaged in higher education with at least a similar size and scope required by this RFP.
- B. Respondent's online training platform must have been successfully used by another educational or professional entity for at least three (3) years.

2.2 Current Environment

ATU seeks a training solution to comply with federal and state law including prevention and awareness content to keep our campus community safe. Several ATU departments collaborate to provide online training courses for students and employees (full-time/part-time, graduate assistants, student employees, volunteer coaches) to meet these objectives. Primary departments include: Title IX, Human Resources, Athletics, the Office of Information Systems, and Facilities Management. ATU seeks to find a central learning platform that offers a library of training courses on topics including: Resolution process for sexual harassment complaints (policy, reporting, and response); Primary prevention and awareness programs specific to sexual assault, dating violence, domestic violence, and stalking; Hazing; Alcohol and substance abuse prevention; Response to increasing cybersecurity risks, particularly from phishing, ransomware, and improper handling of sensitive data; OSHA safety training; Ethics; and others. For example, non-technical faculty, staff, and students are a critical line of defense for cybersecurity but often lack awareness and training to identify and respond to threats effectively. The same is true for other topics, a well-trained and informed campus community creates the best opportunity for a positive campus culture and safe campus community.

2.3 Goals and Objectives

Respondent's product shall provide necessary capabilities to reach ATU's goals and objectives including but not limited to

- A. Equip faculty, staff, and students with the knowledge and skills to recognize and respond to instances of sexual harassment, hazing, etc.
- B. Equip faculty, staff, and students with the knowledge and skills to recognize and respond to cybersecurity threats, especially phishing and data protection scenarios.
- C. Provide faculty and staff with information related to ethical work practices.
- D. Provide faculty and staff with information related to workplace safety.
- E. Foster a culture of cybersecurity awareness, sexual assault prevention awareness, as well as other topics listed above.
- F. Meet compliance standards related to data security and privacy (e.g., FERPA, HIPAA) as well as Title IX, VAWA, NCAA, OSHA, etc.

- G. Obtain a scalable, accessible training program tailored for non-technical audiences.

2.4 Product Requirements

Respondent's product shall be able to provide the following

- A. Detailed Reports: Regular analytics, dashboards and detailed reports summarizing training participation, assessment scores, and behavioral outcomes.
- B. Customization Options: Ability to segment data by department, user role, or other criteria to identify trends and tailor follow-up efforts.
- C. Feedback Analysis: Summary of participant feedback to help evaluate the relevance and effectiveness of the training content.
- D. Compliance: Meet regulatory training requirements (e.g., Title IX, VAWA, NCAA, OSHA, GLBA, FERPA/HIPAA standards). Required modules that shall be included are:
 - 1. Training and prevention related to sexual assault, dating violence, domestic violence, and stalking for employees and students (Title IX/VAWA; Arkansas Act 563), including athletic employees and student athletes (NCAA)
 - 2. Resolution process for sexual harassment complaints including policy, reporting, and response (Title IX; Arkansas Act 563)
 - 3. Alcohol and other drug abuse and prevention (Drug-Free Schools and Community Act; Arkansas Act 811)\
 - 4. Chemical Right To Know, annual required training AR State Law Act 556 of 1991 and OSHA Standard 29 CFR 1910.1200
 - 5. Bloodborne Pathogens, annual required training per OSHA standard 29 CFR 1910.1030
 - 6. Mandated Reporter
 - 7. Cybersecurity covering topics of data protection and incident reporting (Cyber Security, Act 504)
- E. System must have a Responsive User Interface (RUI) and be accessible and function normally from mobile devices such as tablets, smartphones, and chrome books. This must include, but is not limited to iPhones, iPads, and Android based phones and tablets

A demonstration link shall be included with each response to allow evaluation committee members to view product as part of the evaluation process.

2.5 Optional Modules

- A. Hazing Prevention
- B. Student Conduct Educational Modules
- C. Lab safety
- D. Slips, Trips, & Falls
- E. PPE
- F. Ladder Safety

- G. Heat-Illness Awareness
- H. Phishing awareness and password hygiene.

2.6 Support and Maintenance

Respondent shall have resources in place to provide technical support to users participating in the courses. Selected vendor is expected to provide timely assistance to users as well as to designated ATU staff charged with deploying courses.

- A. Customer Service Expectations: Prompt responses to inquiries, quick and frictionless issue resolution, accurate information, multiple channels for support, friendly interactions, and personalized service.
- B. Prospective Awardee shall provide Training Plan during the Discussions phase that must, at minimum, meet the requirements set forth of this RFP.
- C. Respondent shall provide all training sufficiently in advance of the Go-Live of the proposed system such that ATU staff are sufficiently able to use the system.
- D. Upon ATU request, Awardee shall provide closed captioning for content that does not have closed captioning.
- E. Awardee shall provide user training materials following confirmation that the system is implemented and activated appropriately.
- F. The Awardee shall provide online tutorials such as video presentations about how the system works.
- G. The Awardee shall provide online New User training available throughout the life of the contract.
- H. The Awardee shall provide a plan for follow-up training for new upgrades or changes to course delivery.
- I. The Awardee shall provide ongoing maintenance of the system for the life of the contract.
- J. The Awardee shall communication changes and downtime to ATU, via methods determined and approved by ATU.
- K. The Awardee shall notify ATU via email of any scheduled maintenance of the system with a minimum forty-eight (48) hours' notice.
- L. The Prospective Awardee shall provide a proposed Data Security Plan during the Discussions Phase. The Data Security plan must, at minimum, meet all requirements set forth in this section of the RFP.
- M. The Awardee shall establish and provide points of contact in relation to security matters. In the event of a known or suspected security breach, any unauthorized access to ATU information, or unauthorized disclosure of data must be reported with twenty-four (24) hours of discovery.

2.7 PERFORMANCE STANDARDS

- A. State law requires that qualifying contracts for services include Performance Standards for measuring the overall quality of services that an Awardee **shall** provide.

- B. The University may be open to negotiations of Performance Standards prior to contract award, prior to the commencement of services, or at times throughout the contract duration.
- C. Performance Standards **shall not** be amended unless they are agreed to in writing and signed by the parties.
- D. Failure to meet the minimum Performance Standards as specified will result in the assessment of damages.
- E. In the event a Performance Standard is not met, the Awardee will have the opportunity to defend or respond to the insufficiency. The University has the right to waive damages if it determines there were extenuating factors beyond the control of the Awardee that hindered the performance of services. In these instances, the University has final determination of the performance acceptability.
- F. Should any compensation be owed to the University due to the assessment of damages, Awardee **shall** follow the direction of the University regarding the required compensation process.

SECTION 3 – SELECTION

3.1 SELECTION PROCESS

- A. The Buyer will review each *Technical Proposal Packet* to verify Submission Requirements have been met. *Technical Proposal Packets* that do not meet Submission Requirements will be rejected and will not be evaluated.
- a. The University may conduct cost checks based on the cost submitted by each Respondent on the completed pricing response.
- Respondents submitting Responsive Proposals with a proposed cost that falls twenty-five percent (25%) or more from the average submitted cost may be asked to justify their submitted cost.
 - Should the Buyer request clarification and/or additional information regarding cost, Respondents **shall** provide clarification and/or additional information as specified by the request.
- B. A University-appointed Evaluation Committee will evaluate and score qualifying Technical Proposals. Evaluation will be based on Respondent’s response to the *Information for Evaluation* section included in the *Technical Proposal Packet* and the pricing submitted by the Respondent.
- a. Cost information will be provided to the members of the Evaluation Committee (Evaluators) to allow them to determine which proposal(s) is the most advantageous to the University.
- b. Evaluators will individually review and evaluate proposals and complete an Individual Score Worksheet for each proposal. Individual scoring for each Evaluation Criteria will be based on the scoring description in *Table B: Scoring Table*.

TABLE B: SCORING TABLE

SCORE	DESCRIPTION
10	The response provides metrics clearly establishing that the Respondent is reliable and capable of fully performing the required services.
5	The response provides metrics suggesting that the Respondent’s level of performance may be acceptable, but it does not clearly establish that the Respondent is reliable and capable of fully performing the required services.
0	The response provides metrics clearly establishing that the Respondent is unreliable and incapable of fully performing the required services.

2. After initial individual evaluations are complete, the Evaluators will meet to discuss their individual scores. At the initial consensus meeting, each Evaluator will be afforded an opportunity to discuss his or her score for each evaluation criteria.
 3. After Evaluators have had an opportunity to discuss their individual scores with the committee, the Evaluators will be given the opportunity to change their initial individual scores, if they feel that is appropriate.
 4. The final individual scores of the Evaluators will be recorded on the Consensus Scoresheets and averaged to determine the group or consensus score and rank for each proposal.
 5. Other agencies, consultants, and experts may also examine documents at the discretion of the University.
- C. Respondents submitting Responsive Proposals will be contacted by the Buyer to schedule an interview.
1. Respondents **shall** attend the interview as scheduled by the Buyer.
 2. Evaluators will complete an Individual Score Worksheet for each interview. Evaluation will be based on Respondent's responses to questions presented during the interview. Individual scoring for each interview will be based on the Scoring Descriptions in Table B.
 3. During a final consensus meeting, after all interviews are complete, Evaluators will have the opportunity to discuss the interviews and change their individual interview scores on the Consensus Scoresheet, if they feel that is appropriate.
 - a. The final individual scores of the Evaluators will be recorded on the Consensus Scoresheets and averaged to determine the group or consensus score and rank for each proposal.
 4. Should the University receive only one (1) Responsive Proposal, the University may forgo the interview portion of the evaluation if the proposal has received the Maximum Weighted Score Possible for the Experience, Solution, and Risk subsections.
 - a. In this scenario, the proposal would automatically receive the maximum weighted score possible for the interview subsection.
- D. Should the University request clarification and/or additional information Respondents' responses, Respondents **shall** provide clarification and/or additional information as specified by the University.
- E. The Buyer will submit responses and pricing received from the interviewed Perspective Contractors, along with the Evaluation Committee's recommendation to the requesting department and University Administration for review and approval to move into Discussions.

3.2 TECHNICAL PROPOSAL SCORE

- A. The *Information for Evaluation* section has been divided into subsections.

- c. Each subsection has been assigned a maximum point value of ten (10) points. The total point value for each subsection is reflected in the table below as the Maximum Raw Points Possible.
- d. The University has assigned Weighted Percentages to each subsection according to its significance.

INFORMATION FOR EVALUATION SUBSECTIONS	MAXIMUM RAW POINTS POSSIBLE	SUBSECTION'S WEIGHTED PERCENTAGE	*MAXIMUM WEIGHTED SCORE POSSIBLE
Experience	10	20%	140
Solution	10	30%	210
Risk	10	20%	140
Interview	10	30%	210
Total Technical Score	40	100%	700

*Subsection's Percentage Weight x Total Technical Maximum Weighted Score = Maximum Weighted Score Possible for the subsection.

- C. The proposal's weighted score for each subsection will be determined using the following formula:

$$(A/B)*C = D$$

A = Actual Raw Points received for subsection in evaluation

B = Maximum Raw Points possible for subsection

C = Maximum Weighted Score possible for subsection

D = Weighted Score received for subsection

- D. The proposal's weighted scores for subsections will be added to determine the Total Technical Score for the proposal.

3.3 COST SCORE

- A. When scores are applied to pricing, the maximum amount of cost points will be given to the proposal with the lowest grand total as shown in Table Five (5) on the completed *Official Solicitation Price Sheet*. (See *Grand Total Score* for maximum points possible for cost score.)
- B. The amount of cost points given to the remaining proposals will be allocated by using the following formula:

$$(A/B)*C = D$$

A = Lowest estimated cost

B = Second (third, fourth, etc.) lowest estimated cost

C = Maximum Points for lowest estimated cost

D = Total price points received

3.4 GRAND TOTAL SCORE

The Technical Score and Cost Score will be added together to determine the Grand Total Score for the proposal. The State may move forward to Discussions with the Respondent determined reasonably susceptible of being selected for award.

	MAXIMUM POINTS POSSIBLE
Technical Proposal	700
Cost	300
Maximum Possible Grand Total Score	1,000

3.5 EXPLANATION OF THE SUBSECTIONS OF THE TECHNICAL PROPOSAL

A. Experience

1. The Experience subsection included in the *Technical Proposal Packet* allows Respondents to differentiate themselves based on their experience, technical capability, and understanding of the State's specific needs.
2. Respondents should identify expertise in the form of a claim and provide relevant experience to support each claim.
3. Respondents should use verifiable metrics (number of accounts, size of accounts, years of experience, customer satisfaction ratings) to support each claim.

E. Solution

1. The Solution subsection included in the *Technical Proposal Packet* allows Respondents to differentiate themselves based on their proposed solution and/or approach to solve the State's specific needs.
2. Respondents should provide a high-level overview of the Respondent's proposed solution and/or approach to services using the Requirements outlined in the RFP.
3. Proposed solutions should be non-technical and include the Respondent's recommendations for meeting the objectives and Requirements of the RFP.
4. Additional service options and recommendations above and beyond those included in proposed solution should be included in the *Recommended Options Form*.

F. Risk

1. The Risk subsection included in the *Technical Proposal Packet* allows Respondents to identify and prioritize major risks that they reasonably foresee

could potentially prevent or impair the Respondent's delivery of the solution as offered in the proposal or to otherwise fail to meet the State's desired outcome, specifications, and performance standards, and how they will mitigate, manage, and/or minimize each risk listed.

- c. Respondents should include sources, causes, or actions that are both within and beyond the control of the Respondents that they reasonably foresee may cause cost increases, delays, amendments, or dissatisfaction to the State.
- d. Risks should be described in simple, clear, and non-technical terms.
- e. Respondent should explain how the Respondent will mitigate, manage, and/or minimize each risk listed.
 - i. The Documented Performance cell should include details such as how many times any identified risk was previously mitigated and the impact on the Respondent's performance in terms of time, cost, and client satisfaction.

G. Interview

- 1. The Interview will allow Respondents to further demonstrate their experience in providing the services outlined in the RFP.
 - c. Each Respondent meeting the Submission Requirements will be contacted by the Buyer to schedule an interview. Respondents **shall** attend the interview as scheduled by the Buyer.
 - d. Respondents **shall** identify one (1) Project Lead at the time of interview confirmation who **shall** attend the interview as part of the evaluation process.
 - e. The Evaluation Committee will interview the Respondent's identified Project Lead using a pre-determined set of interview questions. Follow up questions may be asked based on responses given by the Project Lead.
 - f. Each Respondent shall provide a brief demonstration of the system.

3.6 DISCUSSIONS

- A. The University will move forward into Discussions with the responsible Respondent(s) whose proposal(s) have been determined to be reasonably susceptible to being selected for award.
- H. Discussions may be conducted with the highest-ranking Respondent based on the Grand Total Score for each proposal or with multiple Respondents reasonably susceptible of being awarded a contract.
- I. Should the State choose to engage in Discussions with the highest-ranking Respondent, the Respondent invited to participate in Discussions **shall** provide all documents required during Discussions.
 - 1. Should the Department determine, through the Discussions process, that the Respondent's solution, approach, timelines, deliverables, expectations of the

State, or a combination thereof make the Respondent no longer reasonably susceptible of being awarded a contract, the Department may abandon Discussions with that Respondent through a written justification, and may proceed to additional rounds of Discussions with the next highest-ranking Respondent.

- J. Should the State choose to engage in Discussions with multiple Respondents contemporaneously, each Respondent invited to participate in Discussions **shall** provide all documents required during Discussions.
 - 1. Should a Respondent not provide the required documents within timeframes requested by the Buyer or choose not to engage in the Discussions process, the Respondent's proposal will be considered withdrawn and will not be subject to further consideration in the Solicitation process.
- K. If Discussions necessitate material revisions of proposals, each responsible Respondent reasonably susceptible of being awarded a contract will be provided an opportunity to revise its proposal for the purpose of submitting a best and final offer.
- L. During the Discussions Kick Off Meeting, the Respondent **shall** provide the following documents to the University:
 - 1. A detailed scope of work clearly identifying the Respondent's understanding, implementation, and performance of services required in this RFP, including all activities required by the Contractor and all activities expected by the State/Participating Entities
 - 2. A Risk Management Plan intended to mitigate any risks, including but not necessarily limited to, the risks identified in the Risk Plan submitted in the Respondent's *Technical Proposal Packet*
 - 3. A proposed financial summary, including:
 - c. The completed pricing response and *Recommended Options Form* submitted in the Respondent's *Technical Proposal Packet*
 - d. A proposed payment schedule
 - 4. Proposed project management and reporting templates
- M. During the Discussions Kick Off Meeting, the Respondent **shall** address questions and/or concerns the University may have to the satisfaction of the University.
- N. During Discussions, the Respondent **shall** revise the discussions documents until agreement is made and the University has provided final approval.
 - 1. The Respondent **shall** attend follow up Discussions meeting as determined necessary by the University. Reasonable effort will be made to accommodate scheduling conflicts.
- O. During Discussions, the Respondent **shall** present a final draft of the Discussions documents to the University, including, at minimum:
 - 1. A summary of all plans and scope of work developed during the discussions process and mutually agreed upon by the University and the Respondent

2. A detailed scope of work clearly identifying the Respondent's implementation and performance of services required in this RFP, including all provisions negotiated and agreed upon by the University and the Respondent since the Discussions Kick Off Meeting
 3. Description of deliverables in terms of simplified metrics
 4. The Risk Management Plan
 5. Project management and reporting templates
 6. Financial summary, including:
 - c. The completed pricing response submitted in the Respondent's *Technical Proposal Packet*
 - d. A list of agreed upon and accepted recommended options (with impact to price)
 - e. A payment schedule.
 - f. Contact information for the Respondent's key personnel
- P. During Discussions, the Respondent **shall** present the final drafts of the items and **shall** summarize the coordination and planning completed during the discussion process.
- Q. Once approved by the University, final drafted documents will become part of the resulting contract.
- R. The Respondent may determine which key personnel will attend the Discussions meetings.

3.7 ANTICIPATION TO AWARD

- A. Once an anticipated Awardee has been determined, the anticipated award will be posted to the Solicitation posting website by the date and time listed in Table A.
- c. It is the responsibility of Respondents to check the www.atu.edu/purchasing website for the posting of an anticipated award.
- S. Anticipated awards will generally be posted for a period of fourteen (14) days prior to the issuance of a contract. These notices are anticipated awards only and are subject to protest.
- T. A contract resulting from this Solicitation is subject to University and State of Arkansas review and approval processes prior to award, which may include Legislative review.

3.8 RESPONDENT ACCEPTANCE OF EVALUATION TECHNIQUE

The submission of a *Technical Proposal Packet* signifies the Respondent's understanding and agreement that some subjective value judgments will be made during the evaluation and scoring of the technical proposals.