**NOTICE PAGE**

**Description:**

In accordance with A.R.S. § 41-2535, Procurements Not Exceeding a Prescribed Amount, The Arizona Department of Administration, State Procurement Office division (the State), is seeking to establish a statewide contract(s) for Contract Description Here.

In accordance with A.A.C. R2-7-D302(C), only a small business, as defined in R2-7-101 shall be awarded a contract unless any of the following apply:

1. The purchase has been unsuccessfully competed under Subsection (B) of this Section, including

failure to obtain fair and reasonable prices;

1. The agency chief procurement officer has made a written determination that less than three small

businesses are registered on the prospective suppliers list; or

1. The agency chief procurement officer has made a written determination prior to issuing a request

for quotation that restricting the procurement to small business is not practical under the

circumstances

A determination has been made by the State Procurement Office for this purchase that a restriction to only a small business is not practical to the State (ATTACH DETERMINATION TO SOLICITATION).

**OFFEROR IS STRONGLY ENCOURAGED TO CAREFULLY READ THE ENTIRE SOLICITATION**

**Offer Submission, Due Date, and Time:** July 22, 2020. 3:00 PM Arizona Time

**Offer Submittals:**

Offerors responding to the solicitation shall submit the Offer electronically through the State's e-Procurement System, the Arizona Procurement Portal (APP) (https://app.az.gov). The due date and time is indicated in APP as the Bid Opening Date. Late submittals will not be considered. Offers received by the due date and time will be electronically opened. Offers submitted outside of APP, or those that are received after the exact offer due date and time, shall be rejected.

**LATE QUOTATIONS WILL NOT BE CONSIDERED.**

Any question related to this Request for Quotation shall be submitted utilizing the State’s **Discussions** tab in the e-Procurement System.

**SCOPE OF WORK……………………………………………………………………………….3**

**SPECIAL TERMS AND CONDITIONS…………………………………………………….4**

**UNIFORM TERMS AND CONDITIONS**  **ARE INCORPORATED BY REFERENCE AS IF FULLY SET FORTH HEREIN. THIS DOCUMENT MAY BE ACCESSED THROUGH THE ADOA STATE PROCUREMENT OFFICE WEB SITE:**

<https://spo.az.gov/sites/default/files/documents/files/Uniform%20Terms%20and%20Conditions%20V9_%28Rev%207-1-2013%29.pdf>

**INSTRUCTIONS TO OFFERORS…………………………………………………………….5**

**OFFEROR AND ACCEPTANCE FORM…………………………………………………….7**

**EXPERIENCE AND CAPACITY QUESTIONNAIRE/RESPONSE**

**TO SCOPE OF WORK/OTHER……………………………………………………………….8**

**ADDITIONAL ATTACHMENTS AS NEEDED**

1. [**SCOPE OF WORK**](#7vbwi2qye1ml)
2. **Background:**
3. **General Specification/Scope of Work:** (describes the who, what, when, where, why, how, and price and payment)
	1. Overview of the project, including background information, purpose, goals, objectives.
	2. Entity’s problem, challenge or issue, and desired outcome(s).
	3. Design and technical requirements.
	4. Schedule components of the contract.
	5. Price and payment schedule: could be defined at the task level, milestone level, or at the project level
4. **Offeror Shall:**
	1. Performance requirements.
	2. The agreed-upon tasks, including measurable level of effort; what tools and materials are

needed; and deliverables or acceptance criteria

* 1. The schedule for completing those tasks or deliverables
1. **Definitions**
	1. Add as needed
2. **Term of Contract:**
	1. The term of the Contract will commence on the date indicated on the Offer and Acceptance and continue for twelve (12) months unless cancelled, terminated, or permissibly extended.
	2. State may, at its discretion, request for a mutual agreement to extend the initial Contract term in increments of one or more months and do so one or more times, provided that the maximum aggregate term of the Contract including extensions cannot exceed the maximum aggregate term of five (5) years.
3. **Pricing:** (Add pricing language as applicable to the product or service required)
	1. Fixed Price/hourly rate/time and materials/milestone-based for a twelve (12) month period**.**
4. **Insurance & Indemnification:** (Add current and relevant [Risk Management insurance module](https://staterisk.az.gov/sites/default/files/documents/files/State%20Risk%20Management%20Insurance%20%20Indemnification%20Modules%20-%20Current.pdf#overlay-context=insurance/forms))
5. **Data and Information Handling:** (Add this section if the Work includes handling of any (1) State’s proprietary and sensitive data or (2) confidential or access-restricted information obtained from State or from others at State’s behest.
6. **Information Technology Work:** (Add if and to the extent that the Work is or includes Information Technology.
7. **Agency Specific Terms and Conditions:** (Add as needed or required.)
8. **Provisions for Statewide Contracts:** (Add as needed or required.)
9. **Duty to Examine:** Examine the entire Solicitation, obtain clarification in writing for any questions or concerns by submitting inquiries, and then examine your Offer thoroughly and carefully for completeness and accuracy before submitting it. Lack of care in preparing an Offer will not be grounds for modifying or withdrawing it after the due date and time.
10. **State Contact Person:** Direct all inquiries related to the Solicitation to the Procurement Officer, including requests for or inquiries regarding standards referenced in the Solicitation. If you need assistance with the State’s e-Procurement System, contact the Help Desk by phone at (602)542-7600, option 2; or by email to app@azdoa.gov.
11. **Submission of Inquiries**: Submit all other inquiries about the Solicitation using the “Discussions” tab in the State’s e-Procurement System. Always refer to the appropriate Solicitation document by page and paragraph number. Except for technical inquiries about navigating and/or submitting proposals in the State’s e-Procurement System, the State is not responsible for responding to any inquiries submitted less than three (3) business days before the Bid/Offer due date and time.
12. **Electronic Submissions:** When submitting an Offer, only include files that are Microsoft Word documents, Excel workbooks, or PowerPoint presentations and PDF documents. Obtain advance approval before submitting files in any other format.
13. **Required Offer Content:** Submit all of the required Forms specified in this RFQ. (List forms below)
	1. Attachment One – Offer and Acceptance
	2. Attachment Two – Form Name
14. **Pricing:** Complete Line Items in APP, Items (F) tab/Pricing Attachment/Other pricing document for Offer to be considered.
15. **Negotiations:** Negotiations may be conducted with Offeror(s) who submit offer(s) determined to be reasonably susceptible of being selected for award. If negotiations are conducted, the Offeror(s) may revise their offer in writing during negotiations. Awards may be made without negotiations, therefore, offers shall be submitted complete and on most favorable terms.
16. **Solicitation Amendments:** Acknowledge each Solicitation Amendment in The State’s e-Procurement System.
17. **Offer Validity Period**: The pricing offered in response to this RFQ shall be valid for the next twelve (12) months.
18. **Evaluation Criteria** Offers shall be evaluated and awarded in accordance with the Arizona Procurement Code A.R.S. § 41-2535, Procurements Not Exceeding a Prescribed Amount; Small Businesses;
	1. Experience/Lowest Responsive Price/Capacity/Other
19. **Unit Price Prevails**: In the case of discrepancy in your Offer between a unit price or rate and an extension of that unit price or rate, the unit price or rate will prevail.
20. **Waiver and Rejection:** State reserves the right to waive any minor informality, reject any or all offers or portions thereof or cancel the Solicitation.
21. **Best Advantage to State:** Contracts will be awarded to the responsible offeror(s) whose offer(s) is/are determined to be most advantageous to the State based on the stated evaluation criteria.
22. **Contract Inception:**  A contract is not created until your Offer has been accepted by the State by Procurement Officer’s signature on the Offer and Acceptance Form. Notice of award or of intent to award will not constitute State’s acceptance of your Offer. The State will not sign any agreements or any other documents presented for the services listed herein.
23. **Additional Instructions as applicable:**

**SUBMISSION OF OFFER:** Undersigned hereby offers and agrees to provide the services of Contract Description Here in compliance with the Solicitation indicated above and our Offer indicated by the latest dated version below:

|  |  |  |
| --- | --- | --- |
| Offeror company name |  | Signature of person authorized to sign Offer  |
|  |  |  |
| Address |  | Printed name and title |
|  |  |  |
| City | State | ZIP |  | Contact name and title |
|  |  |  |  |
| Federal tax identifier (EIN or SSN) |  | Contact Email Address | Contact phone number |

**CERTIFICATION:** By signature in the above, Offeror certifies that:

* it will not discriminate against any employee or applicant for employment in violation of Federal Executive Order 11246, [Arizona] State Executive Order 2009-9 or A.R.S. §§ 41−1461 through 1465;
* its Offer did not involve collusion or other anti-competitive practices;
* it has not given, offered to give, nor intends to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant in connection with the submitted offer. Failure to provide a valid signature affirming the stipulations required by this clause will result in rejection of the Offer. Signing the Offer with a false statement will void the Offer, any resulting contract, and may be subject to legal penalties under law;
* it complies with A.R.S. § 41-3532 when offering electronics or information technology products, services, or maintenance; and
* it is not debarred from, or otherwise prohibited from participating in any contract awarded by federal, state, or local government.
* It is\_\_\_\_/Is not\_\_\_\_a small business with less than 100 employees or has gross revenues of $4 million or less.

**ACCEPTANCE OF OFFER**: State hereby accepts the Offer identified by the date and number at the top of this form (the Accepted Offer). Offeror is now bound (as Contractor) to carry out the Work under the attached Contract, of which the Accepted Offer forms a part. Contractor is cautioned not to commence any billable work or to provide any material or perform any service under the Contract until Contractor receives the applicable Order or written notice to proceed from Procurement Officer.

**Contract No. is: \_\_\_\_\_\_\_\_\_\_\_\_\_The effective date of the Contract is: \_\_\_\_\_\_\_\_\_\_ Contract awarded \_\_\_\_\_\_\_\_\_**

 Date Date

| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |  | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| --- | --- | --- |
| **Procurement Officer Signature** |  | **Procurement Officer Printed Name** |

The Offeror shall provide a narrative response to each question/request to demonstrate understanding of the Scope of Work requirements.

**Question 1:**

**Offeror Response:**

**Question 2:**

**Offeror Response:**

**Question 3:**

**Offeror Response:**

**Question 4:**

**Offeror Response:**

**Question 5:**

**Offeror Response:**

**Question 6:**

**Offeror Response:**