



ARKANSAS SCHOOL
FOR MATH, SCIENCES, + THE ARTS

200 Whittington Ave, Hot Springs National Park, AR 71901 | (O) 501.622.5106

Technical Proposal Packet
ASMSA FB-27001
HVAC Maintenance, Monitoring, and Related Services

CAUTION TO SUPPLIER

Supplier's failure to submit required items and/or information as specified in the solicitation may result in disqualification.

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Prospective Supplier Checklist

This checklist is provided to ensure all required information and documents are included in the submission packet. All documents must be completed in type or print. Illegible submissions may not be accepted. Recommended documents are not required but their submission is encouraged as they may be necessary for contract negotiations.

Required Submission Documents

- Completed Solicitation Signature Page
- Proposed Subcontractors Form, if applicable
- Recommended Options Form, if applicable
- Information for Evaluation
- Experience
- Solution
- Risk
- Flash drive with a PDF copy of all submission documents
- Completed Pricing Response, sealed separately

Recommended Documents

- Redacted copy of submission.
- Additional terms, contracts, or user agreements
- Voluntary Products Accessibility Template [VPAT](#), if technology related.
- Prospective Supplier's Equal Employment Opportunity Policy, if applicable.
- **Bids over \$20,000:** Completed Contract Grant and Disclosure Form (EO 98-04).

Solicitation Signature Page

PROSPECTIVE SUPPLIER INFORMATION

Offeror Name:	
Mailing Address:	
City, State, Zip:	
Telephone:	
Email:	

- ☐ YES, a redacted copy of the submission is enclosed.
- ☐ NO, a redacted copy of submission is not enclosed. I understand that, if requested, a full, non-redacted submission will be released.

*Note: If a redacted copy is not provided with the packet, and neither box is checked, a copy of the non-redacted documents, with the exception of financial data (other than pricing), **shall** be released in response to any request made under the Arkansas Freedom of Information Act (FOIA).*

An official authorized to bind the Prospective Supplier to a resultant contract must sign below. The signature signifies the agreement that any exception in conflict with a solicitation requirement or a Solicitation Standard Term and Condition will disqualify this submission.

Authorized Signature: _____ Title: _____

Printed/Typed Name of Signor: _____ Date: _____

Certification for Boycott, Illegal Immigrant, Energy, and Chinese Government Restrictions

Pursuant to Arkansas law, a supplier must submit the below certifications prior to entering into a contract with a public entity for an amount as designated by the applicable laws.

Israel Boycott Restriction: For contracts valued at \$1,000 or greater.

A public entity shall not contract with a person or company (the "Contractor") unless the Contractor certifies in writing that the Contractor is not currently engaged in a boycott of Israel. If at any time after signing this certification, the Contractor decides to boycott Israel, the Contractor must notify the contracting public entity in writing. See Arkansas Code Annotated § 25-1-503.

Illegal Immigrant Restriction: For contracts valued at \$25,000 or greater.

No state agency may contract for services with a Contractor who knowingly employs or contracts with an illegal immigrant. The Contractor shall certify that it does not knowingly employ, or contract with, illegal immigrants. See Arkansas Code Annotated § 19-11-105.

Energy, Fossil Fuel, Firearms, and Ammunition Industries Boycott Restriction: For contracts valued at \$75,000 or greater.

A public entity shall not contract unless the contract includes a written certification that the Contractor is not currently engaged in and agrees not to engage in, a boycott of an Energy, Fossil Fuel, Firearms, or Ammunition Industry for the duration of the contract. See Arkansas Code Annotated § 25-1-1102.

Scrutinized Companies Restriction: Required with bid or proposal submission.

A state agency shall not contract with a Scrutinized Company or a company that employs a Scrutinized Company as a subcontractor. A scrutinized Company is a company owned in whole or with a majority ownership by the government of the People's Republic of China. A state agency shall require a company that submits a bid or proposal for a contract to certify that it is not a Scrutinized Company and does not employ a Scrutinized Company as a subcontractor. See Arkansas Code Annotated § 25-1-1203.

By signing this form, the contractor agrees and certifies that it does not, and shall not, for the remaining aggregate term of the contract, participate in the activities checked below:

- Do not boycott Israel.
- Do not employ illegal immigrants.
- Do not boycott Energy, Fossil Fuel, Firearms, or Ammunition Industries.
- Is not a company owned in whole or in part by the Chinese government or that employs a company owned in whole or in part by the Chinese government as a subcontractor.

Authorized Signature: _____ Title: _____

Printed/Typed Name: _____ Date: _____

Contract and Grant Disclosure and Certification Form

Failure to complete all of the following information may result in a delay in obtaining, extending, amending, or renewing a contract, lease, purchase agreement or grant award with any State of Arkansas agency.

This is for: ☐ Goods ☐ Services ☐ Both Taxpayer ID Name: _____

First Name: _____ MI: _____ Last Name: _____

Physical Address: _____

City: _____ State: _____ Zip Code: _____ Country (if outside US): _____

Subcontractor: ☐ Yes ☐ No Subcontractor Name: _____

FOR INDIVIDUALS

Indicate below if: you, your spouse or the brother, sister, parent, or child of you or your spouse *is* a current or former: member of the General Assembly, Constitutional Officer, State Board or Commission Member, or State Employee:

Position Held	Current	Former	Name of Job Position Held	From MM/YY	To MM/YY	Person's Name(s)	Relation
General Assembly	☐	☐					
Constitutional Officer	☐	☐					
State Board or Commission Member	☐	☐					
State Employee	☐	☐					

☐ None of the above applies

FOR BUSINESSES

Indicate below if any of the following persons, current or former, hold any position of control or hold any ownership interest of 10% or greater in the entity: member of the General Assembly, Constitutional Officer, State Board or Commission Member, State Employee, or the spouse, brother, sister, parent, or child of a member of the General Assembly, Constitutional Officer, State Board or Commission Member, or State Employee. Position of control means the power to direct the purchasing policies or influence the management of the entity.

Position Held	Current	Former	Name of Job Position Held	From MM/YY	To MM/YY	Person's Name(s)	Relation
General Assembly	☐	☐					
Constitutional Officer	☐	☐					
State Board or Commission Member	☐	☐					
State Employee	☐	☐					

☐ None of the above applies

Contract and Grant Disclosure and Certification Form

Failure to make any disclosure required by Governor's Executive Order 98-04, or violation of any rule, regulation, or policy adopted pursuant to that Order, shall be a material breach of the terms of this contract. Any supplier, whether an individual or entity, who fails to make the required disclosure or who violates any rule, regulation, or policy shall be subject to all legal remedies available to ASMSA.

As an additional condition of obtaining, extending, amending, or renewing a contract with a state agency, I agree as follows:

1. Before entering into any agreement with any subcontractor, before or after the contract date, I will require the subcontractor to complete a Contract and Grant Disclosure and Certification Form. Subcontractor shall mean any person or entity with whom I, the supplier, enter into an agreement whereby I assign or otherwise delegate to the person or entity, for consideration, all, or any part, of the performance required of me under the terms of my contract with ASMSA.
2. I will include the following language in any agreement with a subcontractor:
Failure to make any disclosure required by Governor's Executive Order 98-04, or any violation of any rule, regulation, or policy adopted pursuant to that Order, shall be a material breach of the terms of this subcontract. The party who fails to make the required disclosure or violates any rule, regulation, or policy shall be subject to all legal remedies available to the contractor.
3. No later than **10** standard business days after entering into any agreement with a subcontractor, whether before or after the contract date, I will mail a copy of the subcontractor's Contract and Grant Disclosure Certification Form and a statement containing the dollar amount of the subcontract to ASMSA.

Supplier Agreement

I certify under penalty of perjury, to the best of my knowledge and belief, all of the above information is true and correct and that I agree to the subcontractor disclosure conditions stated herein.

Signature: _____ Title: _____ Date: _____

Supplier Contact Name: _____ Title: _____ Phone: _____

Office of Procurement Services Use Only

Dept Name: _____ Contract #: _____ Grant #: _____

Dept Contact Name: _____ Email: _____ Phone: _____

Proposed Subcontractors Form

State of Arkansas Procurement Law requires that subcontractors adhere to, and maintain all certifications, as the primary contractor. All subcontractor certifications must be submitted to the Office of Procurement Services within 30 days after award of the contract, and the contractor is required to maintain the certification on file for the remainder of the term of the contract.

Do not include additional information relating to subcontractors on this form or as an attachment to this form.

CONFIRMATION OF SUBCONTRACTOR USE

- ☐ NO, I do not propose the use of a subcontractor to perform services.
- ☐ YES, I propose the use of the following subcontractors to provide services or goods.

SUBCONTRACTOR'S COMPANY NAME	STREET ADDRESS	CITY, STATE, ZIP

Recommended Options Form

Prospective respondents should identify optional recommended services available to the university, along with the schedule impact and cost details of each item. If the prospective respondent does not offer optional recommended services, the prospective respondent should indicate so by checking the appropriate box. Responses to this form will not be scored for evaluation purposes.

Costs associated with the optional recommended services must be included on this form and must not be included in the completed Pricing Response.

Prospective supplier proposes the following optional recommended services under a resulting contract:

Option Details and Impacts:

Item Description	
How will this add value?	
Schedule Impact:	
Cost Details:	

Item Description	
How will this add value?	
Schedule Impact:	
Cost Details:	

Item Description	
How will this add value?	
Schedule Impact:	
Cost Details:	

Item Description	
How will this add value?	
Schedule Impact:	
Cost Details:	

☐ Prospective Contractor does not offer optional recommended services.

SUPPLIER ACKNOWLEDGMENT AND PROPOSED MODIFICATIONS

Supplier acknowledges that it has received, reviewed, and understands the requirements set forth in Exhibit B (the “Addendum”) and the State of Arkansas Services Contract (“**SRV-1**”). Supplier shall indicate below whether it accepts the documents as provided or is requesting specific modifications.

1. ACKNOWLEDGMENT OF ADDENDUM

Please check one:

- ☐ Supplier has read, reviewed, and agrees to the Addendum without modification.
- ☐ Supplier has read and reviewed the Addendum and proposes the modifications identified in Section 3 of this Exhibit B. Supplier understands that any proposed modification must be specifically identified and explained in this Exhibit B and that submission of a proposed modification does not constitute acceptance of that modification by ASMSA.

2. SRV-1 ACKNOWLEDGMENT

Please check one:

- ☐ Supplier has read, reviewed, and agrees to SRV-1 without modification.
- ☐ Supplier has read and reviewed SRV-1 and proposes modifications to one or more provisions. Supplier's proposed modifications are attached to this Exhibit B and clearly identify each provision for which a modification is requested, together with the proposed alternate language or other requested change.

3. PROPOSED MODIFICATIONS

Any Supplier proposing modifications to the Addendum and/or SRV-1 shall submit the proposed modifications as an attachment to this Exhibit B.

The attached proposed modifications shall, at a minimum:

- Clearly identify the document, section, paragraph, or other provision to which each proposed modification applies;
- Identify the existing language or requirement being modified;
- Clearly state the Supplier's proposed change or alternate language; and
- Provide a brief explanation or justification for each proposed modification.

Supplier may submit its proposed modifications in the form of a redlined document, a written list of exceptions, or another format that clearly identifies the requested changes. If Supplier submits a redlined document, the redline shall clearly identify all proposed changes to the Addendum and/or SRV-1.

Supplier shall attach its proposed modifications to this Exhibit B, if applicable.

If Supplier has no proposed modifications, Supplier shall indicate so below:

- ☐ Supplier has no proposed modifications to the Addendum or SRV-1.
- ☐ Supplier has proposed modifications, which are attached to this Exhibit B.

Supplier acknowledges that submission of a proposed modification does not constitute acceptance of the proposed modification by ASMSA. Any proposed modification shall be subject to ASMSA's review and written acceptance and shall not be effective unless expressly accepted by ASMSA.

4. SUPPLIER CERTIFICATION AND ACKNOWLEDGMENT

By signing below, Supplier represents and acknowledges that:

1. Supplier has received and reviewed the Addendum and SRV-1.
2. Supplier has had an opportunity to evaluate the requirements contained in those documents and to identify any questions, concerns, or proposed modifications.
3. Except for the specific modifications expressly identified in Section 3 of this Exhibit B, Supplier agrees to comply with the Addendum and SRV-1 as provided.
4. Any proposed modification identified by Supplier is a request for consideration only and shall not be effective unless expressly accepted in writing by the Company.
5. Supplier has not relied upon any oral representation, statement, or understanding concerning a modification to the Addendum or SRV-1 that is not expressly identified in this Exhibit B or otherwise approved in writing by the Company.
6. Supplier understands that the Company may accept, reject, or negotiate any proposed modification in its sole discretion.
7. Supplier's failure to identify a proposed modification in this Exhibit B may be deemed an acknowledgment that Supplier accepts the applicable provision as written.

5. SIGNATURE

Supplier Legal Name: _____

Authorized Representative: _____

Title: _____

Signature: _____

Date: _____

Email: _____

Phone: _____

Information For Evaluation Instructions

The Information for Evaluation section has been divided into **four sections**. Each subsection has a maximum point value of ten (10) and is weighted according to its significance as determined by the university.

A. Experience

Differentiate yourself or your company based on experience, technical capability, and understanding of the university's specific needs.

1. Identify expertise in the form of a claim and provide relevant experience to support each claim.
2. Include verifiable metrics (number of accounts, size of accounts, years of experience, customer satisfaction ratings) to support each claim.

B. Solution

Differentiate yourself or your company based on their proposed solution and/or approach to solving the university's specific needs.

1. Provide a high-level overview of the proposed solution and/or approach to services using the requirements outlined in the solicitation.
2. Include recommendations for meeting the objectives and requirements of the solicitation.
 - a. Additional service options and recommendations above and beyond those included in the proposed solution should be included in the Recommended Options Form.

C. Risk

1. Identify and prioritize major risks, in simple, clear, and non-technical terms, that could potentially prevent or impair your or the company's delivery of the solution as offered in the proposal or otherwise fail to meet the university's desired outcome, specifications, and performance standards.
 - a. Include sources, causes, or actions within and beyond your or the company's control that may cause cost increases, delays, amendments, or dissatisfaction with the university.
 - b. Use the documented performance cell to explain your ability to address risks, including information such as how many times any identified risk was previously mitigated and the impact on performance in terms of time, cost, and client satisfaction. Outline strategies for mitigation, management, and minimization for each listed risk.
 - c. Identify risks associated with data privacy (FERPA/GDPR), cybersecurity threats, and digital accessibility (ADA/Section 508). Provide a current VPAT (Voluntary Product Accessibility Template) and detail your data encryption standards. A proactive approach to regulatory standards should be demonstrated.

D. Interview/Demonstration

Top-scoring respondents will be contacted for interviews/demonstrations. Evaluators will score interviews/demonstrations individually, with final scores discussed in a consensus meeting. Final scores are averaged to determine the rank of each proposal.

The final individual scores of the Evaluators will be recorded on the Overall Score Sheet and averaged to determine the group or consensus score and rank for each proposal.

Information For Evaluation - Experience

Using the format below, prospective respondents should differentiate their company based on experience, technical capability, and understanding of ASMSA's specific needs. Suppliers should identify areas of expertise in the form of specific claims and provide relevant experience and documented performance to support each claim.

Each claim should be supported by **verifiable, relevant metrics**, where applicable. Examples of appropriate metrics include number of comparable accounts, size and complexity of facilities, years of experience, number of HVAC/R assets supported, emergency response performance, preventive maintenance completion rates, customer satisfaction ratings, customer retention rates, and other measurable performance results.

For each claim of expertise, suppliers should:

1. Identify the supplier's expertise in the form of a specific and measurable claim.
2. Provide relevant experience supporting the claim.
3. Provide verifiable performance metrics supporting the claim.
4. Identify the customer, facility, or project associated with the experience, unless disclosure is prohibited by confidentiality requirements.
5. Describe the supplier's specific role and scope of responsibility for the identified customer, facility, or project.

Response Format

Claim of Expertise:

State a specific area of expertise and the value or capability demonstrated by that expertise.

Relevant Experience:

Describe relevant experience supporting the claim, including the customer/facility/project, scope of services, duration, facility size or complexity, and the supplier's specific role and responsibilities.

Documented Performance:

Provide verifiable metrics and measurable outcomes supporting the claim. Examples may include number of comparable accounts, number of years providing comparable services, number of HVAC/R assets supported, emergency response performance, preventive maintenance completion rates, customer satisfaction ratings, customer retention rates, or other relevant performance measures.

Example

Claim of Expertise:

We have extensive experience providing comprehensive HVAC/R maintenance and emergency services for complex institutional facilities and have consistently met or exceeded established service-level requirements.

Relevant Experience:

We currently provide preventive maintenance, corrective maintenance, emergency response, controls support, and related HVAC/R services for 10 institutional facilities. Our responsibilities include maintenance and repair of commercial HVAC/R systems, equipment inspections, troubleshooting, emergency response, documentation, and equipment condition assessments.

Documented Performance:

The 10 comparable accounts include facilities totaling approximately 2.5 million square feet and more than 3,000 HVAC/R assets. During the most recent 12-month period, we completed 98% of scheduled preventive-maintenance activities

within the required service period, responded to 97% of emergency service requests within the applicable response requirement, and maintained an average customer satisfaction rating of 9.6 out of 10.

Information For Evaluation - Solution

Using the format below, prospective respondents should differentiate their company based on their proposed solution and/or approach to meeting ASMSA's specific needs.

Suppliers should provide a high-level overview of their proposed solution and approach to the services described in the solicitation. Responses should demonstrate the supplier's understanding of ASMSA's operating environment and explain **how the supplier proposes to deliver the required services**, rather than simply restating the solicitation requirements. Suppliers should address the processes, resources, staffing, technology, communication, quality controls, and service practices they propose to use to achieve the objectives and performance standards identified in the solicitation.

Suppliers should also describe how their proposed approach supports **long-term reliability, maintainability, flexibility, and cost effectiveness**, including opportunities to utilize existing ASMSA systems and infrastructure and, where reasonably practicable, reduce unnecessary proprietary-system dependencies, licensing costs, subscription fees, and other avoidable recurring costs.

For each proposed solution or approach, suppliers should:

1. **Describe the Approach:** Explain how the proposed solution will address ASMSA's needs, including the resources, processes, personnel, equipment, and technology involved.
2. **Demonstrate Results:** Describe how the approach will support applicable performance standards and identify measurable outcomes or performance measures, where applicable.
3. **Identify Dependencies:** Identify significant assumptions, limitations, technology requirements, proprietary-system dependencies, or other factors that may affect implementation, performance, or long-term flexibility.
4. **Address Long-Term Value:** Describe how the approach will leverage existing ASMSA systems and infrastructure where appropriate and, where reasonably practicable, reduce unnecessary proprietary-system dependencies and support long-term maintainability, flexibility, and transition.
5. **Recommend Improvements:** Identify recommendations that would improve service reliability, efficiency, equipment performance, monitoring, or facility management.

Pricing, rates, markups, fees, and other financial information must be provided only in the Financial Proposal Packet and should not be included in this subsection.

Additional service options and recommendations beyond the proposed base solution should be included in the **Recommended Options Form**.

Response Format

Proposed Solution/Approach:

Identify the proposed solution, approach, process, or capability.

Approach to ASMSA's Needs:

Explain how the proposed solution/approach will address ASMSA's specific requirements and operating environment.

Implementation and Service Delivery:

Describe the personnel, processes, equipment, technology, scheduling, communication, and other resources that will be used to deliver the proposed solution.

Performance and Outcomes:

Identify applicable performance measures, expected outcomes, service levels, or other measurable results.

Technology and Long-Term Cost Considerations:

Describe how the proposed solution will utilize existing ASMSA systems and infrastructure where appropriate and identify opportunities to reduce unnecessary proprietary-system dependencies, licensing costs, subscription fees, and other avoidable recurring costs where reasonably practicable.

Technology/Dependencies:

Identify any software, hardware, monitoring services, licenses, subscriptions, proprietary systems, third-party dependencies, or other requirements associated with the proposed solution. Suppliers should identify applicable recurring and non-recurring costs and any factors that may affect long-term cost or flexibility.

Recommendations:

Identify recommendations for improving ASMSA's HVAC/R operations, reliability, energy efficiency, equipment visibility, preventive maintenance, alarm management, or other applicable objectives.

Information For Evaluation - Risk

Using the format below, prospective respondents should identify and prioritize the major risks that could prevent or impair delivery of the proposed solution or otherwise affect ASMSA's desired outcomes, specifications, or performance standards. Risks should be described in clear, non-technical terms and should focus on risks that are significant to successful contract performance.

For each identified risk, suppliers should:

1. **Identify the Risk:** Describe the risk and its potential source or cause, including whether it is within or outside the supplier's control.
2. **Describe the Impact:** Explain the potential effect on service delivery, cost, schedule, equipment reliability, compliance, or customer satisfaction.
3. **Describe Mitigation:** Explain the supplier's strategy for preventing, minimizing, managing, or responding to the risk.
4. **Demonstrate Experience:** Provide documented performance or relevant experience demonstrating the supplier's ability to manage the identified risk, including measurable results where available.
5. **Identify Technology and Regulatory Risks:** Address applicable risks related to data privacy, cybersecurity, digital accessibility, and regulatory requirements associated with the proposed solution.

Suppliers should prioritize the risks most likely to affect successful performance rather than provide an exhaustive list of potential risks.

Response Format

Risk Description:

Identify and describe the risk, including its source or cause and whether it is within or outside the supplier's control.

Potential Impact:

Describe the potential impact on service delivery, cost, schedule, equipment reliability, compliance, or customer satisfaction.

Mitigation Strategy:

Describe the actions, processes, resources, or controls it will use to prevent, minimize, manage, or respond to the risk.

Documented Performance:

Provide relevant experience and measurable results demonstrating its ability to manage the identified risk.