

Request for Qualifications

Arkansas Secretary of State Website Development

Issuance Date: February 26, 2025

Arkansas Secretary of State

State Capitol Building
Business Office
500 Woodlane Street, Suite 12
Little Rock, AR 72201



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Confidentiality Statement

This document, including attachments, is intended only for use by the addressee and may contain legally privileged and/or confidential, copyrighted, trademarked, patented, or otherwise restricted information. If you are not the intended recipient of this document (or the person responsible for delivering this document to the intended recipient), you are advised that any dissemination, distribution, printing, or copying of this document, and any attachment(s) thereto, is strictly prohibited and violation of this condition may infringe upon copyright, trademark, patent, or other laws protecting proprietary or intellectual property. If you have received this document in error, please respond to the originator at the address below and permanently delete and/or shred all information.

Submission Details

Submission Instructions

This Request for Qualifications (RFQ) is a solicitation for background and experience proposals and is not an offer of contract. It is the intent of the Arkansas Secretary of State (SOS) to evaluate vendors on multiple criteria including experience, project team, completed project specifications, proximity, etc. Prospective respondents are advised to carefully read all instructions, terms, and conditions provided in this RFQ prior to submitting a response. Failure to adhere to any instruction, term, or condition may result in rejection of the response. Vendors should pay particular attention to the following:

- Incomplete responses are subject to rejection by the SOS. Failure to sign the Vendor Certification Form by an authorized representative shall render the response invalid.
- The SOS shall not be responsible for any costs incurred by the vendor in the preparation of any response to this RFQ or any presentation, should one be requested.
- All materials submitted in response to this RFQ, and subsequent agreements, contracts, or both, are subject to the state Freedom of Information Act.
- The SOS may request any clarifications, additional information, or data during the RFQ review and vendor selection process.
- Responses shall be accepted continuously until the stated deadline and may be withdrawn by the vendor at any time.
- The SOS may reject any or all responses and may waive technical or immaterial errors therein.
- Although as a constitutional office, the SOS is an "exempt agency" under most Arkansas procurement laws, it is the intent of the SOS to adhere to procurement policies, such as those contained within this RFQ, which ensure the selection of the most responsive and responsible vendors experienced to accomplish the requisite scope of work in an efficient and transparent manner.
- The vendor shall submit one original submission with five accompanying copies, along with a USB flash drive containing all required forms.

Submission Deadline

All responses to this RFQ shall be received by the SOS, at the physical or email delivery address stated below, no later than: March 19, 2025, at 4:00 pm CST. Responses received after 4:00 pm CST on March 19, 2025, shall be considered late and shall be returned to the vendor without further review.

Submission Delivery

Vendor's complete response shall be delivered to the following physical or email address:

Arkansas Secretary of State
Attn: Business Office
500 Woodlane Street, Suite 12
Little Rock, AR 72201
Phone: 501-682-2008
Email: purchasing@sos.arkansas.gov

Request for Qualifications Questions & Clarifications

Vendors may submit written questions requesting clarification of information contained within this RFQ. Please reference the RFQ number (RFQ # 25-005) in the subject line. Written questions shall be addressed only to:

Purchasing Department
500 Woodlane Street, Suite 12
Little Rock, AR 72201
Phone: 501-682-2008
Email: purchasing@sos.arkansas.gov

The deadline for submitting questions specific to the RFQ shall be March 10, 2025 at 4:00 pm CST. Answers to any questions submitted will be provided no later than March 12, 2025 at 4:00 pm CST.

Opening of Responses

Responses submitted by the deadline shall be opened at the following location at the date and time specified below:

March 20, 2025; 9:00 am CST

Arkansas Secretary of State
500 Woodlane Street, Suite 12
Little Rock, AR 72201

All vendors responding to the RFQ shall be notified of the final selection(s).

General Information

Purpose

The Arkansas Secretary of State (SOS) is embarking on an ambitious project to design and develop the SOS website. The primary objectives and goals of the website redesign are as follows:

Interactive and Engaging Website – We are seeking to redesign our website to include an intuitive, easy-to-use interface that allows residents, visitors and business partners to complete their tasks quickly and easily regardless of the device they are using. The solution should also be easy to maintain for our administrators and content creators, streamline business operations and increase productivity.

Purpose of our New Website – Our new site should:

1. Serve the needs of all users by letting them easily find what they are seeking, providing them with access to key services on a 24x7 basis, allowing them to share information and interact with our staff.
2. Promote transparency of our local government by making it easy for us to share and post information, and for our users to find and interact with the information.
3. Represent or brand our organization for residents, visitors, businesses and elected officials.
4. Provide a pleasant and delightful experience to all users by making it easy for them to complete their tasks or find what they want in a straightforward manner.
5. Be strategic and nimble, and focus on making our content useful, interactive and engaging. We know that things will change in the future, and we want our site to adapt and remain relevant.

Customers – We take a broad customer-centric view of our organization since we view anyone who visits our website as a customer. Our website is our digital front door, and our goal is to focus on the needs of our customers, and on improving our interactions and engagement with our customer base. Visitors to our website include transactional users who may only need the information on the site once in a lifetime and “frequent flyers” who use the site daily.

Strategic Partnership – We want a vendor partner who understands the local government market, who will help guide us to where we want to be today and provide ongoing services and support to keep us there in the future.

Research Based Design – We want a site that meets the unique needs of our customers and are not looking for a cookie-cutter or templated solution. Our vendor should employ a strategic research-based and data-driven process to gather input, define expectations and design a consistent, user-friendly navigation framework for the website that meets the needs of all users.

Responsive Site – Visitors to our site will utilize a wide variety of devices to access our website, including computers, tablets and mobile smart phones. Our new website should automatically detect the screen resolution of any device and respond with a view of the site that is optimized specifically for that screen. This will ensure that all users will be able to view our site, no matter what device they are using.

Accessible Site – Our new website should comply with World Wide Web Consortium's (W3C) Web Content Accessibility Guidelines (WCAG) 2.0 (Level AA compliance) and Section 508 of the Rehabilitation Act of 1973. In addition, the vendor should follow best practices, voluntary standards and guidelines developed by the World Wide Web Consortium's (W3C) Web Accessibility Initiative (WAI), and train our users in any Sitecore functionality that assesses content and/or can be used to create accessible content.

Simplify and Streamline Administration – The solution should:

1. Simplify website administration, allowing users of all skill levels to update assigned sections of the website.
2. Streamline business operations and reduce the amount of time that IT spends on enhancing and maintaining the site.

Transition to a different CMS – The solution should be developed with a possible change in CMS platform at a future date. Any available tools should be leveraged, and the site interface should be developed using industry standard practices that can be leveraged in a different CMS platform, should the SOS decide to switch platforms at a future date.

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Target Audiences

Audiences served by the website will include

1. Residents and potential residents of varying backgrounds, reading and language ability
2. State/local government, non-profit agencies, elected and appointed officials
3. Local and national media
4. Local school districts and students
5. Local businesses
6. Vendors
7. Landowners and developers (resident and non-resident)
8. Attorneys, lawyers and counsels
9. Law firm administrators and other law firm employees

Vendor Qualifications

Vendor Experience and Development Criteria

Preference will be given to vendors with experience developing local government websites, with special attention given to vendors' breadth of experience, references, number of years of experience and expertise of staff.

Additional development criteria include:

1. Collaborative Effort – The website will be developed through the cooperation of the SOS and the vendor and facilitated under the supervision of a dedicated project management professional in the direct employ of the vendor.
2. Skilled Team – Vendor will supply a team of user experience, design and development professionals to supplement the development process led by the project manager. This team should include staff members skilled in local government website user experience, navigation and information architecture, local government website design, accessibility, and support and training of the content management system.
3. Proven Development Process – Vendor should have a proven development process and flexible timeline structure that favors the availability and time commitment of the SOS.
4. Internal Development Staff – The SOS prefers a vendor utilizing its own development staff rather than subcontracting pieces of the project development to additional vendors.

Black Out Period

From the time of publication of this RFQ until award of the contract, all communication pertaining to this RFQ shall be directed to the contact person, or her designee, listed on page four (4) of this RFQ. Vendors are strictly prohibited against communicating with any other SOS personnel regarding this RFQ process. Violation of this policy may result in the disqualification of a vendor's response.

Contract Award

It is the intent of the SOS that any contract awarded in response to this RFQ shall be a firm contract executed with a single vendor. The SOS shall enter into negotiations with the most qualified and responsible respondent. If the SOS is unable to negotiate a contract for the services to be provided with the most qualified vendor, negotiations shall be formally terminated and negotiations with subsequent vendors shall

be initiated. The negotiation process shall be repeated until such time as the SOS decides not to move forward with a contract. Selection of the vendor shall be at the sole discretion, and in the best interest, of the SOS, and is final.

Contract Terms and Conditions

Any vendor selected shall be required to enter into a formal written contract with the SOS prior to the commencement of services. Any contract entered into pursuant to this RFQ is not assignable nor are the duties thereunder delegable by either party without the written consent of the other party to the contract.

Final written approval of all project work shall be obtained from the SOS prior to initial delivery and installation. The SOS and the vendor shall reach an agreement on any additional fee(s) that may apply should substantial changes (at no fault of the vendor) be required.

Payments shall be made in accordance with the terms and conditions of the payment provisions of the contract signed by the successful vendor and the SOS, subject to legislative appropriations. Vendor acknowledges that the SOS is subject to constitutional and statutory limitations on spending and cannot expend funds unless specifically appropriated by the Arkansas General Assembly. The SOS agrees to exercise its best efforts to obtain funding at the contract rate during each annual session of the Arkansas General Assembly.

Detailed Specifications

Design Guidelines and Qualifications

The design of the website should be welcoming, attractive and created by a member or members of the vendor's professional design staff. The final version of the design should be a collaborative effort between the SOS and the vendor, incorporating elements that effectively represent the SOS's brand and image through a data-driven and consultative development process.

The vendor should utilize a data-driven design process to gather information to complete a comprehensive redesign of our website. The techniques should include the best practices of usability and user experience:

1. Accessibility validation (WCAG 2.0) – the vendor should analyze the accessibility of the current site and make recommendations for the new site.
Include examples of similar projects completed for other government agencies or institutions, highlighting the scope, challenges overcome, and outcomes achieved. Demonstrate knowledge and proficiency with leading-edge digitization technologies, archival best practices, and relevant industry standards. Provide information on any certifications or specialized training your team has received in handling historical documents and drawings
2. Mobile usability – the vendor should create a site designed for both desktop and mobile usability.
3. User usability testing – usability testing allows vendors to conduct user research with participants in their natural environment to test interaction and identify issues with navigation and layout.

The result of the usability design study should be a written report with design recommendations and a wireframe version of the proposed new website that will be used to develop homepage and interior page design concepts that will meet the requirements stated herein.

Specific design guidelines include:

- Accessibility – Website design and associated elements should comply with WCAG 2.0 and Section 508 of the Rehabilitation Act.
- Consistent Website Design – Website design must remain consistent throughout all pages to maximize usability, except where differentiating between departments or sections of the website as requested by the SOS.
- Design Overview – Website design must be visually appealing, incorporating the SOS's colors and logo where appropriate.
- Design Process – The vendor shall develop an original design for the SOS and over a period of time during the development of the website, consult with key members of the SOS's website redesign committee to make revisions and alterations to the vendor's original design submission.
- Easy Updating – Design elements should include background images, photographs, logos, calendars, banners and buttons that are easily updated or swapped out by our staff at any time and without incurring any additional implementation or update charges.
- Website Design and Content Ownership – Ownership of the website design and all content should be transferred to the SOS upon completion of the project.
- Transferability – The design should be transferrable to another platform should the SOS decide to make any changes.

Responsive Website

The vendor is expected to produce a responsive website for the SOS to meet the needs of users accessing the site on a variety of devices, including computers, tablets and smart phones. Vendor must have proven success in previous responsive design projects. The solution should automatically detect the screen resolution of any device and respond with a view of the site that is optimized specifically for that screen. This will ensure that all users will be able to view our site, no matter what device they are using.

System Features

The system should include the following features and capabilities:

- Accessibility Add-ons – Accessibility software embedded on the website that offers users access to larger fonts and audible content
- ADA Compliant - As part of this project, the proposed website must be fully compliant with the Americans with Disabilities Act (ADA), ensuring that it is accessible to all users, including those with disabilities. The website should meet or exceed the accessibility standards set forth by the WCAG 2.1 (Web Content Accessibility Guidelines) at the AA level or higher.
- Site Search – We need a site search solution that:

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- Users should have access to an easy-to-use search engine that is visible from any page on the website. Search engines should deliver quick and accurate results.

- Search functionality should search web content as well as the contents of files (PDFs, Word Documents, etc.)
- Is contained exclusively within the website and not outsourced to an external page hosted by a search provider such as Google.
- We would like the vendor to suggest search alternatives that meet these requirements.

- APIs, Import and Export – Major components should have import and export capabilities, and APIs should be defined.
- Blogging – Solution should allow the creation of multiple blogs to be used by different individuals or departments within our organization. Blogging functionality should include the ability to tag or categorize posts, include a calendar and commenting functions.
- Contact Us Form – Capability for citizens to contact SOS staff through the use of a “contact us” form on the site for each division and department.
- Department/Division Pages – Most likely will display what is currently shown on www.sos.arkansas.gov.
- Embedded Audio/Video/Media and Social Media – Easy embedding of audio, video, media and social networking applications.
- Emergency Alert – Solution should have an easily visible and changeable emergency alert notifications that link to critical on-site information.
- Emergency Home Page – Solution should have ability to create and easily swap out home page for emergencies, voting results or other short-term purposes.
 - Potentially provide restricted access to SOS employees from external networks for emergency information, such as office closures.
- FAQ Tool – Solution should have a component that allows an unlimited number of FAQ categories or types to be added to the site, with an unlimited number of items allowed to be added within each individual category.
- Language Translation – Solution should have functionality to have multiple language translations. Specifically, we would like to include English/Spanish translation in our final solution.
- News Posting – The solution should have the ability for use to post press releases, features stories and “what’s new” content on the site. News content should have an auto archiving functionality to archive posts after a certain time frame. The News should also have RSS feeds automatically available if desired by website visitors.
- Photo Slideshows – Creation of slideshows using multiple images and common tools found in the image management portion of the website CMS. This includes the ability to alter the order, speed, transition type, duration and layout of on-site slideshows.
- Service Directory – A service directory organizes the functions of an organization instead of departments. This is key to serving the needs of the organization by letting users search by topic or services. The service directory should allow users to search by keyword and should filter by category.
- Streaming Video – Provide capability for storing and showing video.
- Tagging – Ability to tag any content and search, sort or view based on those tags.
- Third Party Integration – Ability to integrate with existing 3rd party applications
- User-centered Content – Organization of the site content will be functional and user-centered for ease of use by citizens and businesses.

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- Broken link identification and management – the solution should have a method of identifying broken links and provide a means for correcting them.

We are interested in understanding the ongoing services that you provide to your customers, such as:

- Access to On-Demand Training Library – Do you have an on-demand library of training videos and materials?
- Annual Consulting Hours – Do you offer a certain number of consulting hours as part of the base annual fee? Can these consulting hours be used to help us keep our website fresh and engaging? For example, we may have some mini projects such as creating or redesigning buttons, refreshing images, etc.

Optional Services

We are also interested in understanding other additional professional services available with your solution:

- Advanced Training – Do you offer any advanced training or onsite training options beyond the base package? Or do you offer an annual refresher training for existing and new users who may have missed the original training?
- Content Strategy – Do you offer any advanced training or assistance to help us with managing our content, working with users to write in the plain language style or review our existing content?
- Dedicated Account Manager – Do you offer an option to have a dedicated account manager to contact for any support issues?
- Health Check Analysis – Do you offer any ongoing services to help us monitor the health and usefulness of our site?
- Monthly Office Hours – Do you offer monthly office hours where we can call in during a set time to get answers to non-critical issues?
- New User Training Webinars – Do you offer scheduled or periodic training webinars for new users?
- Site Analytics Reporting – Do you offer ongoing assistance with helping us analyze our site statistics and recommending changes to make sure our website continues to meet our users' needs?

Technology/Platform Requirements

- Browser Support – The SOS is looking for a new website to support mobile and desktop versions of Apple Safari, Google Chrome, Microsoft Edge, and Mozilla Firefox. The site should support all versions of the browsers that have been released within the last 5 years.
- Page Load Time – The solution should ensure that pages load on an average of 1.5 seconds or less.
- Programming Experience – Explain your firm's experience with other programming capabilities that would be useful in developing websites.
- Third Party Plugins – The SOS will allow the vendor to use third-party plugins where appropriate as potential solutions for a requirement.
- Web Hosting: The vendor shall recommend a secure, reliable web host to handle varying amounts of traffic.

Maintenance and Support

The CMS, including all features and modular applications associated with the CMS, must have qualified and available support included as a part of ongoing services to maintain the CMS, using guidelines, structures and materials meeting the following criteria:

- Support – The vendor shall provide access to live support available via e mail or phone during vendor's normal business hours. The support team must be fluent in the functionality and use of both the content management system's features and associated applications and modules.
- Support Materials – 24/7 access to support materials including, but not limited to: online training manuals, support FAQs, customer support forums, instructional videos, informational newsletters, informational and support driven webinars (live and archived), request forms, online education courses and support-related updates through common social networking mediums.
- Support Service Level Agreement – In all submitted proposals, vendors shall be able to produce a Service Level Agreement that details guarantee of customer support as well as a service escalation process.

While website content updates are to be managed by the SOS through the CMS, vendor must commit to regular maintenance and updating of the CMS and associated applications for the purposes of keeping the existing software up-to date as well as introducing new functionality and applications.

Vendor shall commit to:

1. CMS Development Process – An internal process dedicated to reviewing new technologies and implementing development projects to provide a more robust CMS with additional features and applications.
2. CMS Improvements – Regular maintenance of the CMS to improve existing functionality and, when appropriate, take the SOS's requests into consideration.
3. CMS New Features – Rolling upgrades of the solution that strengthen and update the CMS's functionality and associated applications.

Software Service Level Agreement – In all submitted proposals, vendors shall be able to produce a Service Level Agreement that details guarantee of upgrades and the dedicated process for improving any additional software purchased by the SOS.

Additional Options

Although the SOS has these specific requirements, it is also interested in your ideas for the approach of redesigning the style of the SOS's website. We encourage respondents to consider and propose alternative solutions and recommendations. We are particularly interested in specific web functionality that your company may have already developed and deployed for other customers.

Website Examples

The websites listed below have elements of design, functionality and user experience we are looking for:

- Alabama Secretary of State - www.sos.alabama.gov
- Georgia Secretary of State - www.sos.ga.gov
- Montana Secretary of State - www.sosmt.gov
- Oregon Secretary of State - www.sos.oregon.gov
- North Dakota Secretary of State - www.sos.nd.gov

Response Documents

As stated on page four (4) of this Request for Qualifications, all responses shall be submitted by 4:00 pm CST on 3/19/25 to:

Arkansas Secretary of State
Attn: Business Office
500 Woodlane Street, Suite 12
Little Rock, AR 72201
Phone: 501-682-2008
Email: purchasing@sos.arkansas.gov

Individual responses received by mail shall be enclosed in an outer sealed envelope or container prominently marked with the RFQ number (RFQ # 25-005), submission deadline (March 19, 2025), responder's name, and return address.

Individual responses received via email shall prominently state the RFQ number (RFQ # 25-005) submission deadline March 19, 2025, responder's name, and return address.

Response Documents Shall Include (Ordered and Labeled as Follows):

1. **Vendor Information:**
 - a. Provide a Letter of Introduction, signed by an officer or principal of the vendor, which:
 - i. Summarizes the history of the vendor, the number of years in business, business structure, locations, and number of employees.
 - ii. Illustrates the vendor's unique abilities to meet the specified requirements of this Request for Qualifications. Examples may include specialized experience, skills, certifications, and awards attained.
 - iii. Includes the name of a designated contact person, physical address, email address, and phone number to be used for communication related to interviews and vendor selection.
 - b. Provide a detailed description of the vendor's experience and qualifications (for at least five (5) years) as an informational technology provider of Website Development, consistent with the above scope of work. Responses should indicate the vendor's proficiency in creating websites and applications with a focus on site usability and user experience and demonstrate knowledge and proficiency with leading-edge Web and media solutions, architectures, technologies, nomenclature, development practices, and use of industry best practices. Include:
 - i. The names of the clients;
 - ii. A description of the contracts.
 - iii. The length of the contracts and reasons for termination.

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- c. List any contracts that have been cancelled for non-performance or default within the past five (5) years.
- d. List any litigation with prior or current clients.
- e. Provide a summary of current workload and ongoing contracts.

2. Project Team (Key Staff):

- a. Provide resumes for all proposed project managers/supervisors who will be assigned to the contract to oversee all contractual obligations and responsibilities and serve as the primary contact for the SOS. Highlight previous experience in this role.
- b. Provide a description of project team members to be assigned to this project, their experience, and areas of specialization specific to the proposed scope of work.
- c. Describe the process by which work will be assigned, implemented, and tested.

3. References:

Provide the names and contact information for at least three (3) references familiar with the quality of your work of a similar nature as that described in the above scope of work. Preference shall be given to references from states in which the vendor has completed digitizing and indexing historical documents successfully.

4. Proposed Solutions:

Provide a formal, detailed description of the design, development, testing, implementation, and ongoing maintenance of the System proposed to achieve all of the criteria specified in the detailed specifications of the RFQ.

5. Required Forms:

Complete, sign, and submit the following forms with your response packet:

- a. Vendor Certification Form
- b. Illegal Immigrant Contractor Disclosure Certification Form
- c. W-9 Form
- d. Contract and Grant Disclosure and Certification Form
- e. Company's Equal Opportunity Policy

Scoring Process

Submission Scoring

Qualifications shall be evaluated and scored by Secretary of State raters based upon requirements set forth in this Request for Qualifications and ranked in order of qualification from highest to lowest.

Response packets that do not meet submission requirements shall be disqualified and not evaluated.

The maximum point values for each qualification requirement to be scored are as follows:

Submission Requirements	Maximum Possible Points
Vendor Information	25
Project Team (Key Staff)	10
References	10
Prior Projects & Experience	40
Proximity/Familiarity	15
Total Possible Qualifications Score	100

To derive the average score for each vendor, the combined scores for each rater for that vendor shall be added and divided by the total number of raters.

Vendor Certification Form (Shall be signed and included with response)

Company Name: _____

Company Representative/Title: _____

Address: _____

City: _____ State/ Zip: _____

Contact Phone #: _____

Email: _____

Tax ID # (TIN or SSN): _____ (Include copy of current W-9 Form)

I certify that this response is accurate and true and made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a response for the same services and is in all respect fair and without outside control, collusion, fraud, or otherwise illegal action. I understand that collusion in public procurement is a violation of state and federal law and can result in fines, prison sentences, and civil damage awards. I agree to abide by all conditions of this Request for Qualifications and certify that I am authorized to bind the vendor to any resulting contract.

Authorized Signature

Date

Print or Type Name

Illegal Immigrant Contractor Disclosure Certification Form

Act 157 of 2007 of the Arkansas General Assembly requires that any business or person responding to a Request for Proposal for professional services, technical and general services, or any category of construction in which the total dollar value is \$25,000 or greater certify, prior to the award of the contract, that they do not employ or contract with any illegal immigrants. Online certification shall be done at the following address:

<https://www.ark.org/dfa/immigrant/index.php/user/login>

Print screen-shot of the certification and attach to this form.

Company Name: _____

Company Representative/Title: _____

Address: _____

City: _____ State/ Zip: _____

Date: _____

ILLEGAL IMMIGRANT CERTIFICATION

Pursuant to Arkansas Code Annotated § 19-11-105, Contractor(s) **shall** certify with OSP that they do not employ or contract with illegal immigrants.

By signing below, the Contractor agrees and certifies that they do not employ illegal immigrants and will not employ illegal immigrants during the remaining aggregate term of the contract.

Contract Number	
AASIS Number	
Description	
Contractor	

Contractor Signature: _____

Date: _____

CONTRACT AND GRANT DISCLOSURE AND CERTIFICATION FORM

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

SUBCONTRACTOR: **Yes** SUBCONTRACTOR NAME: **No**

TAXPAYER ID NAME: **IS THIS FOR:** **Goods?** **Services?** **Bot ?**

YOUR LAST NAME: FIRST NAME: M.I.:

ADDRESS:

CITY: STATE: ZIP CODE: — COUNTRY:

AS A CONDITION OF OBTAINING, EXTENDING, AMENDING, OR RENEWING A CONTRACT, LEASE, PURCHASE AGREEMENT, OR GRANT AWARD WITH ANY ARKANSAS STATE AGENCY, THE FOLLOWING INFORMATION MUST BE DISCLOSED:

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	Mark (√)		Name of Position of Job Held <small>[senator, representative, name of board/ commission, data entry, etc.]</small>	For How Long?		What is the person(s) name and how are they related to you? <small>[i.e., Jane Q. Public, spouse, John Q. Public, Jr., child, etc.]</small>	
	Current	Former		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 AN ENTITY (BUSINESS) *

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	Mark (√)		Name of Position of Job Held <small>[senator, representative, name of board/commission, data entry, etc.]</small>	For How Long?		What is the person(s) name and what is his/her % of ownership interest and/or what is his/her position of control?		
	Current	Former		From MM/YY	To MM/YY	Person's Name(s)	Ownership Interest (%)	Position of Control
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 any violation of any rule, regulation, or policy adopted pursuant to that Order, shall be a material breach of the terms of this contract. Any contractor, 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 the agency.

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

1. Prior to entering into any agreement with any subcontractor, prior or subsequent to 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 enter 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 the state agency.

2. I will include the following language as a part of 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 who violates any rule, regulation, or policy shall be subject to all legal remedies available to the contractor.

3. No later than ten (10) days after entering into any agreement with a subcontractor, whether prior or subsequent to the contract date, I will mail a copy of the **CONTRACT AND GRANT DISCLOSURE AND CERTIFICATION FORM** completed by the subcontractor and a statement containing the dollar amount of the subcontract to the state agency.

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 _____

Vendor Contact Person _____ Title _____ Phone No. _____

Agency use only

Agency Number _____ Agency Name _____ Agency Contact Person _____ Contact Phone No. _____ Contract or Grant No. _____

Reset Form

Print Form

19-11-104. Equal Opportunity Policy.

(a) The purpose of this section is to require any entity or person bidding on a state contract, responding to a request for proposals regarding a state contract, responding to a request for qualifications regarding a state contract, or negotiating a contract with the state for professional or consulting services to submit to the Office of State Procurement the most current equal opportunity policy of the entity or person.

(b) The office and a state agency shall require a copy of the most current equal opportunity policy of an entity or person to be filed with the office or state agency for public inspection as a condition precedent to:

- (1) Accepting a letter of intent, bid, proposal, or statement of qualification with regard to a state contract from the entity or person; or
- (2) Entering negotiations with the entity or person for a professional or consulting services contract with the state.

History. Acts 2005, No. 2157, § 1.

R1:19-11-104. COLLECTION AND MAINTENANCE OF VENDOR EEO POLICIES.

Equal Opportunity Policies are required from vendors who submit responses to state agencies or the Office of State Procurement for procurements of Professional and Consultant Services where the dollar value is greater than \$25,000.

The Office of State Procurement will maintain a file of vendor Equal Opportunity Policies. State agencies which issue solicitations will be responsible for confirming that vendors have a current E.O. Policy on file with the State either through requesting that it be supplied with the solicitation response; maintaining an agency file of vendor supplied E.O. Policies or by accessing and checking the files maintained by the Office of State Procurement. A contract may not be awarded prior to determining that a copy of the vendor's current E.O. Policy is on file with the State.

Vendors will be responsible for supplying the State with updated versions of their respective E.O. Policies as they are implemented.

19-11-105. Illegal immigrants — Prohibition — Public contracts for services.

(a) As used in this section:

- (1) "Contractor" means a person having a public contract with a state agency for professional services, technical and general services, or any category of construction in which the total dollar value of the contract is twenty-five thousand dollars (\$25,000) or greater;
- (2) "Exempt agency" means the constitutional departments of the state, the elected constitutional offices of the state, the General Assembly, including the Legislative Council and the Legislative Joint Auditing Committee and supporting agencies and bureaus thereof, the Arkansas Supreme Court, the Court of Appeals, circuit courts, prosecuting attorneys, and the Administrative Office of the Courts;
- (3) "Illegal immigrant" means any person not a citizen of the United States who has:
 - (A) Entered the United States in violation of the federal Immigration and Nationality Act of 1952, 8 U.S.C. § 1101 et seq., or regulations issued under the act;
 - (B) Legally entered the United States but without the right to be employed in the United States; or
 - (C) Legally entered the United States subject to a time limit but has remained illegally after expiration of the time limit;