

Request for Proposal

*For an Online Integrated and Searchable Campaign Finance
Filing and Reporting System
RFP # 2022-1*

Issuance Date: January 9, 2022

Arkansas Secretary of State

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



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Confidentiality Statement

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Submission Details

Submission Instructions

This Request for Proposal (RFP) is a solicitation for design and cost proposals and is not an offer of contract. It is the intent of the Arkansas Secretary of State (SOS) not to base contract award solely on bid price, but to evaluate vendors on multiple criteria including experience, system design and specifications, cost proposal, etc. Prospective respondents are advised to carefully read all instructions, terms, and conditions provided in this RFP 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 and Cost Proposal 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 RFP or oral presentation, should one be requested.
- All materials submitted in response to this RFP, and subsequent fee 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 RFP 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- Responses shall be accepted continuously until the stated deadline and may be withdrawn by the vendor at any time.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 RFP, which ensure the selection of the most responsive and responsible vendor who shall accomplish the requisite scope of work in an efficient and transparent manner.

The SOS welcomes responses from small, minority-owned, women-owned, and veteran-owned businesses and does not discriminate against any entity, company, or individual on the basis of race, color, religion, creed, sex, age, disability or medical condition, national origin, or veteran status, or any other category protected by federal, state, and local anti-discrimination laws.

Submission Deadline

All responses to this RFP shall be received by the SOS, at the physical or email delivery address stated below, no later than February 8, 2022; 4:00 pm CST. Responses received after 4:00 pm CST on February 8, 2022 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, Jody Parker
500 Woodlane Street, Suite 12
Little Rock, AR 72201
Phone: 501-682-2008
Email: purchasing@sos.arkansas.gov

Request for Proposal Questions and Clarifications

Vendors may submit written questions requesting clarification of information contained within this RFP. Please reference the RFP number (*RFP # 2022-1*) in the subject line. Written questions shall be addressed only to:

Jody Parker, 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 RFP shall be January 28, 2022; 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:

February 9, 2022; 9:00 am CST

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

All vendors responding to the RFP shall be notified of the final selection.

General Information

Purpose

The Arkansas Secretary of State (SOS) is soliciting Requests for Proposal (RFP) from qualified vendors to provide an updated online integrated and searchable Campaign Finance Filing and Reporting System ("System"). This updated System shall: (1) allow all required state and district candidates and officials ("filers"), to file campaign/committee contribution and expenditure reports, statements of financial interest, lobbyist reports, Political Action Committee (PAC) forms/reports, and other required forms and reports (See Item 1, Detailed Specifications, on page 6) following the November 2022 election cycle; and (2) allow for the creation of new data fields, forms, etc. to accommodate necessary or desirable changes in reporting and disclosure requirements. The updated System shall also provide search and reporting capability for all currently existing data, including legacy data, previously filed within the existing System, and shall comply with Act 1029 of 2021.

The successful vendor shall provide to the SOS a single, browser-based, centralized, statewide integrated filing and reporting system as specified in this RFP. The vendor shall provide all requisite hardware; software; facilities (as required); application and system security; licensing; information technology project management services; data systems coordination; ongoing system operations, maintenance, and support services; training services (including individual SOS staff training and the production of manuals specific to SOS administrators and filers); and direct customer support services as delineated in the detailed specifications. All data in databases and information generated and stored by the System shall remain the exclusive property of the SOS.

Vendors shall respond to the RFP with two (2) options for the SOS: (1) cloud-based hosted by the vendor and (2) a system based on housing the proposed solution on equipment provided by the SOS.

Black Out Period

From the time of publication of this RFP until award of the contract, all communication pertaining to this RFP shall be directed to the contact person, or her designee, listed on page four (4) of this RFP. Vendors are strictly prohibited against communicating with any other SOS personnel regarding this RFP 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 RFP shall be a term contract executed with a single vendor. The SOS shall enter into negotiations with the most responsive bidder to finalize a contract. If the SOS is unable to negotiate a contract for the services to be provided with the most responsive vendor, negotiations shall be formally terminated and negotiations with subsequent vendors shall be initiated. The negotiation process shall be repeated until a successful vendor has been determined, or until such time as the SOS decides not to move forward with a contract. Vendor selection, and the entire vendor selection process, shall be at the sole discretion of the SOS.

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 RFP shall not be assignable nor are the duties thereunder delegable by either party without the written consent of the other party to the contract.

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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 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.

No changes to the scope of work shall be made unless specifically approved by written change order executed by both parties.

Detailed Specifications

Vendor's official response packet shall contain responses that best exemplify vendor's ability to meet all of the detailed specifications delineated below. Modifications to the response packet shall be made only in accordance with addenda issued by the Arkansas Secretary of State (SOS). Vendors are advised to check the SOS website periodically for any issued addenda.

1. The vendor's proposed Campaign Finance Filing and Reporting System ("System") shall apply to the following documents submitted to and maintained by the SOS:
 - a. Campaign Contribution and Expenditure Report for State and District Candidates.
 - b. State and District Candidate Campaign Contribution and Expenditure Report for Debt Retirement.
 - c. State and District Candidate Exploratory Committee Contribution and Expenditure Report.
 - d. State and District Candidate Final Campaign Contribution and Expenditure Report.
 - e. Political Action Committee Activity Report.
 - f. Political Action Committee Registration Form.
 - g. Political Action Committee Termination Form.
 - h. Lobbyist Activity Report.
 - i. Lobbyist Registration Report.
 - j. Lobbyist Termination Report.
 - k. Statement of Financial Interest.
 - l. County Board of Election Commissioner Financial Disclosure Statement.
 - m. Extra Income Statement.
 - n. Disclosure by Members of the General Assembly.
 - o. Independent Expenditure Committee Registration Form.
 - p. Independent Expenditure Report for Committees, Individuals, and other Entities.
 - q. Exploratory Committee Registration Form.
 - r. Exploratory Committee Contribution and Expenditure Report.

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- s. Political Party Quarterly Reporting Form.
 - t. County Political Party Committee Registration Form.
 - u. County Political Party Committee Quarterly Reporting Form.
 - v. County Political Party Committee Notice of Termination.
 - w. Any other report or document required by law, including without limitation, Act 1029 of 2021.
2. The System shall also be capable of managing any documents developed in the future during the contract term as part of the state's campaign filing requirements.
 3. The System shall perform all file management and online search functions from a common platform.
 4. The System shall be browser-based.
 5. The System shall provide online help functions, editable by SOS system administrators.
 6. SOS system administrators shall have the capability and accessibility functions necessary to update configurable data within the System, including without limitation, contribution limits, filing schedules, deadlines, etc.
 7. The System shall be database driven and capable of maintaining the history for a particular filer or class of filers and allow for queries to provide a snapshot of variables by the filer(s) at any given point in time.
 8. The System shall be comprised of three (3) environments, each hosted on separate physical or virtual servers:
 - a. Development Environment.
 - b. Test Environment.
 - c. Production Environment.
 9. The vendor shall be responsible for daily data and System backup activities.
 10. To ensure functionality across the widest range of users, the System shall provide the ability to fully function on a minimum of the two (2) most recent releases of Internet Explorer, Microsoft Edge, Firefox, Google Chrome, and Safari.
 11. The System shall provide the following minimum online filer functionalities:
 - a. Support both online uploading and importing of filing data as well as manual data entry as required by Act 1029 of 2021 of the Arkansas General Assembly. Uploadable document formats shall include electronic word processing files, portable document format files, Excel spreadsheets, or equivalent formats that may be saved in a read-only format and combined into a single document that is available to the public in an electronically-searchable format.
 - b. Allow a filer to create an account in the System via the filer's web browser.
 - c. Allow for registration and auto-generated account numbers and passwords.
 - d. Following the creation of filer account(s) by the System, allow filers to enter contributions, expenditures, and other filing obligations into the System.
 - e. Ensure secure creation and filing of all documents, including all required contributions, expenditures, loans, outstanding obligations, and summary information into the System without manual intervention by SOS administrators.

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- f. Provide System notification that a document was successfully filed via both onscreen pop-up notifications and email.
 - g. Allow for revisions and amendments of previously-filed reports in a manner that reflects the differences between filed reports.
 - h. Allow filers to search and create reports of filer contributions, expenditures, loans, and outstanding obligations.
 - i. Allow filers and SOS administrators to review all transactions, notifications, and correspondence between filers and the SOS.
 - j. Provide users with self-service functionality such as password resets and forgotten User IDs.
 - k. Other filer functionalities deemed necessary or desirable in the future with the understanding that the development of such functionalities may be subject to the contract payment agreement.
12. The System shall allow SOS administrators to:
- a. Manage all content and permission status of filer accounts.
 - b. Maintain the official lists of all campaign committees, Political Action Committees, and Lobbyist Organizations, their responsible officers, and affiliated candidate(s) if any.
 - c. Provide reporting history for filers.
 - d. Add additional reporting dates, as needed, to accommodate special elections and legislative changes.
 - e. File paper filings via document scanning and importing images of documents.
 - f. Create new category forms as mandated.
13. The System shall provide members of the public the ability to:
- a. Search data based upon candidates' first and last names, election year cycle, contributors' names and addresses, and contribution amounts.
 - b. Create sortable queries based upon the following criteria:
 - i. Candidate.
 - ii. Contributor.
 - iii. Office sought.
 - iv. Party.
 - v. Specific amount(s) of money.
 - vi. Amounts of money within ranges including the option to select greater than, less than, equal to, and amount-ordered results by returned contributions.
 - vii. The date a transaction occurred.
 - viii. Identity of the contributor/payee, using a first and last name or business name and address.
 - ix. The type of contribution or reason for the expenditure.
14. The System shall provide the following minimum report capabilities:
- a. All reports shall include a report title, report date, timestamp of report, page count of total pages, and the ability to select criteria to populate the report.
 - b. The vendor shall enable effective ad-hoc reporting capabilities to the SOS.

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- c. The vendor shall provide full access to the data or data export capabilities for reporting and other purposes.
- d. All reports created shall be exportable to multiple formats.
- e. The System shall include, but not be limited to, the following reports, or functional equivalents:
 - i. Account List Report listing all accounts regardless of account status, current responsible officer, and candidate information.
 - ii. Filing Status Report providing the number of campaign finance reports received on a specific date and the cumulative number of reports received by cycle.
 - iii. Contribution Report detailing contributions and the relevant data pertaining to each contribution.
 - iv. Expenditure Report detailing expenditures and the relevant data pertaining to each expenditure.
 - v. Outstanding Obligation Report detailing debts and the relevant data pertaining to individual obligations.
 - vi. Report Not Received providing a list of filers who failed to submit a report.
 - vii. Other reports required by future legislation or the needs of the SOS.
15. The proposed System shall be fully compliant with both Americans with Disabilities Act (ADA) and Help America Vote Act (HAVA) requirements.
16. The System shall be capable of full functionality in both a hosted and hosting environment.

OPTION 1 - HOSTING ENVIRONMENT-VENDOR:

- The vendor shall provide a secure hosting environment with a technical architecture that shall support the System application.
- The System shall provide rapid transaction (no more than three second response time) speed for filers, SOS users, and online public searches.
- The hosted solution shall provide a System that is fail-safe for operations and secure from external attacks or attempts at corruption.
- The hosted solution shall provide a detailed disaster recovery plan.
- The hosted solution shall provide detailed security architecture for hardware, firewalls, and intrusion detection and prevention software that meets or exceeds Arkansas State Information Technology Security Policy and Standards.

OPTION 2 - HOSTING ENVIRONMENT-SOS:

- The vendor shall provide an option that incorporates all of the requirements above for a System that shall be hosted in an SOS-provided data center.
17. The vendor shall provide a System risk plan that shall address, at a minimum, the risks to information security and the controls necessary to prevent unauthorized and/or illegal access, misuse, destruction, or theft of SOS information technology assets.

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18. The vendor shall provide the SOS with a Maintenance and Development Support Plan, providing a minimum of five hundred (500) hours of inclusively-billed maintenance and development support annually*, which implements the following maintenance, development, and user support elements:
- a. Continuous software maintenance for the term of the agreement that includes new versions and upgrades, and authorized enhancements to the System as a result of ongoing maintenance.
 - b. Use of State-approved encrypted security methodology. Updates that are small or moderate in scope, and emergency modifications, may be provided remotely through an FTP server or the Internet, only after approval from SOS, and after notification to SOS that such updates or emergency modifications shall be applied with approved and appropriate security.
 - c. Updating all documentation to incorporate any new versions of the software products that comprise the System.
 - d. Ensuring, at no additional expense to the SOS, that the System shall remain current to the core-operating environment (operating system and database) in which it was built and delivered.
 - e. Processes and procedures for notifying SOS of problems or issues affecting the System.
 - f. Telephone and on-site (as needed) support to SOS administrators to resolve System issues or problems during non-peak and peak filing periods.
“Non-peak” means: The hours of 8:00 am through 5:00 pm CST Monday through Friday.
“Peak” means: The forty-eight (48) hour period before each filing deadline. For purposes of this RFP, there will be eight (8) filing deadlines in complete odd-numbered years and sixteen (16) filing deadlines in complete even-numbered years. Specific deadline dates and times will be included in the initial contract and addenda between the vendor and SOS. In the event that additional filing deadlines are desirable or necessary, additional compensation shall be billed in accordance with hourly rates agreed upon by the SOS and vendor in accordance with rates and terms defined in the contract.
 - g. Performance of maintenance activities only during SOS-approved maintenance windows.
 - h. Testing all proposed software patches and configuration changes in the test environment prior to deployment to the production environment.
 - i. Testing all patches and configuration changes after deployment to the production system to ensure system stability and the desired results of the software changes or configuration changes were achieved. In the event of failure, the vendor shall restore the system to its previous state.
 - j. Updating and incorporating new software versions in response to changes proposed by the Arkansas Ethics Commission or enacted by the Arkansas General Assembly.

**The first 500 hours of maintenance, development, and support services shall be covered by the Annual Maintenance Fee established in the executed contract. All maintenance, development, and support hours including those covered by the Annual Maintenance Fee shall be separately itemized and subject to approval and quantification by the SOS. Maintenance, development, and support services required both before and after the 500-hour base is exhausted, including any necessary or desirable new developments to the System, shall be billed in accordance with hourly rates agreed upon by the SOS and vendor in accordance with rates and terms defined in the contract.*

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19. Provide comprehensive user support services to assist System users with questions regarding all aspects of System usage during non-peak and peak filing periods.
- “Non-peak” means: The hours of 8:00 am through 5:00 pm CST Monday through Friday.
- “Peak” means: The forty-eight (48) hour period before each filing deadline. For purposes of this RFP, there will be eight (8) filing deadlines in complete odd-numbered years and sixteen (16) filing deadlines in complete even-numbered years. Specific deadline dates and times will be included in the initial contract and addenda between the vendor and SOS. In the event that additional filing deadlines are desirable or necessary, additional compensation shall be billed in accordance with hourly rates agreed upon by the SOS and vendor in accordance with rates and terms defined in the contract.

Response Documents

As stated on page four (4) of this Request for Proposal, all responses shall be submitted by 4:00 pm CST on February 8, 2022 to:

Arkansas Secretary of State
Attn: Business Office, Jody Parker
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 RFP number (*RFP # 2022-1*), submission deadline February 8, 2022, responder's name, and return address.

Individual responses received via email shall prominently state the RFP number (*RFP # 2022-1*) submission deadline February 8, 2022, 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, parent affiliations, foreign ownership (if any), names and titles of all directors and officers, and number of employees.
 - ii. Illustrates the vendor's unique abilities to meet the specified requirements of this Request for Proposal. Examples may include specialized experience, skills, certifications, and awards attained.
 - iii. Includes the name of one designated contact person and his or her physical address, email address, and phone number to be used for communication related to interviews and vendor selection.

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- b. Provide a detailed description of the vendor's experience and qualifications (for at least five (5) years) as an informational technology provider of Campaign Finance Filing and Reporting Systems, or similar filing and reporting systems, 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.
- c. List any contracts that have been cancelled for non-performance or default within the past five (5) years.
 - d. List any litigation, arbitration, or mediation with prior or current clients.
 - e. Provide a summary of current workload and ongoing contracts.

2. Project Team (Key Staff):

- a. Provide names, titles, and 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(s) 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 similar nature as that described in the above scope of work. Preference shall be given to references from states in which the vendor has successfully implemented a comprehensive campaign finance filing and reporting system.

4. Proposed System:

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 RFP (pp. 6-11).

5. Cost Proposal:

Total cost proposal provided in accordance with the above scope of work, exclusive of all state and local sales taxes, to design, implement, install and deliver a fully-functional System in accordance with the scope of work delineated in this RFP. Please ensure that the cost proposal provides costs for both stated options. The cost proposal shall be submitted on the provided form, which shall be completed in ink or typewritten. (See forms section, page 16.)

6. Required Forms:

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

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

Scoring Process

Proposal Scoring

Proposals shall be evaluated and scored by Arkansas Secretary of State raters based upon requirements set forth in this Request for Proposal and ranked in order of qualification from highest to lowest for each option. Response packets that do not meet submission requirements shall be disqualified and not evaluated.

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

Proposal Requirements	Maximum Possible Points
Vendor Information	10
Project Team (Key Staff)	10
References	10
Proposed System	40
Cost Proposal	30
Total Possible Proposal 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.

Cost Proposal Scoring

The maximum amount of cost proposal points shall be given to the vendor with the lowest total cost, including maintenance costs for five (5) years as provided on the Cost Proposal sheet.

The amount of price points given to the remaining vendors shall be allocated using the formula $(A/B)*C=D$ where:

- A= Lowest Total Cost
- B= Second (third, fourth, fifth, etc.) Lowest Total Cost
- C= Maximum Points for Lowest Total Cost (30)
- D= Total Cost Points Received

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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)

Small Business: Yes No

Minority Business: Yes No

Women-Owned Business: Yes No

Veteran-Owned Business: Yes No

Do you or anyone at your company have a relative that works at the Arkansas Secretary of State's office?

Yes No

If yes, please provide the name(s) of such relative(s) and their relationships below:

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 Proposal and certify that I am authorized to bind the vendor to any resulting contract.

Authorized Signature

Date

Print or Type Name

Cost Proposal Form (Shall be completed in ink or typewritten, signed, and included with response)

OPTION 1 - HOSTING ENVIRONMENT-VENDOR: (See Item 16, Detailed Specifications, Page 9)

Total cost proposal provided in accordance with the above scope of work, exclusive of all state and local sales taxes, to design, implement, install and deliver a fully-functional System in accordance with the scope of work delineated in this RFP.

\$ _____ (USD)

Plus, an all-inclusive annual licensing, maintenance*, development, operations, and user support fee, exclusive of all state and local sales taxes, for:

Year 1: \$ _____	Year 4: \$ _____
Year 2: \$ _____	Year 5: \$ _____
Year 3: \$ _____	

*Prices shall reflect a minimum of 500 hours of annual maintenance, development, and support services.

OPTION 2 - HOSTING ENVIRONMENT-SOS: (See Item 16, Detailed Specifications, Page 9)

Total cost proposal provided in accordance with the above scope of work, exclusive of all state and local sales taxes, to design, implement, install and deliver a fully-functional System in accordance with the scope of work delineated in this RFP.

\$ _____ (USD)

Plus, an all-inclusive annual licensing, maintenance*, development, operations and user support fee, exclusive of all state and local sales taxes, for:

Year 1: \$ _____	Year 4: \$ _____
Year 2: \$ _____	Year 5: \$ _____
Year 3: \$ _____	

*Prices shall reflect a minimum of 500 hours of annual maintenance support services.

_____ Authorized Signature	_____ Date
_____ Print or Type Name	

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Contract and Grant Disclosure and Certification Form
(Added as a PDF attachment)

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:

SUBCONTRACTOR NAME:

Yes No

IS THIS FOR:

Goods? Services? Both?

TAXPAYER ID NAME:

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	<input type="checkbox"/>	<input type="checkbox"/>					
Constitutional Officer	<input type="checkbox"/>	<input type="checkbox"/>					
State Board or Commission Member	<input type="checkbox"/>	<input type="checkbox"/>					
State Employee	<input type="checkbox"/>	<input type="checkbox"/>					

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	<input type="checkbox"/>	<input type="checkbox"/>						
Constitutional Officer	<input type="checkbox"/>	<input type="checkbox"/>						
State Board or Commission Member	<input type="checkbox"/>	<input type="checkbox"/>						
State Employee	<input type="checkbox"/>	<input type="checkbox"/>						

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. _____
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