



UNIVERSITY  
*of* ARKANSAS  
AT PINE BLUFF  

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1873

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**BID RESPONSE PACKET**  
**UAPB P190**

**CAREER SERVICE  
SOFTWARE SYSTEM**

# BID SIGNATURE PAGE

Type or Print the following information.

PROSPECTIVE CONTRACTOR'S INFORMATION			
Company:			
Address:			
City:		State:	
Zip Code:			
Business Designation:	<input type="checkbox"/> Individual <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Public Service Corp <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> Nonprofit		
Minority and Women-Owned Designation*:	<input type="checkbox"/> Not Applicable <input type="checkbox"/> American Indian <input type="checkbox"/> Asian American <input type="checkbox"/> Service Disabled Veteran <input type="checkbox"/> African American <input type="checkbox"/> Hispanic American <input type="checkbox"/> Pacific Islander American <input type="checkbox"/> Women-Owned		
AR Certification #: _____ * See <i>Minority and Women-Owned Business Policy</i>			

PROSPECTIVE CONTRACTOR CONTACT INFORMATION	
<i>Provide contact information to be used for bid solicitation related matters.</i>	
Contact Person:	Title:
Phone:	Alternate Phone:
Email:	

CONFIRMATION OF REDACTED COPY
<input type="checkbox"/> YES, a redacted copy of submission documents is enclosed. <input type="checkbox"/> NO, a redacted copy of submission documents is <u>not</u> enclosed. I understand a full copy of non-redacted submission documents will be released if requested.
<p><i>Note: If a redacted copy of the submission documents is not provided with Prospective Contractor's response packet, and neither box is checked, a copy of the non-redacted documents, with the exception of financial data (other than pricing), will be released in response to any request made under the Arkansas Freedom of Information Act (FOIA). See Bid Solicitation for additional information.</i></p>

ILLEGAL IMMIGRANT CONFIRMATION
By signing and submitting a response to this <i>Bid Solicitation</i> , a Prospective Contractor agrees and certifies that they do not employ or contract with illegal immigrants. If selected, the Prospective Contractor certifies that they will not employ or contract with illegal immigrants during the aggregate term of a contract.

ISRAEL BOYCOTT RESTRICTION CONFIRMATION
By checking the box below, a Prospective Contractor agrees and certifies that they do not boycott Israel, and if selected, will not boycott Israel during the aggregate term of the contract.
<input type="checkbox"/> Prospective Contractor does not and will not boycott Israel.

**An official authorized to bind the Prospective Contractor to a resultant contract must sign below.**

The signature below signifies agreement that any exception that conflicts with a Requirement of this *Bid Solicitation* will cause the Prospective Contractor's bid to be rejected:

Authorized Signature: \_\_\_\_\_ Title: \_\_\_\_\_  
Use Ink Only.

Printed/Typed Name: \_\_\_\_\_ Date: \_\_\_\_\_

## **VENDOR REFERENCES**

Please list below at **least two (2) references** where delivery has been made of the type of merchandise you are proposing:

(1)	(2)
Company Name: _____	Company Name: _____
Phone No: _____	Phone No: _____
Address: _____	Address: _____
City & State _____	City & State _____
Contact Person: _____	Contact Person: _____

A vendor whose bid is under consideration shall, upon request, promptly furnish satisfactory evidence of his financial resources, his experiences, and the organization and merchandise he has available to meet this request.

### **SUBSTITUTIONS ("OR EQUAL")**

- A. These specifications are intended to establish a minimum desired quality or performance level, or other minimum dimensions and capabilities, which will provide the best product available at the best price. When a brand and/or model is designated, and a bidder offers other than the designated brand and/or model the other than designated brand and/or model, must be listed; specifications and descriptive literature provided; and, if requested, a sample made available for testing. **Other than designated brands and/or models approved as equal to designated products shall receive equal consideration.**
- B. When proofs of compliance for materials and equipment are called for in the technical specifications or requested by the University of Arkansas at Pine Bluff, such proofs of compliance shall be furnished by the vendor by supplying the following:
- (1) Certificates of compliance from the manufacturer
  - (2) Mill Certificates
  - (3) Testing laboratory certificates
  - (4) Report of actual laboratory test

### **SUBSTITUTE/ALTERNATE PRODUCTS:**

- C. Bidders are advised that they may only bid on the specified brand, and it must **meet or exceed the specifications as herein listed and color brochures and fact sheet (specification) must be included with your bid response.** If the bidder makes no exception to specifications, they will be required to furnish material and/or equipment according to the brand names, etc., as specified.

\_\_\_\_\_ **Check if bidding brand specified**  
\_\_\_\_\_ **Check if bidding substitute**

**Brand names listed are for "specification only" not as a statement of preference.**

## UAPB SPECIFICATIONS IFB # UAPB P190

Please duplicate the enclosed label and affix it to the outside of your sealed submittal envelope/package or cut along the outer border and affix this label to the outside of the submittal envelope/package to identify it as a "Sealed Bid/Proposal". Be sure to include the name of the company submitting the response where requested.

**SEALED BID/PROPOSAL \* DO NOT OPEN**

**TITLE: INVITATION FOR BID- CAREER SERVICE SOFTWARE**

**Bid Number: UAPB IFB# UAPB P190**

**Bid Open: Monday, May 6, 2024 @ 11:00 A.M.**

**Submitted By**

**Company Name: \_\_\_\_\_**

**Contact Name: \_\_\_\_\_**

**Telephone: \_\_\_\_\_**

**Contact and Delivery Information Contact**

**[colep@uapb.edu](mailto:colep@uapb.edu)**

**870.575.8736**

**Purchasing Department Room 102  
1200 N. University Drive  
Pine Bluff, AR 71601**

## OFFICIAL BID PRICE SHEET

ITEM	DESCRIPTION	QTY	UNIT OF MEASURE	UNIT PRICE	EXTENDED AMOUNT
<i>Example</i>	<i>Vacuum Cleaner</i>  <i>Brand Bid:</i> _____ _____ <i>Model Bid:</i> _____ _____	<i>2</i>	<i>each</i>		
1.	Career Services Software System	1			
2.	Set-up Implementation fee to include: Discovery and Analysis phase User Acceptance Testing Go-Live Support				
3.	On-site UAPB training & installation				
4.	Licenses/maintenance/subscription cost				
5.	Other cost-fully explain				
6.	Warranty				
	Taxes				

GRAND TOTAL \$ \_\_\_\_\_

**Note: Contractor will be fully responsible for arranging inside delivery of this merchandise into UAPB's Warehouse or otherwise designated location.**

**NOTE: ALL COST FOR WHICH THE UNIVERSITY WILL BE BILLED MUST BE INCLUDED IN YOUR BID PRICE (commodity, freight, handling, and other transportation). DO NOT INCLUDE TAXES (state or local) if you are an Arkansas vendor. You must add it to your invoice if you are the successful Contractor. For your information, our current tax rate is 10.00%. If you are an out-of-state vendor, you may do the same or we will calculate it in our USE TAX report.**

**PRICE CHANGE CLAUSE:**

All licenses/maintenance/subscription cost maintenance prices shall remain firm for the first three (3) years of this contract. In the event of an industry wide price **increase**, contractor may make a written request for a price adjustment prior to the next extension period thereafter to be effective at the time of the next renewal provided it is properly documented.

In the event of a **price decrease**, UAPB shall be guaranteed full benefit of the price reduction on the effective date of the decrease for all purchase orders.

All order changes must be prior approved before the change occurs. These should never be verbal but reduced to writing and made an integral part of the contract.

**In either case, above documentation is required from the contractor to the Contract Administrator. Once it has met with their approval and that of the Vice Chancellor of Finance (if fiscal), if the adjustment (price or other) is authorized thereafter, said adjustment will remain firm for any period agreed upon for extension.**

## SECTION 2 – MANDATORY REQUIREMENTS

### UNIVERSITY OF ARKANSAS AT PINE BLUFF

#### SPECIFICATION SHEET

Specifications:	Equal To	Less Than	Exceeds	Comments
Must have Career Fair Management-marketing, registration, invoicing & customized booth options				
Must have kiosk to be able to manage workshops, career fairs, student walk ins, appointments, and information session attendance				
Must have appointment management that tracks and syncs appointments to MS Outlook and capture private notes and comments with students for action and follow-up. Must allow students to make appointments with counselors.				
Must have single sign-on capabilities to use existing campus credentials.				
Must have unlimited usage for staff and students				
Must have surveys to attract student outcomes for reporting to First Destination Survey				
Must have the ability to customize resume template, upload as MS Word document and create unlimited resume books.				
Must have real time reporting for summary statistics and ability to auto export reports.				
Must have job search capabilities and job posting by employers				
Must be able to capture student career interest and send target communication based on interest.				
Must have the ability to send post appointment surveys to capture student needs and satisfaction				
Must be able to capture experiential learning outcomes and manage approval process for Cooperative Education and summer internships				
Must be able to advertise and create events				
Must be able to integrate with social media				
Must be able to pin event information, notices, and articles to dashboard				
Must be able to set customized user permission levels.				
Must have batch communication tool to create and reuse message templates.				

Must have import tool to upload student data				
Must be able to customize forms and emails				
Must have resource center and online streaming for training				
Must have mobile app capabilities				
Must have peer messaging at other schools				
Must have virtual career fair management				
Post special events and keep abreast of special events offered by career services				
Must have help desk available				
Reach out to current students and alumni about job opportunities				
Must have Reporting and Data Analytics so staff can view data on job postings, student activity, appointments, number of applications, and career fair registrations				
Students can apply for job online 24/7 and receive feedback on application				
Students can create a profile, designate cities in which they are looking for employment and be notified when jobs post based on their preferences (s)				
Students can keep abreast of special events offered by career services and employer				
Students can register for career fairs and view employers				
View resumes for current students and alumni				
Request on-campus interviews and information sessions				





# RESTRICTION OF BOYCOTT OF ISRAEL CERTIFICATION

Pursuant to Arkansas Code Annotated § 25-1-503, a public entity shall not enter into a contract valued at \$1,000 or greater with a company unless the contract includes a written certification that the person or company is not currently engaged in, and agrees for the duration of the contract not to engage in, a boycott of Israel.

By signing below, the Contractor agrees and certifies that they do not currently boycott Israel and will not boycott Israel during any time in which they are entering into, or while in contract, with any public entity as defined in § 25-1-503\* If at any time after signing this certification the contractor decides to engage in a boycott of Israel, the contractor must notify the contracting public entity in writing.

If a company does boycott Israel, see Arkansas Code Annotated § 25-1-503.

Name of public entity	<b>The University of Arkansas at Pine Bluff Arkansas</b>
AASIS Vendor Number	<b>Not Applicable</b>
Contractor/Vendor name	

Contractor Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature must be hand written, in ink

“Public Entity” means the State of Arkansas, or a political subdivision of the state, including all boards, commissions, agencies, institutions, authorities, and bodies politic and corporate of the state, created by or in accordance with state law or regulations, and does include colleges, universities, a statewide public employee retirement system, and institutions in Arkansas as well as units of local and municipal government.

# **ILLEGAL IMMIGRANT CERTIFICATION REQUIRED PRIOR TO AWARD** **PROHIBITION AGAINST CONTRACTING WITH ILLEGAL IMMIGRANTS – Acts 157 of 2007.**

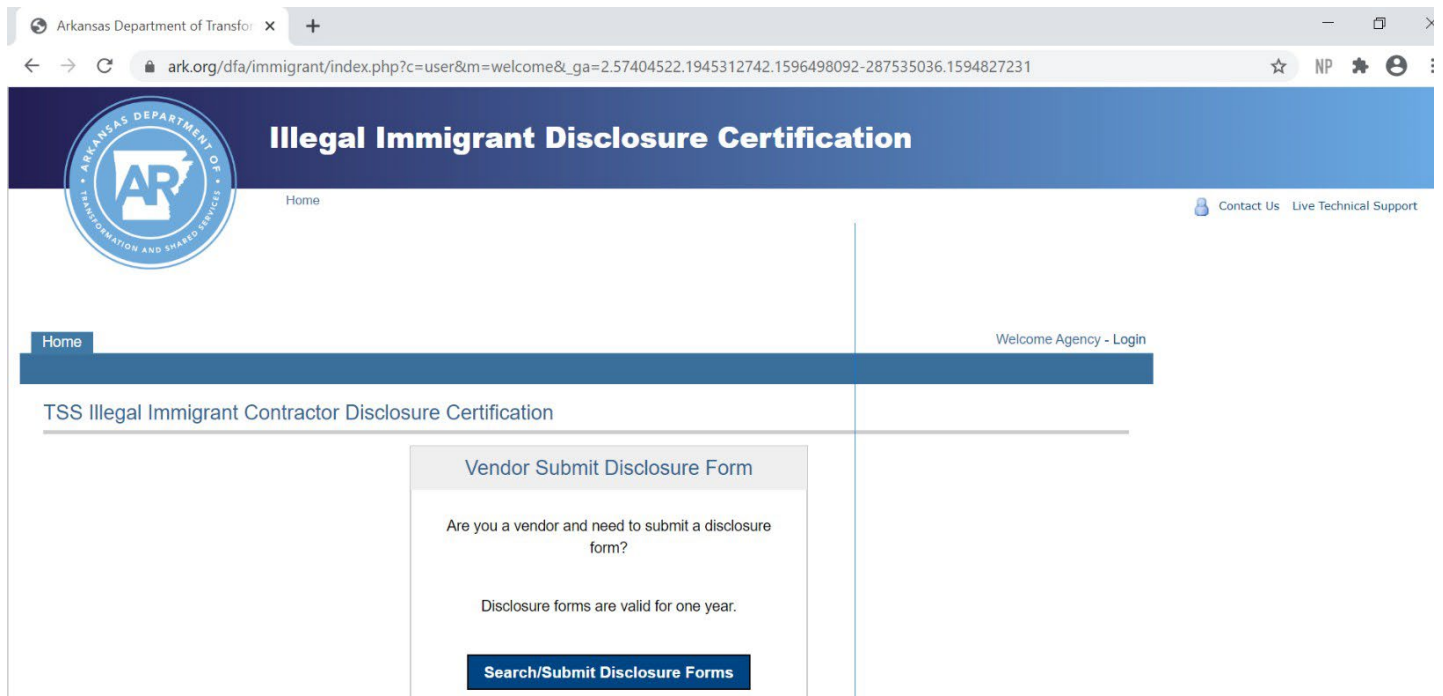
**Regarding those contracts over \$25,000.00** – No state agency may enter into or renew a public contract with a contractor who knows that the contractor or a subcontractor employs or contracts with an illegal immigrant to perform work under the contract. Certification Required by Contractor prior to award of contract.

It is the requirement of the Office of State Procurement that prior to an award the contractor must certify on the Office of State Procurement's web site which is

[https://www.ark.org/dfa/immigrant/index.php?c=user&m=welcome&\\_ga=2.57404522.1945312742.1596498092-287535036.1594827231](https://www.ark.org/dfa/immigrant/index.php?c=user&m=welcome&_ga=2.57404522.1945312742.1596498092-287535036.1594827231) that his company does not employ nor will employ illegal immigrants for this project or service. (MUST BE DONE WITHIN FIVE (5) DAYS OF INTENT TO AWARD NOTICE)

## ***Instructions:***

Click the Search/Submit Disclosure Forms. Complete the questions to become certified. Once done you must print a copy of the certificate to submit with your bid proposal. Certificate must be submitted prior to Purchase Order issue or Contract Award



Arkansas Department of Transportation

## Illegal Immigrant Disclosure Certification

Home

Contact Us Live Technical Support

Home

Welcome Agency - Login

### TSS Illegal Immigrant Contractor Disclosure Certification

#### Vendor Submit Disclosure Form

Are you a vendor and need to submit a disclosure form?

Disclosure forms are valid for one year.

[Search/Submit Disclosure Forms](#)

## ***Instructions conti. . .***

You are to click on the section that says

**Vendor Illegal Immigrant Contracting Disclosure Reporting Screen.**

The next **screen** you will see says

**DFA ILLEGAL IMMIGRANT CONTRACTOR DISCLOSURE CERTIFICATION LOGIN** (click on the right side to open the box that reads: "Submit Disclosure Form").

# DFA Illegal Immigrant Contractor Disclosure Certification Login

[Agency Login](#)

[Vendor Submit Disclosure Form](#)

Are you a vendor and need to submit a disclosure form?

[Submit Disclosure Form](#)

Username:	<input type="text"/>
Password:	<input type="password"/>

Login

Forget your password? [Click here](#)

*Instructions conti'...*

The opened screen will LOOK LIKE THIS:  
Answer the questions and "Submit".

## DFA Illegal Immigrant Contractor Disclosure Certification Form

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Navigation : [Home](#) >> Certification Form

[Help](#)

**Note:** \*Required fields are marked with an asterisk.

*Vendor Name:	<input type="text"/>
*Contract Type:	Construction <input type="button" value="v"/>
Bid Number:	<input type="text"/>
*Disclosure Statement:	I do not employ or contract with any illegal immigrant(s). <input type="button" value="v"/>
*E-mail Address:	<input type="text"/>
*Select Agency:	<input type="button" value="v"/>
	<input type="button" value="Submit"/>

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**THE AGENCY LOGIN BOX IS FOR UAPB – We are required to check this web site to make sure you have certified prior to Purchase Order issue or Contract Award.**

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