



UNIVERSITY
of ARKANSAS
AT PINE BLUFF

1873

BID RESPONSE PACKET
UAPB A193
ATHLETICS COMPLIANCE SOFTWARE

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.
<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>

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 bid other than specified however, 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 bidder takes 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**

Name of brand substituted: _____

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

UAPB SPECIFICATIONS IFB # UAPB A193

Please duplicate the enclosed label and affix 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 FOR ATHLETICS COMPLIANCE SOFTWARE

Bid Number: UAPB IFB # UAPB A193

Bid Open: Wednesday, August 14, 2024 @ 11:00 A.M.

Submitted By

Company Name: _____

Contact Name: _____

Telephone: _____

Contact and Delivery Information Contact

lewisal@uapb.edu

870.575.8735

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

THE UNIVERSITY OF ARKANSAS AT PINE BLUFF COST SHEET

In consideration for the requirement set forth in this IFB, what will be your total cost for the following:
YEAR 1

- 1. Athletics Compliance Software... .. \$ _____
- 2. Set Up/Implementation Fee..... \$ _____
 - Discovery and Analysis phase
 - User Acceptance Testing
 - Go-Live Support
- 3. On-Site at UAPB Training (if needed) (explain fully) \$ _____
- 4. License/Maintenance/Subscription Cost..... \$ _____
- 5. Other Costs (Explain Fully) \$ _____

TOTAL ALL COSTS ABOVE

_____ \$ _____

SUBSEQUENT YEAR'S COST

List below the percentage (%) of increase for subsequent year's (**Percentage**) only, no dollars in the section below.

- Cost for year 2 = _____ % of increase over year 1**
- Cost for year 3 = _____ % of increase over year 2**
- Cost for year 4 = _____ % of increase over year 3**
- Cost for year 5 = _____ % of increase over year 4**
- Cost for year 6 = _____ % of increase over year 5**
- Cost for year 7 = _____ % of increase over year 6**

SUMMARY: TOTAL percentage (%) of increase years 2-7 = _____ % (no dollars please)

Bases for Award – This bid will be award to the Bidder who meets all the requirements as herein specified and who provides that lowest cost for year one (1) plus the total percentage of increase for subsequent years and who meets all of the mandatory requirements as listed herein and is responsive to all other terms and conditions of this bid

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, delivery 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.

UNIVERSITY OF ARKANSAS AT PINE BLUFF SPECIFICATION SHEET

Mandatory Requirement for: Athletic Compliance Software

What is the name of the Manufacturer of the software you are proposing?

Failure to respond to each item below will be cause for bid rejection. If your specifications are less than, you must explain the specifications in the comment section.

Please Note: The brand name is listed as a specification, not a statement of preference. Alternate brands meeting these specifications shall be considered as an equal if accompanied with a brochure

PURCHASE PRICE OF SOFTWARE SHALL INCLUDE ALL SPECIFICATION LISTED BELOW BUT NOT LIMITED:

Specifications:	Equal To	Less Than	Exceeds	Comments
Must include web application, recruiting mobile applications, branded email designs, webinar trainings, phone and email help desk access and on campus training.				
Integration with Campus Information Systems (Datatel/Ellucian Colleague/Workday). Data import				
Integration with NCAA Compliance Assistant (Ca)				
Fully integrated Workflow Management- Recruiting, Academics, Rosters, Financial Aid, Initial and Continuing Eligibility, Equipment Solutions, Complimentary Ticketing, Playing and Practice Seasons, Scheduling, CARA, Camps and Clinics				
Shall allow coaches and administrators to manage all facets of their teams/area within a single portal that provides complete automation				
Recruiting Mobile application- Ability for users to send communications to student-athletes via a mobile app and the ability for all users to communicate with student-athletes, coaches, and staff, via call, e-mail, or text through roster management features				
Transcript Evaluations- Allows for coaches and compliance to enter/upload academic data to determine initial eligibility, as well as connect to NCAA Eligibility Center to look up approved courses. Ability to save and update multiple times.				
Real-time Monitoring/Reporting- To include standard and ad hoc reporting access				

<p>Shall allow for real-time monitoring capabilities of all activities within the department. Reports are printable and convertible to pdf and/or excel</p>				
<p>Customizable workflows/Reports-</p> <p>Access to ALL preloaded Division I best practices forms with the option to customize. Such as recruiting (student-athlete profiles, recruiting logs, telephone logs, official visits), eligibility, playing and practice seasons</p> <p>(Countable Athletically Related Activities; RARA), Student-Athlete Time Management)</p> <p>Software shall allow the athletics department to define its own processes by utilizing our own forms, establish approval processes and</p>				
<p>Customizable Online Forms-</p> <p>There shall be a testing environment for all forms built in the system. We must be able to move towards paperless systems</p>				
<p>Fully Integrated On-line Forms system with signatures-</p> <p>Student-athletes, coaches and administration shall have the ease of accessing their portal on any device to allow forms to be completed anywhere.</p>				
<p>Automated Approval Processing of forms. We must be able to move towards automated approval/electronic signatures to assist with a more efficient time approval process</p>				
<p>NCAA Rules Decision Engine/Pre-emptive monitoring and alerts- NCAA Bylaws 12 - 17. With Automated updating from the contractor and built in NCAA rules within the software that the client is not required to enter manually</p>				
<p>Compliance/Violations and warnings/alerts</p> <p>The software must provide automatic Compliance/Violations and warnings/alerts</p> <p>The software shall provide notifications to athletics before they make compliance mistakes to eliminate NCAA violations.</p>				
<p>NCAA Regulatory paperwork-</p> <p>Such as: NCAA Drug Testing Consent Form; NCAA Student-Athlete Statement; NCAA Summary of Eligibility Requirements</p>				
<p>Complimentary Tickets/Admissions-</p> <p>(Current students-athletes/Potential Student-Athletes)</p> <p>Shall allow administrator to manage complimentary admissions processes from start to end, manage list, with ability to allow student-athletes/coaches to request tickets. It shall also allow for both requests and</p>				

compliance management and administration of complimentary tickets for events				
Scheduling and Traveling Itinerary module				
Integrated Camps/Clinic Module- Include all camp modules at no additional charge to client				
Student-Athlete Time Management Process Solutions- RARA Management Include Potential Student-Athlete and Current Student-Athlete Academic tracking- Ability to review and track academic information Users shall have tools to enter academic data including, but not limited to, custom terms, majors, minors, degree applicable hours, GPA and transfer data.				
Software shall provide tools to assist with monitoring progress-toward-degree, fulfillment of credit hours, and minimum GPA rules specific to each student-athlete's academic progress. Software shall have the ability to provide access to the registrar and academic staff to view enrollment and edibility data.				
Automated Countable Athletically Related Activities and RARA monitoring and pre-emptive alerts- Ability to electronically secure student-athlete signatures on CARA logs; Manage CARA calendars and automate approvals via software. Alert Coaches and Compliance of CARA violations				

Request for Taxpayer Identification Number and Certification

**Give Form to the
 requester. Do not
 send to the IRS.**

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type.
 See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.
2 Business name/disregarded entity name, if different from above
3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) ▶ _____
4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small>
5 Address (number, street, and apt. or suite no.) See instructions.
6 City, state, and ZIP code
7 List account number(s) here (optional)
Requester's name and address (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number								
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> </tr> <tr> <td style="text-align: center;">-</td> <td style="text-align: center;">-</td> <td style="text-align: center;">-</td> <td style="text-align: center;">-</td> </tr> </table>					-	-	-	-
-	-	-	-					
or								
Employer identification number								
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> </tr> <tr> <td style="text-align: center;">-</td> <td style="text-align: center;">-</td> <td style="text-align: center;">-</td> <td style="text-align: center;">-</td> </tr> </table>					-	-	-	-
-	-	-	-					

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here

Signature of U.S. person ▶

Date ▶

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

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	The University of Arkansas at Pine Bluff Arkansas
AASIS Vendor Number	Not Applicable
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 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

The screenshot shows a web browser window with the URL [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). The page title is "Illegal Immigrant Disclosure Certification". The header includes the Arkansas Department of Transportation logo and navigation links for "Home" and "Welcome Agency - Login". The main content area features a "Vendor Submit Disclosure Form" section with the following text:

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](#)

Username:

Password:

Login

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

[Submit Disclosure Form](#)

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

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

[Help](#)

Note: *Required fields are marked with an asterisk.

*Vendor Name:

*Contract Type:

Construction



Bid Number:

*Disclosure Statement:

I do not employ or contract with any illegal immigrant(s).

*E-mail Address:

*Select Agency:

Submit

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.
