



Procurement Department – Wingo Hall 113
201 Donaghey Ave.
Conway, AR 72035
Phone: 501.450.3173

Request for Proposal

DEADLINE: Tuesday, September 30, 2025 before 10:00 AM, local time

ISSUING OFFICER: Meghan Cowan, meghanp@uca.edu

DATE OF ISSUE: 09/04/2025

REQUEST FOR PROPOSAL

RFP#: UCA-26-023- Technology Transfer, Innovation, & Entrepreneurship Consultant

No Late Proposals Shall Be Accepted.

*Proposers shall submit sealed physical proposals to the UCA Procurement Department:
201 Donaghey Ave. Wingo 113
Conway, AR 72035*

All proposals shall be submitted in accordance with the attached University of Central Arkansas specifications and documents attached hereto. Each Proposer is required to fill in every blank and shall supply all information requested; failure to do so may be used as basis of rejection.

The undersigned hereby offers to furnish & deliver the articles or services as specified, at the prices & terms stated herein, and in strict accordance with the specifications and general conditions of bidding, all of which are made a part of this offer. This offer is not subject to withdrawal unless upon mutual written agreement by the Proposer/Bidder and Procurement Director.

1. SUBMISSION OF A PROPOSAL SHALL INCLUDE:

Each proposal shall contain the following at a minimum. Proposer must also address detailed requirements as specified in the Scope of Work.

- a. A written narrative describing the method or manner in which the Proposer proposes to satisfy requirements of this RFP in the most cost-effective manner. The term Proposer shall be in reference to a firm or individual responding to this solicitation.
- b. A description of the Proposer's experience in providing the same or similar services as outlined in the RFP. This description should include the names of the person(s) who will provide the services, their qualifications, and the years of experience in performing this type of work. Also, include the reference information requested in this RFP.
- c. The complete fee and cost to the University for all services outlined in this RFP.
- d. Statement should be no more than fifty (50) pages; single sided, standard, readable, print on standard 8.5x11 documents. Proposers shall also submit a three (3) page (maximum) executive summary. The following items will not count toward the fifty page limitation: appendix, cover sheet, 3-page executive summary, resumes (resumes shall be no more than 1 page per person), and forms provided by the University for completion.
- i. Submitting and responding to this RFP: Proposals shall be prepared simply and economically, providing a straightforward, concise description of its ability to meet the requirements for the project. Fancy bindings, colored displays, and promotional material are not required. Emphasis should be on completeness and clarity of content. All documents physically submitted should be typewritten on standard 8 ½" x 11" white papers and bound in one volume. Exceptions would be schematics, exhibits, one-page resumes, and University required forms. Limit proposal to fifty (50) pages or less, excluding one-page team resumes, references, and forms required by the University for completion. All proposals shall be sealed upon delivery to the University of Central Arkansas.

Physical Submittal: All Proposers shall submit one (1) original hard copy of their technical proposal as well as one (1) electronic "original" proposal copy and one (1) redacted proposal on a flash drive. The electronic copy submitted shall be contained into one single electronic file and shall be identical to the hard copy provided. The use of Adobe PDF documents is strongly recommended.

Files contained on a flash drive shall not be restricted against saving or printing.

Electronic copies shall not be submitted via e-mail by the Proposer and shall be provided to the University in a sealed manner. FedEx, UPS, USPS, or other packages should be clearly marked with the RFP number on the outside of the mailing package.

Pricing: Prospective proposer shall include all pricing on the Official Bid Sheet only. If any cost is not included by the successful proposer but is subsequently incurred in

order to achieve successful operation, the Proposer shall bear this additional cost.

To allow time to evaluate proposals, prices must be valid for 90 days following the bid opening.

The Official Bid Price Sheet, including the hard copy and electronic copy, must be separately sealed from the Technical Proposal Packet and should be clearly marked as "Pricing". DO NOT submit any ancillary information not related to actual pricing on the Official Bid Price sheet or in the sealed pricing package.

- e. Proposals will be reviewed following the stated deadline, as shown on the cover sheet of this document. Only the names of Proposer's will be available after the deadline until a contract has been awarded by the University. All interested parties understand proposal documents will not be available until after a valid contract has been executed.
- f. Proposers shall submit a proposal based on documentation published by the University's Procurement Department.
- g. Proposals must follow the format of the RFP. Proposers should structure their responses to follow the sequence of the RFP.
- h. Proposers shall have experience in work of the same or similar nature and must provide references that will satisfy the University of Central Arkansas. Proposer shall furnish a reference list of clients for whom they have performed similar services and must provide information as requested in this document.
- i. Proposer is advised that exceptions to any of the terms contained in this RFP must be identified in its response to the RFP. Failure to do so may lead the University to declare any such term non-negotiable. Proposer's desire to take exception to a non-negotiable term will not disqualify it from consideration for award.
- j. Local time shall be defined as the time in Conway, Arkansas on the due date of the deadline. Documents shall be received before the deadline time as shown by the atomic clock located in the UCA Procurement Office.

2. WRITTEN REQUESTS FOR INTERPRETATIONS OR CLARIFICATION:

No oral interpretations will be made to any firms as to the meaning of specifications or any other contract documents. All questions pertaining to the terms and conditions or scope of work of this proposal must be sent in writing via e-mail to the Procurement Department. Responses to questions may be handled as an addendum if the response would provide clarification to the requirements of the proposal. All such addenda shall become part of the contract documents. The University will not be responsible for any other explanation or interpretation of the proposed RFP made or given prior to the award of the contract. Submit any questions requesting clarification of information contained in this Bid Solicitation in writing via email by 3:00 p.m., Central Time on or before September 10, 2025, to the Issuing Officer as shown on page one (1) of this Bid Solicitation.

Prospective Contractors' written questions will be consolidated and responded to by the University. The

University's consolidated written response shall be posted the university website at www.uca.edu/procurement on **September 12, 2025 at 3:00 p.m.** If Prospective Contractor questions are unclear or non-substantive in nature, the University may request clarification of a question(s) or reserves the right not to respond to that question(s).

Anticipated Procurement Timetable

RFP Issued: September 4, 2025

Deadline for Questions on Proposal: September 10, 2025 at 3:00 p.m. central time

Responses to Questions posted on website: September 12, 2025

Public opening of proposals: September 30, 2025 at 10:00 a.m.

Completion of proposal review: October 6, 2025

Finalist Presentations: October 13-15, 2025

Contractor Selected: October 20, 2025

Arkansas Legislative Review/Approval: November 18-21, 2025

Contractor Commences Performance: December 1, 2025

3. **DESCRIPTION OF SUPPLIES AND SERVICES:**

Any manufacturer's names, trade name, brand name, catalog number, etc. used in specifications are for the purpose of describing and establishing general quality levels. Such references are NOT intended to be restrictive. Proposals shall be considered for all brands that meet the quality of the specifications listed for any items.

4. **RIGHTS OF UNIVERSITY OF CENTRAL ARKANSAS IN REQUEST FOR PROPOSAL PROCESS:**

In addition to all other rights of the University of Central Arkansas, under state law, the University specifically reserves the right to the following:

- a. The University of Central Arkansas reserves the right to rank firms and negotiate with the highest-ranking firm. Negotiation with an individual Proposer does not require negotiation with others.
- b. The University of Central Arkansas reserves the right to select the proposal it believes will serve the best interest of the University.
- c. The University of Central Arkansas reserves the right to accept or reject any or all proposals.
- d. The University of Central Arkansas reserves the right to cancel the entire request for proposal.
- e. The University of Central Arkansas reserves the right to remedy or waive technical or immaterial errors in the request for proposal or in proposals submitted.
- f. The University of Central Arkansas reserves the right to request any necessary clarifications, additional information or proposal data without changing the terms of the proposal.
- g. The University of Central Arkansas reserves the right to make selection of the Proposer to perform the services required on the basis of the original proposals without negotiation.
- h. The University reserves the right to ask for a best and final offer from one or more Proposers. The best and final offer process is not guaranteed; therefore, Proposers shall submit and respond to this RFP on the most favorable terms available.

5. EVALUATION CRITERIA:

The evaluation criterion defines the factors that will be used by the selection committee to evaluate and score responsive, responsible and qualified proposals. Proposers shall include sufficient information to allow the selection committee to thoroughly evaluate and score proposals. Each proposal submitted shall be evaluated and ranked by a selection committee. The contract will be awarded to the most qualified Proposer, per the evaluation criteria listed in this RFP.

6. COSTS INCURRED BY PROPOSERS:

All expenses involved with the preparation and submission of proposals to UCA, or any work performed in connection therewith, shall be borne solely by the Proposer(s). No payment will be made for any responses received, or for any other effort required of, or made by, the Proposer(s) prior to contract commencement.

7. ORAL PRESENTATION:

An oral presentation and/or interview may be requested of any firm, at the selection committee's discretion.

8. CONFLICT OF INTEREST:

- a. The Proposer and any entity or person directly or indirectly controlled by, under common control with, or controlling the Consultant will not acquire any interest, direct or indirect, which would conflict in any manner or disagree with the performance of its services hereunder. The Consultant further covenants that in the performance of the contract no person having any such known interest shall be employed. No official or employee of the State and no other public official of the State of Arkansas or the Federal Government who exercises any functions or responsibilities in the review of approval of the undertaking or carrying out of the project shall, prior to the completion of the project, voluntarily acquire any personal interest direct or indirect, in this contract or proposed contract.
- b. The Proposer shall promptly notify the UCA Procurement Department, in writing, of all potential conflicts of interest for any prospective business association, interest, or other circumstance which may influence or appear to influence the Proposer's judgment or quality of services being provided. Such written notification shall identify the prospective business association, interest or circumstance, the nature of which the Proposer may undertake and request an opinion to UCA as to whether the association, interest or circumstance would, in the opinion of the University, constitute a conflict of interest if entered into by the Proposer. The University agrees to communicate with the Proposer its opinion via e-mail or first-class mail within thirty days of receipt of notification.

9. WITHDRAWAL OF PROPOSAL:

A proposal may be withdrawn prior to the time set for the proposal submittal based on a written request from an authorized representative of the firm; however, a proposal shall not be withdrawn after the time set for the proposal.

10. LATE PROPOSAL OR MODIFICATIONS:

- a. Proposal and modifications received after the time set for the proposal submittal shall not be considered. Modifications in writing received prior to the deadline will be accepted. The University will not be responsible for misdirected bids. Proposers shall email the Issuing Officer in the Procurement Department to ensure receipt of their submittal documents prior to opening time and date listed.
- b. The time set for the deadline shall be local time for Conway, AR on the date listed. All proposals shall be received in the Procurement Department BEFORE the deadline stated. The official clock to determine

local time shall be the atomic clock located in the Procurement Department, Wingo Hall Ste. 113 at UCA, Conway, AR.

11. CONSTITUTIONAL, STATE, AND FEDERAL COMPLIANCE REQUIREMENTS:

The laws of the State of Arkansas apply to any purchase made under this request for proposal. Proposers shall comply with all constitutional, state, and federal directives, orders and laws as applicable to this proposal and subsequent contract(s).

12. PROVISION FOR OTHER AGENCIES:

Unless otherwise stipulated by the Proposer, the Proposer agrees to make available to all Government agencies, departments, municipalities, and counties, the proposal prices submitted in accordance with said proposal terms and conditions therein, should any said governmental entity desire to buy under this proposal. Eligible users shall mean all state of Arkansas agencies, the legislative and judicial branches, political subdivisions (counties, local district school boards, community colleges, municipalities, counties, or other public agencies or authorities), which may desire to purchase under the terms and conditions of the contract.

13. COLLUSION:

The Proposer, by affixing his or her signature to this proposal, agrees to the following: "Proposer certifies that their proposal is made without previous understanding, agreement, or connection with any person, firm or corporation making a proposal for the same item(s) and/or services and is in all respects fair, without outside control, collusion, fraud, or otherwise illegal action."

14. RIGHT TO AUDIT, FOIA, AND JURISDICITON:

- a. The University of Central Arkansas reserves the privilege of auditing a Contractor's records as such records relate to purchases between the University and said Contractor.
- b. Freedom of Information Act: UCA contracts and documents prepared while performing UCA contractual work are subject to the Arkansas Freedom of Information Act. If a Freedom of Information Act request is presented to the University of Central Arkansas, the (contractor) will do everything possible to provide the documents in a prompt and timely manner as prescribed in the Arkansas Freedom of Information Act (A.C.A. §25-19-101 et. seq.). Only legally authorized photocopying costs pursuant to the FOIA may be assessed for this compliance.
- c. Legal jurisdiction to resolve any disputes shall be Arkansas with Arkansas law applying to the case.

15. INDEMNIFICATION:

The successful Proposer(s) agrees to indemnify the University and hold it harmless from and against all claims, liability, loss, damage or expense, including but not limited to counsel fees, arising from or by reason of any actual or claimed trademark, patent or copyright infringement or litigation based thereon, with respect to the services or any part thereof covered by this order, and such obligation shall survive acceptance of the services and payment thereof by the University.

16. VARIANCE FROM STANDARD TERMS & CONDITIONS:

All standard terms and conditions stated in this request for proposal apply to this contract except as specifically stated in the subsequent sections of this document, which take precedence, and should be fully understood by Proposers prior to submitting a proposal on this requirement.

17. PAYMENTS AND INVOICING:

The Proposer must specify in their proposal the exact company name and address which must be the same as invoices submitted for payment as a result of award of this RFP. Further, the successful Proposer is responsible for immediately notifying the Procurement Department of any company name change, which would cause invoicing to change from the name used at the time of the original RFP. Payment will be made within thirty days of invoice received. The University of Central Arkansas is very credit worthy and will not pay any interest or penalty for untimely payments.

18. CANCELLATION:

- a. The University reserves the right to cancel this contract without cause by giving thirty (30) days prior notice to the Contractor in writing of the intention to cancel or with cause if at any time the Contractor fails to fulfill or abide by any of the terms or conditions specified.
- b. Failure of the contractor to comply with any of the provisions of the contract shall be considered a material breach of contract and shall be cause for immediate termination of the contract at the discretion of the University of Central Arkansas.
- c. In addition to all other legal remedies available to the University of Central Arkansas, the University reserves the right to cancel and obtain from another source, any items and/or services which have not been delivered within the period of time from the date of order as determined by the University of Central Arkansas.
- d. In the event sufficient budgeted funds are not available for a new fiscal period, the University shall notify the Contractor of such occurrence and contract shall terminate of the last day of the current fiscal period without penalty or expense to the University.

19. ASSIGNMENT, SUBCONTRACTING, CORPORATE ACQUISITIONS AND/OR MERGERS:

- a. The Contractor shall perform this contract. No assignment of subcontracting shall be allowed without prior written consent of the University. If a Proposer intends to subcontract a portion of this work, the Proposer shall disclose such intent in the proposal submitted as a result of this RFP.
- b. In the event of a corporate acquisition and/or merger, the Contractor shall provide written notice to the University within thirty (30) calendar days of Contractor's notice of such action or upon the occurrence of said action, whichever occurs first.

20. ADDITIONAL REQUIREMENTS:

The University reserves the right to request additional services relating to this RFP from the Proposer. When approved by the University as an amendment to the contract and authorized in writing prior to work, the Contractor shall provide such additional requirements as may become necessary.

21. INTEGRITY OF REQUEST FOR PROPOSAL (RFP) DOCUMENTS:

Proposers shall use the original RFP form(s) provided by the Procurement Department and enter information only in the spaces where a response is requested. Proposers may use an attachment as an addendum to the RFP form(s) if sufficient space is not available on the original form for the Proposer to enter a complete response. Any modifications or alterations to the original RFP documents by the Proposer, whether intentional or otherwise, will constitute grounds for rejection of such RFP response. Any such modifications

or alterations a Proposer wishes to propose shall be clearly stated in the Proposer's RFP response and presented in the form of an addendum to the original RFP documents.

22. OTHER GENERAL CONDITIONS:

- a. Proposers must provide the University with their proposals signed by an employee having legal authority to submit proposals on behalf of the Proposer. The entire cost of preparing and providing responses shall be borne by the Proposer.
- b. The University reserves the right to request any additional information it deems necessary from any or all Proposers after the submission deadline.
- c. This solicitation is not to be construed as an offer, a contract, or a commitment of any kind; nor does it commit the University to pay for any costs incurred by Proposer in preparation. It shall be clearly understood that any costs incurred by the Proposer in responding to this request for proposal is at the Proposer's own risk and expense as a cost of doing business. The University of Central Arkansas shall not be liable for reimbursement to the Proposer for any expense so incurred, regardless of whether or not the proposal is accepted.
- d. If products, components, or services other than those described in this bid document are proposed, the Proposer must include complete descriptive literature for each. All requests for additional information must be received within five working days following the request.
- e. Any uncertainties shall be brought to the attention to the Issuing Officer, Meghan Cowan, immediately via e-mail (meghanp@uca.edu). It is the intent and goal of the University of Central Arkansas Procurement Division to provide documents providing a clear and accurate understanding of the scope of work to be completed and/or goods to be provided. We encourage all interested parties to ask questions to enable all Proposers to be on equal terms.
- f. Any inquiries or requests for explanation in regard to the University's requirements should be made promptly to Meghan Cowan, Issuing Officer, University of Central Arkansas, Associate Director of Procurement via e-mail (meghanp@uca.edu). No oral interpretation or clarifications will be given as to the meaning of any part of this request for proposal. All questions, clarifications, and requests, together with answers, if any, will be provided to all firms via written addendum. Names of firms submitting any questions, clarifications, or requests will not be disclosed until after a contract is in place.
- g. At the discretion of the University, one or more firms may be asked for more detailed information before final ranking of the firms, which may also include oral interviews.
- h. Any information provided herein is intended to assist the Proposer in the preparation of proposals necessary to properly respond to this RFP. The RFP is designed to provide qualified Proposers with sufficient basic information to submit proposals meeting minimum specifications and/or test requirements but is not intended to limit a RFP's content or to exclude any relevant or essential data.
- i. Proposers irrevocably consent that any legal action or proceeding against it under, arising out of or in any manner relating to this Contract shall be controlled by Arkansas law. Proposer hereby expressly and irrevocably waives any claim or defense in any said action or proceeding based on any alleged lack of

jurisdiction or improper venue or any similar basis.

- j. The successful Proposer shall not assign the whole or any part of this Contract or any monies due or to become due hereunder without written consent of University of Central Arkansas. In case the successful Proposer assigns all or any part of any monies due or to become due under this Contract, the Instrument of assignment shall contain a clause substantially to the effect that it is agreed that the right of the assignee in and to any monies due or to become due to the successful Proposer shall be subject to prior liens of all persons, firms, and corporations for services rendered or materials supplied for the performance of the services called for in this contract.
- k. The successful Proposer's attention is directed to the fact that all applicable Federal and State laws, municipal ordinances, and the rules and regulations of all authorities having jurisdiction over the services shall apply to the contract throughout, and they will be deemed to be included in the contract as though written out in full herein. The successful Proposer shall keep himself/herself fully informed of all laws, ordinances and regulations of the Federal, State, and municipal governments or authorities in any manner affecting those engaged or employed in providing these services or in any way affecting the conduct of the services and of all orders and decrees of bodies or tribunals having any jurisdiction or authority over same. If any discrepancy or inconsistency should be discovered in these Contract Documents or in the specifications herein referred to, in relation to any such law, ordinance, regulation, order or decree, s/he shall herewith report the same in writing to the University of Central Arkansas.

University of Central Arkansas

SECTION B: Scope of Services and General Information

1. PURPOSE:

The University of Central Arkansas (the "University") is issuing this Request for Proposal ("RFP") to engage a consultant to provide services in innovation and entrepreneurship. The consultant will assess opportunities for commercialization, technology transfer, and related initiatives—including the launch of an innovation campus—in collaboration with campus leaders, faculty, staff, and community partners. The consultant will also partner with University leadership to coordinate and host speakers and workshops both on campus and in the community, organize student pitch competitions, curate professional speakers for faculty, and support professional development programs. In addition, the consultant will assist students participating in statewide entrepreneurship initiatives and provide strategic guidance to deans and leadership teams to strengthen innovation and entrepreneurial thinking in academic and operational decision-making, including but not limited to the development of targeted certificate programs aligned with regional and state workforce and talent needs.

Proposer shall:

- a. Propose a timeline for any developments
- b. Develop a budget based on: financial, facilities, and personnel resources necessary to promote the successful implementation of the needs expressed in section 3.0 Scope of Work
- c. Provide recommendations and plans for the University to become an innovation hub including, but not limited to, the items expressed in section 3.0 Scope of Work
- d. Consultants work and reports to be completed and delivered quarterly
- e. Report will be both in a document and in a presentable format.

The work and status report, with specific recommendations and milestones reached, is expected to be reported to the University of Central Arkansas Provost, President, UCA Board of Trustees and administrators quarterly.

The University of Central Arkansas intends to enter a one-year contract with a suitably qualified organization. Upon mutual agreement by the Awarded Contractor and UCA, the contract may be renewed by UCA, not to exceed a total aggregate contract term of seven (7) consecutive years or a total aggregate contract term allowable by Arkansas law.

2. BACKGROUND:

Founded in 1907, University of Central Arkansas is one of the best and most affordable options for higher education in the South. The university strives to provide strong academic programs to meet the diverse needs of those it serves. Located in Conway, Arkansas, “The City of Colleges,” the university's bustling, Georgian-style campus is among the most beautiful in the region

The mission of the University of Central Arkansas is to maintain the highest academic quality and to ensure that its programs remain current and responsive to the diverse needs of those it serves. A partnership of excellence among students, faculty, and staff is a benefit to the global community. The university is committed to the intellectual, social, and personal development of its students; the advancement of knowledge through excellence in teaching and research; and service to the community. As a leader in 21st-century higher education, the University of Central Arkansas is dedicated to intellectual vitality, diversity, and integrity.

3. SCOPE OF WORK:

University of Central Arkansas seeks expanded student experiences through entrepreneurial programming, professional speakers, and statewide competition participation. With leadership and support from the consultant, the university will establish strong technology transfer processes, providing faculty and students with training, commercialization pathways, and startup support. With support and leadership from the consultant, UCA will also strengthen its role in the regional ecosystem by positioning the UCA campus as well as the UCA Innovation Campus as hubs for collaboration, business growth, and economic development. Finally, the University wants to become the premier pipeline in the region for applied learning opportunities for students-including in the area of sales training.

Currently, UCA is a regional comprehensive university with approximately 10,000 students and a long tradition of driving education, research, and workforce development in Arkansas. The university’s strategic plan (currently in development), UCA 2035, prioritizes innovation, entrepreneurship, and applied research as core imperatives. Facilities such as the Innovation Campus, Community Care Clinic, along with statewide partnership, provide the infrastructure and network to scale innovation activities with the right consulting partner.

These deliverables will be defined through explicit performance metrics and are to be finalized during contract negotiations. Finalized contract performance measures shall be used for consultant evaluation throughout the term of the contract.

a. Support a Collaborative Entrepreneurial and Innovation Environment

- i. *Serve as the University’s primary point of contact for technology transfer, entrepreneurship, innovation, and support*– UCA is searching for an organization with a rich knowledge and deep understanding of entrepreneurship to our community partners. The selected entity will also be

responsible for coordinating efforts with all entities involved in the entrepreneurial ecosystem.

- ii. *Consulting, technical assistance, and support for UCA faculty, staff, and community partners* The selected organization will need to have a strong understanding of all aspects of opening a business, including but not limited to the regulatory compliance, access to capital, testing of concepts, market research, commercialization or ideas or concepts, business plan development, customer discovery, financial management, personnel, and marketing.
- iii. *Data analysis and tracking* – The selected organization will need to demonstrate the capacity to engage in tracking various outputs and outcomes of entrepreneurial activity

b. Create Programming and Spaces for Entrepreneurship to Flourish

- i. *Events and education* – UCA is searching for an organization to provide a regular schedule of in-person and virtual educational opportunities aligned with our academic programs and the priorities outlined by University leadership in partnership with consultant. The selected entity will be charged with developing and delivering educational opportunities across a wide range of topics that are pertinent to current students, faculty, and aspiring entrepreneurs. Submissions should include an example annual programming and educational event schedule as well as examples of the types and topics of educational opportunities being proposed.
- ii. *Collaboration space and programming* – To maintain a more active and visible entrepreneurial scene, the University is also seeking an organization that will provide regularly accessible space for use by the entrepreneurial community for the purposes of learning, co-working, and convening.

Additionally, the University is also seeking a provider to develop and launch entrepreneurial programming opportunities. Not to be confused with educational opportunities, the University wants to ensure access to a diverse range of engagement opportunities for residents throughout the year, including networking, mentoring, business showcases, competitions, tours, etc.

c. Provide Technical Assistance and Support

- i. *Technical assistance and support*– UCA is seeking an organization that will also serve as an extension, providing expertise and integrating technical assistance as needed to support the University's efforts in relation to entrepreneurship and innovation.
- ii. *Strategic Plan implementation* – The largest area of technical assistance and support will be assisting with implementation of the strategies and action items that relate to small business and entrepreneurship once the plan has been adopted by key stakeholders and leadership. University's forthcoming Strategic Plan is organized around three key sections, the first of which emphasizes growth, retention, and support.

4. SUBMITTAL REQUIREMENTS:

The Proposer shall provide adequate information that will render it qualified and capable of effectively accomplishing the scope of services. The proposal will be reviewed by a Selection Committee which could include ranking. Since there is no assurance of the Proposer having any other opportunity to communicate its ability, the proposal response shall negate any ambiguity with respect to the Proposer's ability and approach.

All respondents shall submit the following information with submittal, at a minimum:

- a. *Methods and Approach* – Describe expected approach and identify each task. Describe the anticipated interaction with UCA and a description of the method(s) which will be used to successfully accomplish the project. Provide a detailed timeline of the anticipated schedule for completing each task.
- b. *Scope of Work/Deliverables* – Provide deliverables for the Scope of Work outlined in this RFP.
- c. *Qualifications and Experience* – Provide relevant information regarding previous experience related to developing similar projects or contracts completed on behalf of similar colleges and universities within the State of Arkansas or for other public entities outside of Arkansas during the past five (5) years. References in relation to similar projects is required. Proposals shall also provide information for all entities in which they are presently or have been engaged with during the past five (5) years. All proposers shall submit a minimum of three (3) governmental references, with work relationships within the past five (5) years.
 - i. Provide in this section, the company's primary business interest and/or operations including any affiliations.
- d. *List of Project Personnel* – Proposer shall provide a description of its staff and work force that will be assigned to effectively facilitate the requirements of this project. This description shall include, at a minimum, the number of permanent employees, part time employees, and an organizational chart reflecting their responsibilities. It is the desire of the University that senior level strategic input is provided at all stages of the project.
 - i. Resumes shall be no more than two pages (a page being defined as a single sided document), and shall include, at a minimum:
 1. Position title for each person assigned to this project;
 2. Tenure with Proposer for each person assigned to this project;
 3. Education of each person;
 4. Experience of each person;
 5. Estimated number of hours for each person assigned to this project;
 6. Total billable hourly rate for each person assigned to this project;
 7. Any other pertinent information related to this project
- e. *Availability* – Proposers shall describe the availability of project personnel and company to participate in this project in the context of the Proposer's other commitments.
- f. *Listing of all Fees* – Proposer shall clearly itemize and provide a list of all fees to cover the requested scope of work and deliverables. Proposer shall also provide an hourly rate for any additional work which is not included in the scope of work.

Fees proposed are extremely important; however, fees will not be the determining factor in the selection process. It is not the intent of the University of Central Arkansas to limit innovative solutions by dollar constraints, but rather to determine which proposal has the potential of providing the best value for the services required.

Fee proposal shall clearly set forth the basis for the time and fees to be charged for the work proposed and at a minimum should contain the following information:

- i. Estimate of the number of hours to complete scope of services
- ii. Hourly rates for performing such services as indicated above
- iii. Total firm fixed cost, including a payment schedule

The University of Central Arkansas shall not be liable for any expense incurred in connection with preparation of a response to this document. In addition, University of Central Arkansas shall reserve the right to accept any part or the Proposer's entire fee schedule and to negotiate any charges contained therein, unless otherwise qualified by the Proposer.

5. CONTRACT FORMATION:

If the negotiation produces mutual agreement, a contract will be considered for approval by the University of Central Arkansas. If negotiations with the highest-ranking Proposer fail, negotiations may be initiated with the next highest-ranking Proposer until an agreement is reached. The University reserves the right to reject all offers and end the process without executing a contract.

6. CONTRACT TERMS:

The University of Central Arkansas intends to enter a one-year contract with a suitably qualified organization with an option to renew for additional terms not to exceed a total of seven (7) years.

7. CONTRACT ADMINISTRATION:

The Contract Administrator for this Request for Proposal (RFP) shall be the University of Central Arkansas's Provost and Executive VP of Academic Affairs. The Contract Administrator will:

- a. Provide the successful Proposer direction and monitor the results within the limits of the contract's terms and conditions.
- b. Manage issues which may arise as to quality and acceptability of services performed.
- c. Shall judge as to the accuracy of quantities submitted by the successful Proposer in payment requests and the acceptability of the services which these quantities represent.

- d. Serve as the point-of-contact for developing contract changes and amendments to be approved by University of Central Arkansas.
- e. Shall act as University of Central Arkansas's Representative during the execution of any subsequent contract and related amendments. All questions arising, subsequent to contract award, shall be addressed to the Procurement Department.

7. PROPOSAL CONTENT:

Proposals shall be prepared simply and economically, providing a straightforward, concise description its ability to meet the requirements for the project. Fancy bindings, colored displays, and promotional material are not required. Emphasis should be on completeness and clarity of content. All documents should be typewritten on standard 8 ½" x 11" white pages and bound in one volume. Exceptions would be schematics, exhibits, or other information necessary to facilitate the University of Central Arkansas's ability to accurately evaluate the proposal. Limit proposal to fifty (50) pages or less, excluding one-page team resumes, references, and forms required for completion.

8. SELECTION CRITERIA:

The following criteria will be used by the Evaluation Committee to evaluate and score responsive proposals. Proposers shall include sufficient information to allow the Evaluation Committee to thoroughly evaluate and score the proposal. The contract may be awarded to the most qualified firm, per the evaluation criteria listed below, based on the evaluation of the selection committee. Following the evaluation of the proposals, the Selection Committee may request that the top- ranking firm(s) make an oral presentation or be interviewed. If presentations are necessary, they will take place at the University of Central Arkansas in Conway, Arkansas or via Zoom. Notices will be sent by the Procurement Department.

Technical Proposal Criteria

- | | | |
|----|-----|--|
| 1) | 20% | Consultant's overall proposal content |
| 2) | 30% | Consultant's experience and knowledge of Technology Transfer, Innovation & Entrepreneurship, Sales and Strategy related programs. |
| 3) | 10% | Proposed Method of Doing Work: A proposed work plan (description of how the project would be conducted as well as other facts concerning approach to scope) indicating methods and schedules for accomplishing scope of work and evidence of ability to establish and meet timely deadlines. |
| 4) | 10% | Past Performance: Recommendations and/or references from third parties indicating the respondent's past performance. |

Technical Proposal Maximum Points: 70

Cost Score

- a. When pricing is opened for scoring, the maximum amount of cost points will be given to the proposal with the lowest grand total as shown on the Official Bid Price Sheet. (See Grand Total Score for maximum points possible for cost score.)
- b. The amount of cost points given to the remaining proposals will be allocated by using the following formula:

$$(A/B) * C = D$$

A = Lowest Total Cost

B = Second (third, fourth, etc.) Lowest Total Cost

C = Maximum Points for Lowest Total Cost

D = Total Cost Points Received

- 1) 30% Cost/Fees: Complete costs and fees as described in this RFP and for delivery of the proposal including fiscal feasibility and financial stability. All fees shall be clearly identified with RFP response and be itemized as much as possible.

Cost Proposal Maximum Points: 30

Presentations

Proposers selected for final evaluation may be required to make an oral presentation. Such presentations provide an opportunity for consultants to clarify their proposal and ensure mutual understanding. The University will schedule time and location for any required presentations.

Presentation	15
Responses to Questions from the Committee	15
Overall Interaction and Project Approach	15
Remaining in Allotted Timeframe	5

Maximum Points: 50

GRAND TOTAL SCORE

The Technical Score and Cost Score will be added together to determine the Grand Total Score for the proposal. The Prospective Contractor's proposal with the highest Grand Total Score will be selected as the apparent successful Contractor.

Technical Proposal	70
Cost	30
Presentation	<u>50</u>
Maximum Possible Grand Total Score	150

University of Central Arkansas
Entrepreneurship & Innovation
SECTION C: Vendor References

The following information is required from all firms so all statements of qualification may be reviewed and properly evaluated:

COMPANY NAME: _____

NUMBER OF YEARS IN BUSINESS: _____ HOW LONG IN PRESENT LOCATION: _____

TOTAL NUMBER OF CURRENT EMPLOYEES: _____ FULL TIME _____ PART TIME

NUMBER OF EMPLOYEES PLANNED FOR THIS CONTRACT: _____ FULL TIME _____ PART TIME

PLEASE LIST FOUR (4) REFERENCES THAT YOU HAVE PREVIOUSLY PERFORMED CONTRACT SERVICES FOR WITHIN THE PAST FIVE (5) YEARS (All fields must be completed):

1. _____
COMPANY NAME

CITY, STATE, ZIP

CONTACT PERSON

TELEPHONE

FAX NUMBER

E-MAIL ADDRESS

2. _____
COMPANY NAME

CITY, STATE, ZIP

CONTACT PERSON

TELEPHONE

FAX NUMBER

E-MAIL ADDRESS

3. _____
COMPANY NAME

CITY, STATE, ZIP

CONTACT PERSON

TELEPHONE

FAX NUMBER

E-MAIL ADDRESS

4. _____
COMPANY NAME

CITY, STATE, ZIP

CONTACT PERSON

TELEPHONE

FAX NUMBER

E-MAIL ADDRESS

1. CERTIFICATION INFORMATION AND CONFIRMATION

In compliance with Arkansas Code Annotated § 19-11-104, UCA is required to have a copy of the anticipated Contractor's *Equal Opportunity (EO) Policy* prior to issuing a contract award. The submission of an *EO Policy* is a one-time Requirement. Contractors are responsible for providing updates or changes to their respective policies, and for supplying *EO Policies* upon request to other State agencies that must also comply with this statute. Prospective Contractors who are not required by law to have an *EO Policy* must submit a written statement to that effect.

Pursuant to Arkansas Code Annotated § 19-11-105, Contractor(s) providing services shall certify with UCA and OSP that they do not employ or contract with illegal immigrants. By signing and submitting a response to this *Bid Solicitation*, 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. By signing and submitting a response to this *Bid Solicitation*, 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.

Pursuant to Arkansas Code Annotated §25-1-503, 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 during contract the contractor decides to boycott Israel, the contractor must notify the contracted public entity in writing. 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.

☐ Prospective Contractor does not and will not boycott Israel.

Pursuant to Arkansas Code Annotated §25-1-1002, the Contractor agrees and certifies that they do not currently boycott Energy, Fossil Fuel, Firearms, and Ammunition Industries during any time in which they are entering into, or while in contract, with any public entity as defined in §25-1-1002. If at any time during the contract the contractor decides to boycott Energy, Fossil Fuel, Firearms, and/or Ammunition Industries, the contractor must notify the contracted public entity in writing.

2. PRIMARY CONTACT INFORMATION

At the discretion of the University, one or more firms may be asked for more detailed information before final ranking of the firms, which may also include oral interviews. NOTE: Each Proposer shall submit to the University a primary contact name, e-mail address, and phone number where the evaluation committee can call for clarification.

Name of Firm: _____

Primary Contact: _____ Title of Primary Contact: _____

Phone#1 (cell preferred): _____ Phone#2: _____

E-Mail Address: _____ Date: _____

Authorized Signature: _____

3. ACKNOWLEDGEMENT OF ADDENDA

Acknowledge receipt of addenda for this invitation to bid, request for proposal, or request for qualification by signing and dating below. All addendums are hereby made a part of the bid or RFP documents to the same extent as though it were originally included therein. Proposers/Bidders should indicate their receipt of same in the appropriate blank listed herein. Failure to do so may subject Contractor to disqualification.

ADDENDUM NO.	SIGNATURE AND PRINTED NAME	DATE ACKNOWLEDGED

SIGNATURE: _____

PRINTED NAME: _____

4. CONFIRMATION OF REDACTED COPY

☐ YES, a redacted copy of submission documents is enclosed.

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

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.*

TECHNOLOGY TRANSFER, INNOVATION & ENTREPRENEURSHIP CONSULTANT

Official Pricing Sheet

1. Consulting Services \$_____ year one
2. Travel Expenses \$_____ year one
3. Other Cost (if applicable, list) \$_____ year one

Consultant Name: _____

Address: _____

City: _____ State: _____ Zip: _____ Phone: _____

Fax: _____ Email: _____

Signature of Authorized Official: _____

NOTE:

1. The University of Central Arkansas will not be obligated to pay any cost not identified on the Official Pricing Sheet.
2. Any cost not identified by the bidder but subsequently incurred in order to achieve successful operation of the equipment will be borne by the bidder.
3. All cost will be subject to negotiations.
4. Services will be paid for on a monthly basis, with the selected vendor invoicing for 1/12 of the contract amount each month.

Company Name: _____

DELIVERABLES

Prospective Contractors must complete a list of included deliverables based on the official bid price sheet.

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:

TAXPAYER ID NAME:

☐ Goods?

☐ Services?

☐ Both?

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 [senator, representative, name of board/ commission, data entry, etc.]	For How Long?		What is the person(s) name and how are they related to you? [i.e., Jane Q. Public, spouse, John Q. Public, Jr., child, etc.]	
	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 A VENDOR (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 [senator, representative, name of board/commission, data entry, etc.]	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 _____ Agency Phone No. _____ Contract or Grant No. _____