

STATE OF ARKANSAS
ADDENDUM 2
SP-13-0190

TO: Vendor Addressed
FROM: Trent Taylor
DATE: March 15, 2013
SUBJECT: SP-13-0190 Arkansas In-Person Assister (IPA) Guide Entity

The following changes modifying the above referenced Request for Qualifications for the State of Arkansas.

The proposal opening time and date will remain the same.

1. (PAGE 4 OF 34)

DELETE the following specification:

11. OUTSTANDING TAX LIABILITY: Bidders must disclose the existence, as of the date of bid submission, of any unsatisfied lien, certificate of indebtedness, certificate of assessment, writ of execution, writ of garnishment, business closure order, civil action, or other indication of delinquency against Bidders for any outstanding tax liability owed by Bidders to any state and/or federal taxing authority. Bidders acknowledge that a search of public records may be conducted to discover the existence of any unsatisfied tax assessments. Bidders further acknowledge that any unsatisfied liens, certificates of indebtedness, certificates of assessment, writs of execution, writs of garnishment, business closure orders, civil action, or other indication of delinquency for any outstanding tax liability owed by Bidders may result in Bidders being deemed non-responsible and their bids rejected.

2. SECTION 1 – GENERAL INFORMATION (PAGE 6 OF 34)

1.2 CAUTION TO VENDORS

DELETE the following specification:

B. Vendor(s) **must** submit one (1) signed original RFQ response on or before the date specified on page one of this RFQ. The response must be signed in BLUE ink.

REPLACE with the following specification:

B. Vendor(s) **must** submit one (1) signed original RFQ response on or before the date specified on page one of this RFQ. The response **should** be signed in BLUE ink.

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3. SECTION 1 – GENERAL INFORMATION (PAGE 13 OF 34)

1.24 ANTICIPATED RFQ TIMETABLE

DELETE the following portion of the timetable:

| | |
|---|---|
| Written Questions Due from Respondents to Trent.Taylor@dfa.arkansas.gov | Thursday, March 14, 2013, 3:00 pm CT |
| Proposal Conference (Optional to vendors) | Thursday, March 21, 2013, 1:00 - 4:00 pm CT |
| *Responses to Questions Posted by OSP & AID | Tuesday, March 26, 2013 |

REPLACE with the following new dates of the timetable:

| | |
|--|---|
| Proposal Conference (Optional to vendors) Arkansas Insurance Department 1200 3 rd Street Little Rock, AR 72116 | Thursday, March 21, 2013, 1:00 - 4:00 pm CT |
| Written Questions Due from Respondents to Trent.Taylor@dfa.arkansas.gov | Monday, MARCH 25, 2013, 3:00 PM CT |
| *Responses to Questions Posted by OSP & AID | Monday, APRIL 1, 2013 |

4. SECTION 4 – PROPOSAL SUBMISSION REQUIREMENTS (PAGE 23 OF 34)

DELETE the following specification:

Respondents shall submit five (5) full copies of the RFQ response, one of which should be signed in **BLUE** ink. Four copies should be marked "copy". RFQ responses must be typewritten, single spaced, using no less than eleven (11) point font, on 8 ½ X 11 inch paper only.

Vendors should address each item listed in this RFQ to be guaranteed a complete evaluation. After initial qualification of responses, selection of qualified vendors will be determined in Committee by evaluation, negotiations will be conducted prior to any resulting contract being issued..

REPLACE with the following specification:

Vendor(s) **must** submit one (1) signed original RFQ response on or before the date specified on page one of this RFQ. The response should be signed in BLUE ink.

The vendor(s) should submit four (4) complete copies (marked copy) of the signed RFQ response and one (1) electronic version of the RFQ response, preferably in MS Word/Excel Format, on CD or flash drive.

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RFQ responses should be typewritten, single spaced, using no less than eleven (11) point font, on 8½ X 11 inch paper only.

Vendors should address each item listed in this RFQ to be guaranteed a complete evaluation. After initial qualification of responses, contracts may be awarded to a selection of qualified vendors as determined in Committee, negotiations will be conducted prior to any resulting contract being issued.

5. SECTION 4 – PROPOSAL SUBMISSION REQUIREMENTS (PAGE 23 OF 34)

DELETE the following submission:

4 RFQ RESPONSE:

A completed response should be organized to include the following information by sections in the following order:

A. COVER PAGE (Appendix A)

B. TABLE OF CONTENTS

C. PROJECT NARRATIVE (*Maximum of twelve (12) pages*)

1. Organizational Capacity
2. Experience with Population to be Served
3. Area of the State to be Served
4. Project Activities
5. Program Evaluation and Continuous Quality Improvement

D. ATTACHMENTS

1. Abstract Page (Appendix B)
2. Signed Attestations (Appendix C)
3. Board of Directors List, if applicable (to include gender and race)
4. Three (3) letters of reference from local community organizations with whom you currently have a relationship or with whom you will develop a relationship to assist with the project.

REPLACE with the following:

4 RFQ RESPONSE:

(Signature is required on the front page of the RFQ)

A completed response should be organized to include the following information by sections in the following order:

A. TABLE OF CONTENTS

B. PROJECT NARRATIVE (*Maximum of twelve (12) pages*)

1. Organizational Capacity
2. Experience with Population to be Served
3. Area of the State to be Served
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C. ATTACHMENTS

1. Abstract Page (Appendix B)
2. Signed Attestations (Appendix C)
3. Board of Directors List, if applicable (to include gender and race)
4. Three (3) letters of reference from local community organizations with whom you currently have a relationship or with whom you will develop a relationship to assist with the project.

6. SECTION 4 – PROPOSAL SUBMISSION REQUIREMENTS (PAGE 24 OF 34)

1. RESPONSE DESCRIPTIONS

DELETE the following sentence after the 3rd paragraph:

For governmental entities: please limit the history to that of the department/agency applying for funding.

7. APPENDIX A: COVER PAGE (PAGE 27 OF 34)

DELETE: APPENDIX A: COVER PAGE

The specifications by virtue of this addendum become a permanent addition to the above-referenced Request for Qualifications. FAILURE TO RETURN THIS SIGNED AND COMPLETED ADDENDUM WITH YOUR PROPOSAL MAY RESULT IN REJECTION OF YOUR PROPOSAL.

If you have questions, please contact the buyer, Trent Taylor 501-683-0253 or Trent.Taylor@dfa.arkansas.gov

VENDOR SIGNATURE

DATE

COMPANY