



State of Arkansas
ARKANSAS DEPARTMENT OF HEALTH
4815 West Markham
Little Rock, Arkansas 72205

COMPETITIVE BID (CB)
Bid Solicitation Document

SOLICITATION INFORMATION			
Bid Number:	DH-19-0009	Bid Issued:	October 22, 2018
Description:	Sponsorship For Student Wellness Advocacy Group		
Agency:	Arkansas Department of Health – School Health Services		

SUBMISSION DEADLINE FOR RESPONSE	
Response Due Date/Time:	November 02, 2018 2pm Central Time
Submissions shall not be accepted after the due date and time. It is the responsibility of the applicant to submit responses at the designated location on or before the application due date and time. Responses received after the designated application due date and time shall be considered late and shall be returned without further consideration.	

SUBMISSION OF RESPONSE DOCUMENTS	
Delivery Method:	Applications must be submitted electronically to the issuing officer's email address shown below.

ARKANSAS DEPARTMENT OF HEALTH CONTACT INFORMATION			
Issuing Officer:	Nichole Brewer	Phone Number:	501-280-4603
Email Address:	Nichole.Brewer@arkansas.gov	Fax Number:	501-280-4474

Instructions:

- Bids should be submitted by the time and date specified above.
- Only emailed bids will be accepted and may be emailed to the above email address.
- The Prospective Contractor should complete all pages of the response packet.

GENERAL CONDITIONS AND INSTRUCTIONS TO VENDOR

All purchasing rules and regulations defined by the State of Arkansas apply to this document

SECTION 1 - GENERAL INFORMATION

1.1 INTRODUCTION

This competitive bid is issued by the Arkansas Department of Arkansas (ADH) for sponsorship to establish local Student Wellness Advocacy Group (SWAG) Chapters in schools and organizations throughout the State of Arkansas.

1.2 BID FORMAT

Any statement in this document that contains the word “**will**,” “**must**” or “**shall**” means that compliance with the intent of the statement is mandatory, and failure by the bidder to satisfy that intent **will** cause the bid to be rejected.

1.3 TYPE OF CONTRACT

- A. As a result of this CB, ADH intends to issue multiple awards.
- B. Any resulting contract will be a one (1) year FIRM purchase with no additional options to renew.

1.4 FUNDING

- A. Maximum amount of funding is \$2,000 per SWAG Chapter.
- B. Funding will be available to schools and/or organizations who have applied and been selected.
- C. ADH reserves the right to determine allowable costs.

1.5 ELIGIBILITY & FUNDING REQUIREMENTS

Up to twenty-four (24) applicants will be accepted and funded.

1.6 DEFINITION OF TERMS

The issuing officer has made every effort to use industry-accepted terminology in the Competitive Bid and will attempt to further clarify any point or item in question. The following acronyms will be used throughout the document.

ADH:	Arkansas Department of Health
CB:	Competitive Bid
CSH:	Coordinated School Health
SWAG:	Student Wellness Advocacy Group

1.7 AWARD CRITERIA AND SELECTION

- A. This competitive bid **shall** be awarded to the first twenty-four (24) applicant responses received via email that meet or exceed all defined bid specifications. Responses **must** meet all terms and conditions of this Competitive Bid and the laws of the State of Arkansas.
- B. The order of receipt will be identified by the State’s email system.
- C. ADH will review each response to verify submissions requirements are met. Responses that do not meet requirements will be disqualified.
- D. In the event that a response is disqualified, ADH will review the next consecutive response.

1.8 ACCEPTANCE OF REQUIREMENTS

- A. Prospective contractor **must** unconditionally accept all requirements in this CB to be considered responsive.
- B. Prospective contractor’s response will be disqualified if taking exceptions to any requirements in this CB.

1.9 PAYMENT AND INVOICE PROVISIONS

All invoices should be forwarded to:

Arkansas Department of Health
Attn: Shannon Borchert
4815 West Markham St, Slot # 63
Little Rock, AR 72205

Payment **will** be made in accordance with applicable State of Arkansas accounting procedures upon acceptance by the ADH. Purchase Order Number and/or Contract Number should be referenced on each invoice.

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SECTION 2 - SPECIFIC REQUIREMENTS

2.1 PARTICIPATION REQUIREMENTS

Organizations described below are eligible to apply to become a funded Student Wellness Advocacy Group (SWAG) Chapter. Eligible applicants must complete the 2017-2018 Arkansas Comprehensive School Improvement Plan (ACSIP) and include the plan in the application packet (ACSIP can be found on the school website, in Indistar, school board meeting minutes, or you may contact your administration office). Those eligible to apply to become an Arkansas Department of Health, School Health Services Student Wellness Advocacy Group (SWAG) are:

- Any non-profit, junior high or high school (grades 7-12) that does not currently have a Project Prevention Youth Coalition (PPYC).
- Any non-profit, charter junior high or high school (grades 7-12) that does not currently have a Project Prevention Youth Coalition (PPYC).
- Any non-profit, juvenile detention facility (grades 7-12) that does not currently have a Project Prevention Youth Coalition (PPYC).

Note: Juvenile detention facilities are exempt from including the ACSIP, but are encouraged to provide documentation showing health and wellness goals for the facility, staff, and students.

Additionally, to be eligible, the applicant must provide a completed W-9 for the fiduciary agent and have an adult willing to serve as an advisor for the group. The advisor will participate in all SWAG meetings, activities, and projects for up to a \$500 stipend, as outlined in following paragraph.

2.2 Requirements & Responsibilities

In his or her role as a SWAG Chapter Advisor, the individual agrees to be the primary adult liaison of the SWAG Chapter at the school or organization, and to perform all necessary duties normally associated with that position, including, but not limited to, the following:

- Recruit at least five (5) youth to participate regularly in a local SWAG Chapter at the school or youth organization.
- Attend six (6) SWAG online statewide meetings during the current project period with student members of the SWAG Chapter.
- Attend four (4) PPYC online statewide meetings during the current project period with student members of the SWAG Chapter.
- Facilitate at least one (1) SWAG Chapter meeting with student members each month during the current project period.
- Obtain approval through the school or governing body to establish a recognized SWAG student organization.
- Submit a bi-monthly electronic activity report of the SWAG Chapter to the SWAG Statewide Coordinator (template will be provided).
- Submit success stories when applicable.
- With the technical assistance of the SWAG Statewide Coordinator, host minimum of two activities and one advocacy project during the project period (activities must be approved by SWAG Statewide Coordinator).
- Attend and advise all of the SWAG Chapter activities and meetings.
- Travel with the SWAG Chapter to activities and meetings for which travel is necessary or appropriate.
- **Attend all training seminars and/or webinars required for SWAG advisors.**
- Use his or her best efforts to promote and maintain the success and reputation of SWAG. Set, promote, and enforce the highest standards of leadership, ethical behavior, and citizenship.

2.3 SUPPLIES AND MATERIALS

For the 2018-19 project period, the Statewide SWAG will provide up to **\$1,500.00** to each funded SWAG Chapter to purchase the necessary supplies and materials required to perform the duties set forth above. The SWAG Advisor is expected to make such supplies and materials available to students of the SWAG Chapter.

2.4 TERMINATION OF SWAG ADVISOR DUTIES

The SWAG Advisor may relinquish his or her SWAG Advisor duties prior to the end of the current project period by providing written notice to the Statewide SWAG Coordinator. Termination voluntary or involuntary, prior to the end of the project period denotes the SWAG advisor will not be eligible for any stipend funds not already received.

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2.5 Required Background Check

Prior to serving as a SWAG Advisor, the individual must complete and pass Arkansas State, FBI, and Child Maltreatment Central Registry background check. Status of the background check will be verified by the school administrator's signature in the response packet.

2.6 PERFORMANCE STANDARDS

- A. State law requires that all contracts for services include Performance Standards for measuring the overall quality of services provided. *Table below: Performance Standards* identifies expected deliverables, performance measures, or outcomes; and defines the acceptable standards a vendor **must** meet in order to avoid assessment of damages.
- B. The State may be open to negotiations of Performance Standards prior to contract award, prior to the commencement of services, or at times throughout the contract duration.
- C. The State **shall** have the right to modify, add, or delete Performance Standards throughout the term of the contract, should the State determine it is in its best interest to do so. Any changes or additions to performance standards will be made in good faith following acceptable industry standards, and may include the input of the vendor so as to establish standards that are reasonably achievable.
- D. All changes made to the Performance Standards **shall** become an official part of the contract.
- E. Performance Standards **shall** continue throughout the term of the contract.
- F. Failure to meet the minimum Performance Standards as specified **shall** result in the assessment of damages.
- G. In the event a Performance Standard is not met, the vendor will have the opportunity to defend or respond to the insufficiency. The State **shall** have the right to waive damages if it determines there were extenuating factors beyond the control of the vendor that hindered the performance of services. In these instances, the State **shall** have final determination of the performance acceptability.
- H. Should any compensation be owed to the agency due to the assessment of damages, vendor **shall** follow the direction of the agency regarding the required compensation process.

Performance Standards		
Service Criteria	Acceptable Performance	Damages for Insufficient Performance
Recruit at least five (5) youth to participate regularly in a local SWAG Chapter at the school or youth organization.	The local SWAG chapter includes a minimum of five (5) participating youth.	Less than 100% adherence may result in ineligibility for future sponsorships.
Attend six (6) SWAG online statewide meetings during the current project period with student members of the SWAG Chapter.	Members of the local SWAG Chapter will attend online statewide meetings, hosting by the SWAG Statewide Coordinator.	Less than 100% adherence may result in ineligibility for future sponsorships.
Attend four (4) PPYC online statewide meetings during the current project period with student members of the SWAG Chapter.	Members of the local SWAG Chapter will attend online statewide meetings, hosting by the state PPY Coordinator.	Less than 100% adherence may result in ineligibility for future sponsorships.
Submit a bi-monthly electronic activity report of the SWAG Chapter to the SWAG	Bi-monthly electronic activity reports will be submitted to the SWAG Statewide Coordinator.	Less than 100% adherence may result in ineligibility for future sponsorships.

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Statewide Coordinator.		
Host a minimum of two activities and one advocacy project during the project period.	Evidence of activities and advocacy project will be reported in bi-monthly report as applicable.	Less than 100% adherence may result in ineligibility for future sponsorships.

Prospective Contractor Checklist

1. Read all pages of CB document.
2. Complete all pages of the response packet.