

***RESPONSE PACKET***  
***710-24-0019***

## RESPONSE 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"/> Service Disabled Veteran <input type="checkbox"/> African American <input type="checkbox"/> Hispanic American <input type="checkbox"/> Women-Owned <input type="checkbox"/> Asian American <input type="checkbox"/> Pacific Islander American		
	AR Certification #: _____ * See <i>Minority and Women-Owned Business Policy</i>		
PROSPECTIVE CONTRACTOR CONTACT INFORMATION			
<i>Provide contact information to be used for 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 Solicitation Terms and Conditions for additional information.</i>			
ILLEGAL IMMIGRANT CONFIRMATION			
By signing and submitting a response to this <i>Solicitation</i> , a Prospective Contractor agrees and certifies that they do not employ or contract with illegal immigrants and <b>shall not</b> employ or contract with illegal immigrants during the term of a contract awarded as a result of this solicitation.			
ISRAEL BOYCOTT RESTRICTION CONFIRMATION			
By checking the box below, a Prospective Contractor agrees and certifies that they do not boycott Israel and <b>shall not</b> boycott Israel during the term of a contract awarded as a result of this solicitation.  <input type="checkbox"/> Prospective Contractor does not and <b>shall not</b> boycott Israel.			

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

The signature below signifies agreement that any exception that conflicts with a Requirement of this *Solicitation* **may cause the Prospective Contractor's response to be rejected.**

**Authorized Signature:** \_\_\_\_\_ **Title:** \_\_\_\_\_

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

## PROPOSED SUBCONTRACTORS FORM

• **Do not** include additional information relating to subcontractors on this form or as an attachment to this form.

**PROSPECTIVE CONTRACTOR PROPOSES TO USE THE FOLLOWING SUBCONTRACTOR(S) TO PROVIDE SERVICES.**

*Type or Print the following information*

Subcontractor's Company Name	Street Address	City, State, ZIP

☐ **PROSPECTIVE CONTRACTOR DOES NOT PROPOSE TO USE SUBCONTRACTORS TO PERFORM SERVICES.**

## SECTIONS 1 – 4: VENDOR AGREEMENT AND COMPLIANCE

- Any requested exceptions to items in this section which are NON-mandatory **must** be declared below or as an attachment to this page. Vendor **must** clearly explain the requested exception, and should label the request to reference the specific solicitation item number to which the exception applies.
- Exceptions to Requirements **shall** cause the vendor's proposal to be disqualified.

By signature below, vendor agrees to and **shall** fully comply with all Requirements as shown in this section of the bid solicitation.

Authorized Signature: \_\_\_\_\_

*Use Ink Only.*

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

## SECTION 2.3 MINIMUM QUALIFICATION

*The Contractor must be licensed to practice law in Arkansas and in good standing with the Arkansas Administrative Office of the Courts. For verification purposes, Prospective Contractor must provide the attorney or attorney's full names in the spaces below.*

*Attorney:* \_\_\_\_\_

*Attorney:* \_\_\_\_\_

*Attorney:* \_\_\_\_\_

*Attorney:* \_\_\_\_\_

*Attorney:* \_\_\_\_\_

*Attorney:* \_\_\_\_\_

*Attorney:* \_\_\_\_\_

*Attorney:* \_\_\_\_\_

*Attorney:* \_\_\_\_\_

## INFORMATION FOR EVALUATION

- *Provide a response to each item/question in this section. Prospective Contractor may expand the space under each item/question to provide a complete response.*
- ***Do not*** include additional information if not pertinent to the itemized request.

	Maximum RAW Score Available
<b>E.1 EXPERIENCE</b>	
A. Describe the Prospective Contractor's experience with providing legal representation for children in foster care in connection with legal actions including but not limited to Fair Hearings involving Medicaid or Social Security; administrative hearings to represent the child in care as an alleged offender of child maltreatment; Special Immigrant Juvenile Status (SIJS) Applications; wrongful death; medical malpractice; probate and estate matters; contract issues; and school matters for cases involving foster care.	5 points
B. Describe the Prospective Contractor's experience with DCFS referrals of children previously in foster care who left DHS custody via a guardianship or permanent custody arrangement but whose guardian or custodian now wishes to adopt the child, including review of the referral, determination if adoption is likely to be granted under the circumstances, and initiation of adoption proceedings on the guardian or custodian's behalf.	5 points
C. Describe the Prospective Contractor's experience advocating for recoupment of expenses of litigation and requesting the court to make an award for separate attorney fees or expenses in order to offset costs billed to DCFS.	5 points
D. Describe the Prospective Contractor's experience preparing case information by conducting appropriate discovery, reviewing discovery responses, meeting with relevant witnesses, and reviewing evidence prior to hearings.	5 points
E. Describe the Prospective Contractor's experience appearing at hearings and conferences on the date and time scheduled.	5 points
F. Describe the Prospective Contractor's experience maintaining communication with DHS and all parties involved in each case.	5 points