

INVITATION FOR BID – BID NO. B015251		
ARKANSAS TECH UNIVERSITY Procurement and Risk Management Services Young Building East End 203 West O Street Russellville, AR 72801-2222		BID RESPONSE MUST BE SUBMITTED IN A SEALED ENVELOPE WITH THE BID NUMBER, BID OPENING DATE AND TIME SHOWN ON THE OUTSIDE OF THE ENVELOPE. <i>FAXED BID RESPONSES WILL <u>NOT</u> BE ACCEPTED.</i>
RESPONSE DUE BY: January 7, 2016		TIME: 2:00 p.m.
<i>Company Name and Address:</i> _____ _____ _____		For additional information, contact Jessica Holloway, ATU Procurement Director, APO Tel: 479-968-0269 Fax: 479-968-0633 E-mail: purchasing@atu.edu Web Site: http://www.atu.edu/purchasing
RFQ TERMS & CONDITIONS:	See Purchasing web site for RFQ Standard Terms and Conditions.	
SUCCESSFUL BIDDER:	All respondents should submit the attached EEO Policy Letter with their bid response. No award can be made until the form is received. For awards exceeding \$25,000, successful bidder will be required to complete the Contract and Grant Disclosure and Certification Form BEFORE a purchase order can be issued. The form is available on the Purchasing web site.	
AWARD:	Award will be made in the best interest of the University, and the University's decision is final.	
ITEM NO.	DESCRIPTION	QUANTITY & AMOUNT
	Interpreter Services Arkansas Tech University – Russellville and Ozark Campus Arkansas Tech University is seeking the services of an Interpreter to assist deaf or hard of hearing students enrolled for classes beginning with the spring 2016 semester and to continue for future semesters as needed. The Interpreter must be a level 3 Advanced Beginner according to the attached Quality Assurance Screening Test (QAST) State Level Interpreters requirements issued by Arkansas Rehabilitation Services, Office of the Deaf and Hearing Impaired. Interpreter must be able to attend courses with student between the hours of 7:30 and 9:00pm. The student schedule will change based on semester enrolled.	

	<p>Student and interpreter attendance is required for all billable hours. Additional billable hours must be agreed upon in writing between the institution and the interpreter.</p> <p>Activities billable must be required course time or allowable course release time.</p> <p>Billable time may be broken down to the smallest increment of a quarter hour. Invoices will be sent to Arkansas Tech from the Interpreter every two weeks, due by the 3rd business day following the two week period immediately completed.</p> <p>The invoice will be payable within 10 business days of receipt of the invoice.</p> <p>Contract exit clause requires 30 days written notice by either party to terminate the contract.</p> <p>Contract may be renewed up to six additional years per universities discretion.</p> <p>Please submit a schedule of Fees and sample services agreement.</p>	
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Award will be made in the best interest of the University.

3 References: _____

Name	Phone	Email
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Delivery within: _____ days ARO Minimum Order: \$ _____

FOB Point: _____ Freight Terms: _____

(Destination or Shipping Point) (Prepaid, Collect or Added)

If freight charges are to be added, approximate cost: \$ _____

Prices firm until: _____ Date Quote Submitted: _____

Company Name: _____

Signature & Title: _____

Name (printed or typed): _____

Tel No: _____ Fax No: _____

E-Mail: _____ Web Site: _____

Performance Based Standards:

Arkansas Code 19-11-267 requires the use of performance based standards on any resultant contract by the university.

Milestone Payment Contracts	
Standards	Remedies
Milestone deadlines are met	Vendor must provide an acceptable remediation plan
Work products are professional & comprehensive	Payment may be withheld in part or in whole until milestones are met or acceptable work products are produced
	Replacement resources acceptable to Arkansas Tech University may be required
	Contract may be cancelled

Time & Materials Contracts	
Standards	Remedies
Services are provided in a timely and professional manner	Vendor must provide an acceptable remediation plan
Work products are professional, comprehensive and consistent with the contracted skill level	Payment may be withheld in part or in whole until acceptable work products are produced
	Replacement resources acceptable to Arkansas Tech University may be required
	Contract may be cancelled

ARKANSAS TECH UNIVERSITY
Purchasing Department
203 West O Street
Russellville, AR 72801-2222

Act 2157 of 2005 of the Arkansas Regular Legislative Session requires that any business or person responding to a Request for Quotation (Bid) submit their most current Equal Employment Opportunity policy (EEO Policy).

Although bidders are encouraged to have a viable equal opportunity policy, a written response stating that the bidder does not have an EEO Policy will be considered that bidder's response and will comply with the requirement of Act 2157.

Submitting your EEO Policy is a one-time requirement. The Arkansas Tech University Purchasing Department will maintain a file of the EEO Policies or written responses received.

This is a mandatory requirement when submitting a bid response. Failure to submit an EEO Policy or response may result in rejection of your bid.

If you have any questions, please call the Purchasing Department at 479-968-0269.

Thank you.

Jessica Holloway, APO
Director of Procurement and Risk Management Services

TO BE COMPLETED BY BUSINESS OR PERSON SUBMITTING BID RESPONSE

_____ EEO Policy attached
_____ EEO Policy previously submitted to ATU Purchasing Department
_____ EEO Policy is not available

Name of Company or Person

Signature

Name (printed or typed)

Title

Date