



22-025

Professional Recruitment Services

Issue Date: 9/11/2022

Questions Deadline: 9/20/2022 04:00 PM (CT)

Response Deadline: 10/5/2022 02:30 PM (CT)

Little Rock Water Reclamation Authority

Contact Information

Contact: Cassie Weatherington

Address: Procurement Department

Little Rock Water Reclamation Authority

11 Clearwater Drive

Little Rock, AR 72204

Email: cassie.weatherington@lrwra.com

Event Information

Number: 22-025
Title: Professional Recruitment Services
Type: Request for Qualifications
Issue Date: 9/11/2022
Question Deadline: 9/20/2022 04:00 PM (CT)
Response Deadline: 10/5/2022 02:30 PM (CT)
Notes: Little Rock Water Reclamation Authority (LRWRA) is issuing a Request for Qualifications (RFQ) for Professional Recruitment Services. The intent of this solicitation is to establish a Qualified Vendors List (QVL) of vendors who can provide recruitment services to LRWRA on an as needed basis.

The official posting can be found on the AR Bid website at <https://arkansas.ionwave.net>. The solicitation document can be downloaded from the attachments tab of this posting. Please note, it is the vendor's responsibility to ensure compliance with the official solicitation and all addenda as posted on the AR Bid website. Little Rock Water Reclamation Authority shall have the right to reject any and all bids and to waive any and all informalities.

If you have any questions, please feel free to contact the LRWRA Procurement Department at Procurement@lrwra.com.

The LRWRA Procurement Department, as the issuing office, is the sole point of contact throughout this procurement process. Vendor's questions regarding this solicitation should be made through the LRWRA buyer listed for this solicitation.

Billing Information

Address: Accounts Payable
Little Rock Water Reclamation Authority
11 Clearwater Drive
Little Rock, AR 72204
Phone: (501) 688-1479
Email: Accounts.Payable@lrwra.com

Bid Activities

CLARIFICATION OF RFQ AND QUESTIONS

9/20/2022

A. Vendors may submit written questions requesting clarification of information contained in this solicitation. Written questions should be submitted by 4:00 p.m., Central Time on **September 20, 2022**. Submit written questions by email to Procurement@lrwra.com.

1. For each question submitted, vendor should reference the specific solicitation item number to which the question refers.

2. Vendors' written questions will be consolidated and responded to by LRWRA. LRWRA's consolidated written response is anticipated to be posted to the LRWRA website by the close of business on **September 28, 2022**.

B. Vendors may contact the LRWRA Procurement Department with procurement-related questions at any time prior to the bid opening date and time. Answers to verbal questions may be given as a matter of courtesy and must be evaluated at vendor's risk.

Bid Attachments

22-025 Attachment A.pdf

Download

22-025 Attachment A

Bid Attributes

1 BACKGROUND INFORMATION

LRWRA is committed to providing excellent quality sewer services for both residential and business customers as it keeps water resources safe for wildlife and human reuse. LRWRA has three water reclamation facilities: Fourche Creek, Adams Field and Little Maumelle. LRWRA also has an administration building, maintenance complex and 34 pump stations within the City of Little Rock. Currently, LRWRA has approximately 220 employees.

2 OPEN ENDED RFQ SUBMISSION DEADLINE

A. This solicitation is an open-ended RFQ to establish a Qualified Vendors List (QVL) of vendors who can provide recruitment services to LRWRA on an as needed basis. (Reference *Qualification and Assignment of Work*.) Issuance of a contract to a vendor qualified as a result from this solicitation **shall not** be guaranteed.

B. The initial submission deadline for responses is October 5, 2022. After that date, Vendors may submit a response to this solicitation at any time while the solicitation is open. The solicitation will remain open for a period of up to seven (7) years from the issuance date. LRWRA **shall** have the right to close this solicitation at any time prior to the completion of the seven (7) year period, if it in the best interest of LRWRA to do so.

C. It is the responsibility of vendors to submit bid responses as a traditional sealed hard copy at 11 Clearwater Drive on or before the initial bid opening date and time. Responses received after the initial designated opening date and time will be held until the next review period which will be on a six (6) month schedule starting after the initial opening date. LRWRA **shall** have the right to evaluate responses at any time prior to the next scheduled review period.

D. It is not necessary to return "no bids" to LRWRA.

3 BID OPENING LOCATION

Sealed responses submitted by the bid opening date and time, **shall** be opened at the following location

Little Rock Water Reclamation Authority
11 Clearwater Drive
Little Rock, AR 72204

4 CONE OF SILENCE

All communication(s) pertaining to this solicitation **shall** be directed to the LRWRA Buyer listed for this solicitation, or his or her designee. LRWRA has imposed an absolute prohibition against any communication or contact ("Cone of Silence") with any other LRWRA personnel, LRWRA consultant, or Little Rock Water Reclamation Commission (LRWRC) member regarding this solicitation process.

The prohibition begins with the publication of this solicitation document, remains in place through the LRWRA solicitation and award process, and ends only after LRWRA has executed a contract with the successful vendor. The prohibition is suspended only when the LRWRA Buyer, or his or her designee, initiates or consents to a meeting or communications for the purpose of clarifying a solicitation or another solicitation-related action.

A violation of this policy may result in the disqualification of an offending vendor's response.

5 BUSINESS DESIGNATION

☐ C - Corporation ☐ S - Corporation ☐ Individual ☐ Nonprofit ☐ Partnership
☐ Public Service Corporation ☐ Sole Proprietorship

(Optional: Check only one)

6 MINORITY DESIGNATION

☐ Not Applicable ☐ African American ☐ American Indian ☐ Asian American ☐ Hispanic American
☐ Pacific Islander American ☐ Service Disabled Veteran

(Optional: Check only one)

7 ARKANSAS MINORITY CERTIFICATION NUMBER

(Optional: Maximum 25 characters allowed)

8 SERVICE DISABLED VETERAN CERTIFICATION NUMBER

(Optional: Maximum 25 characters allowed)

9 WOMAN OWNED BUSINESS

☐ Not Applicable ☐ Yes, my company is a woman owned business.

(Optional: Check only one)

10 DUN & BRADSTREET NUMBER

(Optional: Maximum 25 characters allowed)

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1 **CONFLICT OF INTEREST DISCLOSURE**

A. Vendor should indicate below if at the present time, and to the best of his/her knowledge, any known possible conflicts of interest exist with LRWRA.

B. Vendor **must** disclose all known possible conflicts of interest, which exist at the time of vendor's bid submission. Conflicts of interest include, but are not limited to the following

- Relationships between vendor's employees, principals, officers, and agents and the employees of LRWRA.
- Relationships between vendor's employees, principals, officers, and agents and the LRWRC.
- Those resulting from material adverse matters, as distinguished from the conduct of business as usual.

C. Vendor's failure to disclose such a relationship may result in LRWRA's rejection of vendor's bid response or LRWRA's cancellation of any resultant contract.

☐ No known possible conflicts of interest exist. ☐ Yes, a possible conflict of interest exists.

(Optional: Check only one)

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2 **CONFLICT OF INTEREST DISCLOSURE, if yes provide an explanation**

(Optional: Maximum 1000 characters allowed)

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3 **SUBCONTRACTORS**

If any part of the work **must** be subcontracted, vendor should include a list of subcontractors, including firm name and address, contact person, complete description of work to be subcontracted with their bid response. This information **must** be provided prior to any contract award.

A vendor's and/or a subcontractor's past performance may be used to determine if the vendor and/or the subcontractor is "responsible". Bid responses submitted by vendors determined to be non-responsible **shall** be disqualified. Subcontractors deemed to be non-responsible will not be allowed to perform work under this contract. Vendor will be allowed an opportunity to replace non-responsible subcontractors.

☐ No, a subcontractor(s) will not be used. ☐ Yes, a subcontractor(s) will be used.

(Optional: Check only one)

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4 **ISRAEL BOYCOTT NOTICE**

Pursuant to Arkansas Code Annotated § 25-1-503, a public entity **shall not** enter into a contract valued at \$1,000 or greater with a company unless the contract includes a written certification that the person or company is not currently engaged in, and agrees for the duration of the contract not to engage in, a boycott of Israel.

Vendor's signature on bid response **shall** represent and warrant they do not boycott Israel and will not boycott Israel during the remaining aggregate term of the contract.

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5 **DEFINITION OF REQUIREMENT**

A. The words "**must**" and "**shall**" signify a requirement of this solicitation and that vendor's agreement to and compliance with that item is mandatory.

B. Exceptions taken to any requirement in this solicitation, whether submitted in the vendor's bid response or in subsequent correspondence, may cause the vendor's bid response to be disqualified.

C. Vendor may request exceptions to NON-mandatory items. Vendor should clearly explain the requested exception and should reference the specific solicitation item number to which the exception applies.

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DEFINITION OF TERMS

- A. LRWRA has made every effort to use industry-accepted terminology in this solicitation.
- B. "Little Rock Water Reclamation Authority", "LRWRA", "agency", "the Utility", and the "the Authority" are used synonymously in this document.
- C. The words "bidder" and "vendor" are used synonymously in this document.
- D. The terms "Request For Qualifications", "RFQ", and "Solicitation" are used synonymously in this document.

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REQUIREMENT OF ADDENDUM

This solicitation **shall** be modified only by an addendum written and authorized by LRWRA. The vendor **shall** be responsible for checking the AR Bid website at <https://Arkansas.Ionwave.net> for any and all addenda up to the established bid opening date and time.

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RESPONSE PACKET

Each proposal should be prepared simply and economically, providing a straightforward and concise description to the vendor's ability to meet the requirements of this RFQ. Emphasis should be on completeness, clarity of content and responsiveness to the RFQ evaluation criteria.

A. Original Response

1. Vendor's original response packet **must be delivered to LRWRA in a sealed package** on or before the established bid opening date and time.

2. The original response should be clearly marked "ORIGINAL" and **must** include the following

- Original signed response (See *Response Signature*.)
- Response to *Information for Evaluation* section of this solicitation
- Other documents and/or information as may be expressly required in this solicitation

4. Vendor's original response should include a *Table of Contents* and should be indexed and tabbed.

5. **DO NOT** include any other documents or ancillary information, such as a cover letter or promotional/marketing information.

B. Pricing

Pricing is not requested for this solicitation and **must not** be submitted with the response packet, including, original response, additional hard copies, digital copies, and redacted copy. (See *Pricing*.)

C. Additional Copies and Redacted Copy of the Response Packet

In addition to the original response, vendor should submit the following items:

1. Additional copies of the response

a. Three (3) additional complete hard copies (marked "COPY") of the response.

b. One (1) digital copy of the original hard copy response, preferably on a flash drive.

c. All additional hard copies and digital copies **must** be identical to the original hard copy *Response Packet*. In case of a discrepancy, the original hard copy response **shall** govern.

d. If LRWRA requests additional copies of the response, the copies **must** be delivered within twenty-four (24) hours of request or as stated in LRWRA's request.

2. One (1) redacted copy (marked "REDACTED") of the original bid response, preferably on a flash drive. (See *Proprietary Information*.)

D. Delivery of Response

1. Vendor's response should be properly marked with the information listed below. If the packaging is not properly

marked, it may be opened for bid identification purposes.

- Bid number
- Date and time of the bid opening
- Vendor's name and return address

2. Vendor's original sealed response **must be delivered to LRWRA, at the address below, in a sealed opaque package** on or before the established bid opening date and time.

Little Rock Water Reclamation Authority
ATTN: Procurement Department
11 Clearwater Drive
Little Rock, AR 72204

Notes:

- Delivery providers USPS, UPS, and FedEx deliver mail to LRWRA's street address on a schedule determined by each individual provider. These providers will deliver to LRWRA based solely on the street address.
- Vendor(s) who choose to hand deliver a bid response, should take it to the receptionist desk in the Clearwater Administration Building which is located at 11 Clearwater Drive.

1 ORGANIZATION OF RESPONSE DOCUMENTS

It is strongly recommended that vendors adhere to the following format and suggestions when preparing a response. The original response and all copies should be indexed and tabbed, and should be arranged in the following order:

- Completed and signed *Signature Page*.
- Table of Contents. The *Table of Contents* should itemize the contents by section, subsection, and page numbers.
- Signed Addenda, if applicable.
- List of subcontractors, if applicable
- Other documents and/or information as may be expressly required in this solicitation. Label documents and/or information to reference the solicitation item number.
- Response to the *Information for Evaluation* section of this solicitation.

2 RESPONSE SIGNATURE

A. An official authorized to bind the vendor(s) to a resultant contract **must** sign the response. Signature **must** be in ink or by electronic signature.

B. Vendor's signature **shall** represent and warrant

1. Vendor's agreement that either of the following may cause the vendor's response to be disqualified

- additional terms or conditions submitted intentionally or inadvertently.
- any exception that conflicts with a requirement of this solicitation.

2. Vendor has completely reviewed this solicitation and any addenda.

3. Vendor's agreement to and compliance with all requirements, specifications, and terms and conditions within this solicitation. (See *Definition of Requirement*.)

4. Vendor's agreement to and compliance with all laws relating to State and Federal Equal Opportunity and Non-Discrimination requirements and conditions of employment, in addition to all federal, state, and local laws.

5. Vendor has provided information in response to this solicitation that is both accurate and true.

PROPRIETARY INFORMATION

- A. Response documents pertaining to this solicitation will become the property of LRWRA and **shall** be subject to the Arkansas Freedom of Information Act (FOIA).
- B. One (1) complete copy of the original bid response from which any proprietary and/or confidential information has been redacted should be submitted online through AR Bid or submitted on a flash drive in the vendor's response for traditional hardcopy responses.
- C. Except for the redacted information, the redacted copy **must** be identical to the original hard copy, reflecting the same pagination as the original and showing the space from which information was redacted.
- D. The vendor **shall** be responsible for identifying all proprietary information and for ensuring the electronic copy is protected against restoration of redacted data.
- E. The redacted copy **shall** be open to public inspection under the Freedom of Information Act (FOIA) without further notice to the vendor.
- F. If a redacted copy of the submission documents is not provided with vendor's bid response, a copy of the non-redacted documents, with the exception of financial data (other than pricing), **shall** be released in response to any request made under the Arkansas Freedom of Information Act (FOIA).
- G. If LRWRA deems redacted information to be subject to FOIA, the vendor will be contacted prior to release of the documents.

☐ YES, a redacted copy is enclosed. ☐ NO, a redacted copy is not enclosed.

(Optional: Check only one)

QUALIFICATION AND AWARD PROCESS

A. Qualified Vendors List

The initial validity term of the QVL will expire on October 31, 2023. LRWRA **shall** have the option to renew the QVL on a year-to-year basis, for up to six (6) additional year terms or portion thereof. The total term of the QVL **shall not** be more than seven (7) years. LRWRA **shall** have the right to terminate the QVL prior to exercising any renewal option, if it is in the best interest of LRWRA to do so.

B. Vendor's Qualification Status

1. Vendors who are qualified as a result of submitting a response to this solicitation **shall** be qualified through October 31, 2023 or for the remainder of the current term of the QVL, whichever is later.
2. Each year, prior to the renewal of the QVL for an additional term, LRWRA will review the qualification status of a vendors on the QVL. Vendors who continue to meet or exceed qualifications requirements may be re-qualified for a one (1) year term or portion thereof, until all remaining renewal options are utilized or LRWRA exercises its right to terminate the QVL. Vendors who do not meet the qualifications **shall** be removed from the QVL.
3. Vendor's may provide a written request to LRWRA be removed from the QVL at any time.

C. Assignment of Work

1. LRWRA **shall** have the right to select and enter into negotiations with any vendor qualified as a result of this solicitation for any recruitment assignment. Assignments to a vendor for a specific recruitment will be made on an as needed basis according to a vendor's:
 - area of expertise
 - availability
 - cost
 - proposal for specific job position
 - performance under this contract (e.g., successful job searches, good customer service, etc.)
2. LRWRA will provide information regarding the specific job and service requirements to the selected vendor as a need for services arises. Services required of vendor may vary according to the position's job description. LRWRA and the vendor shall come to a written agreement regarding required tasks and services that will be provided for each specific recruitment assignment. At a minimum, this agreement should include
 - recruitment strategy
 - timetable for completion of work
 - contact information for vendor's project team
 - scope of services and deliverables cost
3. If LRWRA and the vendor cannot reach an agreement regarding contractual matters, including pricing, LRWRA **shall** declare the vendor as non-responsive and will begin the negotiation process with the next best qualified vendor for the current recruitment need. The negotiation process will be repeated until an successful vendor has been determined, or until such time LRWRA decides not to move forward with the recruitment.
3. A LRWRA Procurement Official, with approval by the LRWRC, **shall** be responsible for award and administration of any resulting contract. A contract shall not be effective prior to award being made by a LRWRA Procurement Official.
4. LRWRA offers no guarantee regarding the number of recruitment assignments to be issued to a vendor.

C. Little Rock Water Reclamation Commission Approval.

Any resultant contract of this solicitation shall be subject to LRWRA approval processes which may include LRWRC review and approval.

2 **NONCOLLUSION**

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Vendor's signature **shall** represent and warrant that in connection to a response to this solicitation:

- A. The vendor has not been a party to any collusion among vendor(s) in the restraint of freedom of competition by agreement to bid at a fixed price or to refrain from bidding.
- B. The vendor has not been a party to any collusion with any official or employee of LRWRA as to quantity, quality, or price in the prospective contract, or any other terms of said prospective contract.
- C. The vendor has not been a party in any discussion between bidders and any official of LRWRA concerning exchange of money or other things of value for special consideration in the letting of a contract.

2 **PRIME CONTRACTOR RESPONSIBILITY**

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- A. A joint bid response submitted by two or more vendors is acceptable. However, a single vendor **must** be identified as the prime contractor.
- B. The prime contractor **shall** be held responsible for the contract and shall be the sole point of contact.
- C. The prime contractor shall give LRWRA immediate notice, in writing, by certified mail of any action which, in the opinion of the contractor, may result in litigation related in any way to this contract or LRWRA.

2 **CAUTION TO VENDORS**

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- A. Vendor **must not** alter any language in any solicitation document provided by LRWRA.
- B. Vendor represents and warrants that the product and/or service offered **shall** meet or exceed specifications identified in this solicitation.
- C. All official documents and correspondence related to this solicitation **shall** be included as part of the resultant contract.
- D. Bid responses **must** be submitted in the English language only.
- E. LRWRA **shall** have the right to award or not award a contract, if it is in the best interest of LRWRA to do so.
- F. LRWRA **shall** have the right to accept or reject all or any part of a bid response, if it is in the best interest of LRWRA to do so.
- G. Vendor **must** provide clarification of any information in their bid response documents as requested by LRWRA.
- H. Vendor may withdraw their bid response.
 - To withdraw a traditional hardcopy bid response, vendor **must** provide a written request to the LRWRA Procurement Department.
 - To withdraw an electronic response, vendor **must** follow the required steps in the AR Bid system.
- I. Reference to handbooks or other technical materials as part of a bid response **must not** constitute the entire bid and vendor **must** identify the specific page and paragraph being referenced.

2 **PAST PERFORMANCE**

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A vendor's and/or a subcontractor's past performance may be used to determine if the vendor and/or the subcontractor is "responsible". Bid responses submitted by vendors determined to be non-responsible **shall** be disqualified. Subcontractors deemed to be non-responsible **shall not** be allowed to perform work under this contract. Vendor will be allowed an opportunity to replace non-responsible subcontractors.

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PUBLICITY

Vendor **shall not** issue a news release or article pertaining to this solicitation or any portion of the project, in any medium, at any time during the pendency of the solicitation or fulfillment of the terms of this contract without LRWRA's prior written approval. Vendor's failure to comply with this requirement may be cause for LRWRA's rejection of vendor's response or LRWRA's cancellation of this contract.

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RESERVATION

This solicitation **shall not** commit LRWRA to issue an award or contract. LRWRA **shall not** pay costs incurred in the preparation of a bid response.

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VENDOR'S EMPLOYEES AND SUBCONTRACTORS

A. If any part of the work will be subcontracted, vendor **must** provide the following information to LRWRA prior to award of contract and before any subsequent renewal periods.

- name of all subcontractors
- subcontractor's address
- subcontractor's contract information
- complete description of work to be subcontracted

B. Vendor **must** obtain LRWRA's approval of subcontractor(s) prior to subcontractor performing work under this contract.

C. LRWRA **shall** have the right to require the vendor to remove an employee or subcontractor from performing work under this contract, if in LRWRA's reasonable opinion such employee or subcontractor

- is not performing work satisfactorily
- is failing to cooperate as required in this contract
- is posing a security risk to the project or LRWRA
- is otherwise breaching a term of this contract
- their presence on the project is not in the best interest of LRWRA
- or any other reasonable basis

In the event of such removal, vendor **must** replace employee or subcontractor with a suitable replacement subject to the approval of LRWRA as instructed by LRWRA.

Supplier Information

Company Name:

Contact Name:

Address:

Phone:

Fax:

Email:

Supplier Notes

By submitting your response, you certify that you are authorized to represent and bind your company.

Print Name

Signature