



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

REQUEST FOR APPLICATION

SOLICITATION INFORMATION			
Solicitation Number:	DH-27-0001	Solicitation Issued:	8-17-2026
Sub-Grant Description:	Ending the HIV Epidemic (EHE) Community Impact Mini-grant Opportunity		
Agency Information	AR Department of Health – Divisions for Health Protection, Infectious Disease, Ending the HIV Epidemic (EHE) Program		

APPLICATION DEADLINE	
Application Deadline Date/Time:	August 31, 2026, 2:00 p.m. Central Time
Application shall not be accepted after the designated date and time. It is the responsibility of bidders to submit applications at the designated location on or before the deadline. Applications received after the deadline shall be considered late and shall be returned to the bidder without further review.	

DELIVERY OF RESPONSE DOCUMENTS			
Sealed applications may be mailed or hand delivered to the following locations:			
Mailing Address:	Arkansas Department of Health Attn: 4815 W Markham Street, Slot 58 Little Rock, AR 72205 Delivery providers, USPS, UPS, and FedEx deliver mail to ADH's street address on a schedule determined by each individual provider. These providers will deliver to ADH based solely on the street address.		
Physical Address	Arkansas Department of Health Contract Support Section 4815 W Markham Street, L156 Little Rock, AR 72205		
Response's Outer Packaging:	Outer packaging must be sealed and should be properly marked with the following information. If outer packaging of response submission is not properly marked, the package may be opened for identification purposes. <ul style="list-style-type: none">• Solicitation Number• Application Date/Time• Applicant's name and return address		
ARKANSAS DEPARTMENT OF HEALTH CONTACT INFORMATION			
Issuing Officer:	Maurice Rogers	Phone Number:	501-280-4586
Email Address:	Maurice.rogers@arkansas.gov	Alternate Number	
ADH Website:	https://healthy.arkansas.gov/resources/grant-bid-opportunities/		

SECTION 1 – PROGRAM OVERVIEW

- **Do not provide responses to items in this section unless specifically and expressly required.**

1.1 PURPOSE

The Arkansas Department of Health (ADH) issues this Request for Application (RFA) to obtain applications for funding to support HIV health-related activities directly within communities for ending the HIV epidemic through organizations and entities trusted by residents for receiving public health assistance and support.

1.2 BACKGROUND

Arkansas is considered a rural state with approximately 3,046,404 population. In 2023, approximately 6,873 people were living with HIV/AIDS, and 303 people were newly diagnosed with HIV/AIDS in Arkansas. HIV diagnosis by gender at birth, men were most affected by HIV and accounted for 81% (n=244) of all new HIV diagnoses. Females accounted for 6.6% (n=20) of all new HIV diagnoses. Analysis data of race and ethnicity illustrated that all new HIV diagnoses, Black/African American people accounted for 42% (n=129), White people accounted for 41% (n=124), Hispanic/Latino accounted for 12% (n=35), and other races accounted for 5% (n=15). While minorities comprised only 30% of the state's population, 54% (n=164) of the newly diagnosed cases in Arkansas were among minorities. This disparity in the number of cases is consistent with the national trends.

The Central region of the state had the highest cases of all new HIV diagnoses (101), followed by the Northwest Region (82), the Northeast (52), the Southwest (34), and the Southeast (34) regions respectively. The geography of the new diagnoses coincides with that of the number of living cases of HIV/AIDS residing across the state. The two most heavily impacted regions are those consisting of the two major metropolitan areas in the state. These areas also had high morbidity in sexually transmitted diseases (STD) in 2023. Particularly for syphilis and gonorrhea. These diseases were also high in morbidity among men-who-have-sex-with men (MSM) in Arkansas during this period as well.

In 2019, the US Department of Health and Human Services announced Ending the HIV Epidemic (EHE), a plan to end the HIV epidemic in the US by 2030. This goal is to reduce new HIV infections by 75% within 5 years, and by at least 90% within 10 years. This initiative focuses on four key strategies to include:

1. Diagnoses
2. Treat
3. Prevent
4. Respond

Arkansas was one of seven states selected with a disproportionate occurrence of HIV cases in rural areas. Together the Health Resources and Services Administration (HRSA) EHE and DHP Infectious Disease Branch are working to end the HIV epidemic across the state of Arkansas by expanding and enhancing Pillar Two – linking persons living with HIV (PWH) to treatment and care, and by addressing Pillar Four, responding quickly to potential HIV outbreaks to get services to people in need.

*Arkansas 2023 HIV Surveillance Report, Annual Descriptive Statistics, 2019-2023

1.3 GRANT PERIOD

- A. The anticipated period **shall** be from July 1, 2026- June 30, 2027
- B. The initial term of a resulting grant will be for one (1) year.

1.4 AVAILABLE FUNDING

- A. Maximum amount of funding is \$60,000 allocated to up to three recipients. Contingent upon the organization's submission of proven financial leverage of funds capacity (see Funding Leverage Chart).

All awards are based on the availability of funding. Applicants will be notified in writing regarding the status of the application, whether approved or disapproved for funding.

- Funding Capacity is defined as the requesting organization's ability to implement and complete the proposed mini-grant scope of work based upon the ADH "reimbursement" payment method.

- Organization must submit current proof of organization's available funding that aligns with the required "financial capacity" amount for the requested mini-grant funding application request. (Ex. CPA Attestation of funding on official letterhead or bank/financial institution documentation on official letterhead)
- Funding Leverage Chart

Funding Amount	Organization Financial Capacity
Up to \$5,000	\$2,500-\$10,000
\$5,001 to \$10,000	\$10,001-\$30,000
\$10,001 to \$15,000	\$30,001-\$50,000
\$15,001 to \$20,000	\$50,001-Greater

Mini-grant applications are reviewed and scored by external reviewers not within the Infectious Disease Branch. Mini-grant applications scoring 80% or higher will be referred to the DHP Infectious Disease Branch for recommendation for review. The DHP and Infectious Disease Branch makes final determination of recommended applications for agency approval for funding.

- B. Funding is contingent upon review and acceptance of application.
- C. Funds **must** be used in accordance with the budget provided.
- D. ADH reserves the right to determine allowable and non-allowable costs.
- E. Prior to award, ADH may increase the amount of funding in efforts to maximize program support. Recipient(s) **must** submit a revised budget worksheet reflecting changes.

1.5 **ELIGIBILITY & FUNDING REQUIREMENTS**

Up to three (3) applications will be accepted and funded during each award period.

Applicant **must** meet the following to be eligible to obtain funding:

Applicant organizations, current or previous grant recipients, must be in good standing with federal, state, and agency fiscal and programmatic requirements and/or protocols.

Current sub-recipients of Ending the HIV Epidemic, HRSA award funding is not eligible.

1.6 **BUDGET & JUSTIFICATION**

- A. Applicant **must** complete the budget worksheet provided as a separate excel file and will not be included in the scoring of applications.
- B. Recipient(s) **shall** be reimbursed for allowable expenses only. Allowable expenses are those approved by ADH within the budget's itemized listing.

1.7 **ISSUING OFFICER**

The ADH contact name listed on page one is the sole point of contact throughout this solicitation.

1.8 **RFA OPENING LOCATION**

Applications submitted by the due time and date **shall** be opened at the following location:

Arkansas Department of Health
4815 W Markham Street, Room L163
Little Rock, AR 72205

1.9 **DEFINITION OF REQUIREMENT**

- A. The words "**must**" and "**shall**" signify a requirement of this RFA and that vendor's agreement to and compliance with that item is mandatory.
- B. Applicant may request exceptions to NON-mandatory items. Contractor **must** clearly explain the requested exception and should reference the specific solicitation item number to which the exception applies.

1.10 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
OSP: Office of State Procurement
RFA: Request for Applications

1.11 APPLICATION INSTRUCTIONS**A. Original Application Packet****1. Application Submission Requirements**

- a. Applicants **shall** provide one (1) original hard copy of the Application Packet clearly marked as "Original" and **must** include:

- Original signed Application Signature Page
- Agreement and Compliance Pages (if applicable)
- Proposed Subcontractors Form
- Restriction of Boycott of Israel Certification
- SF-LLL Disclosure of Lobbying Activities
- Response to the Information for Evaluation section included in the Application Packet
- EO 98-04 Contract and Grant Disclosure and Certification form
- Other documents and/or information as may be expressly required in this solicitation. Label documents and/or information so as to reference the solicitation's item number.

- b. The application **must** be in the English language.

2. The following items should be submitted with the original Application Packet:

- Signed Addenda, if applicable
- Equal Employment Opportunity Policy
- Copy of Illegal Immigrant Certification <https://www.ark.org/dfa/immigrant/index.php/user/welcome>
- Business Associate Agreement (AS-4001)

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

B. Budget Worksheet

1. The Budget Worksheet, including the hard copy and electronic copy, **must** be separately sealed from the Application Packet and should be clearly marked as "Budget".
2. An applicant **shall not** include any budget information in the hard copies or electronic copies of the Application Packet.
3. Budget **must** be proposed in U.S. dollars and cents.

C. Additional Copies and Redacted Copy of the Application Packet

In addition to the original Application Packet, the following items should be submitted:

1. Additional Copies of the Application Packet

- a. Three (3) complete hard copies (marked "COPY") of the Application Packet.
- b. One (1) electronic copy of the Application Packet, preferably on a flash drive. CDs will also be acceptable.

- c. All additional hard copies and electronic copies **must** be identical to the original hard copy. In case of a discrepancy, the original hard copy **shall** govern.
 - d. If ADH requests additional copies of the response, the copies **must** be delivered within the timeframe specified in the request.
2. One (1) redacted copy (marked "REDACTED") the original Application Packet, preferably on a flash drive. A CD will also be acceptable. (See Proprietary Information.)

1.12 **ORGANIZATION OF RESPONSE DOCUMENTS**

- A. It is strongly recommended that applicants adhere to the following format and suggestions when preparing their response.
- B. Responses to the Information for Evaluation section of the Application Packet should be labeled to reflect the corresponding item/question (Example: E.1.A)
- C. The original Application Packet and all copies should be arranged in the following order.
 - Original signed Application Signature Page
 - Agreement and Compliance Pages
 - Proposed Subcontractors Form
 - Restriction of Boycott of Israel Certification
 - SF-LLL Disclosure of Lobbying Activities
 - Response to the Information for Evaluation section included in the Application Packet
 - EO 98-04 Contract and Grant Disclosure and Certification form
 - Signed Addenda, if applicable
 - Equal Employment Opportunity Policy
 - Copy of Illegal Immigrant Certification <https://www.ark.org/dfa/immigrant/index.php/user/welcome>
 - Business Associate Agreement (AS-4001)
 - Other documents and/or information as may be expressly required in this Solicitation. Label documents and/or information so as to reference the Solicitation's item number.

1.13 **CLARIFICATION OF SOLICITATION**

- A. Any questions requesting clarification of information contained in this RFA **must** be submitted in writing via email by 4:00 p.m., Central Time on or before August 20, 2026, to the ADH issuing officer as shown on page one (1) of this RFA.
 1. For each question submitted, applicant should reference the specific solicitation item number to which the question refers.
 2. Applicants' written questions will be consolidated and responded to by the State. The State's consolidated written response is anticipated to be posted to the ADH website by the close of business on August 25, 2026
- B. Applicants may contact the issuing officer with non-substantive questions at any time prior to the application deadline.
- C. Oral statements by ADH **shall not** be part of any contract resulting from this solicitation and may not reasonably be relied on by any vendor as an aid to interpretation unless it is reduced to writing and expressly adopted by ADH.

1.14 **APPLICATION SIGNATURE PAGE**

- A. An official authorized to bind the vendor(s) to a resultant Sub-Grant **must** sign the Application Signature Page included in the Application Packet.
- B. Applicant's signature on this page **shall** signify vendor's agreement that either of the following **shall** cause the response to be disqualified:
 - Additional terms or conditions submitted intentionally or inadvertently

- Any exception that conflicts with a requirement of this RFA

1.15 AGREEMENT AND COMPLIANCE PAGES

- A. Applicant **must** sign all agreement and compliance pages relevant to the solicitation document. The agreement and compliance pages are included in the Application Packet.
- B. Submission of applicant and applicant's signature on these pages **shall** signify agreement to and compliance with all requirements within the solicitation and application.

1.16 PRIME CONTRACTOR RESPONSIBILITY

- A. A single vendor **must** be identified as the prime contractor.
- B. The prime contractor **shall** be responsible for the contract and jointly and severally liable with any of its subcontractors, affiliates, or agents to the State for the performance thereof.

1.17 FUNDING ESCALATION

- A. ADH may increase funding throughout the duration of the contract.
- B. Recipient **must** provide a revised budget reflecting the increase. ADH **shall** have the right to require additional information pertaining to the increase.
- C. ADH **must** approve of all budget revisions.

1.18 PROPRIETARY INFORMATION

- A. Submission documents pertaining to this solicitation become the property of the State and are subject to the Arkansas Freedom of Information Act (FOIA).
- B. The vendor **shall** be responsible for identifying all proprietary information and for ensuring the electronic copy is protected against restoration of redacted data.
- C. The redacted copy **shall** be open to public inspection under the Arkansas Freedom of Information Act (FOIA) without further notice to the vendor.
- D. If a redacted copy of the submission documents is not provided with vendor's response packet, a copy of the non-redacted documents, with the exception of financial data, **shall** be released in response to any request made under the Arkansas Freedom of Information Act (FOIA).
- E. If the State deems redacted information to be subject to Arkansas Freedom of Information (FOIA), the vendor will be contacted prior to release of the documents.

1.19 CAUTION TO RECIPIENT(S)

- I. Prior to any contract award, all communication concerning this solicitation **must** be addressed through ADH.
- II. Applicant **must not** alter any language in any solicitation document provided by the State.
- III. All official documents and correspondence related to this solicitation **shall** be included as part of the resultant contract.
- IV. Responses **must** be submitted only in the English language.
- V. The State **shall** have the right to award or not award a contract, if it is in the best interest of the State to do so.
- VI. Applicant **must** provide clarification of any information in their response documents as requested by ADH.
- VII. Qualifications **must** meet or exceed the required specifications as set forth in this solicitation.

1.20 REQUIREMENT OF ADDENDUM

- A. This solicitation **shall** be modified only by an addendum written and authorized by ADH.
- B. An addendum posted within three (3) calendar days prior to the application deadline and **shall** extend the due date and may or may not include changes to the Solicitation.
- C. The applicant **shall** be responsible for checking the ADH website, <https://healthy.arkansas.gov/resources/grant-bid-opportunities/> for any and all addenda up to bid opening.

1.21 QUALIFICATION AND AWARD PROCESS

- A. Successful Recipient(s) Selection
The ranking of recipients **shall** be determined by the total score each application receives during evaluation.
- B. Anticipation to Award
 - 1. Once the anticipated successful recipient(s) have been determined, the anticipated award notification will be emailed to all applicants.
 - 2. The anticipated award will be for a period of fourteen (14) days prior to the issuance of a contract. Vendors and agencies are cautioned that these are preliminary results only, and a contract will not be issued prior to the end of the fourteen-day period.
 - 3. ADH **shall** have the right to waive the policy of Anticipation to Award when it is in the best interest of the State.
 - 4. It is the applicant's responsibility to check email for the notification of an anticipated award.
- C. Issuance of a Contract
 - 1. Any resultant sub-grant of this **shall** be subject to State approval processes which may include Legislative review.
 - 2. The issuing officer will be responsible for award and administration of any resulting sub-grant.

1.22 EQUAL EMPLOYMENT OPPORTUNITY POLICY

- A. In compliance with Arkansas Code Annotated § 19-11-104, the State is required to have a copy of the applicant's Equal Employment Opportunity (EEO) Policy prior to issuing a contract award.
- B. EEO Policies may be submitted in electronic format to the issuing officer, but should also be included as a hardcopy accompanying the solicitation response.
- C. The submission of an EEO Policy to ADH is a one-time requirement. Recipients are responsible for providing updates or changes to their respective policies, and for supplying EEO Policies upon request to other State agencies that must also comply with this statute.
- D. Vendors who are not required by law to have an EEO Policy **must** submit a written statement to that effect.

1.23 PROHIBITION OF EMPLOYMENT OF ILLEGAL IMMIGRANTS

- A. Pursuant to Arkansas Code Annotated § 19-11-105, prior to the award of a sub-grant, selected recipients **must** have a current certification on file with ADH stating that they do not employ or contract with illegal immigrants.
- B. Recipients **must** complete their certification at <https://www.ark.org/dfa/immigrant/index.php/user/welcome> and should submit a hardcopy accompanying application packet.

1.24 RESTRICTION OF BOYCOTT OF ISRAEL

- A. Pursuant to Arkansas Code Annotated § 25-1-503, a public entity shall not enter into a contract 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.

- B. This prohibition does not apply to a company which offers to provide the goods or services for at least twenty percent (20%) less than the lowest certifying business.
- C. By checking the designated box on the signature page of the Application Packet, the applicant agrees and certifies that they do not, and will not for the duration of the contract, boycott Israel.

1.25 CERTIFICATION REGARDING LOBBYING

- A. The applicant will comply with Public Law 101-121, Section 319 (Section 1352 of Title 31 U.S.C.) by certifying that appropriated federal funds have not been or will not be used to pay any person to influence or attempt to influence a federal official/employee in connection with awarding of any federal contract, sub-grant, loan or cooperative agreement for an award in excess of \$100,000.
- B. If the applicant has paid or will pay for lobbying using funds other than appropriated federal funds, Standard Form-LLL (Disclosure of Lobbying Activities) **shall** be completed and included with the Application Packet.

1.26 CERTIFICATION REGARDING DEBARMENT AND SUSPENSION

- A. The recipient, as a lower tier recipient of federal funds, will comply with Executive Order 12549 (Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion – Lower Tier Covered Transactions).
- B. By signing and submitting this application package, the applicant(s) understands and agrees, as defined in 45 CFR Part 76, and certifies to the best of its knowledge and belief that it and its principals:
 - Are not presently debarred, suspended proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department of agency.
 - Where the prospective lower tier participant is unable to certify to any of the above, such prospective participant shall attach an explanation to this proposal.

1.27 PAST PERFORMANCE

An applicant's past performance with the State may be used to determine if the applicant is "responsible." Responses submitted by applicant determined to be non-responsible **shall** be disqualified.

1.28 PUBLICITY

- A. Do not discuss the solicitation nor your proposal response, nor issue statements or comments, nor provide interviews to any public media during the solicitation and award process.
- B. Failure to comply with this requirement may be cause for an applicant to be disqualified.

1.29 PRIVACY & SECURITY REQUIREMENTS

The Contractor **shall**:

1. At all times comply with the requirements of the Arkansas Personal Information Protection Act and any other State/Federal laws, regulations, rules, and policies regarding the privacy and security of information.
2. Provide for physical and electronic security of all Protected Health Information generated or acquired by the contractor in implementation of the contract, in compliance with Health Insurance Portability and Accountability Act (HIPAA) and the Health Information Technology for Economic and Clinical Health (HITECH) Act, and consistent with the Business Associate Agreement executed between the parties.

1.30 RESERVATION

The State will not pay costs incurred in the preparation of an application.

SECTION 2 – APPLICANT REQUIREMENTS

- **Do not provide responses to items in this section unless specifically and expressly required.**

SCOPE OF WORK

Applicants must select one primary focus area outlined below that defines the project/event scope of work, and indicate the EHE goal(s) the project's primary focus area will meet for improving health outcomes across the HIV care continuum.

- 1) Primary focus area is one of the following:
 - Comprehensive initiatives pertaining to retention in care and viral suppression and transmission prevention and availability of HIV statewide resources.
 - Structured comprehensive HIV empowerment groups that support HIV positive persons with emotional well-being for retention in care and behavioral health.
 - Initiatives for assessing the needs of people with HIV through receiving their direct feedback via community forums and engagement initiatives.
 - Other initiative services and capacity building to serve people living with HIV and AIDS. Detailed definitions for allowable services can be found here [PCN 16-02 RWHAP Services Eligible Individuals and Allowable Uses of Funds](#) .
- 2) The project's primary focus area must align with HRSA EHE goals towards improving outcomes across the HIV care continuum that:
 - Increase number of individuals who are aware of their HIV status.
 - Reduce the time from initial screening to linkage to HIV care and treatment.
 - Enhance accessibility and quality of services across the State of Arkansas.
 - Reduce health barriers by reaching communities most affected by HIV using evidence-based and other community informed strategies.

RECIPIENT REQUIREMENTS

Applicant organization's project for comprehensive initiatives must meet the following criteria.

- 1) Comprehensive initiatives must be developed with a primary focus for the engagement of people with HIV.
- 2) A secondary focus is allowed that incorporates partners/family members affected by HIV.
- 3) To ensure measurable and positive health outcomes, comprehensive initiatives must be for a duration of not less than six (6) months or not to exceed the twelve (12) months state fiscal year period in which awarded.
- 4) Comprehensive initiatives incorporating the expertise of any type of provider, documentation of licensure and/certification must be submitted. Ex. MD, RN, PA, APRN, LCSW, etc.
- 5) Comprehensive initiatives for assessing the HIV needs of people through receiving direct feedback, must design the model to gather qualitative and quantitative information and produce a final analysis.
- 6) Applicants must have at least two key personnel to attend and successfully receive certification through the ADH Infectious Disease Branch Syndemic Training.
- 7) Comprehensive initiatives must provide/make available within the project screening/testing utilizing a syndemic approach testing for HIV and chlamydia and gonorrhea and viral hepatitis C and syphilis and TB*. (A "syndemic approach" is addressing infectious diseases collaboratively through the integration of services.)
- 8) The Infectious Disease Branch HIV Program, local health units, or sub-recipient organizations do not share contact demographics of people with HIV in the State. Applicants must describe in the project narrative how people with HIV will be identified and recruited.

Applicant organization's projects for comprehensive initiatives, single events, or other initiative services must adhere to the following pertaining to infectious disease screening/testing.

- 1) Screenings/ rapid testing (HIV; STIs chlamydia and gonorrhea and syphilis and viral hepatitis C) must be provided at the event/available through the comprehensive initiative.
- 2) Applicants must have at least two key personnel for the mini-grant event, to attend and successfully receive certification through the ADH Infectious Disease Branch Syndemic Training.
- 3) Applicant must complete the Infectious Disease Branch testing forms and provide forms based upon the following:
 - a) Test forms for individuals with a "negative" rapid HIV test result must be provided to the Infectious Disease Branch no more than 5 days after event
 - b) Test forms for individuals with a "positive" rapid test result must be provided to the Infectious Disease Branch within 24 hours. Ensuring individual's contact information is accurate.

(Note: If project is performed in a clinical setting performing blood draws, funded organizations must complete mandatory reporting as outlined in the Arkansas State Board of Health Rules Pertaining to Reportable Diseases <https://healthy.arkansas.gov/wp-content/uploads/ReportableDiseaseList.pdf> . In addition, the Infectious Disease Branch requires mini-grant funded project organizations to report HIV positive cases directly to the Ending the HIV Epidemic Linkage to Care Coordinator within 24 hours of test result.)

- 4) If the mini-grant event occurs after December 10th post reporting documentation/information must be provided prior to December 31st.
- 5) Applicant is required to showcase and distribute at the mini-grant event Infectious Disease Branch health marketing materials and informational resources of its HIV, STIs, viral hepatitis C, and TB Programs.
- 6) Applicant is required to place Ending the HIV Epidemic branding on all advertisements and programs.
- 7) Applicant must complete Infectious Disease Branch pre-event form and pre-event site approval process.
- 8) Applicant must agree to submit post-event form and all testing forms after the event.

Mini-grant Criteria

- 1) Screenings/testing are provided/made available within the project utilizing a syndemic approach testing for HIV and chlamydia and gonorrhea and viral hepatitis C and syphilis. (A “syndemic approach” is addressing infectious diseases collaboratively through the integration of services.)
- 2) Organization must ensure it has an effective CLIA Waiver for utilization of rapid test kits for HIV, syphilis, viral hepatitis C, and urine testing (if applicable).
- 3) Project budget for the event or comprehensive initiative should not to exceed five (5) pages. Visit <https://www.cdc.gov/grants/documents/Budget-Preparation-Guidance.pdf> for budget development guidance.
- 4) Approved applications require pre-award meeting with the Infectious Disease Branch programmatic and fiscal personnel for completion of funding process.
- 5) Letters/emails, phone calls, or walk-in mini-grant application submissions will not be reviewed.
- 6) Application must be received by the deadline indicated on page one (1).

Performance Indicator

- 1) A minimum of 100 total “syndemic” screenings is required for all events/comprehensive initiatives. Example: Screenings performed for HIV that also includes testing for STIs (chlamydia, gonorrhea, and syphilis), and viral hepatitis C is one completed screening. Single screening test(s) are not included in the 100-count total.
(Note: Clinical and non-clinical settings can utilize rapid HIV, syphilis, and viral hepatitis C tests.)
- 2) Securing volunteers/partnerships to perform required screening shall be the sole responsibility of the approved applicant.
 - a) Due to staffing levels within the ADH Infectious Disease Branch, applicants must be able to perform all grant responsibilities without assistance.
 - b) Infectious Disease Branch, based upon inventory availability, can help with testing supplies. A detailed justification for testing supply assistance must be included in the proposal (if needed).
 - c) Agency or individual(s) providing screenings must be identified on application and have completed the ADH Infectious Disease Syndemic Training.
- 3) For comprehensive initiatives, participation of PWH must be ≥150 non-duplicated persons. Example: A structured comprehensive HIV empowerment group for the project period has participation of 500 persons; at least 150 of persons participating are non-duplicated.

Reporting

Applicants must submit required reporting for funded events or comprehensive initiatives. Applicants must use the templates provided by the Infectious Disease Branch program. The reporting schedule is as follows:

- 1) Events reporting are due 30 days after the completion of the event.

- 2) Comprehensive initiatives reporting is due continuously by the 15th of the following month, outlining the previous month's progress for the duration of the project.

Applicants that do not complete and submit reporting as required are ineligible for funding during the following state fiscal year.

Budgetary (include as an attachment)

- 1) Applicant must attach a detailed budget that provides line items for expenditures.
 - a) Only 20% of total award can be used for refreshments (healthy snacks).
 - The amount allocated for food will be determined by multiplying the subtotal (total amount awarded for all line items excluding food) by 20%.
 - b) Applicant must include a W-9, EIN Confirmation Letter, and/or 501c3 determination letter with application.
 - c) Applicant must submit leverage of funds document illustrating "financial capacity". See funding chart above for mini-grant award funding amount and required organization financial capacity.
 - d) Applicant budget cannot include salary, fringe, out-of-state travel, office equipment/equipment, decorations, and photography.
 - e) Indirect Costs cannot exceed 10% of the direct cost total.
 - f) Applicant budget can include expenses for:
 - professional/consultant services with quoted fee for service(s)
 - honorariums not to exceed \$500
 - incentives not to exceed \$500; customize incentives must promote infectious diseases and gift cards are ***not*** allowed as an incentive.
 - g) Applicant budget **cannot** be changed, increased, or revised after final approval.
 - h) Applicants may budget a reasonable amount for screening/testing supplies for the event or comprehensive initiative. Supplies include rapid testing kits, alcohol swab pads, cotton balls, sharp containers, band-aid, ice/cooler, etc. Cost must reasonably align with the anticipated number of screenings to be completed for the event or comprehensive initiative.
 - i) The Infectious Disease Branch has the authority to disallow any budget items not conducive to the proposed mini-grant event or comprehensive initiative that does not align with federal grant allowables.
 - j) If awarded, applicant must sign Understanding of Mini-grant Reimbursement form. The Infectious Disease will ***only*** reimburse for items as they are exactly outlined and approved for in the line-item budget.
 - k) Invoicing for mini-grant reimbursement must be submitted within forty-five (45) days after completion of the project.
 - l) If selected, applicant must sign and return award memorandum of agreement (MOA) and approved budget.
 - m) If awarded, applicant must ensure it has received a copy of the mini-grant purchase order from the Infectious Disease Branch prior to starting any activities of the project. Activities performed prior to the date of the mini-grant purchase order are not reimbursable.
 - n) If awarded, applicant must have a virtual/in-person meeting with the Infectious Disease Branch to discuss the event/comprehensive initiative and receive technical assistance. This must be completed before receiving the fully executed MOA and purchase order.

Reimbursement/Receipts

- 1) To receive payment for services or reimbursement from the State of Arkansas, new vendors must become an authorized vendor of the State, a completed and signed W-9 must be submitted for completion of State Vendor processes prior to invoicing for services. Current vendors, must submit a copy of their most current W-9.
- 2) Only approved items will be reimbursed.
- 3) Applicant must submit original copy of receipts, post event form and all testing forms, detail documentation outlining the specific work and hours billed/invoiced for by consultants/professional services, and proof of efforts performed by those receiving an honorarium.

- 4) State mileage reimbursement is \$.52/per mile.
- 5) Mini-grant awards are reimbursed after submission of all post event forms, invoices, supporting documentation, and itemized receipts are received.
- 6) Applicant will receive reimbursement within 30 days of submission of **all** required documents.

Non-allowables

- 1) Events that are not health-related (HIV must be the primary focus).
- 2) Events outside the scope of the mission and vision of the ADH Infectious Disease Branch and its federal funding source.
- 3) Fundraising and scholarship events.
- 4) Partisan events supporting political candidates.
- 5) Events or comprehensive initiatives that give cash payments, incentives, or support.
- 6) Medications or drugs of any sort is not an allowable expense.
- 7) Professional liability insurance
- 8) Construction
- 9) Supplanting funds for any other state funds or federal awards
- 10) Vehicle purchase
- 11) Prohibited syringe service program costs
- 12) Refer to HRSA PCN 16-02 <https://ryanwhite.hrsa.gov/sites/default/files/ryanwhite/grants/service-category-pcn-16-02-final.pdf>

Technical Assistance is defined as specialized support, training, and resources provided by funding agencies to applicants and recipients to build capacity and ensure successful grant management. It involves providing expertise to improve project design, compliance, and performance. Post grant award, TA can be requested through the ADH Infectious Disease Branch by emailing ADHIDB@arkansas.gov

Project Narrative (include as an attachment)

The project narrative should include information and responses to the following. The project narrative for the event or comprehensive initiative should not exceed ten (10) pages (the budget is not included in the page limit).

- A. **Organization Information to include:** entity name, entity employer identification number (EIN), street address, mailing address, entity type (non-profit community based organization, federally qualified health center, medical provider office/facility, other).
- B. **Entity Points of Contact** (provide information for a project and fiscal contact): name, phone number, and email.
- C. **Project Scope of Work** (See Section 2 Applicant Requirements, Scope of Work): indicate from the options outlined above the project's primary focus area and the HRSA EHE goals the project will improve outcomes towards across the HIV care continuum.
- D. **Requested Budget Amount:** Indicate the requested budget amount and applicants must attach proof of the organization's financial capacity. See "financial capacity" details under Section 1 Program Overview, Available Funding.
- E. **Area of the State to Serve:** Indicate the areas of the State the project/event will serve. Areas include Central Region, Northeast Region, Northwest Region, Southeast Region, Southwest Region, and/or Statewide.
- F. **INTRODUCTION**
 - Describe the purpose of your project.
- G. **NEED**

Describe the goals and expected outcomes of the project.

 - 1) Describe the population(s) of focus and their unmet health needs.
 - 2) Outline the community or organization's needs you plan to address.
 - 3) Use and cite demographic and qualitative data whenever possible.

- 4) Discuss any service gaps, barriers, and unmet needs with regard to rapidly engaging and retaining, treating HIV infection, and reaching sustained viral suppression for the population(s) of focus.
- 5) Indicate planned collaboration efforts with other relevant partners/providers/agencies to move people with HIV across the HIV Care Continuum.

H. ORGANIZATIONAL BACKGROUND

Provide an overview of the applicant organization that includes the following information:

- 1) Organization's mission
- 2) Structure, leadership, size of organization and staffing
- 3) Scope of current activities
- 4) Discuss how you will follow the approved mini-grant project plan, account for federal funds, and record all costs to prevent audit findings
- 5) Your organization's financial practices and systems that assure your organization can properly account for and manage the federal funds

Describe key personnel/roles and how they are incorporated into the project. Give a brief description of key personnel/roles background and expertise.

I. APPROACH

Describe methods, processes, and activity procedures to be used to implement and complete the project scope of work.

- 1) Describe how you'll address your stated needs for successfully completing the project. Ensure to refer to the Mini-grant Guidance and Mini-grant Requirements.
- 2) Describe how the project engages with and/or supports access to HIV care and treatment for people with HIV who are newly diagnosed, not engaged in care, and/or not virally suppressed.
- 3) Discuss any anticipated challenges you are likely to encounter and the approaches you'll use to resolve them.

J. WORK PLAN

You must submit a detailed work plan that directly relates to the project, describing the activities/tasks to be completed for successful completion of the project. Provide a timeline that includes each activity and identifies who is responsible for each. Identify how key stakeholders will help plan, design, and carry out all activities. (Note: Items outlined in the budget must be identifiable within the work plan.)

K. Project Budget (include as an attachment)

The budget narrative supports information you have described in the project narrative and work plan. It includes an itemized breakdown and a clear justification of the requested costs. The mini-grant review committee reviews both. As you develop your budget, consider:

If the costs are reasonable and consistent with your project's purpose and activities.

The restrictions on spending funds. Ensure to refer to Mini-grant Guidance, "Budgetary" section.

SECTION 3 – CRITERIA FOR SELECTION

- **Do not provide responses to items in this section.**

3.1 APPLICATION SCORE

- A. ADH will review each Application Packet to verify submission requirements have been met. Application Packets that do not meet submission requirements **shall** be disqualified and **shall not** be evaluated.
- B. An agency-appointed evaluation committee will evaluate and score qualifying applications. Evaluation will be based on applicant's response to the Information for Evaluation section included in the Application Packet.
 1. Members of the evaluation committee will individually review and evaluate proposals and complete an Individual Score Worksheet for each proposal. Individual scoring for each evaluation criteria will be based on the following Scoring Description.

Quality Rating	Quality of Response	Description	Confidence in Proposed Approach
5	Excellent	When considered in relation to the RFA evaluation factor, the application squarely meets the requirement and exhibits outstanding knowledge, creativity, ability or other exceptional characteristics. Extremely good.	Very High
4	Good	When considered in the relation to the RFA evaluation factor, the application squarely meets the requirement and is better than merely acceptable.	High
3	Acceptable	When considered in relation to the RFA evaluation factor, the application is of acceptable quality.	Moderate
2	Marginal	When considered in relation to the RFA evaluation factor, the application's acceptability is doubtful.	Low
1	Poor	When considered in relation to the RFA evaluation factor, the application is inferior.	Very Low
0	Unacceptable	When considered in relation to the RFA evaluation factor, the application clearly does not meet the requirement, either because it was left blank or because the application is unresponsive.	No Confidence

2. After initial individual evaluations are complete, the evaluation committee members will meet to discuss their individual ratings during the consensus meeting. At this consensus scoring meeting, each member will be afforded an opportunity to discuss his or her rating for each evaluation criteria.
3. After committee members have had an opportunity to discuss their individual scores with the group, the individual committee members will be given the opportunity to change their initial individual scores, if they feel that is appropriate.
4. The final individual scores of the evaluators will be recorded on the Consensus Score Sheets and averaged to determine the group or consensus score for each application.
5. Other agencies, consultants, and experts may also examine documents at the discretion of the Agency.

C. The Information for Evaluation section has been divided into sub-sections.

1. In each sub-section, items/questions have each been assigned a maximum point value of five (5) points. The total point value for each sub-section is reflected in the table below as the Maximum Raw Score Possible.
2. The agency has assigned Weighted Percentages to each sub-section according to its significance.

Information for Evaluation Sub-Sections	Maximum Raw Points Possible	Sub-Section's Weighted Percentage	* Maximum Weighted Score Possible
E.1 Need	20		
E.2 Proposal	30		
E.3 Impact	20		
E.4 Resources and Capabilities	30		
Response Score	100	100%	1000

*Sub-Section's Percentage Weight x Total Weighted Score = Maximum Weighted Score Possible for the sub-section.

D. The applicant's weighted score for each sub-section will be determined using the following formula:

$$(A/B)*C = D$$

A = Actual Raw Points received for sub-section in evaluation

B = Maximum Raw Points possible for sub-section

C = Maximum Weighted Score possible for sub-section

D = Weighted Score received for sub-section

E. Applicant's weighted scores for sub-sections will be added to determine the Total Score for the Application.

F. Applications that do not receive a minimum weighted score/subtotal of 450 may not move forward in the solicitation process.

3.2 **ACCEPTANCE OF EVALUATION TECHNIQUE**

A. Applicant **must** agree to all evaluation processes and procedures as defined in this solicitation.

B. The submission of an Application Packet signifies the applicant understands and agrees that subjective judgments will be made during the evaluation and scoring of the responses.

SECTION 4 – GENERAL CONTRACTUAL REQUIREMENTS

- **Do not provide responses to items in this section.**

4.1 **PAYMENT AND INVOICE PROVISIONS**

A. All invoices **shall** be forwarded to:

- Final invoices **must** be submitted to (ADH) within thirty (30) calendar days of contract expiration.

B. Pursuant to Arkansas Code Annotated 19-4-206, the agency **shall** certify that services have been performed or the goods received prior to payment being authorized and processed.

C. Additional documentation may be required when submitting invoices for payment.

4.2 **USE OF FUNDS**

A. Funds **must** be used to meet requirements of the sub-grant.

B. Funds may not be used for items not identified on the budget with a budget adjustment request and/or prior approvals.

4.3 **CONDITIONS OF CONTRACT**

A. Recipient(s) **shall** at all times observe and comply with federal and State of Arkansas laws, local laws, ordinances, orders, and regulations existing at the time of, or enacted subsequent to the execution of a resulting contract which in any manner affects the completion of the work.

- B. Recipient(s) **shall** indemnify and save harmless the agency and all its officers, representatives, agents, and employees against any claim or liability arising from or based upon the violation of any such law, ordinance, regulation, order or decree by an employee, representative, or subcontractor of the vendor.

4.4 STATEMENT OF LIABILITY

- A. The State will demonstrate reasonable care but will not be liable in the event of loss, destruction or theft of recipient-owned equipment or software and technical and business or operations literature to be delivered or to be used in the installation of deliverables and services. The recipient **shall** retain total liability for equipment, software and technical and business or operations literature. The State **shall** not at any time be responsible for or accept liability for any recipient-owned items.
- B. The recipient's liability for damages to the State **shall** be limited to the value of the sub-grant. The foregoing limitation of liability **shall not** apply to claims for infringement of United States patent, copyright, trademarks or trade secrets; to claims for personal injury or damage to property caused by the gross negligence or willful misconduct of the vendor; to claims covered by other specific provisions of the contract calling for damages; or to court costs or attorney's fees awarded by a court in addition to damages after litigation based on the contract. The recipient and the State **shall not** be liable to each other, regardless of the form of action, for consequential, incidental, indirect, or special damages. This limitation of liability **shall not** apply to claims for infringement of United States patent, copyright, trademark or trade secrets; to claims for personal injury or damage to property caused by the gross negligence or willful misconduct of the vendor; to claims covered by other specific provisions of the contract calling for damages; or to court costs or attorney's fees awarded by a court in addition to damages after litigation based on the contract.
- C. Language in these terms and conditions **shall not** be construed or deemed as the State's waiver of its right of sovereign immunity. The vendor agrees that any claims against the State, whether sounding in tort or in contract, **shall** be brought before the Arkansas Claims Commission as provided by Arkansas law, and **shall** be governed accordingly.

4.5 RECORD RETENTION

- A. The applicant **shall** maintain all pertinent financial and accounting records and evidence pertaining to the contract in accordance with generally accepted principles of accounting and as specified by the State of Arkansas Law. Upon request, access **shall** be granted to State or Federal Government entities or any of their duly authorized representatives.
- B. Records **shall** be made available, upon request, to the State of Arkansas's designee(s) at any time during the contract period and any extension thereof, for a period of five (5) years from the date this sub-grant expires, or if an audit is pending at the end of the five-year period, until resolution of the audit. Department access to all books, records, and other documents will be according to the procedures outlined in Section VIII, A, of this sub-grant. HIPAA-related records will be retained for a minimum of six (6) years from the date of sub-grant expiration.

4.6 ACCESS TO RECORDS

The recipient will grant access to its records upon request by duly authorized representatives of state or federal government entities. Access will be given to any books, documents, papers, or records of the recipient related to any services performed under the sub-grant.

4.7 CONFIDENTIALITY

- A. The applicant, applicant's subsidiaries, and applicant's employees **shall** be bound to all laws and to all requirements set forth in this bid solicitation concerning the confidentiality and secure handling of information of which they may become aware during the course of providing services under a resulting contract.
- B. Consistent and/or uncorrected breaches of confidentiality may constitute grounds for cancellation of a resulting contract, and the State **shall** have the right to cancel the contract on these grounds.
- C. Previous sections of this bid solicitation may contain additional confidentiality Requirements.

4.8 CONTRACT INTERPRETATION

Should the State and vendor interpret specifications differently, either party may request clarification. However, if an agreement cannot be reached, the determination of the State **shall** be final and controlling.

4.9 LEGISLATIVE REVIEW

- A. Act 1032 of 1999 specifies that no state agency shall award any discretionary sub-grant that exceeds \$10,000.00 prior to review by the Arkansas Legislative Council or the Joint Budget Committee.
- B. If the state agency determines that an emergency exists the state agency may award the sub-grant prior to review and shall immediately notify the Legislative Council or Joint Budget Committee as to the facts constituting the emergency.
- C. All non-discretionary sub-grants are exempt from review.
- D. Certain discretionary sub-grants are exempt from review. These include:
 - sub-grants to another governmental entity such as a state agency, public educational institution, federal governmental entity or body of a local government
 - disaster relief sub-grants
 - sub-grants identified by the Arkansas Legislative Council to be exempt
 - sub-grants deemed to contain confidential information that would be in violation of disclosure laws
 - sub-grants for scholarship or financial assistance award to or for a post-secondary student

4.10 CANCELLATION

- A. For Cause. The State may cancel any contract resulting from this solicitation for cause when the recipient fails to perform its obligations under it by giving the recipient written notice of such cancellation at least thirty (30) days prior to the date of proposed cancellation. In any written notice of cancellation for cause, the State will advise the recipient in writing of the reasons why the State is considering cancelling the contract and provide the recipient with an opportunity to avoid cancellation for cause by curing any deficiencies identified in the notice of cancellation for cause prior to the date of proposed cancellation. To the extent permitted by law and at the discretion of the parties, the parties may agree to minor amendments to the contract and avoid the cancellation for cause upon mutual agreement.
- B. For Convenience. The State may cancel any contract resulting from the solicitation by giving the Recipient written notice of such cancellation sixty (60) days prior to the date of cancellation.
- C. If upon cancellation the recipient has provided commodities or services which the State of Arkansas has accepted, and there are no funds legally available to pay for the commodities or services, the recipient may file a claim with the Arkansas Claims Commission under the laws and regulations governing the filing of such claims.

4.11 SEVERABILITY

If any provision of the contract, including items incorporated by reference, is declared or found to be illegal, unenforceable, or void, then both the agency and the vendor **shall** be relieved of all obligations arising under such provision. If the remainder of the contract is capable of performance, it **shall not** be affected by such declaration or finding and **shall** be fully performed.

SECTION 5 – STANDARD TERMS AND CONDITIONS

- **Do not provide responses to items in this section.**

1. **GENERAL:** Any special terms and conditions included in this solicitation **shall** override these Standard Terms and Conditions. The Standard Terms and Conditions and any special terms and conditions **shall** become part of any contract entered into if any or all parts of the bid are accepted by the State of Arkansas.
2. **ACCEPTANCE AND REJECTION:** The State **shall** have the right to accept or reject all or any part of an application or any and all applications, to waive minor technicalities, and to award the sub-grant to best serve the interest of the State.
3. **APPLICATION SUBMISSION:** Application Packets **must** be submitted to the Arkansas Department of Health on or before the date and time specified. The Application Packet **must** contain all documents, information, and attachments as specifically and expressly required in the *Solicitation*. The application **must** be typed or printed in ink. The signature **must** be in ink. Unsigned applications **shall** be disqualified. The person signing the application should show title or authority to bind his firm in a contract. Late applications **shall not** be considered under any circumstances.

4. **FORCE MAJEURE:** Neither party will be held responsible for the delay or failure to perform any part of this sub-grant when such delay or failure to perform any part of this sub-grant when such delay or failure results from fire, flood, epidemic, war or insurrection, unusually severe weather, or the legal acts of public authorities.
5. **STATE AND FEDERAL LAWS:** Performance of this sub-grant by the recipient and the Department must comply with state and federal laws, rules, and regulations. If any statute or regulation is enacted which requires changes in this sub-grant, the recipient will receive notification of the required changes. This sub-grant shall then be amended.
6. **COMPLIANCE WITH NONDISCRIMINATION LAWS:** The recipient will comply with all applicable provisions of the following federal regulations related to nondiscrimination, both in service delivery to clients and in employment, including, but not limited to, the following:
- Title 45 Code of Federal Regulations
 - Part 80 (Nondiscrimination on the Basis of Race or Sex)
 - Part 84 (Nondiscrimination on the Basis of Handicap)
 - Part 90 (Nondiscrimination on the Basis of Age)
 - Americans with Disabilities Act of 1990, U.S.C. Section 12101 et. Seq.
 - Title 28 Code of Federal Regulations
 - Part 35 (Nondiscrimination on the Basis of Disability in State and Local Government Services)
 - Title 41 Code of Federal Regulations
 - Part 60-74 (OFCCP: Affirmative Action Regulations on Handicapped Workers)
- ADH will furnish a copy of these regulations to the recipient upon request.
7. **CONFIDENTIALITY OF CLIENT RECORDS:** The recipient will maintain the confidentiality of all client records. This restriction does not apply to disclosures made with the informed, written consent of the client, or if the client is not a competent adult or is a minor, with such consent of the client's parent, guardian, or legal representative.
8. **LIMITATION OF THE DEPARTMENT'S OBLIGATION TO PAY:** The Department is not obligated to make payment under this sub-grant if the Department does not receive sufficient monies from the funding source(s) designated in this sub-grant to fund said obligations and other obligations of the Department, or is not given legal authority from the Arkansas Legislature to expend these funds. The Department is not obligated to make payment if sufficient state or local matching money is not available at the time the bill is presented for payment.
9. **PAYMENT FROM DEPARTMENT CONSIDERED PAYMENT IN FULL:** Payment received from the Department under this sub-grant shall be payment in full for all services and/or costs covered by the payment. No fee or other charge shall be made against a client or a third party for these services and/or costs. This paragraph does not preclude allocation of costs among two or more funding sources, or payment of portions of a service and/or cost under different funding sources, so long as there is no duplication of payment.
10. **AUDIT REQUIREMENT:** For awards in excess of \$300,000.00 a current audit report is due. Recipient shall comply with the ADH audit requirements as outlined in Arkansas Department of Health "Audit Guidelines."
- Arkansas Department of Health
Internal Audit Section
4815 West Markham Street, Slot 54
Little Rock, AR 72205-3867
11. **DEPARTMENTAL RECOVERY OF FUNDS:** The Department shall seek to recover funds not utilized in accordance with the terms and conditions of this sub-grant.
12. **AMENDMENTS:** Any amendment to this sub-grant shall be valid only when in writing and when duly signed by the authorized representative(s) of the Recipient and the Arkansas Department of Health. Recipient and Department acknowledge that no verbal or written representations, other than those contained herein, have been made as an inducement to enter into this agreement and that this writing constitutes the entire agreement.
13. **AWARD:** Term Contract: A contract award will be issued to the successful recipient. It results in a binding obligation without further action by either party. This award does not authorize shipment. Shipment is authorized by the receipt of a purchase order from the ordering agency. Firm Contract: A written State purchase order authorizing shipment will be furnished to the successful vendor.
14. **STATE PROPERTY:** Any specifications, drawings, technical information, dies, cuts, negatives, positives, data or any other commodity furnished to the contractor hereunder or in contemplation hereof or developed by the contractor for use hereunder **shall** remain property of the State, **shall** be kept confidential, **shall** be used only as expressly authorized, and **shall** be returned at the contractor's expense to the F.O.B. point provided by the agency. Vendor **shall** properly identify items being returned.
15. **PATENTS OR COPYRIGHTS:** The contractor **must** agree to indemnify and hold the State harmless from all claims, damages and costs including attorneys' fees, arising from infringement of patents or copyrights.
16. **ASSIGNMENT:** Any contract entered into pursuant to this solicitation **shall not** be assignable nor the duties thereunder delegable by either party without the written consent of the other party of the contract.

- 17. CLAIMS:** Only those claims for costs and services specifically authorized under this sub-grant will be allowed by the Department. Any work performed, material furnished, or costs incurred not covered by this sub-grant shall be solely the responsibility of the Recipient.
- 18. CANCELLATION:** In the event the State no longer needs the commodities or services specified for any reason (e.g., program changes; changes in laws, rules or regulations; relocation of offices; lack of appropriated funding, etc.), the State **shall** have the right to cancel the contract or purchase order by giving the vendor written notice of such cancellation thirty (30) days prior to the date of cancellation.
- NOTHING IN THIS CONTRACT SHALL BE DEEMED A WAIVER OF THE STATE'S RIGHT TO SOVEREIGN IMMUNITY.**
- 19. DISCRIMINATION:** In order to comply with the provision of Act 954 of 1977, relating to unfair employment practices, the vendor agrees that: (a) the vendor **shall not** discriminate against any employee or applicant for employment because of race, sex, color, age, religion, handicap, or national origin; (b) in all solicitations or advertisements for employees, the vendor **shall** state that all qualified applicants **shall** receive consideration without regard to race, color, sex, age, religion, handicap, or national origin; (c) the vendor will furnish such relevant information and reports as requested by the Human Resources Commission for the purpose of determining compliance with the statute; (d) failure of the vendor to comply with the statute, the rules and regulations promulgated thereunder and this nondiscrimination clause **shall** be deemed a breach of contract and it may be cancelled, terminated or suspended in whole or in part; (e) the vendor **shall** include the provisions of above items (a) through (d) in every subcontract so that such provisions **shall** be binding upon such subcontractor or vendor.
- 20. ETHICAL STANDARDS:** Pursuant to Arkansas Code Annotated §19-11-708(a-c), it **shall** be breach of ethical standards for a person to be retained, or to retain a person, to solicit or secure a state contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, except for retention of bona fide employees or bona fide established commercial selling agencies maintained by the contractor for the purpose of securing business.
- 21. ANTITRUST ASSIGNMENT:** As part of the consideration for entering into any contract pursuant to this solicitation, the vendor named on the *Application Signature Page* for this solicitation, acting herein by the authorized individual or its duly authorized agent, hereby assigns, sells and transfers to the State of Arkansas all rights, title and interest in and to all causes of action it may have under the antitrust laws of the United States or this State for price fixing, which causes of action have accrued prior to the date of this assignment and which relate solely to the particular goods or services purchased or produced by this State pursuant to this contract.
- 22. DISCLOSURE:** Failure to make any disclosure required by Governor's Executive Order 98-04, or any violation of any rule, regulation, or policy adopted pursuant to that order, **shall** be a material breach of the terms of this contract. Any contractor, whether an individual or entity, who fails to make the required disclosure or who violates any rule, regulation, or policy **shall** be subject to all legal remedies available to the agency.