



THE STATE OF ARIZONA
GAME AND FISH DEPARTMENT



5000 W. CAREFREE HIGHWAY
Phoenix, AZ 85086-5000
(602) 942-3000 • WWW.AZGFD.GOV

FORMAL SOLICITATION

REQUIRED FORMS

The documents contained herein must be completed and submitted with your offer in Arizona Procurement Portal. Other documents located in the Attachments tab of Arizona Procurement Portal are incorporated herein by reference. Attachments I – V can also be provided on a separate sheet of paper referencing the Attachment Number.

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OFFEROR'S CHECK LIST (for Offeror's use only.) This is the only document does not have to be returned.

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Purchasing Office
5000 West Carefree Highway
Phoenix, Arizona 85086

	DOCUMENT	SUBMITTED*
	If you have been notified that an amendment has been issued, you must re-open your offer in APP, make any required modifications, if any, and re-submit your offer. If you do not do this you have not submitted an offer in the Arizona Procurement Portal and your offer will be considered as non-responsive.	<input type="checkbox"/> YES, <input type="checkbox"/> NO, <input type="checkbox"/> NA
	Offer and Acceptance (Complete the top half of page 3, sign and upload into your offer in Arizona Procurement Portal.)	<input type="checkbox"/> YES, <input type="checkbox"/> NO,
	"Designation of Confidential, Trade Secret & Proprietary Information" form (Page 4). Information considered to be confidential, trade secret or proprietary should be attached as a separate document checked "confidential" in the Attachments tab of your offer Arizona Procurement Portal. Confidential documents must include a statement as to why the information is confidential.	<input type="checkbox"/> YES, <input type="checkbox"/> NO,
	Boycott of Israel Disclosure	<input type="checkbox"/> YES <input type="checkbox"/> NO
	Pricing has been entered in Arizona Procurement Portal's "items" tab.	<input type="checkbox"/> YES <input type="checkbox"/> NO
	Attachment I-Subcontractors	<input type="checkbox"/> YES <input type="checkbox"/> NO
	Attachment II- References	<input type="checkbox"/> YES <input type="checkbox"/> NO
	Attachment III- Pricing Proposal If requested	<input type="checkbox"/> YES <input type="checkbox"/> NO
	Attachment IV- Experience/Expertise/Reliability	<input type="checkbox"/> YES <input type="checkbox"/> NO
	Attachment V- Narrative on the approach to the Scope of Work	<input type="checkbox"/> YES <input type="checkbox"/> NO
	* Ensure Items above have been completed, scanned (preferably as one pdf file) and uploaded into the "Attachments" tab of your offer (quote) in Arizona Procurement Portal.	<input type="checkbox"/> YES <input type="checkbox"/> NO



OFFER AND ACCEPTANCE
CHRONIC WASTING DISEASE
SAMPLE COLLECTION UTILIZING
MEAT PROCESSORS OR
TAXIDERMISTS

Arizona Game and Fish Department
Purchasing Office
5000 West Carefree Highway
Phoenix, Arizona 85086

OFFER

TO THE STATE OF ARIZONA:

The Undersigned hereby offers and agrees to furnish the material, service or construction in compliance with all terms, conditions, specifications and amendments in the Solicitation and any written exceptions in the offer.

Company Name

Address

City State Zip

Contact Email Address

Signature of Person Authorized to Sign Offer

Printed Name

Title

Phone: _____

Fax: _____

By signature in the Offer section above, the Offeror certifies:

1. The Offeror shall not discriminate against any employee or applicant for employment in violation of Federal Executive Order 11246, State Executive Order 2009-9 or A.R.S. §§ 41-1461 through 1465.
2. The Offeror has not given, offered to give, nor intends to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant in connection with the submitted offer. Failure to provide a valid signature affirming the stipulations required by this clause shall result in rejection of the offer. Signing the offer with a false statement shall void the offer, any resulting contract and may be subject to legal remedies provided by law.
3. The Offeror certifies compliance with A.R.S. §41-3532 when offering electronics or information technology products, services or maintenance.
4. The Offeror is not debarred from, or otherwise prohibited from participating in any contract awarded by any federal, state or local government.

ACCEPTANCE OF OFFER

The Offer is hereby accepted.

The Contractor is now bound to sell the materials or services listed by the attached contract and based upon the solicitation, including all terms, conditions, specifications, amendments, etc., and the Contractor's Offer as accepted by the State.

This Contract shall henceforth be referred to as Contract No. _____.

The effective date of the Contract is _____.

The Contractor is cautioned not to commence any billable work or to provide any material or service under this contract until Contractor receives purchase order, contract release document or Procurement's written notice to proceed.

State of Arizona
Awarded this _____ **day of** _____ **20** _____

Kristen Micurescu, CPPB, as Branch Chief and not personally



Designation of Confidential, Trade Secret & Proprietary Information

Arizona Game and Fish Department
Purchasing Office
5000 West Carefree Highway
Phoenix, Arizona 85086

All materials submitted as part of a response to a solicitation are subject to Arizona public records law a will be disclosed if there is an appropriate public records request at the time of or after the award of the contract. Recognizing there may be materials included in a solicitation response that is proprietary or a trade secret, a process is set out in A.A.C. R2-7-103 that will allow qualifying materials to be designated as confidential and excluded from disclosure. For purposes of this process the definition of “trade secret” will be the same as that set out in A.A.C. R2-7-101(50).

This form must be completed and returned with the response to the solicitation and any supporting information to assist the State in making its determination as to whether any of the materials submitted as part of the solicitation response should be designated confidential because the material is proprietary or a trade secret and therefore not subject to disclosure.

All offerors must select one of the following:

_____ My response **does not** contain proprietary or trade secret information. I understand that my entire response will become public record in accordance with A.A.C. R2-7-C317.

_____ My response **does** contain trade secret information because it contains information that:

1. Is a formula, pattern, compilation, program, device, method, technique or process, **AND**
2. Derives independent economic value, actual or potential, from not being generally known to, and not being readily ascertainable by proper means by, other persons who can obtain economic value from its disclosure or use; **AND**
3. Is the subject of efforts by myself or my organization that are reasonable under the circumstances to maintain its secrecy.

Please note that failure to attach an explanation may result in a determination that the information does not meet the statutory trade secret definition. All information that does not meet the definition of trade secret as defined by A.A.C. R2-7-101(50) will become public in accordance with A.A.C. R2-7-C317. The State reserves the right to make its own determination of Proposer’s trade secret materials through a written determination in accordance with A.A.C. R2-7-103.

If the State agrees with the proposer’s designation of trade secret or confidentiality and the determination is challenged, the undersigned hereby agrees to cooperate and support the defense of the determination with all interested parties, including legal counsel or other necessary assistance.

By submitting this response, proposer agrees that the entire offer, including confidential, trade secret and proprietary information may be shared with an evaluation committee and technical advisors during the evaluation process. Proposer agrees to indemnify and hold the State, its agents and employees, harmless from any claims or causes of action relating to the State’s withholding of information based upon reliance on the above representations, including the payment of all costs and attorney fees incurred by the State in defending such an action.

Company Name

Signature of Person Authorized to Sign

Address

Printed Name



Designation of Confidential, Trade Secret & Proprietary Information

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Purchasing Office
5000 West Carefree Highway
Phoenix, Arizona 85086

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City

State

Zip

Title

R2-7-103. Confidential Information

- A. If a person wants to assert that a person's offer, specification, or protest contains a trade secret or other proprietary information, a person shall include with the submission a statement supporting this assertion. A person shall clearly designate any trade secret and other proprietary information, using the term "confidential". Contract terms and conditions, pricing, and information generally available to the public are not considered confidential information under this Section.
- B. Until a final determination is made under subsection (C), an agency chief procurement officer shall not disclose information designated as confidential under subsection (A) except to those individuals deemed by an agency chief procurement officer to have a legitimate state interest.
- C. Upon receipt of a submission, an agency chief procurement officer shall make one of the following written determinations:
 - 1. The designated information is confidential and the agency chief procurement officer shall not disclose the information except to those individuals deemed by the agency chief procurement officer to have a legitimate state interest;
 - 2. The designated information is not confidential; or
 - 3. Additional information is required before a final confidentiality determination can be made.
- D. If an agency chief procurement officer determines that information submitted is not confidential, a person who made the submission shall be notified in writing. The notice shall include a time period for requesting a review of the determination by the state procurement administrator.
- E. An agency chief procurement officer may release information designated as confidential under subsection (A) if:
 - 1. A request for review is not received by the state procurement administrator within the time period specified in the notice; or
 - 2. The state procurement administrator, after review, makes a written determination that the designated information is not confidential



Participation in Boycott of Israel

Solicitation : BPM003643

Arizona Game and Fish Department
Purchasing Office
5000 West Carefree Highway
Phoenix, Arizona 85086

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Boycott of Israel Disclosure

Please note that if any of the following apply to this Solicitation, Contract, or Contractor, then the Offeror shall select the “Exempt Solicitation, Contract, or Contractor” option below:

- The Solicitation or Contract has an estimated value of less than \$100,000;
- Contractor is a sole proprietorship;
- Contractor has fewer than ten (10) employees; OR
- Contractor is a non-profit organization.

Pursuant to A.R.S. §35-393.01, public entities are prohibited from entering into contracts “unless the contract includes a written certification that the company is not currently engaged in, and agrees for the duration of the contract to not engage in, a boycott of goods or services from Israel.”

Under A.R.S. §35-393:

1. "Boycott" means engaging in a refusal to deal, terminating business activities or performing other actions that are intended to limit commercial relations with entities doing business in Israel or in territories controlled by Israel, if those actions are taken either:
 - (a) Based in part on the fact that the entity does business in Israel or in territories controlled by Israel.
 - (b) In a manner that discriminates on the basis of nationality, national origin or religion and that is not based on a valid business reason.
2. "Company" means an organization, association, corporation, partnership, joint venture, limited partnership, limited liability partnership, limited liability company or other entity or business association, including a wholly owned subsidiary, majority-owned subsidiary, parent company or affiliate, that engages in for-profit activity and that has ten or more full-time employees.
5. "Public entity" means this State, a political subdivision of this State or an agency, board, commission or department of this State or a political subdivision of this State.

The certification below does not include boycotts prohibited by 50 United States Code Section 4842 or a regulation issued pursuant to that section. See A.R.S. §35-393.03.

In compliance with A.R.S. §§35-393 et seq., all offerors must select one of the following:

- The Company submitting this Offer **does not** participate in, and agrees not to participate in during the term of the contract, a boycott of Israel in accordance with A.R.S. §§35-393 et seq. I understand that my entire response will become public record in accordance with A.A.C. R2-7-C317.



Participation in Boycott of Israel

Solicitation : BPM003643

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The Company submitting this Offer **does** participate in a boycott of Israel as described in A.R.S. §§35-393 *et seq.*

Exempt Solicitation, Contract, or Contractor.

Indicate which of the following statements applies to this Contract:

- Solicitation or Contract has an estimated value of less than \$100,000;
- Contractor is a sole proprietorship;
- Contractor has fewer than ten (10) employees; and/or
- Contractor is a non-profit organization.

Company Name

Signature of Person Authorized to Sign

Address

Printed Name

City

State

Zip

Title



ATTACHMENT I

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SUBCONTRACTORS

Bidder shall identify all proposed subcontractors/material suppliers that will be utilized to perform any portion of the Specifications. Additional Subcontractor(s) not listed below or on a supplemental page must receive written approval from AGFD before utilization.

Table with 2 columns and 10 rows for subcontractor information. Rows include: Name of Subcontractor, City, State, Number of years in business, Type of business (LLC, Corporation, Sole Proprietor, etc.), Service to be provided. A shaded row separates the first and second entries.



ATTACHMENT II

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REFERENCES

Three (3) professional references who have received services similar to the Specifications of this Solicitation shall be listed below. References from AGFD are not to be included. References from the western United States are preferred. The contact person shall be someone who has responsibility for the operation of the material and/or service and shall be aware that they are being used as a reference.

Reference 1

1) **Company:**

Contact Name:

Phone:

Email:

Description of services provided:

Reference 2

2) **Company:**

Contact Name:

Phone:

Email:

Description of services provided:

Reference 3

3) **Company:**

Contact Name:

Phone:

Email:

Description of services provided:



ATTACHMENT III

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PRICING PROPOSAL

This solicitation is a fixed cost solicitation so pricing is entered in the “Unit Cost” fields of all items in the items tab in Arizona Procurement Portal. Do not check the “NO BID” checkbox anywhere in Arizona Procurement Portal if you are submitting an offer.



ATTACHMENT IV

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EXPERIENCE/EXPERTISE/RELIABILITY

Experience, expertise and reliability is considered in the evaluation process. The Offeror is advised to submit any information that documents successful and reliable experience in past performances, especially those performances related to the requirements of this RFP.

Offeror should provide a narrative response that addresses, but is not limited to, the following key points:

1. How long have you been doing taxidermy/meat processing?
2. How many deer and elk (combined total) do you process each year?
3. Have you collected Chronic Wasting Disease samples in the past?
4. Do you hold regular business hours? If so, what hours is your business open?
5. Are you available for weekend sample pickups if necessary?
6. How long after customer drop-off are you able to process an animal?



ATTACHMENT V

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NARRATIVE ON THE APPROACH TO THE SCOPE OF WORK

The Offeror should present a proposed method of satisfying the requirements in the Scope of Work as specified herein. The language of the narrative should be straightforward and limited to facts, solutions to problems, and plans of proposed action. The Offeror should use technical language only when describing a technical process. Specifically, provide a detailed response to the Scope of Work, include the following:

1. Do you process animals harvested outside of Arizona? If so, how many deer and elk (combined total) per year?
2. Do you have freezer space to hold multiple deer/elk heads simultaneously?
3. Do you keep complete and accurate records for each animal you process?
4. Approximately how many deer and elk (combined total) do you take in from Game Management Units bordering Utah and/or New Mexico?