

Attachment I
Client History Form
Procurement Support Services
710-24-059

Attachment I

Procurement Support Services Client History Form

Instructions: This form is intended to help the State gain a more complete understanding of each Prospective Contractor's experience. This form **must** be completed accurately and in full.

The State reserves the right to verify the accuracy of these answers by contacting any of the listed clients, and all applicable clients **must** be listed. Omission of a client will constitute a failure to complete this form.

For purposes of this form, the "client" is not an individual but the entity which held the contract. By way of explanation, in the Contract resulting from this IFB, Arkansas DHS will be the client. For each listed client, Respondents may (but are not required to) provide the contact information for a person at the client entity who is knowledgeable of the named project. If the State contacts clients listed on this form, the State reserves the right to contact the listed individual or another person at the listed client.

The boxes below each prompt will expand if necessary. The form **must** be signed (please see the final page) by the same signatory who signed the *Response Signature Page*.

1. Please list clients where you (the prime contractor only) **served as the prime contractor** to provide public procurement support services for a government entity (state, county, or federal agency) that demonstrates a minimum of five (5) years of experience. For each client, please specify the organization/agency/division, not just the state or political subdivision. Please briefly describe the scope and duration of the services. If there are no contracts which meet this definition, please state "none."

2. Please list and assign qualified staff with direct experience through a combination of employment with governmental entities and/or private entities including:

- Ten (10) years of combined experience in project management
- Three (3) years of experience with Arkansas Procurement Law
- Experience addressing protests for high-cost state, federal, and/or Medicaid related solicitations

In the chart below, please enter the years of experience and assigned staff member(s). In the description, please also include specific projects, length of service(s), education, and/or certifications.

Experience Description	# Years of Experience	Assigned Staff	Description of Experience and/or Projects
Project Management			
Arkansas Procurement Law			
Addressing protests for high-cost state, federal, and/or Medicaid related solicitations			

3. Please list all procurement support services projects provided in the areas of Medicaid and other human service projects in the last five (5) years. For each client, please specify the organization/agency/division, not just the state or political subdivision. Please briefly describe the scope and duration of the services. If there are no contracts which meet this definition, please state “none.” If there are no contracts which meet this definition, please state “none.”

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Authorized Signature: _____ **Title:** _____

Printed/Typed Name: _____ **Date:** _____