



# Attachment “4” – Conformance to Instructions, Terms and Conditions

STATE OF ARIZONA

Solicitation No. ADSP011-00000704

Agency: Arizona Department of Administration

Description: State Redistricting Mapping Services

Customer: Arizona Independent Redistricting Commission

In accordance with this Solicitation, the Offeror shall complete this Offer Form, indicating the Offeror’s responses in the spaces provided. Additional pages may be added, as long as they are clearly referenced to this Offer Form in the spaces provided.

If such additional pages are added, the Offeror shall include the following Solicitation information (as indicated above) at the top of all additional pages: (1) this “Offer Form” number, (2) the Solicitation’s number, and (3) the Solicitation’s title.

Any Offeror that does not include this completed Offer Form, or that does include an incomplete Offer Form, or that includes a completed Offer Form with unacceptable responses may cause its entire Offer to be deemed unacceptable and, therefore, non-responsive and not available for award.

## 1. OFFEROR’S ACKNOWLEDGEMENT/ACCEPTANCE OR EXCEPTIONS/CLARIFICATIONS

By the Offeror’s submission of its Offer for the Solicitation indicated above, the Offeror acknowledges that the Offeror has read and understands fully all the terms, conditions and instructions of this Solicitation. The Offeror shall check **YES** or **NO** to clearly indicate the Offeror’s acceptance of any terms and conditions, instructions, and requirements contained and/or referenced in this Solicitation.

**YES**, I acknowledge that I have read and understand all terms and conditions, instructions, and requirements and will comply in any resultant contract.

**NO**. I acknowledge that I have read and understand all terms and conditions and instructions. However, I (the Offeror) have taken exceptions and/or noted clarifications as indicated below. All other exceptions and clarifications will not be considered valid under this Solicitation, unless clearly identified within this section of this Offer Form (*Note*: reference section 1.1 below for further details)

### 1.1. EXCEPTIONS (If checked NO)

Offerors that take exception to any terms and conditions, instructions, and requirements contained and/or referenced in this Solicitation shall justify their exception. If an Offeror takes exception to any terms and conditions, instructions, and requirements contain and/or referenced in this Solicitation, that Offeror shall provide its proposed changes to the State’s language with a marked-up copy of the clause in-question. The Offeror’s suggested changes shall be clearly indicated on that marked-up copy. In such cases, the Offeror shall replace those State terms and conditions, instructions, and requirements with their marked-up version within the appropriate location in the proposed contract documents (Ref. Section 2 below). Additional pages may be added (as noted above). Please note, however, that taking exception to any terms and conditions of this Solicitation may affect your evaluation score or eliminate your Offer from possible award.

## 2. OFFEROR’S EXCEPTIONS/CLARIFICATIONS (IF ANY) AS FOLLOWS:

1 We assume that AIRC will provide ancillary data sets that they require that are that are not readily accessible by TSSW.

2 We assume AIRC staff will arrange for collateral expenses including but not limited to meeting rooms, internet connections, public notice of meetings, refreshments, and other logistics. TSSW will provide a computer system and projector for the purpose of displaying the Esri Redistricting Online Solution website as well as ArcGIS Desktop software used for redistricting analyses and the display of resulting maps at all public meetings. AIRC staff and the TSSW Team will work collaboratively on any other necessary details to ensure a successful public meeting and outreach experience for both AIRC Committee members and the general public.



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Description: **State Redistricting Mapping Services**

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- 3 We assume "provide draft maps in timely fashion" means an online map, PDF's via FTP site or hardcopy maps overnight via FedEx.
- 4 Will provide one projector and laptop system to take to public meetings.
- 5 We assume that AIRC legal staff will perform all legal functions. Time spent preparing or participating in legal proceedings will be billed as additional costs at our hourly rates.
- 6 We assume AIRC Committee members and/or staff will help define communities of interest and will participate in the creation of any necessary GIS data needed to delineate these boundaries for mapping purposes.
- 7 We assume AIRC will have teleconferencing capabilities, including computer resources necessary to participate in on-line conferences at all AIRC and public meeting sites (i.e., broadband internet access).
- 8 We assume that we are not providing equipment for public access (e.g., kiosks). We assume that participants in the process will have their own computer resources necessary to view and / or download on-line maps.
- 9 We assume that we will not have to modify the on-line applications or any other computer hardware/software we apply to this project to meet disabled access provisions included in RFP.
- 10 We assume we will not need to pay for access to premium map services like StreetMap or Business Demographics. Any such costs would be in addition to our quote.
- 11 We assume State will provide training facilities with networked computers if AIRC wishes to conduct formal training of staff or public.
- 12 We respectfully suggest that AIRC pursue a "linear" map creation and review process. While it is likely that we will be asked to produce 2 - 4 initial alternatives for review by the AIRC and the public for each major mapping phase, we assume only a single alternative would be selected for the next "round" or "phase" of review and comment by the AIRC and public. If multiple alternatives of a single mapping phase need to be maintained and presented for a second review phase by the public, and if it was desired that the resulting changes/alterations to be maintained on these multiple maps for inclusion on the next mapping phase, additional cartographic and processing time may need to be added to the work plan.
- 13 Assume AIRC current website- [azredistricting.org](http://azredistricting.org) will host redistricting resources and information for public access. TSSW team will assist in webpage creation and functionality, if needed and will be provided with direct remote access to the host server.
- 14 AIRC will have audio and video capture/streaming capabilities for meetings and will be responsible for the production and posting of such information.
- 15 All media inquiries will be handled by the AIRC Public Information Officer.
- 16 We assume that the costs for facilities and refreshments for public outreach meetings will be paid directly by AIRC.