

CITY OF NORTH LITTLE ROCK, ARKANSAS
COMMERCE DEPARTMENT
Amy Smith, Purchasing Manager
Shelia Harper, Purchasing Agent



P.O. BOX 5757
NORTH LITTLE ROCK, AR 72119
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asmith@nlr.ar.gov

REQUEST FOR QUALIFICATIONS

Bid Number: 25-3903 Date Issued: November 13, 2025
Date & Time Bid Opening: November 20, 2025 @ 11:30 a.m.

Addendum #2

THE CITY OF NORTH LITTLE ROCK IS REQUESTING QUALIFICATION STATEMENTS FROM TEMPORARY EMPLOYEMENT SERVICE PROVIDERS DURING THE 2026 CALENDAR YEAR. THE CITY WISHES TO QUALIFY AND CONTRACT WITH MULTIPLE SUPPLIERS, WHO ARE ESTABLISHED AND EXPERIENCED ON BEHALF OF THE CITY OF NORTH LITTLE ROCK.

THE CITY WILL MAINTAIN THESE QUALIFICATIONS AND REVIEW THEM WHEN SERVICES ARE NEEDED BY THE CITY.

PLEASE SUBMIT THREE (3) COPIES.

PLEASE SUBMIT THREE COPIES OF QUALIFICATION PROPOSAL. SEE PAGE 3 OF RFQ FOR INFORMATION AND ITEMS THE QUALIFICATION PROPOSAL SHOULD INCLUDE.

Note: FAILURE TO FILL OUT AND SIGN THE INVITATION TO BID SHEET WILL RESULT IN REJECTION OF THE BID.

Addendum Acknowledgement

Upon signing this page, the organization certifies that they have read and agree to the requirements set forth in this RFQ/RFP/BID including conditions set forth and pertinent information requests.

Name of Firm: Phone No.:

Arkansas Tax Permit No.:

Business Address:

Signature of Authorized Person:

Title: Date:

UNSIGNED COVER SHEETS WILL BE REJECTED.

NOTICE TO RESPONDENTS

Addendum #2

REQUEST FOR QUALIFICATIONS - Questions and Answers RFQ-25-3903

1. Could you please clarify the purpose of this solicitation?
The City wishes to qualify and contract with multiple companies who are established and experienced.
2. Has worker quality or performance been a concern under the current arrangement?
No.
3. Is the City currently facing any challenges in sourcing qualified talent for specific roles or departments?
No.
4. Could you share the strengths and areas of improvement identified in the City's existing temporary staffing program?
Unknown.
5. Will local vendors receive any preference or additional evaluation points during the selection process?
At this moment, there are no plans to extend the submission date and time.
6. The RFQ requests submission of three (3) copies of the proposal. Could you please confirm whether this refers to one original and two copies?
Yes, one original and two copies.
7. Could you please provide a clear format or outline for the proposal submission, so that we can prepare a complete and properly structured response?
Submittals are due by November 20, 2025 at 11:30 a.m.
8. In the "Proposal Requirements" section, it states, "A cover letter that includes the following." Could you please confirm if you only need a simple cover letter with the listed company and contact details, and whether items such as insurance, licenses, experience, completed questionnaire, and references should be provided separately in the proposal?
Yes.
9. Can we submit the RFQ response using our own company template and formatting, as long as all required information and documents are included and clearly labeled?
Yes, please include the City's signed cover sheet.

10. Can we submit the "Questionnaire" responses in our own company template instead of typing directly into the provided form, since the limited space may restrict our ability to provide complete and detailed answers?
Yes.
11. In Section B "Evaluation Criteria", you have listed several factors like experience, qualifications, supervision, references and questionnaire responses. Could you please clarify how and where we should address these points in our proposal should they be included within the main sections (like Experience or Questionnaire) or in a separate section titled "Evaluation Criteria"?
Either format is acceptable.
12. Can we address and submit our proposal to the attention of Ms. Amy Smith, Purchasing Manager, as listed in the RFQ document?
Yes.
13. We understand that the deadline for submitting questions is November 17, 2025. Since this is a hard copy submission, we will need to ship our response at least two days before the due date. Would the City kindly consider extending the overall proposal submission deadline by a few additional days to ensure we do not miss any addenda or important clarifications?
At this moment, we have no plans to extend the submissions date or time. All Bids, Addendums and Summaries can be found at <https://nlr.ar.gov/departments/finance/commerce/current-bids-and-bid-summaries/>
14. Please confirm if the City will provide the specific job titles and position descriptions at a later stage, after the qualified vendors are selected.
Job titles and descriptions will be provided as needed.
15. Could you please confirm the contract term for this RFQ? Is it only for the 2026 calendar year, or will there be any option for renewal or extension?
Yes, 2026. An extension is possible.
16. Under the "Proposal Requirements" section, the City has requested "evidence of authority to do business in Arkansas" and "evidence of authority to do business in the City of North Little Rock". Could you please confirm if a valid Arkansas Certificate to do Business would be acceptable, or if vendors are also required to submit a specific North Little Rock Business Privilege License with response?
A valid Arkansas Certificate is acceptable only if the home office is not located in the City of North Little Rock. If the business is located in North Little Rock, a Privilege License is required.
17. Can the City accept proposal submissions by email, or is it required to submit only hard copies?
Hard copies only.