

**STATE OF ALASKA RFP NUMBER 2517Ho43
AMENDMENT NUMBER ONE (1)**

AMENDMENT ISSUING OFFICE:

Department of Transportation & Public Facilities
Statewide Contracting & Procurement
P.O. Box 112500
(3132 Channel Drive, Room 350)
Juneau, Alaska 99801-7898



THIS IS NOT AN ORDER

DATE AMENDMENT ISSUED: June 28, 2017

RFP TITLE: NEPA Assignment Training (Environmental Procedures Manual)
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This is a mandatory return Amendment. Your proposal may be considered non-responsive and rejected if this signed amendment is not received [in addition to your proposal] by the date and time proposals are due.

The following changes are required:

- 1) Closing date has been extended until July 13, 2017 at 4 pm.
- 2) Revises Sec. 1.07 Return Instructions to remove IRIS Vendor Self-Service language.
- 3) Answers vendor questions.
- 4) Amends the Checklist.

Vendor Question:

- 1) Since this proposal is firm fixed price, is it acceptable for an Offeror to submit only Attachment 2: Cost Proposal and not the detailed cost itemization that is required in SEC. 4.07?

ANSWER: Yes.

- 2) Can DOT&PF SEO point to an online-training example or model that conveys its preference regarding general format and tone as well as style of interactions?

ANSWER: No. The format and tone and style of interactions is to be developed by the project team. The provider is expected to present some examples of these concepts to the project team.

- 3) Does DOT&PF SEO or ISSD have a preference for use of a particular online training technology or authoring tool (e.g., Should the online training be developed using an authoring tool already owned by ISSD so that future minor updates could be handled internally)?

ANSWER: DOT&PF's does not have a preference for a particular technology or coding language. However, the final product should be capable of being maintained and edited by DOT&PF staff using commonly used web authoring software, such as Adobe Dreamweaver. Video formats should be delivered in MP4 and/or a format that may be uploaded to YouTube or Vimeo online.

- 4) Does DOT&PF SEO anticipate the need for any in-person meetings during the project? If so, are travel ODC's allowable on top of the FFP ceiling amount or would they need to be folded in?

ANSWER: No need for in person meetings.

- 5) Does DOT&PF SEO have a date in mind for when the training must be available/delivered to users/learners (e.g., when the final online training needs to go live)?

ANSWER: One month prior to the end.

- 6) In Section 1.04 (Page 4 of the PDF) the RFP asks for 2 similar project examples. However, the first row in the table on page 35 of the PDF mentions three. Is there a preference?

ANSWER: The Department is only requiring two similar projects. The checklist has been amended.

SEC. 1.07 RETURN INSTRUCTIONS

~~If you are submitting a response through IRIS Vendor Self-Service (VSS), you may ignore the following return instructions.~~

Offerors must submit one hard copy of their proposal, in writing, to the procurement officer in a sealed package. The cost proposal included with the package must be sealed separately from the rest of the proposal and must be clearly identified. The sealed proposal package(s) must be addressed as follows:

Department of Transportation
Division of Administrative Services
Attention: Janice Wilson
Request for Proposal (RFP) Number: 2517H043
RFP Title: NEPA ASSIGNMENT TRAINING (ENVIRONMENTAL PROCEDURES MANUAL)
P.O. BOX 112500
(3132 CHANNEL DRIVE, SUITE 350)
JUNEAU, AK, 99811-2500

An offeror's failure to submit its proposal prior to the deadline will cause the proposal to be disqualified. Late proposals or amendments will not be opened or accepted for evaluation.

All other Terms, Conditions, Schedules and Scope remain the same.

Janice Wilson



Procurement Officer

PHONE: (907) 465-8446

EMAIL: Janice.Wilson@alaska.gov

NAME OF COMPANY

DATE

PRINTED NAME

SIGNATURE

ATTACHMENT 3: CHECKLIST

This checklist is provided to assist both the offeror and the State in identifying the RFP requirements within the proposal. There may be additional requirements beyond those listed on this checklist. Offerors are responsible for thoroughly reviewing the RFP to make sure that they have met all the requirements and have provided all necessary information.

Offerors must complete and return this form. Failure to do so may result in the proposal being deemed non-responsive and the proposal rejected. Completion of this form does not guarantee a declaration of responsiveness.

Offeror: _____

REQUIREMENTS:	Indicate proposal page number(s) where evidence of the requirements has been provided:
Minimum Prior Experience evidence with (2) examples of previous work per Section 1.04	
Authorized Signature per Section 1.08 (a)	
Offeror's Certification per Section 1.08 (b)	
Vendor Tax ID per Section 1.08 (c)	
Conflict of Interest Statement per Section 1.08 (d)	
The complete name and address of offeror's firm and the name, mailing & email address, and telephone number of the person the state should contact regarding the proposal per Section 4.02	
Project Understanding per Section 4.03	
Project Methodology per Section 4.04	
Management Plan per Section 4.05	
Organizational Chart per Section 4.06	
Alaska Business License per Section 6.02	
Proposal not qualified or restricts the rights of the State per Section 7.05	
	✓ below
One (1) original and three (3) copies, plus one (1) CD-ROM or flash drive of proposal per Section 1.01	<input type="checkbox"/> YES
One (1) copy of Cost Proposal Worksheet in sealed separate envelope per Section 6.07	<input type="checkbox"/> YES