



STATE OF ALASKA

Department of Natural Resources

Request for Proposal

RFP 10 180000057 - 1

TITLE:

Forest Inventory and Analysis (FIA) Field Camp in Tok, AK

PURPOSE:

The Department of Natural Resources (DNR), Division of Forestry, is soliciting proposals for a qualified contractor to provide field camp services at the Division of Forestry base in Tok, Alaska to support the Forest Inventory and Analysis (FIA) project during the 2018 field season as specified within this RFP.

Important Notice: If you receive this solicitation from the State's Online Public Notice website or IRIS Vendor Self Service portal, you must register with the DNR Procurement Section to receive subsequent amendments. Registration must be in writing and may be made via email to dnr.ssd.procurement@alaska.gov or fax to 907-269-8909. Failure to register with the DNR Procurement Section may result in rejection of your offer.

ADA: The State of Alaska complies with Title II of the Americans with Disabilities Act of 1990. Individuals with disabilities who may need auxiliary aids, services, and/or special modifications to submit a bid should contact the DNR Procurement Section via email to dnr.ssd.procurement@alaska.gov, fax to 907-269-8909, telephone at 907-269-8666 or 269-8687, or TDD at 907-269-8411 not later than 10 calendar days prior to the bid closing date to make necessary arrangements.

Date of Issue: February 14, 2018

Deadline for Receipt of Proposals: March 15, 2018 14:00:00

Important Notice: If you received this solicitation from the State of Alaska's "Vendor Self-Service" web site, you must register with the procurement officer to receive subsequent amendments. Failure to contact the procurement officer may result in the rejection of your offer.

PROCUREMENT OFFICER: James Sonnier
TELEPHONE NUMBER: (907)269-8687
EMAIL: jim.sonnier@alaska.gov

BID RECEIVING LOCATION:
Support Services ANC Admin
Attn: Procurement
550 West 7th Avenue
Anchorage, AK 99501-3564

PREFERENCES

Does your business qualify for the Alaska bidder preference?

☐ Yes ☐ No

Does your business qualify for the Alaska veteran preference?

☐ Yes ☐ No

PROPOSAL SCHEDULE

Event Date	Event Description
02/26/18	Pre-Proposal Conference
03/02/18	Questions Due
03/15/18	Solicitation Closing Date/Time

LINE ITEMS

Line No.	Description	Quantity	Unit	Unit Cost
1	Forest Inventory and Analysis (FIA) Field Camp in Tok, AK			
Start Date	End Date	Delivery Date	F.O.B. Point	Extended Line Total
04/15/18	10/15/18			

Extended Description:

Field Camp Services for Forest Inventory and Analysis Project in Tok, Alaska for the 2018 field season.

DO NOT ENTER COST ON THIS LINE. ENTER COST ONLY ON THE COST PROPOSAL ATTACHED TO THIS RFP.

EVALUATION CRITERIA

<i>The following criteria will be used when determining the award of this solicitation</i>			
Code	Criteria Description	Points	Vendor Response (DO NOT LIST PRICES IN THIS SECTION. UNIT PRICES AND TOTAL PRICES MUST BE FILLED IN ADJACENT TO THEIR LINE ITEMS.)
1	Cost	40	
2	Experience	20	
3	Methodology	25	
5	Understanding	5	
7	AK Offeror Pref	10	

Terms and Conditions

No.	Name	Section
004	Request for Proposals	

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RFP NO. 180000057

Forest Inventory and Analysis (FIA) Field Camp in Tok, Alaska

1. INTRODUCTION AND INSTRUCTIONS

1.01 Purpose of the RFP

The Department of Natural Resources (DNR), Division of Forestry, is soliciting proposals for a qualified contractor to provide field camp services at the Division of Forestry base in Tok, Alaska to support the Forest Inventory and Analysis (FIA) project during the 2018 field season. A more detailed description including the Scope of Work can be found in Section 3 of this RFP.

1.02 Budget

Payment for the contract is subject to funds already appropriated and identified.

Approval or continuation of a contract resulting from this is contingent upon legislative appropriation.

1.03 Deadline for Receipt of Proposals

Proposals must be received by the DNR Procurement Section no later than the prevailing Alaska Time on the date shown on page one of this RFP as the Deadline for Receipt of Proposals. Faxed or emailed proposals are acceptable but not encouraged. Oral proposals are not acceptable.

1.04 Prior Experience

For offers to be considered responsive offerors must meet and must clearly demonstrate within their proposal these minimum prior experience requirements:

- A minimum of three years of experience designing, mobilizing, demobilizing, providing, supplying, and maintaining field camps in remote areas and communities.

An offeror's failure to meet these minimum prior experience requirements may cause their proposal to be considered non-responsive and their proposal may be rejected.

1.05 Required Review

Offerors should carefully review this solicitation for defects and questionable or objectionable material. Comments concerning defects and objectionable material must be made in writing and received by the procurement officer at least ten days before the deadline for receipt of proposals. This will allow time for the issuance of any necessary amendments. It will also help prevent the opening of a defective solicitation and exposure of offeror's proposals upon which

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award could not be made. Protests based on any omission or error, or on the content of the solicitation, will be disallowed if these faults have not been brought to the attention of the procurement officer, in writing, at least ten days before the deadline for receipt of proposals.

1.06 Questions Prior to Deadline for Receipt of Proposals

All questions must be in writing and directed to the procurement officer. The interested party must confirm telephone conversations in writing.

Two types of questions generally arise. One may be answered by directing the questioner to a specific section of the RFP. These questions may be answered over the telephone. Other questions may be more complex and may require a written amendment to the RFP. The procurement officer will make that decision.

Procurement Officer: Jim Sonnier – PHONE 907-269-8687 - FAX 907-269-8909 - TDD 907-269-8411 – Email dnr.ssd.procurement@alaska.gov

1.07 Return Instructions

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

If using the U.S. mail, a delivery service, or delivering in person offerors must submit four hard copies of their technical proposal and one hardcopy of their cost 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 Natural Resources
Support Services Division
Procurement Section
Attention: Jim Sonnier
Request for Proposal (RFP) Number: 180000057
RFP Title: FIA Field Camp in Tok, Alaska
550 W. 7th Avenue, Suite 1330
Anchorage, Alaska 99501

The sealed proposal package(s) must be received within the DNR Procurement Office prior to the Deadline for Receipt of Responses. Late proposals will be considered non-responsive and will not be accepted or opened by the DNR Procurement Office.

If submitting a faxed proposal it is the offeror's responsibility to contact the DNR Procurement Section at 907-269-8687 to make arrangements prior to faxing the proposal and to confirm that the proposal has been received. The DNR Procurement Section's fax number is 907-269-8909. If submitting a proposal by fax please send only one copy of the technical and cost proposal.

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Faxed proposals must be received in their entirety by the DNR Procurement Section prior to the Deadline for Receipt of Responses. The State is not responsible for unreadable or incomplete proposals or for delays in transmission between the offerors fax machine and the DNR Procurement fax machine. Late proposals will be considered non-responsive and will be rejected.

If submitting a proposal via email the technical proposal and cost proposal must be saved as separate PDF documents and emailed to dnr.ssd.procurement@alaska.gov as separate, clearly labeled attachments, such as "Vendor A – Technical Proposal.pdf" and "Vendor A – Cost Proposal.pdf" (Vendor A is the name of the offeror). The email must contain the RFP number in the subject line. The maximum size of a single email (including all text and attachments) that can be received by the state is **20mb** (megabytes). If the email containing the proposal exceeds this size the proposal must be sent in multiple emails that are each less than 20 megabytes and each email must comply with the requirements described above. Please send only one copy of the technical and cost proposal if submitting a proposal via email. It is the offeror's responsibility to contact the issuing agency at 907-269-8687 to confirm that the proposal has been received. The state is not responsible for unreadable, corrupt, or missing attachments, or for delays in transmission between the offeror's computer and DNR Procurement. Also, DNR Procurement will not accept emailed proposals in a modifiable file format, i.e., MS Word, etc. Emailed proposals must be received in their entirety by the DNR Procurement Section prior to the Deadline for Responses. Late proposals will be considered non-responsive and will be rejected.

An offeror's failure to submit its proposal in its entirety to the DNR Procurement Section prior to the Deadline for Receipt of Responses will cause the proposal to be disqualified. Late proposals or amendments will not be opened or accepted for evaluation.

1.08 Proposal Contents

The following information must be included in all proposals.

(a) Authorized Signature

All proposals must be signed by an individual authorized to bind the offeror to the provisions of the RFP. Proposals must remain open and valid for at least 90-days from the date set as the deadline for receipt of proposals.

(b) Offeror's Certification

By signature on the proposal, offerors certify that they comply with the following:

- [a] the laws of the State of Alaska;
- [b] the applicable portion of the Federal Civil Rights Act of 1964;
- [c] the Equal Employment Opportunity Act and the regulations issued thereunder by the federal government;
- [d] the Americans with Disabilities Act of 1990 and the regulations issued thereunder by the

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federal government;

[e] all terms and conditions set out in this RFP;

[f] a condition that the proposal submitted was independently arrived at, without collusion, under penalty of perjury;

[g] that the offers will remain open and valid for at least 90 days; and

[h] that programs, services, and activities provided to the general public under the resulting contract conform with the Americans with Disabilities Act of 1990, and the regulations issued thereunder by the federal government.

If any offeror fails to comply with [a] through [h] of this paragraph, the state reserves the right to disregard the proposal, terminate the contract, or consider the contractor in default.

(c) Vendor Tax ID

A valid Vendor Tax ID must be submitted to the issuing office with the proposal or within five days of the state's request.

(d) Conflict of Interest

Each proposal shall include a statement indicating whether or not the firm or any individuals working on the contract has a possible conflict of interest (e.g., currently employed by the State of Alaska or formerly employed by the State of Alaska within the past two years) and, if so, the nature of that conflict. The Commissioner of the Department of Natural Resources reserves the right to consider a proposal non-responsive and reject it or cancel the award if any interest disclosed from any source could either give the appearance of a conflict or cause speculation as to the objectivity of the program to be developed by the offeror. The Commissioner's determination regarding any questions of conflict of interest shall be final.

(e) Federal Requirements

The offeror must identify all known federal requirements that apply to the proposal, the evaluation, or the contract.

1.09 Assistance to Offerors with a Disability

Offerors with a disability may receive accommodation regarding the means of communicating this RFP or participating in the procurement process. For more information contact the procurement officer no later than ten days prior to the deadline for receipt of proposals.

1.10 Amendments to Proposals

Amendments to or withdrawals of proposals will only be allowed if acceptable requests are received prior to the deadline that is set for receipt of proposals. No amendments or withdrawals will be accepted after the deadline unless they are in response to the state's request in accordance with 2 AAC 12.290.

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1.11 Amendments to the RFP

If an amendment is issued, it will be provided to all who were provided with a copy of the RFP and to those who have registered with the procurement officer after receiving the RFP from the State of Alaska Online Public Notice or IRIS Vendor Self Service web site.

1.12 RFP Schedule

The RFP schedule set out herein represents the State of Alaska's best estimate of the schedule that will be followed. If a component of this schedule, such as the deadline for receipt of proposals, is delayed, the rest of the schedule may be shifted by the same number of days.

- a. Issue RFP February 12, 2018;
- b. Pre-Proposal Conference 10:00 a.m. on February 26, 2018;
- c. Deadline for Receipt of Proposals 2:00 p.m. on March 15, 2018;
- c. Proposal Evaluation Committee complete evaluation by March 22, 2018;
- d. State of Alaska issues Notice of Intent to Award a Contract March 23, 2018;
- e. State of Alaska issues contract April 3, 2018;
- f. Contract start April 15, 2018;
- g. Field Season Period June 13, 2018 through August 9, 2018; and
- h. Contract end date October 15, 2018.

This RFP does not, by itself, obligate the state. The state's obligation will commence when the contract is approved by the Commissioner of the Department of Natural Resources or the Commissioner's designee. Upon written notice to the contractor the state may set a different starting date for the contract. The state will not be responsible for any work done by the contractor, even work done in good faith, if it occurs prior to the contract start date set by the state.

1.13 Pre-Proposal Conference

A **NON-MANDATORY** pre-proposal meeting has been scheduled for 10:00 a.m. on February 26, 2018 at the Forestry Conference Room located on the 14th floor of the Atwood Building, 550 W. 7th Avenue, Suite 1450, Anchorage, Alaska, 99501. The purpose of the conference is to discuss the work to be performed with the prospective offerors and allow them to ask questions concerning the RFP.

The conference will be audio taped. Questions and answers will be transcribed and an amendment will be posted to the State of Alaska IRIS Vendor Self-Service (VSS) and Online Public Notice websites and sent to registered offerors as soon as possible after the meeting.

Attendees may attend the conference in person or via teleconference by scheduling with the Procurement Officer in advance. Seating is limited in the conference room, so offerors who wish to attend in person are asked to send no more than 2 people.

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A teleconference call in number will be provided to offerors who register with the DNR Procurement Officer. Please request the conference call in number and access code when registering for this RFP.

If offerors cannot attend this meeting, please forward your questions to the Procurement Officer via email to dnr.ssd.procurement@alaska.gov or via fax to 907-269-8909 so they can be addressed at the pre-proposal meeting and responded to in any subsequent amendment.

Offerors with a disability needing accommodation should contact the Procurement Officer prior to the date set for the pre-proposal conference so that reasonable accommodation can be made.

1.14 Alternate Proposals

Offerors may only submit one proposal for evaluation.

In accordance with 2 AAC 12.830 alternate proposals (proposals that offer something different than what is asked for) will be rejected.

1.15 News Releases

News releases related to this RFP will not be made without prior approval of the DNR Project Manager.

2. BACKGROUND INFORMATION

2.01 Background Information

The Forest Inventory and Analysis (FIA) is a national project that collects forest information across all forested land. The State of Alaska Division of Forestry and the US Forest Service Anchorage Forest Science Laboratory have collaborated to implement the Interior Alaska field data collection portion of the larger national FIA project. The data will be analyzed and used to evaluate timber, vegetation structure, carbon, biomass, landscape disturbance, and climatic impacts. The Tanana Valley is the focal point of FIA's current field efforts in Interior Alaska. The FIA project has utilized the State of Alaska RFP process to establish support field camps for the past 2 field seasons: 2016 in Manley Hot Springs and 2017 in Delta Junction.

3. SCOPE OF WORK AND CONTRACT INFORMATION

3.01 Scope of Work

a. Overview: The Department of Natural Resources, Division of Forestry, is soliciting proposals for a qualified contractor to provide field camp services at the Division of Forestry base in Tok, Alaska to support the Forest Inventory and Analysis (FIA) project during the 2018

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field season. The Tok Forestry base is located at Milepost 123 Tok Cutoff, Tok, Alaska 99780. The Contractor will provide meals and associated services for field crew and aviation support personnel.

b. Required Elements:

- 1) The successful Contractor will provide all necessary equipment, materials, supplies, food, incidentals, labor, supervision, and transportation required to mobilize, operate, and demobilize a self-sustaining field camp.
- 2) The desired result is a fully functional camp meeting the following standards:
 - a) Covered, weatherproof dining facility able to comfortably accommodate all project personnel; and
 - b) Clean, sanitary, and properly maintained food service, toilet, and wash stations; and
 - c) Sufficient supplies of consumables including but not limited to food, beverages, hygiene items, and tableware for occupant use; and
 - d) Timely arrival, set up, and hours of operation to accommodate field crew operations; and
 - e) Knowledgeable, trained, and dependable camp staff on-site at all times.

c. Contract Management: Contract management staff and responsibilities will be identified in the contract resulting from this RFP.

3.02 Contract Term and Work Schedule

a. Contract Period: The contract is to begin upon signing of the contract by the DNR Procurement Officer or approximately April 15th, 2018 and will end October 15th, 2018.

b. Occupancy Period:

- 1) At a minimum the camp will be occupied by the State crews from June 13th through August 9th, 2018, or approximately 58 days.
- 2) Food service for State crews is to begin with dinner on the first day of the occupancy period on June 13th, 2018 and end with dinner on the last day of the occupancy period on August 9th, 2018. If the occupancy period is extended the last meal will be dinner on the last day of the extension period.
- 3) Fourteen (14) personnel, comprising a single shift, will solely occupy the camp for 44 days of the Occupancy Period, and 7 two-day Shift Changes will occupy 14 days of the Occupancy Period. During a Shift Change, two Shifts (up to 28 personnel) will require dinner on Day 1 of the Shift Change and breakfast/lunch on Day 2 of the Shift Change. Only one shift will require breakfast/lunch on Day 1 and dinner on Day 2 of each Shift Change.

c. Contract Extension: The State may extend the occupancy period beyond the original

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proposed period in 1 day increments up to the end of the contract period. The State will notify the Contractor no less than 48 hours in advance if the extension period option will be exercised.

Unless otherwise provided in this RFP, the State and the successful offeror/contractor agree: (1) that any holding over of the contract excluding any exercised renewal options, will be considered as a month-to-month extension, and all other terms and conditions shall remain in full force and effect and (2) to provide written notice to the other party of the intent to cancel such month-to-month extension at least 30-days before the desired date of cancellation.

d. Emergency Situation: It is the State's intent in the event of an emergency situation such as nearby uncontrolled wildfire to first relocate camp to another suitable worksite. If, at the State's sole discretion, this is not feasible, the State will attempt to reallocate the contract to camp support for the Division of Forestry's fire suppression activities. If, at the State's sole discretion, this option is not feasible, the State may cancel the contract for the remainder of the contract period. If the contract is cancelled, the State will only be responsible for payment of services received up to the termination date.

3.03 Deliverables

The Contractor will be required to provide the following deliverables:

a. Food Service:

1) Contractor will provide an on-site dining facility with sufficient storage and supplies of food and water to support a State crew as defined in 3.02b.3) above. There should be adequate space, seating, and tables for up to 28 people, all of which must be in a rain-proof shelter with adequate lighting and ventilation. Fire extinguishers and insect repellent must also be provided.

2) Contractor will prepare and serve high-quality meals in the Contractor-provided on-site dining facility. Contractor will be required to meet special dietary requirements which will be defined by the State at a later date but may include kosher, vegetarian, etc. The Contractor will serve three meals per day: hot and/or cold breakfast; packable lunch; and a hot dinner. Reference paragraph 3.03.a.5) below for meal times. Lunch items may include: sandwich materials, seasoning or condiment packets, fresh fruits and vegetables, and/or pre-packaged snack items (crackers, granola bars, chips, etc.) sufficient to sustain crew between breakfast and dinner. The Contractor will provide appropriate food storage, packaging, and utensils for use by State crews, e.g., Ziploc bags, plastic wrap, aluminum foil, Tupperware/plastic storage containers, paper sacks, pre-packaged utensil packets containing a plastic fork and spoon or spork, knife, and napkin.

3) Contractor will provide all water and non-alcoholic beverages for all meals, including fresh potable water for crews to take into field. Non-alcoholic beverages includes sodas (regular and diet), juice, and other such drinks. Fresh potable water includes both bottled water and "on tap" water from a water storage tank that can be used to refill canteens/camelback water drinking systems used by staff in the field.

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4) Contractor-provided food storage appliances can be located at the same location as the dining facility. Bear safety is to be considered when determining food storage requirements.

5) Meal Times: Breakfast will be from 6 to 7 a.m.; lunches will be packed by field staff at breakfast and eaten in the field; dinner starts at 6:30 p.m. Dinner will need to be ready by 6:30 p.m. daily however crews will be returning from the field at varying times and will likely eat at different times. The Contractor must be prepared to serve dinner between 6:30 p.m. and 8:30 p.m. daily.

6) Contractor is to outline within their technical proposal how they intend to meet this requirement. DO NOT list any costs in the offeror's technical proposal; cost is only to be shown in the cost proposal.

b. Sanitation:

1) Contractor will provide toilet facilities and toilet paper sufficient to support the entire field camp. Unless required by law none of the toilet units are required to be handicapped capable. Porta-potties will be acceptable for compliance with this provision.

2) Contractor will provide hand-washing stations with water, liquid hand soap, and paper towels sufficient to support the entire field camp. Forestry crews are required to use soap and water when washing their hands. Hand sanitizer may be provided at the Contractor's sole discretion however hand sanitizer is considered a supplement and not a primary means of hand-washing. Unless required by law none of the hand-washing units are required to be handicapped capable.

3) Contractor will maintain a clean facility and properly dispose of all associated waste.

4) Shower facilities for State crews are NOT required as part of this proposal. State crews will use shower facilities at a local Tok area business and the Contractor's staff may use this facility or an on-site Contractor provided facility at their discretion.

5) Gray water may not be disposed directly on the ground at the camp location. Proper removal from the site and disposal of gray water is the responsibility of the Contractor.

6) Water, Wastewater, and Garbage/Debris Disposal: The Contractor will be responsible for all water, wastewater, and garbage/debris disposal. Use of local public utilities, wastewater disposal or treatment facilities, and the local landfill is desired whenever possible.

7) Offeror is to outline within their technical proposal how they intend to meet this requirement. DO NOT list any costs in the offeror's technical proposal; cost is only to be shown in the cost proposal.

c. Safety:

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1) Contractor is to immediately extinguish all fires on the work site other than those in use as part of the work. Contractor shall immediately notify the State of any fires sighted on or in the vicinity of the work site. Contractor shall also provide adequate fire extinguishers for each individual structure and sized appropriately for its occupancy and rated for Type ABC fires. Kitchens or power generation/fuel storage areas may require other rated type extinguishers appropriate for their specific location.

2) Contractor is to provide a basic first aid kit and telecommunications equipment on-site for use in the event of an emergency. Telecommunications equipment may include a satellite or cellular phone, or dedicated land line, as required for coverage in the Tok area.

4) Offeror is to outline within their technical proposal how they intend to meet this requirement. DO NOT list any costs in the offeror's technical proposal; cost is only to be shown in the cost proposal.

d. Security:

1) Contractor will be responsible for all security of the camp and camp site, to include bear protection if required.

2) Contractor will be responsible for insect and animal control within the camp facilities and site.

3) Offeror is to outline within their technical proposal if they believe security is required and how they intend to meet this requirement. DO NOT list any costs in the offeror's technical proposal; cost is only to be shown in the cost proposal.

e. Power:

1) Contractor will be responsible for providing all power necessary to operate contractor provided facilities and equipment. There is no power available at the Tok Forestry Base for camp use.

2) Offeror is to outline within their technical proposal how they intend to meet this requirement. DO NOT list any costs in the offeror's technical proposal; cost is only to be shown in the cost proposal.

f. Landscape Preservation:

1) Contractor shall give full attention to the effect of contract operations upon the landscape; shall take care to maintain natural surroundings undamaged to the greatest extent possible; and shall conduct the work at all times in compliance with Federal, State and local environmental regulations and the following requirements:

a) Prevention of Landscape Defacement: Contractor shall not remove, deface, injure, or destroy trees, shrubs, lawns, or other natural features or any other improvements in the work

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area unless specifically authorized by the DNR Procurement Officer or DNR Forestry Project Manager. Unless otherwise provided herein the Contractor shall confine contract operations to within the areas designated in contract documents.

b) Protection of Streams, Lakes and Reservoirs: Contractor shall take sufficient precautions to prevent pollution of streams, lakes, small ponds, and reservoirs with fuels, oils, bitumens, calcium chloride, silt, or other harmful materials. Mechanical equipment shall not be operated in flowing streams without written approval of the DNR Procurement Officer or DNR Forestry Project Manager.

2) Spill Containment: Contractor shall provide all spill containment plans, equipment, supplies, materials, etc. required to detect and contain a spill involving fuels, wastewater, or other hazardous materials.

3) Offeror is to outline within their technical proposal how they intend to meet this requirement. DO NOT list any costs in the offeror's technical proposal; cost is only to be shown in the cost proposal.

g. Drinking Water: Contractor is responsible for providing potable water for the State crew's daily consumption, hygiene requirements, and to meet the camp's needs (meals, clean-up, etc.). Bulk water is an acceptable source of drinking water as long as it meets potable water standards and is acquired from an approved source. There is an available water source at the Tok Forestry Base that Contractor may use, however a holding tank or water storage tank of some kind is suggested as the Fire Base also uses the available water tap, and the camp will be located several hundred feet from the tap.

h. Lodging: Contractor will be responsible for providing adequate lodging for Contractor staff.

State crew members will be provided all lodging associated items by the State. State crews at the site will be sleeping in recreational style 3-person tents with sleeping pads.

i. Permits:

1) The State will provide applicable land use permits and associated fees required from State, federal, tribal, or village entities for camp location purposes only.

2) Licenses and Permits: Except as noted in this RFP, Contractor will be responsible for acquiring any permits or licenses, associated fees, and permission required by the State or local government or tribal or village entity to operate the camp or obtain required utilities or dispose of waste. This includes any business license(s) required by the State, local borough, village, or municipality, and any DEC permits required for camp operations.

j. Mobilization, Demobilization, and Site Clean-up:

1) Mobilization: Contractor will be responsible for all site preparation, transportation, and camp

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set-up prior to the beginning of the first day of the occupancy period. Camp is to be set up and ready for occupancy and with dinner ready to be served to the State crew no later than 6:30 PM on June 13th, 2018. Forty-eight (48) hours will be allotted for mobilization before the occupancy period.

2) Demobilization and Site Clean-Up: the Contractor will be responsible for equipment take-down, transportation, and site clean-up required for demobilization. The field camp is to be demobilized and the site is to be restored to pre-camp condition with exception of usual wear and tear within forty-eight (48) hours after crew departure on the last day of the occupancy period. Final acceptance of the post-use site condition will be determined by the DNR Project Manager. The Contractor will correct any identified discrepancies prior to contract termination.

3) The Contractor may be allowed an additional two days for staging gear (not setting up camp) at the Tok Forestry base prior to mobilization. The Contractor may also be allowed an additional two days for staging gear after demobilization at the Tok Forestry base in preparation for transporting items to the contractor's location. Requests for additional time under this provision are subject to approval of the DNR Forestry Project Manager and Tok Area Forester.

4) The Offeror is to outline within their technical proposal how they intend to meet this requirement. Do NOT list any costs in the offeror's technical proposal; cost is only to be shown in the cost proposal.

k. Local Community:

1) Local Hire: Whenever practicable the Contractor shall give local citizens the first opportunities for employment within the camp, assuming skills and capabilities are pertinent for the open positions. Whenever possible the Contractor should use local resources to perform site preparation and/or camp grounds maintenance, provided the resources are available to adequately perform required tasks.

2) Local Purchases: Contractors are encouraged to use local businesses whenever possible to purchase food and other supplies or products required by the Contractor to support camp operations.

3) Alaska Grown and Alaska Products: Contractors are encouraged to use Alaska Grown food and meat products if available during the contract period. A list of Alaska Grown sources can be found at the following link: http://dnr.alaska.gov/ag/ag_AKGrown.htm. Contractors are also encouraged to use Alaska made products if available during the contract period. A list of Alaska made products can be found at the following links:

<https://www.commerce.alaska.gov/ded/AKProdPref/pages/products.aspx> and <https://www.commerce.alaska.gov/web/ded/DEV/MadeInAlaska/PermitProductListings.aspx>.

4) Excess/Leftover Consumables: The State desires that any excess or leftover consumable items at the end of the contract period be made available without charge to the community of Tok and its residents.

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I. Other Provisions:

1) Helicopter Operations: Helicopters will be used to transport State crews to and from the field and camp site. Depending on location of the camp, the State may land helicopters near the camp. Contractor must be prepared to situate and protect camp facilities, supplies, equipment, etc. from any wind, dust, or debris resulting from these operations.

2) Camp Enhancements: The Contractor may, at their discretion, offer within their proposal enhancements to the camp. A camp enhancement would be anything above the minimum requirements of this RFP that would provide additional service(s) or comfort for State crews. The State may, at its sole discretion and based upon available budget, award camp enhancement offers.

3) Wage Restrictions: Unless otherwise required by State or Federal law for operating a camp such as this, there are no known wage restrictions.

4) Internet and Cell Phone Service: The offeror will be required to provide their own internet service. The State will provide its own internet service using a GCI aircard with limited capabilities. GCI and AT&T cell phone coverage is available in the area however it is unknown whether coverage is available for any other service provider.

5) The Offeror is to outline within their technical proposal how they intend to meet the requirements shown in the "Other Provisions" section. DO NOT list any costs in the offeror's technical proposal, including camp enhancement costs. Cost is only to be shown in the cost proposal.

3.04 Contract Type

This contract is an FIRM FIXED PRICE contract.

3.05 Proposed Payment Procedures

The state will make monthly payments during the contract period. Payment for Mobilization is to be included in the June invoice. Payment for Demobilization and Site Clean Up is to be included in the August invoice. Invoices must be submitted to the "Bill To" agency listed on the State's contract document. Payments will be made upon receipt of services, receipt of a true and correct invoice, and approval of the Forestry Project Manager. All payments will be NET 30 days.

If the Occupation Period is extended the State will pay the contractor the Unit Cost per Day shown in the accepted Cost Proposal for each day of the extension.

3.06 Prompt Payment for State Purchases

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The state is eligible to receive a 5% discount for all invoices paid within 15 business days from the date of receipt of the commodities or services and/or a correct invoice, whichever is later. The discount shall be taken on the full invoice amount. The state shall consider payment being made as either the date a printed warrant is issued or the date an electronic funds transfer (EFT) is initiated.

3.07 Contract Payment

No payment will be made until the contract is approved by the Commissioner of the Department of Natural Resources or the Commissioner's designee. Under no conditions will the state be liable for the payment of any interest charges associated with the cost of the contract.

The state is not responsible for and will not pay local, state, or federal taxes. All costs associated with the contract must be stated in U.S. currency.

3.08 Location of Work

The camp location is to be at the State of Alaska, Division of Forestry Base in Tok, Alaska. The Tok Forestry base is located at Milepost 123 Tok Cutoff, Tok, Alaska 99780.

The State will not provide office space or lodging for the Contractor. The Contractor must provide its own office space and lodging.

By signature on their proposal, the offeror certifies that all services provided under this contract by the contractor and all subcontractors shall be performed in the United States.

If the offeror cannot certify that all work will be performed in the United States, the offeror must contact the procurement officer in writing to request a waiver at least 10 days prior to the deadline for receipt of proposals.

The request must include a detailed description of the portion of work that will be performed outside the United States, where, by whom, and the reason the waiver is necessary.

Failure to comply with these requirements may cause the state to reject the proposal as non-responsive, or cancel the contract.

3.09 Third-Party Service Providers

Not applicable to this RFP.

3.10 Subcontractors

Subcontractors may be used to perform work under this contract. If an offeror intends to use subcontractors, the offeror must identify in the proposal the names of the subcontractors and the portions of the work the subcontractors will perform.

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Subcontractor experience shall be considered in determining whether the offeror meets the requirements set forth in Section 1.04 Prior Experience of this RFP.

If a proposal with subcontractors is selected, the offeror must provide the following information concerning each prospective subcontractor within five working days from the date of the state's request:

- a. Complete name of the subcontractor;
- b. Complete address of the subcontractor;
- c. Type of work the subcontractor will be performing;
- d. Percentage of work the subcontractor will be providing;
- e. Evidence that the subcontractor holds a valid Alaska business license; and
- f. A written statement, signed by each proposed subcontractor that clearly verifies that the subcontractor is committed to render the services required by the contract.

An offeror's failure to provide this information within the time set, may cause the state to consider their proposal non-responsive and reject it. The substitution of one subcontractor for another may be made only at the discretion and prior written approval of the project manager.

3.11 Joint Ventures

Joint ventures will not be allowed.

3.12 Right to Inspect Place of Business

At reasonable times, the state may inspect those areas of the contractor's place of business that are related to the performance of a contract. If the state makes such an inspection, the contractor must provide reasonable assistance.

3.13 F.O.B. Point

Not applicable to this RFP.

3.14 Contract Personnel

Any change of the project team members or subcontractors named in the proposal must be approved, in advance and in writing, by the project manager. Personnel changes that are not approved by the state may be grounds for the state to terminate the contract.

3.15 Inspection & Modification - Reimbursement for Unacceptable Deliverables

The contractor is responsible for the completion of all work set out in the contract. All work is subject to inspection, evaluation, and approval by the project manager. The state may employ all reasonable means to ensure that the work is progressing and being performed in compliance

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with the contract. The project manager may instruct the contractor to make corrections or modifications if needed to accomplish the contract's intent. The contractor will not unreasonably withhold such changes.

Substantial failure of the contractor to perform the contract may cause the state to terminate the contract. In this event, the state may require the contractor to reimburse monies paid (based on the identified portion of unacceptable work received) and may seek associated damages.

3.16 Liquidated Damages

Not applicable to this RFP.

3.17 Contract Changes - Unanticipated Amendments

During the course of this contract the contractor may be required to perform additional work. That work will be within the general scope of the initial contract. When additional work is required, the project director will provide the contractor a written description of the additional work and request the contractor to submit a firm time schedule for accomplishing the additional work and a firm price for the additional work. Cost and pricing data must be provided to justify the cost of such amendments per AS 36.30.400.

The contractor will not commence additional work until the project manager has secured any required state approvals necessary for the amendment and issued a written contract amendment, approved by the Commissioner of the Department of Natural Resources or the Commissioner's designee.

3.18 Nondisclosure and Confidentiality

Contractor agrees that all confidential information shall be used only for purposes of providing the deliverables and performing the services specified herein and shall not disseminate or allow dissemination of confidential information except as provided for in this section. The contractor shall hold as confidential and will use reasonable care (including both facility physical security and electronic security) to prevent unauthorized access by, storage, disclosure, publication, dissemination to and/or use by third parties of, the confidential information. "Reasonable care" means compliance by the contractor with all applicable federal and state law, including the Social Security Act and HIPAA. The contractor must promptly notify the state in writing if it becomes aware of any storage, disclosure, loss, unauthorized access to or use of the confidential information.

Confidential information, as used herein, means any data, files, software, information or materials (whether prepared by the state or its agents or advisors) in oral, electronic, tangible or intangible form and however stored, compiled or memorialized that is classified confidential as defined by State of Alaska classification and categorization guidelines provided by the state to the contractor or a contractor agent or otherwise made available to the contractor or a contractor agent in connection with this contract, or acquired, obtained or learned by the

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contractor or a contractor agent in the performance of this contract. Examples of confidential information include, but are not limited to: technology infrastructure, architecture, financial data, trade secrets, equipment specifications, user lists, passwords, research data, and technology data (infrastructure, architecture, operating systems, security tools, IP addresses, etc).

If confidential information is requested to be disclosed by the contractor pursuant to a request received by a third party and such disclosure of the confidential information is required under applicable state or federal law, regulation, governmental or regulatory authority, the contractor may disclose the confidential information after providing the state with written notice of the requested disclosure (to the extent such notice to the state is permitted by applicable law) and giving the state opportunity to review the request. If the contractor receives no objection from the state, it may release the confidential information within 30 days. Notice of the requested disclosure of confidential information by the contractor must be provided to the state within a reasonable time after the contractor's receipt of notice of the requested disclosure and, upon request of the state, shall seek to obtain legal protection from the release of the confidential information.

The following information shall not be considered confidential information: information previously known to be public information when received from the other party; information freely available to the general public; information which now is or hereafter becomes publicly known by other than a breach of confidentiality hereof; or information which is disclosed by a party pursuant to subpoena or other legal process and which as a result becomes lawfully obtainable by the general public.

3.19 Insurance Requirements

The successful offeror must provide proof of workers' compensation insurance prior to contract approval.

The successful offeror must secure the insurance coverage required by the state. The coverage must be satisfactory to the Department of Administration Division of Risk Management. An offeror's failure to provide evidence of such insurance coverage is a material breach and grounds for withdrawal of the award or termination of the contract.

Offerors must review form APPENDIX B1, attached, for details on required coverage. No alteration of these requirements will be permitted without prior written approval from the Department of Administration, Division of Risk Management. Objections to any of the requirements in APPENDIX B1 must be set out in the offeror's proposal.

3.20 Termination for Default

If the project manager determines that the contractor has refused to perform the work or has failed to perform the work with such diligence as to ensure its timely and accurate completion, the state may, by providing written notice to the contractor, terminate the contractor's right to proceed with part or all of the remaining work.

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This clause does not restrict the state's termination rights under the contract provisions of Appendix A, attached to this RFP.

3.21 Site Visit

Offerors may at their sole discretion and expense visit the Tok Forestry Base (work site) prior to offering a proposal in response to this RFP. The offeror's failure to visit the work site will in no way relieve the offeror of the responsibility of performing the work in strict compliance with the true intent and meaning of the terms, conditions and specifications of this RFP. The site may be visited by contacting Matt Stevens, at telephone number 907-451-2606 or via email at matthew.stevens@alaska.gov to coordinate a visit. The contact person is only empowered to allow offerors to view the work site. Any questions the offerors have must be directed to the DNR Procurement Officer named in this RFP. The contact person cannot and will not answer offeror questions regarding the work to be performed under this RFP or the terms, conditions and specifications of this RFP.

4. PROPOSAL FORMAT AND CONTENT

4.01. Proposal Format and Content

The state discourages overly lengthy and costly proposals however in order for the state to evaluate proposals fairly and completely, offerors must follow the format set out in this RFP and provide all information requested. In order to facilitate review of proposals on an equitable basis, proposals:

- a. Should be presented in the order shown in this RFP, with sections numbered and titled; all relevant material included in the section; pages numbered consecutively; and supplemental materials presented as labeled appendices and referenced in the text of its respective section;
- b. Paragraph or Section header size should be a minimum of 12 point and maximum of 16 point font with paragraph wording size a minimum of 10 point and maximum of 12 point size;
- c. Should have the original copy of the technical and cost proposals marked or stamped "ORIGINAL" and copies of the technical proposal marked or stamped "COPY ____ of 3";
- d. Should be prepared without expensive artwork, unusual printing, or materials not essential to its utility and clarity; and
- e. Should be submitted only in 3 hole punched binders, bound with binding combs or spines, secured in report covers, or stapled in the upper left corner to facilitate duplication and scanning.

Offerors are encouraged to review both this section and the evaluation criteria shown in Section 5 of this RFP when preparing their proposal.

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4.02 Introduction and Understanding

Proposals must include the complete name and address of offeror's firm and the name, mailing address, email address, and telephone number of the person the state should contact regarding the proposal.

Proposals must confirm that the offeror will comply with all provisions in this RFP and, if applicable, provide notice that the firm qualifies as an Alaskan bidder.

Proposals must be signed by a company officer empowered to bind the company.

Proposals must include a statement indicating whether or not the firm or any individuals working on the contract has a possible conflict of interest as required by paragraph 1.08(d) of this RFP.

Offerors must provide comprehensive narrative statements that illustrate their understanding of the requirements of the project, the project schedule, and their ability to meet the project schedule.

An offeror's failure to include these items in the proposals may cause the proposal to be determined to be non-responsive and the proposal may be rejected.

DO NOT include any costs in this section. Cost is to be included only in the Cost Proposal.

4.03 Methodology and Management Plan for the Project

Offerors must clearly show within their proposal the type(s) of offeror-owned or leased camp facilities they intend to provide if awarded a contract resulting from this RFP. An easy-to-read chart or table outlining this information is desired. Descriptive photos and information on the use, size, capacity, deployment and set-up requirements, and limitations of the equipment, among other things, is also desired. Photos and information should be clear, concise, and in an easy-to-read format.

The offeror must clearly show within their proposal the methodology they intend to employ if tasked to provide services under a contract resulting from this RFP. The methodology must clearly outline the timeframe required to mobilize and deploy their equipment within the Tok area from their point of origin and how they intend to maintain and support the camp during the contract period. The offeror should give consideration to environmental, meteorological, local population, logistical, and other factors that may or will impact mobilization, deployment, and support to the camp, and how they will neutralize, overcome, or mitigate these obstacles. This information should be clearly articulated within the proposal.

Offerors should address the information shown in Sections 3.02 and 3.03 of this RFP within this section of their proposal.

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DO NOT include any cost information within the Technical Proposal. Cost information is to be provided only within the Cost Proposal.

4.04 Experience and Qualifications

The offeror must clearly show within their proposal the chain of command they will employ for the camp during all phases of the camp, from mobilization to demobilization. An organizational chart format is recommended. The information presented should be in a clear, concise, and easy-to-read format, and should outline when and how the offeror's staff will interact with DNR staff.

The offeror must clearly show within their proposal the company's experience in providing field camps for non-disaster use (archaeological, geological, oil field exploration, etc.). Experience designing, mobilizing, demobilizing, providing, supplying, and maintaining field camps in remote areas or communities within the State of Alaska is desired. A brief description showing the size and type of camp deployed, camp location, how the camp was deployed, client(s) supported, and any environmental or other factors that impacted the deployment or operation of the camp is desired. Information presented should be in a clear, concise, and easy-to-read format.

The offeror must provide a brief résumé of key staff who would be involved in the various phases of designing, deploying, and supporting the camp. Résumés should include the person's name and a brief outline of their experience with field camps and working with local native or indigenous people. Résumés should highlight any special or unique experience or qualifications the person has with regards to field camps or working with local native or indigenous people. Experience working in or with field camps in the State of Alaska, and in particular, remote areas of Alaska, is desired.

Offeror must provide a list containing a minimum of three professional references to be used for this contract which includes the company name, contact person, address, telephone number and email address for projects of a similar nature performed by the offeror within the last five years.

DO NOT include any cost information within the Technical Proposal. Cost information is to be provided only within the Cost Proposal.

4.05 Cost Proposal

Offerors must complete and submit the Cost Proposal form attached to this RFP in a separate envelope within their proposal package.

The costs offered on the Cost Proposal must include all DIRECT costs associated with the performance of the contract, including, but not limited to direct expenses, payroll, employee benefits, mark-ups, administrative costs, supplies, equipment, overhead, travel, licenses, permits, and profit. No indirect costs are allowed.

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Submit only one signed Cost Proposal in a separately sealed envelope, or separate pdf file if emailing your proposal, with your offer.

4.06 Evaluation Criteria

All proposals will be reviewed to determine if they are responsive. Proposals determined to be responsive will be evaluated using the criterion that is set out in Section 5. EVALUATION CRITERIA AND CONTRACTOR SELECTION.

An evaluation may not be based on discrimination due to the race, religion, color, national origin, sex, age, marital status, pregnancy, parenthood, disability, or political affiliation of the offeror.

5. EVALUATION CRITERIA AND CONTRACTOR SELECTION

THE TOTAL NUMBER OF POINTS USED TO SCORE THIS PROPOSAL IS 100

5.01 Introduction and Understanding (5%)

Proposals will be evaluated against the questions set out below:

- a. How well has the offeror demonstrated a thorough understanding of the purpose and scope of the project?
- b. To what degree has the offeror demonstrated an understanding of the state's time schedule and their ability to meet it?

5.02 Methodology and Management Plan for the Project (25%)

Proposals will be evaluated against the questions set out below:

- a. Does the chart, table, or other information provided by the contractor outlining the type(s) of contractor-owned or leased equipment available for contract use indicate equipment that is suitable for use within Alaska considering meteorological, environmental, and other conditions that may be encountered during the contract?
- b. To what degree does the timeframe outlined by the offeror in their proposal meet the requirements of the RFP or any amendments to the RFP?
- c. To what degree does the information provided by the offeror on how they intend to maintain and support the offered camp meet the requirements of the RFP or any amendments to the RFP?
- d. To what degree does the offeror identify environmental, meteorological, local population, logistical, and other factors that may or will impact mobilization and support of the camp, and

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how they will neutralize, overcome, or mitigate these obstacles?

e. How logical and feasible is the information provided on environmental, meteorological, local population, logistical, and other factors that may or will impact mobilization, deployment, and support to the camp considering the realities of conditions within the Tok area during the contract period?

5.03 Experience and Qualifications (20%)

Proposals will be evaluated against the questions set out below:

a. How well does the organizational chart or other information provided by the offeror outline the chain of command the contractor will use to operate and support the camp?

b. To what degree does the organizational chart or chain of command information provided show when and where contractor staff will interface with DNR staff at each phase of the operation and is this information logical and feasible?

c. To what degree does the offeror have experience in supporting non-disaster field operations of the type identified within this RFP?

d. To what degree does the experience shown include experience operating field camps in remote locations or remote communities and interacting with local citizens within the State of Alaska?

e. If the offeror has no experience operating field camps within the State of Alaska, to what degree does the experience shown include experience operating camps in remote locations or communities and interacting with local native or indigenous populations outside of the State of Alaska?

f. Do resumes submitted on key personnel indicate backgrounds and experience that are desirable for operating field camps within the State of Alaska?

g. Do resumes submitted on key personnel highlight any special or unique experience or qualifications the person has with regards to field camps or working with local native or indigenous people?

h. Did the offeror provide a minimum of three professional references that can verify information provided within the proposal regarding projects of a similar nature performed by the offeror within the last 5 years?

i. If a subcontractor will perform work on the project, how well do they measure up to the evaluation used for the offeror?

5.05 Contract Cost (40%)

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To avoid the appearance of price influencing scoring, Cost will be scored only by the Procurement Officer.

Overall, a minimum of 40% of the total evaluation points will be assigned to cost. The cost amount used for evaluation may be affected by one or more of the preferences referenced under Section 6.12.

Converting Cost to Points

The lowest cost proposal will receive the maximum number of points allocated to cost. The point allocations for cost on the other proposals will be determined through the method set out in Section 6.15.

5.06 Alaska Offeror Preference (10%)

If an offeror qualifies for the Alaska Bidder Preference, the offeror will receive an Alaska Offeror Preference. The preference will be 10% of the total available points. This amount will be added to the overall evaluation score of each Alaskan offeror.

6. GENERAL PROCESS INFORMATION

6.01 Informal Debriefing

When the contract is completed, an informal debriefing may be performed at the discretion of the DNR Forestry Project Manager. If performed, the scope of the debriefing will be limited to the work performed by the contractor.

6.02 Alaska Business License and Other Required Licenses

Prior to the award of a contract, an offeror must hold a valid Alaska business license. However, in order to receive the Alaska Bidder Preference and other related preferences, such as the Alaska Veteran and Alaska Offeror Preference, an offeror must hold a valid Alaska business license prior to the deadline for receipt of proposals. Offerors should contact the Department of Commerce, Community and Economic Development, Division of Corporations, Business, and Professional Licensing, PO Box 110806, Juneau, Alaska 99811-0806, for information on these licenses.

Acceptable evidence that the offeror possesses a valid Alaska business license may consist of any one of the following:

- a. copy of an Alaska business license;
- b. certification on the proposal that the offeror has a valid Alaska business license and has included the license number in the proposal;
- c. a canceled check for the Alaska business license fee;

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- d. a copy of the Alaska business license application with a receipt stamp from the state's occupational licensing office; or
- e. a sworn and notarized statement that the offeror has applied and paid for the Alaska business license.

You are not required to hold a valid Alaska business license at the time proposals are opened if you possess one of the following licenses and are offering services or supplies under that specific line of business:

- a. fisheries business licenses issued by Alaska Department of Revenue or Alaska Department of Fish and Game;
- b. liquor licenses issued by Alaska Department of Revenue for alcohol sales only;
- c. insurance licenses issued by Alaska Department of Commerce, Community and Economic Development, Division of Insurance; or
- d. Mining licenses issued by Alaska Department of Revenue.

Prior the deadline for receipt of proposals, all offerors must hold any other necessary applicable professional licenses required by Alaska Statute.

6.03 Site Inspection

The state may conduct on-site visits to evaluate the offeror's capacity to perform the contract. An offeror must agree, at risk of being found non-responsive and having its proposal rejected, to provide the state reasonable access to relevant portions of its work sites. Individuals designated by the procurement officer at the state's expense will make site inspection.

6.04 Clarification of Offers

In order to determine if a proposal is reasonably susceptible for award, communications by the procurement officer or the proposal evaluation committee (PEC) are permitted with an offeror to clarify uncertainties or eliminate confusion concerning the contents of a proposal. Clarifications may not result in a material or substantive change to the proposal. The evaluation by the procurement officer or the PEC may be adjusted as a result of a clarification under this section.

6.05 Discussions with Offerors

The state may conduct discussions with offerors in accordance with AS 36.30.240 and 2 AAC 12.290. The purpose of these discussions will be to ensure full understanding of the requirements of the RFP and proposal. Discussions will be limited to specific sections of the RFP or proposal identified by the procurement officer. Discussions will only be held with offerors who have submitted a proposal deemed reasonably susceptible for award by the procurement officer. Discussions, if held, will be after initial evaluation of proposals by the procurement officer or the PEC. If modifications are made as a result of these discussions they will be put in writing. Following discussions, the procurement officer may set a time for best and final proposal submissions from those offerors with whom discussions were held. Proposals may be

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reevaluated after receipt of best and final proposal submissions.

If an offeror does not submit a best and final proposal or a notice of withdrawal, the offeror's immediate previous proposal is considered the offeror's best and final proposal.

Offerors with a disability needing accommodation should contact the procurement officer prior to the date set for discussions so that reasonable accommodation can be made. Any oral modification of a proposal must be reduced to writing by the offeror.

6.06 Evaluation of Proposals

The procurement officer, or an evaluation committee made up of at least three state employees or public officials, will evaluate proposals. The evaluation will be based solely on the evaluation factors set out in SECTION 5. EVALUATION CRITERIA AND CONTRACTOR SELECTION. After receipt of proposals, if there is a need for any substantial clarification or material change in the RFP, an amendment will be issued. The amendment will incorporate the clarification or change, and a new date and time established for new or amended proposals. Evaluations may be adjusted as a result of receiving new or amended proposals.

6.07 Contract Negotiation

After final evaluation, the procurement officer may negotiate with the offeror of the highest-ranked proposal. Negotiations, if held, shall be within the scope of the request for proposals and limited to those items which would not have an effect on the ranking of proposals. If the highest-ranked offeror fails to provide necessary information for negotiations in a timely manner, or fails to negotiate in good faith, the state may terminate negotiations and negotiate with the offeror of the next highest-ranked proposal.

If contract negotiations are commenced, they may be held in the Denali conference room, Suite 1330, on the 13th floor of the Robert B. Atwood Building in Anchorage, Alaska.

If the contract negotiations take place in Anchorage, Alaska, the offeror will be responsible for their travel and per diem expenses.

6.08 Failure to Negotiate

If the selected offeror

- a. fails to provide the information required to begin negotiations in a timely manner; or fails to negotiate in good faith; or
- b. indicates they cannot perform the contract within the budgeted funds available for the project; or
- c. if the offeror and the state, after a good faith effort, simply cannot come to terms,

the state may terminate negotiations with the offeror initially selected and commence

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negotiations with the next highest ranked offeror.

6.09 Offeror Notification of Selection

After the completion of contract negotiation the procurement officer will issue a written Notice of Intent to Award (NIA) and send copies to all offerors. The NIA will set out the names of all offerors and identify the proposal selected for award.

6.10 Protest

AS 36.30.560 provides that an interested party may protest the content of the RFP. An interested party is defined in 2 AAC 12.990(a) (7) as "an actual or prospective bidder or offeror whose economic interest might be affected substantially and directly by the issuance of a contract solicitation, the award of a contract, or the failure to award a contract." If an interested party wishes to protest the content of a solicitation, the protest must be received, in writing, by the procurement officer at least ten days prior to the deadline for receipt of proposals.

AS 36.30.560 also provides that an interested party may protest the award of a contract or the proposed award of a contract. If an offeror wishes to protest the award of a contract or the proposed award of a contract, the protest must be received, in writing, by the procurement officer within ten days after the date the Notice of Intent to Award the contract is issued.

A protester must have submitted a proposal in order to have sufficient standing to protest the proposed award of a contract. Protests must include the following information:

- a. the name, address, and telephone number of the protester;
- b. the signature of the protester or the protester's representative;
- c. identification of the contracting agency and the solicitation or contract at issue;
- d. a detailed statement of the legal and factual grounds of the protest including copies of relevant documents; and the form of relief requested.

Protests filed by telex or telegram are not acceptable because they do not contain a signature. Fax copies containing a signature are acceptable.

The procurement officer will issue a written response to the protest. The response will set out the procurement officer's decision and contain the basis of the decision within the statutory time limit in AS 36.30.580. A copy of the decision will be furnished to the protester by certified mail, fax or another method that provides evidence of receipt.

All offerors will be notified of any protest. The review of protests, decisions of the procurement officer, appeals, and hearings, will be conducted in accordance with the State Procurement Code (AS 36.30), Article 8 "Legal and Contractual Remedies."

6.11 Application of Preferences

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Certain preferences apply to all contracts for professional services, regardless of their dollar value. The Alaska Bidder, Alaska Veteran, and Alaska Offeror preferences are the most common preferences involved in the RFP process. Additional preferences that may apply to this procurement are listed below. Guides that contain excerpts from the relevant statutes and codes, explain when the preferences apply and provide examples of how to calculate the preferences are available at the Department of Administration, Division of General Service's web site: <http://doa.alaska.gov/dgs/pdf/pref1.pdf>

Alaska Products Preference - AS 36.30.332
 Recycled Products Preference - AS 36.30.337
 Local Agriculture and Fisheries Products Preference - AS 36.15.050
 Employment Program Preference - AS 36.30.321(b)
 Alaskans with Disabilities Preference - AS 36.30.321(d)
 Alaska Veteran's Preference - AS 36.30.321(f)

The Division of Vocational Rehabilitation in the Department of Labor and Workforce Development keeps a list of qualified employment programs and individuals who qualify as persons with a disability. As evidence of a business' or an individual's right to the Employment Program or Alaskans with Disabilities preferences, the Division of Vocational Rehabilitation will issue a certification letter. To take advantage of these preferences, a business or individual must be on the appropriate Division of Vocational Rehabilitation list prior to the time designated for receipt of proposals. Offerors must attach a copy of their certification letter to the proposal. An offeror's failure to provide this certification letter with their proposal will cause the state to disallow the preference.

6.12 Alaska Bidder Preference

An Alaska Bidder Preference of 5% will be applied to the price in the proposal. The preference will be given to an offeror who:

- holds a current Alaska business license prior to the deadline for receipt of proposals;
- submits a proposal for goods or services under the name appearing on the offeror's current Alaska business license;
- has maintained a place of business within the state staffed by the offeror, or an employee of the offeror, for a period of six months immediately preceding the date of the proposal;
- is incorporated or qualified to do business under the laws of the state, is a sole proprietorship and the proprietor is a resident of the state, is a limited liability company (LLC) organized under AS 10.50 and all members are residents of the state, or is a partnership under AS 32.06 or AS 32.11 and all partners are residents of the state; and
- if a joint venture, is composed entirely of ventures that qualify under (1)-(4) of this subsection.

Alaska Bidder Preference Statement

In order to receive the Alaska Bidder Preference, the proposal must include a statement certifying that the offeror is eligible to receive the Alaska Bidder Preference.

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If the offeror is a LLC or partnership as identified in (4) of this subsection, the statement must also identify each member or partner and include a statement certifying that all members or partners are residents of the state.

If the offeror is a joint venture which includes a LLC or partnership as identified in (4) of this subsection, the statement must also identify each member or partner of each LLC or partnership that is included in the joint venture and include a statement certifying that all of those members or partners are residents of the state.

6.13 Alaska Veteran Preference

An Alaska Veteran Preference of 5%, not to exceed \$5,000, will be applied to the price in the proposal. The preference will be given to an offeror who qualifies under AS 36.30.990(2) as an Alaska bidder and is a:

- a. sole proprietorship owned by an Alaska veteran;
- b. partnership under AS 32.06 or AS 32.11 if a majority of the partners are Alaska veterans; limited liability company organized under AS 10.50 if a majority of the members are Alaska veterans; or
- c. corporation that is wholly owned by individuals, and a majority of the individuals are Alaska veterans.

Alaska Veteran Preference Statement

In order to receive the Alaska Veteran Preference, the proposal must include a statement certifying that the offeror is eligible to receive the Alaska Veteran Preference.

6.14 Alaska Offeror Preference

2 AAC 12.260(e) provides Alaska offerors a 10% overall evaluation point preference. Alaska bidders, as defined in AS 36.30.990(2), are eligible for the preference. An Alaska offeror will receive 10 percent of the total available points added to their overall evaluation score as a preference.

6.15 Formula Used to Convert Cost to Points

The distribution of points based on cost will be determined as set out in 2 AAC 12.260(c). The lowest cost proposal will receive the maximum number of points allocated to cost. The point allocations for cost on the other proposals will be determined using the formula:

$$(\text{Price of Lowest Cost Proposal}) \times (\text{Maximum Points for Cost}) \div (\text{Cost of Each Higher Priced Proposal})$$

Examples: Converting Cost to Points & Applying Preferences

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Formula Used to Convert Cost to Points

Step 1: List all proposal prices, adjusted where appropriate by the application of applicable preferences claimed by the offeror.

Offeror #1 \$40,000

Offeror #2 \$42,750

Offeror #3 \$47,500

Step 2: In this example, the RFP allotted 40% of the available 100 points to cost. This means that the lowest cost will receive the maximum number of points.

Offeror #1 receives 40 points.

The reason they receive that amount is because the lowest cost proposal, in this case \$40,000, receives the maximum number of points allocated to cost, 40 points.

Offeror #2 receives 37.4 points.

$\$40,000 \text{ lowest cost} \times 40 \text{ maximum points for cost} = 1,600,000 \div \$42,750 \text{ cost of Offeror \#2's proposal} = 37.4$

Offeror #3 receives 33.7 points.

$\$40,000 \text{ lowest cost} \times 40 \text{ maximum points for cost} = 1,600,000 \div \$47,500 \text{ cost of Offeror \#3's proposal} = 33.7$

Alaska Offeror Preference

Step 1: Determine the number of points available to qualifying offerors under this preference.

$100 \text{ Total Points Available in RFP} \times 10\% \text{ Alaska offerors preference} = 10 \text{ Points for the Preference}$

Step 2: Determine which offerors qualify as Alaska bidders and thus are eligible for the Alaska offerors preference. For the purpose of this example presume that all of the proposals have been completely evaluated based on the evaluation criteria in the RFP. The scores at this point are:

Offeror #1 83 points No Preference - 0 points

Offeror #2 74 points Alaska Offerors Preference - 10 points

Offeror #3 80 points Alaska Offerors Preference – 10 points

Step 3: Add the applicable Alaska offerors preference amounts to the offeror's scores:

Offeror #1 83 points

Offeror #2 84 points (74 points + 10 points)

Offeror #3 90 points (80 points + 10 points)

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Step 4: Offeror #3 is the highest scoring offeror and would get the award, provided their proposal is responsible and responsive.

6.16 Federal Debarment, Suspension, Ineligibility and Voluntary Exclusion

Expenditures from this contract may involve Federal funds. The U.S. Department of Labor requires all State agencies that are expending Federal funds to have a certification filed in the proposal by the offeror that they have not been debarred or suspended from doing business with the Federal government.

The Certification regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions form attached to this RFP must be completed and submitted with your proposal for both the offeror and any subcontractors.

This form will be used to check the contractor in the Federal System for Award Management (SAM). The offeror and any subcontractors must be registered in SAM to receive award and payments of Federal contracts. Registration is free and can be done at <https://www.sam.gov>.

6.17 Enrollment in IRIS

Offerors will be required to be enrolled in the State of Alaska's Integrated Resource Information System (IRIS) database prior to award of a contract resulting from this RFP. Enrollment can be done online at the following link: <http://doa.alaska.gov/dof/iris/vendor.html>.

Offerors who are not enrolled prior to award of a contract will be notified by DNR Procurement. Failure of an offeror to enroll in the IRIS database will delay award of the contract.

7. General Legal Information

7.01 Standard Contract Provisions

The contractor will be required to sign and submit the State's Standard Agreement Form generated by the IRIS database or the State's Standard Agreement Form for Goods and Non-Professional Services or Professional Services Contracts. Appendix A, General Conditions, is attached to this RFP for your review. The contractor must comply with the contract provisions set out in this attachment. No alteration of these provisions will be permitted without prior written approval from the Department of Law. Objections to any of the provisions in Appendix A must be set out in the offeror's proposal.

7.02 Proposal as a Part of the Contract

Part or all of this RFP and the successful proposal may be incorporated into the contract.

7.03 Additional Terms and Conditions

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The state reserves the right to add terms and conditions during contract negotiations. These terms and conditions will be within the scope of the RFP and will not affect the proposal evaluations.

7.04 Human Trafficking

By signature on their proposal, the offeror certifies that the offeror is not established and headquartered or incorporated and headquartered in a country recognized as Tier 3 in the most recent United States Department of State's Trafficking in Persons Report. The most recent United States Department of State's Trafficking in Persons Report can be found at the following website: <http://www.state.gov/j/tip/>. Failure to comply with this requirement will cause the state to reject the proposal as non-responsive, or cancel the contract.

7.05 Right of Rejection

Offerors must comply with all of the terms of the RFP, the State Procurement Code (AS 36.30), and all applicable local, state, and federal laws, codes, and regulations. The procurement officer may reject any proposal that does not comply with all of the material and substantial terms, conditions, and performance requirements of the RFP.

Offerors may not qualify the proposal nor restrict the rights of the state. If an offeror does so, the procurement officer may determine the proposal to be a non-responsive counter-offer and the proposal may be rejected.

Minor informalities that:

- a. do not affect responsiveness;
 - b. are merely a matter of form or format;
 - c. do not change the relative standing or otherwise prejudice other offers;
 - d. do not change the meaning or scope of the RFP;
 - e. are trivial, negligible, or immaterial in nature;
 - f. do not reflect a material change in the work; or
 - g. do not constitute a substantial reservation against a requirement or provision;
- may be waived by the procurement officer.

The state reserves the right to refrain from making an award if it determines that to be in its best interest.

A proposal from a debarred or suspended offeror shall be rejected.

7.06 State Not Responsible for Preparation Costs

The state will not pay any cost associated with the preparation, submittal, presentation, or evaluation of any proposal.

7.07 Disclosure of Proposal Contents

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All proposals and other material submitted become the property of the State of Alaska and may be returned only at the state's option. AS 40.25.110 requires public records to be open to reasonable inspection. All proposal information, including detailed price and cost information, will be held in confidence during the evaluation process and prior to the time a Notice of Intent to Award is issued. Thereafter, proposals will become public information.

Trade secrets and other proprietary data contained in proposals may be held confidential if the offeror requests, in writing, that the procurement officer does so, and if the procurement officer agrees, in writing, to do so. The offeror's request must be included with the proposal, must clearly identify the information they wish to be held confidential, and include a statement that sets out the reasons for confidentiality. Unless the procurement officer agrees in writing to hold the requested information confidential, that information will also become public after the Notice of Intent to Award is issued.

7.08 Assignment

Per 2 AAC 12.480, the contractor may not transfer or assign any portion of the contract without prior written approval from the procurement officer.

7.09 Disputes

A contract resulting from this RFP is governed by the laws of the State of Alaska. If the contractor has a claim arising in connection with the agreement that it cannot resolve with the state by mutual agreement, it shall pursue the claim, if at all, in accordance with the provisions of AS 36.30.620 – AS 36.30.632. To the extent not otherwise governed by the preceding, the claim shall be brought only in the Superior Court of the State of Alaska and not elsewhere.

7.10 Severability

If any provision of the contract or agreement is declared by a court to be illegal or in conflict with any law, the validity of the remaining terms and provisions will not be affected; and, the rights and obligations of the parties will be construed and enforced as if the contract did not contain the particular provision held to be invalid.

7.11 Supplemental Terms and Conditions

Proposals must comply with SEC. 1.12 Right of Rejection. However, if the state fails to identify or detect supplemental terms or conditions that conflict with those contained in this RFP or that diminish the state's rights under any contract resulting from the RFP, the term(s) or condition(s) will be considered null and void. After award of contract:

- a. if conflict arises between a supplemental term or condition included in the proposal and a term or condition of the RFP, the term or condition of the RFP will prevail; and
- b. if the state's rights would be diminished as a result of application of a supplemental term or

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condition included in the proposal, the supplemental term or condition will be considered null and void.

7.12 Contract Invalidation

If any provision of this contract is found to be invalid, such invalidation will not be construed to invalidate the entire contract.

7.13 Solicitation Advertising

Public notice has been provided in accordance with 2 AAC 12.220.

8. ATTACHMENTS

8.01 Standard Agreement Form - Appendix A, General Conditions

8.02 Appendix B1

8.03 Offeror's Checklist

8.04 Proposal Evaluation Form

8.05 Federal Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions Form

8.06 Cost Proposal

8.07 Aerial Photo of Forestry Base in Tok, Alaska (may be attached as a separate pdf file)

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APPENDIX A GENERAL CONDITIONS

1. Inspections and Reports:

The department may inspect, in the manner and at reasonable times it considers appropriate, all of the contractor's facilities and activities under this contract. The contractor shall make progress and other reports in the manner and at the times the department reasonably requires.

2. Suitable Materials, Etc.:

Unless otherwise specified, all materials, supplies or equipment offered by the contractor shall be new, unused, and of the latest edition, version, model or crop and of recent manufacture.

3. Disputes:

If the contractor has a claim arising in connection with the contract that it cannot resolve with the State by mutual agreement, it shall pursue the claim, if at all, in accordance with the provisions of AS 36.30.620□AS 36.30.632

4. Default:

In case of default by the contractor, for any reason whatsoever, the State of Alaska may procure the goods or services from another source and hold the contractor responsible for any resulting excess cost and may seek other remedies under law or equity.

5. No Assignment or Delegation:

The contractor may not assign or delegate this contract, or any part of it, or any right to any of the money to be paid under it, except with the written consent of the Procurement Officer.

6. No Additional Work or Material:

No claim for additional supplies or services, not specifically provided in this contract, performed or furnished by the contractor, will be allowed, nor may the contractor do any work or furnish any material not covered by the contract unless the work or material is ordered in writing by the Procurement Officer.

7. Independent Contractor:

The contractor and any agents and employees of the contractor act in an independent capacity and are not officers or employees or agents of the State in the performance of this contract.

8. Payment of Taxes:

As a condition of performance of this contract, the contractor shall pay all federal, State, and local taxes incurred by the contractor and shall require their payment by any subcontractor or any other persons in the performance of this contract. Satisfactory performance of this paragraph is a condition precedent to payment by the State under this contract.

9. Compliance:

In the performance of this contract, the contractor must comply with all applicable federal, state, and borough regulations, codes, and laws, and be liable for all required insurance, licenses, permits and bonds.

10. Conflicting Provisions:

Unless specifically amended and approved by the Department of Law, the terms of this contract supersede any provisions the contractor may seek to add. The contractor may not add additional or different terms to this contract; AS 45.02.207(b)(1). The contractor specifically acknowledges and agrees that, among other things, provisions in any documents it sees to append hereto that purport to (1) waive the State of Alaska's sovereign immunity, (2) impose indemnification obligations on the State of Alaska, or (3) seek to limit liability of the contractor for acts of contractor negligence, are expressly superseded by this contract and are void.

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11. Officials Not to Benefit:

Contractor must comply with all applicable federal or State laws regulating ethical conduct of public officers and employees.

12. Contract Prices:

Contract prices for commodities must be in U.S. funds and include applicable federal duty, brokerage fees, packaging, and transportation cost to the FOB point so that upon transfer of title the commodity can be utilized without further cost. Prices for services must be in U.S. funds and include applicable federal duty, brokerage fee, packaging, and transportation cost so that the services can be provided without further cost.

13. Contract Funding:

Contractors are advised that funds are available for the initial purchase and/or the first term of the contract. Payment and performance obligations for succeeding purchases and/or additional terms of the contract are subject to the availability and appropriation of funds.

14. Force Majeure:

The parties to this contract are not liable for the consequences of any failure to perform, or default in performing, any of their obligations under this Agreement, if that failure or default is caused by any unforeseeable Force Majeure, beyond the control of, and without the fault or negligence of, the respective party. For the purposes of this Agreement, Force Majeure will mean war (whether declared or not); revolution; invasion; insurrection; riot; civil commotion; sabotage; military or usurped power; lightning; explosion; fire; storm; drought; flood; earthquake; epidemic; quarantine; strikes; acts or restraints of governmental authorities affecting the project or directly or indirectly prohibiting or restricting the furnishing or use of materials or labor required; inability to secure materials, machinery, equipment or labor because of priority, allocation or other regulations of any governmental authorities.

15. Contract Extension:

Unless otherwise provided, the State and the contractor agree: (1) that any holding over of the contract excluding any exercised renewal options, will be considered as a month-to-month extension, and all other terms and conditions shall remain in full force and effect, and (2) to provide written notice to the other party of the intent to cancel such month-to-month extension at least thirty (30) days before the desired date of cancellation.

16. Severability:

If any provision of the contract is declared by a court to be illegal or in conflict with any law, the validity of the remaining terms and provisions will not be affected; and, the rights and obligations of the parties will be construed and enforced as if the contract did not contain the particular provision held to be invalid.

17. Continuing Obligation of Contractor:

Notwithstanding the expiration date of this contract, the contractor is obligated to fulfill its responsibilities until warranty, guarantee, maintenance and parts availability requirements have completely expired.

18. Governing Law; Forum Selection

This contract is governed by the laws of the State of Alaska. To the extent not otherwise governed by Article 3 of this Appendix, any claim concerning this contract shall be brought only in the Superior Court of the State of Alaska and not elsewhere.

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APPENDIX B₁ **INDEMNITY AND INSURANCE**

Article 1. Indemnification

The Contractor shall indemnify, hold harmless, and defend the contracting agency from and against any claim of, or liability for error, omission or negligent act of the Contractor under this agreement. The Contractor shall not be required to indemnify the contracting agency for a claim of, or liability for, the independent negligence of the contracting agency. If there is a claim of, or liability for, the joint negligent error or omission of the Contractor and the independent negligence of the Contracting agency, the indemnification and hold harmless obligation shall be apportioned on a comparative fault basis.

“Contractor” and “Contracting agency”, as used within this and the following article, include the employees, agents and other contractors who are directly responsible, respectively, to each. The term “independent negligence” is negligence other than in the Contracting agency’s selection, administration, monitoring, or controlling of the Contractor and in approving or accepting the Contractor’s work.

Article 2. Insurance

Without limiting contractor's indemnification, it is agreed that contractor shall purchase at its own expense and maintain in force at all times during the performance of services under this agreement the following policies of insurance. Where specific limits are shown, it is understood that they shall be the minimum acceptable limits. If the contractor's policy contains higher limits, the state shall be entitled to coverage to the extent of such higher limits. Certificates of Insurance must be furnished to the contracting officer prior to beginning work and must provide for a notice of cancellation, non-renewal, or material change of conditions in accordance with policy provisions. Failure to furnish satisfactory evidence of insurance or lapse of the policy is a material breach of this contract and shall be grounds for termination of the contractor's services. All insurance policies shall comply with and be issued by insurers licensed to transact the business of insurance under AS 21.

- 2.1 Workers' Compensation Insurance:** The Contractor shall provide and maintain, for all employees engaged in work under this contract, coverage as required by AS 23.30.045, and; where applicable, any other statutory obligations including but not limited to Federal U.S.L. & H. and Jones Act requirements. The policy must waive subrogation against the State.
- 2.2 Commercial General Liability Insurance:** covering all business premises and operations used by the Contractor in the performance of services under this agreement with minimum coverage limits of \$300,000 combined single limit per claim.
- 2.3 Commercial Automobile Liability Insurance:** covering all vehicles used by the Contractor in the performance of services under this agreement with minimum coverage limits of \$300,000. combined single limit per claim.

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8.04 OFFEROR'S CHECKLIST

This checklist is provided as a courtesy to prospective offerors. While every effort has been made to ensure this checklist is complete, it is still the offeror's responsibility to make sure they comply with all requirements of this RFP.

The following documents must be received by the DNR Procurement Office prior to the deadline set for receipt of proposals for your proposal to be considered responsive.

_____ 1. Technical Proposal.

a. If delivered in person or by the US Mail or a courier service (FEDEX, UPS, etc.): One original and three signed copies of the technical proposal packaged or submitted as required by paragraph 1.07 of this RFP.

b. If emailed or faxed, one signed original technical proposal submitted as required by paragraph 1.07 of this RFP.

_____ 2. Cost Proposal. One signed Cost proposal submitted separately as required by paragraph 1.07 of this RFP.

_____ 3. MANDATORY RETURN Amendment(s). Written acknowledgement of MANDATORY RETURN amendment(s) either within the proposal package or submitted separately in an email or fax to DNR Procurement. Must be received prior to the Deadline for Receipt of Proposals. Entering the amendment number in the Amendment(s) line on the Cost Proposal will satisfy this requirement.

Reminders:

1. It is the offeror's responsibility to make sure they comply with all requirements of this RFP and submit all required documents.

2. Cost proposal and technical proposals are to be submitted in separate packages within the proposal package or separate pdf file within an email.

3. Proposals must be received in their entirety prior to the Deadline for Receipt of Proposals. Late proposals will be considered non-responsive and will be rejected.

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8.01 PROPOSAL EVALUATION FORM

Offeror Name: _____
 Evaluator Name: _____
 Date of Review: _____
 RFP Number: 180000057, Forest Inventory and Analysis (FIA) Field Camp in Tok, Alaska

EVALUATION CRITERIA AND SCORING

THE TOTAL NUMBER OF POINTS USED TO SCORE THIS PROPOSAL IS 100

All proposals will be reviewed for responsiveness and then evaluated using the criteria set out herein.

5.01 Introduction and Understanding of the Project—5 Percent

Maximum Point Value for this Section - 5 Points
 100 Points x 5 Percent = 5 Points

Proposals will be evaluated against the questions set out below.

a. How well has the offeror demonstrated a thorough understanding of the purpose and scope of the project?

NOTES:

b. To what degree has the offeror demonstrated an understanding of the state's time schedule and their ability to meet it?

NOTES:

EVALUATOR'S POINT TOTAL FOR 5.01: _____

5.02 Methodology and Management Plan for the Project—25 Percent

Maximum Point Value for this Section - 25 Points
 100 Points x 25 Percent = 25 Points

Proposals will be evaluated against the questions set out below.

a. Does the chart, table, or other information provided by the contractor outlining the type(s) of contractor-owned or leased equipment available for contract use indicate equipment that is suitable for use within Alaska considering meteorological, environmental, and other conditions that may be encountered during the contract?

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NOTES:

b. To what degree does the timeframe outlined by the offeror in their proposal meet the requirements of the RFP or any amendments to the RFP?

NOTES:

c. To what degree does the information provided by the offeror on how they intend to maintain and support the offered camp meet the requirements of the RFP or any amendments to the RFP?

NOTES:

d. To what degree does the offeror identify environmental, meteorological, local population, logistical, and other factors that may or will impact mobilization and support of the camp, and how they will neutralize, overcome, or mitigate these obstacles?

NOTES:

e. How logical and feasible is the information provided on environmental, meteorological, local population, logistical, and other factors that may or will impact mobilization, deployment, and support to the camp considering the realities of conditions within the Tok area during the contract period?

NOTES:

EVALUATOR'S POINT TOTAL FOR 5.02: _____

5.03 Experience and Qualifications—20 Percent

Maximum Point Value for this Section - 20 Points

100 Points x 20 Percent = 20 Points

Proposals will be evaluated against the questions set out below.

a. How well does the organizational chart or other information provided by the offeror outline the chain of command the contractor will use to operate and support the camp?

NOTES:

b. To what degree does the organizational chart or chain of command information provided show when and where contractor staff will interface with DNR staff at each phase of the operation and is this information logical and feasible?

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NOTES:

c. To what degree does the offeror have experience in supporting non-disaster field operations of the type identified within this RFP?

NOTES:

d. To what degree does the experience shown include experience operating field camps in remote locations or remote communities and interacting with local citizens within the State of Alaska?

NOTES:

e. If the offeror has no experience operating field camps within the State of Alaska, to what degree does the experience shown include experience operating camps in remote locations or communities and interacting with local native or indigenous populations outside of the State of Alaska?

NOTES:

f. Do resumes submitted on key personnel indicate backgrounds and experience that are desirable for operating field camps within the State of Alaska?

NOTES:

g. Do resumes submitted on key personnel highlight any special or unique experience or qualifications the person has with regards to field camps or working with local native or indigenous people?

NOTES:

h. Did the offeror provide a minimum of three professional references that can verify information provided within the proposal regarding projects of a similar nature performed by the offeror within the last 5 years?

NOTES:

i. If a subcontractor will perform work on the project, how well do they measure up to the evaluation used for the offeror?

NOTES:

EVALUATOR'S POINT TOTAL FOR 5.03: _____

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EVALUATOR'S COMBINED POINT TOTAL FOR SECTIONS 5.01 THROUGH 5.03:_____

5.04 Contract Cost — 40 Percent

To avoid the appearance of cost influencing scoring Sections 5.04 and 5.05 will be evaluated only by the Procurement Officer.

Maximum Point Value for this Section — 40 Points
100 Points x 40 Percent = 40 Points

Overall, a minimum of 40 percent of the total evaluation points will be assigned to cost. The cost amount used for evaluation may be affected by one or more of the preferences referenced under SECTION 6.11.

Converting Cost to Points

The lowest cost proposal will receive the maximum number of points allocated to cost. The point allocations for cost on the other proposals will be determined through the method set out in SECTION 6.15.

PROCUREMENT OFFICER'S POINT TOTAL FOR COST:_____

5.05 Alaska Offeror Preference — 10 Percent

Point Value for this Section — 10 Points
100 Points x 10 Percent = 10 Points

If an offeror qualifies for the Alaska Bidder Preference, the offeror will receive an Alaska Offeror Preference. The preference will be 10 percent of the total available points. This amount will be added to the overall evaluation score of each Alaskan offeror.

PROCUREMENT OFFICER'S POINT TOTAL FOR ALASKA OFFEROR'S PREFERENCE (EITHER 0 OR 10):_____

5.06 COMBINED TOTAL

This section will be completed by the Procurement Officer.

- a. Evaluator's Combined Total for Sections 5.01 – 5.03:_____
- b. Procurement Officer's Evaluation for Section 5.04:_____
- c. Procurement Officer's Evaluation for Section 5.05:_____
- d. **TOTAL EVALUATED SCORE:**_____

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e. Procurement Officer's Initials:_____ and Date Completed:_____.

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**Certification Regarding Debarment, Suspension, Ineligibility
and Voluntary Exclusion
Lower Tier Covered Transactions**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98, Section 98.510, Participant's responsibilities. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160-19211).

**(BEFORE COMPLETING CERTIFICATION, READ THE INSTRUCTIONS ON THE
FOLLOWING PAGE WHICH ARE AN INTEGRAL PART OF THE CERTIFICATION)**

The prospective recipient of Federal assistance funds certifies, by submission of this bid, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

Where the prospective recipient of Federal assistance funds is unable to certify to any of the Statements in this certification, such prospective participant shall attach an explanation to this Proposal.

Name and Title of Authorized Representative:_____.

Signature:_____

Date:_____.

1. Is this company enrolled in the Federal System for Awards Management (SAM)? YES NO
2. If Yes, please provide either the DUNS Number _____ or the Cage Code _____.
3. If No, the company must be enrolled in SAM before a contract can be signed or payment made on a contract involving Federal funds. Failure to do so will result in cancellation of the contract.

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Instructions for Certification

1. By signing and submitting this Proposal, the prospective recipient of Federal assistance funds is providing the certification as set out below.
2. The certification in this class is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective recipient of Federal assistance funds knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the Department of Labor (DOL) may pursue available remedies, including suspension and/or debarment.
3. The prospective recipient of Federal assistance funds shall provide immediate written notice to the person to whom this Proposal is submitted if at any time the prospective recipient of Federal assistance funds learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "Proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this Proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective recipient of Federal assistance funds agrees by submitting this Proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the DOL.
6. The prospective recipient of Federal assistance funds further agrees by submitting this Proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may but is not required to check the List of Parties Excluded from Procurement or Non-procurement Programs.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the DOL may pursue available remedies, including suspension and/or debarment.

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RFP 180000057

COST PROPOSAL

Offerors must complete and submit this Cost Proposal form in a separate envelope within their proposal package or in a separate pdf document within an email.

The costs offered on this form must include all costs associated with the performance of the contract, including, but not limited to direct expenses, payroll, employee benefits, mark-ups, administrative costs, supplies, equipment, overhead, travel, permits, licenses, profit, food and beverages, utensils, tents/facility, tables, chairs, food preparation items, water, power, sanitation, safety, security, staff, and all other equipment, supplies, services specified within the RFP.

Quantities shown below are an estimate of the State's requirements during the contract period and will be used only for award and evaluation purposes. The State does not guarantee a minimum or maximum number of services required or dollar amount to be spent under any contract resulting from this RFP.

The State may award the optional costs for camp enhancements at its sole discretion based on availability of funding.

Submit only one signed Cost Proposal in a separately sealed envelope, or as a separate pdf file in an email, with your offer.

1. Mandatory Costs:

Item No.	Description	Est. Qty.	Unit Cost	Extended Cost
1.	Cost to provide and operate a field camp as specified within this RFP	58 Days	\$ _____ Per day	\$
2.	Cost for Mobilization from _____ (contractor's location) to Tok, Alaska	1 Event	\$	\$
3.	Cost for Demobilization from Tok, Alaska to _____ (contractor's location)	1 Event	\$	\$
4.	Total Contract Cost (sum 1-3 above)			\$

2. Camp Enhancements: Reference paragraph 3.03.I.2) of the RFP: List any camp enhancements you're offering in response to this RFP that are above the minimum requirements of the RFP and that may provide additional service(s) or comfort for State

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crews. If none, leave blank or write "None" on the first line. If more space is needed you may attach a document to your cost proposal outlining the service(s).

Item No.	Description	Qty.	Unit Cost Per ____	Extended Cost

3. Signature:

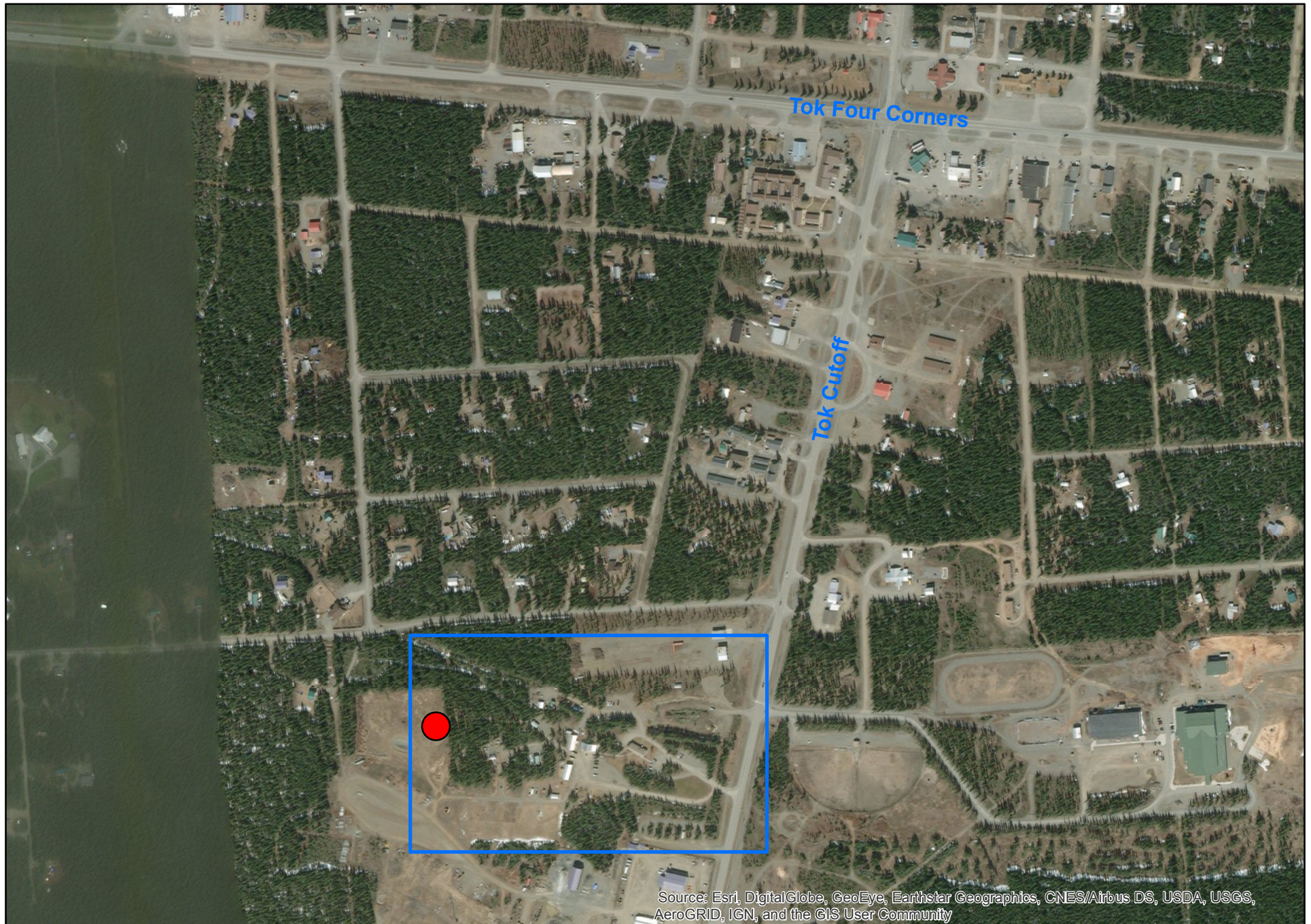
1.	Company Name:
2.	Signature of Authorizing Agent:
3.	Printed Name of Authorizing Agent:
4.	Date Signed:

4. Preference Certification:

No.	Preference	Certification	
		YES	NO
1.	Does your company qualify for the Alaska Bidder's Preference? If yes, you must have a current Alaska Business license at the Deadline for Receipt of Proposals.		
2.	Does your company qualify for the Alaska Veterans Preference? If yes, provide a copy of your DD214 with social security number, serial number, date of birth, and other Privacy Act information redacted out with your proposal or upon request by the DNR Procurement Officer.		
3.	Does your company qualify for the Alaska Employment Program or Alaskans with Disabilities preference? If yes, provide a copy of the certification letter issued by the Division of Vocational Rehabilitation with your proposal. Failure to provide a copy of the certification letter with your proposal will result in disallowance of the preference.		

5. Acknowledgment of Amendment(s): I acknowledge receipt of the following amendment(s) issued for this RFP (If no amendments were issued write "None" or leave blank):_____.

State of Alaska Tok Forestry Base



Source: Esri, DigitalGlobe, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AeroGRID, IGN, and the GIS User Community



= Approximate Tok Forestry Base Boundary



= Location of Field Camp

