

STATE OF ALASKA RFP NUMBER 180000060
AMENDMENT NUMBER 2



Department of Natural Resources
Support Services Division
Procurement Section
550 W. 7th Avenue, Suite 1330
Anchorage, Alaska 99501

THIS IS NOT AN ORDER

DATE AMENDMENT ISSUED: April 27, 2018

RFP TITLE: Professional Forester Services for the Division of Forestry

RFP DEADLINE FOR RECEIPT OF PROPOSALS: 2:00 p.m. on May 8, 2018

2 AAC 12.295 allows the Procurement Officer to amend an RFP after receipt of proposals if there is a need for any substantial clarification of or material change in the RFP. This amendment is being issued under this authority. This amendment is for informational purposes only and need not be returned to the State.

1. **DEADLINE FOR RECEIPT OF PROPOSALS:** The new Deadline for Receipt of Proposals is 2:00 p.m. on **May 8, 2018**. Proposals must be received in their entirety within the DNR Procurement Office prior to this deadline.
2. **CHANGE:** The paragraph beginning with "Faxed, emailed, or oral proposals" in paragraph 1.07, Return Instructions, of the RFP to read:

Emailed proposals are acceptable. Faxed or oral proposals, or proposals submitted through the IRIS Vendor Self Service (VSS) portal are not acceptable; will be considered non-responsive; and will be rejected by the State.

3. **ADD:** Add the following paragraph to paragraph 1.07, Return Instructions, within the RFP:

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 and DNR Procurement.

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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.

4. **COST PROPOSALS:** Refer to paragraphs 1.07 and 4.05, the Cost Proposal Form on page 47 of the RFP, and paragraphs 1 and 2 of this amendment:

a. Cost Proposals must be submitted in a separate envelope within the proposal package or as a separate pdf file if emailing the proposal.

b. Cost Proposals must be submitted using the State's Cost Proposal form shown in the RFP. A separate fee schedule or other such document must be attached to the Cost Proposal listing the current billing rates for staff anticipated to work under a contract resulting from this RFP. The billing rates offered on the attached document must equal those shown in the Billing Rate column on the State's Cost Proposal form.

5. **RECEIPT OF PROPOSALS:** Refer to paragraph 1.07 of the RFP and paragraph 2 of this amendment: Proposals must be received in their entirety WITHIN THE DNR PROCUREMENT OFFICE prior to the Deadline for Receipt of Proposals. Please ensure you have the correct mailing/delivery address, particularly the Suite number, if sending or delivering hardcopies of your proposal, and the correct email address if emailing proposals. Proposals that are not received WITHIN THE DNR PROCUREMENT OFFICE prior to the Deadline for Receipt of Proposals will be considered non-responsive and will be rejected.

6. Offerors who have already submitted a proposal may submit a new or revised technical or cost proposal based on information provided within this amendment at their discretion. Proposals may also be accepted from offerors who did not respond to this RFP within the original deadline.

7. This amendment is for informational purposes only and need not be returned to the State. Please contact the DNR Procurement Office with questions.

//SIGNED COPY ON FILE//

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FOR STATE USE ONLY - THIS AMENDMENT COVERS RFP# 180000060