

RETURN THIS BID TO THE ISSUING OFFICE AT:

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

THIS IS NOT AN ORDER**DATE ITB ISSUED: June 25, 2020****ITB TITLE: Vehicle Crash Form Data Entry Services – Federally Funded**

SEALED BIDS MUST BE SUBMITTED TO THE STATEWIDE CONTRACTING AND PROCUREMENT OFFICE FROM WHICH THEY WERE ISSUED AND MUST BE TIME AND DATE STAMPED BY THE PURCHASING SECTION PRIOR TO 2:00 PM (ALASKA TIME) ON JULY 16, 2020 AT WHICH TIME THEY WILL BE PUBLICLY OPENED.

DELIVERY LOCATION: See ITB**DELIVERY DATE:** See ITB

IMPORTANT NOTICE: If you received this solicitation from the State's "Online Public Notice" web site, you must register with the Procurement Officer listed on this document to receive subsequent amendments. Failure to contact the Procurement Officer may result in the rejection of your offer.

BIDDER'S NOTICE: By signature on this form, the bidder certifies that:

- (1) the bidder has a valid Alaska business license, or will obtain one prior to award of any contract resulting from this ITB. If the bidder possesses a valid Alaska business license, the license number must be written below or one of the following forms of evidence must be submitted with the bid:
 - a canceled check for the business license fee;
 - a copy of the business license application with a receipt date stamp from the State's business license office;
 - a receipt from the State's business license office for the license fee;
 - a copy of the bidder's valid business license;
 - a sworn notarized affidavit that the bidder has applied and paid for a business license;
- (2) the price(s) submitted was arrived at independently and without collusion and that the bidder is complying with:
 - the laws of the State of Alaska;
 - the applicable portion of the Federal Civil Rights Act of 1964;
 - the Equal Employment Opportunity Act and the regulations issued thereunder by the State and Federal Government; and
 - all terms and conditions set out in this Invitation to Bid (ITB).

If a bidder fails to comply with (1) at the time designated in the ITB for opening the state will disallow the Alaska Bidder Preference. If a bidder fails to comply with (2) of this paragraph, the state may reject the bid, terminate the contract, or consider the contractor in default. Bids must be also submitted under the name as appearing on the bidder's current Alaska business license in order to receive the Alaska Bidder Preference.

Tom Mayer, Procurement Specialist	Company Submitting Bid	
Telephone: 907-465-8855	Printed Name	
Fax: 907-465-3124	Authorized Signature	
Email: tom.mayer@alaska.gov	Date	
	Federal Tax ID Number	
	Telephone Number	
	Email Address	
	Alaska Business License # (Must Match 1 above)	

STANDARD TERMS AND CONDITIONS

INSTRUCTIONS TO BIDDERS:

- 1. INVITATION TO BID (ITB) REVIEW:** Bidders shall carefully review this ITB for defects and questionable or objectionable material. Bidders' comments concerning defects and questionable or objectionable material in the ITB must be made in writing and received by the purchasing authority at least ten (10) days before the bid opening date. This will allow time for an amendment to be issued if one is required. It will also help prevent the opening of a defective bid, upon which award cannot be made, and the resultant exposure of bidders' prices. Bidders' original comments should be sent to the purchasing authority listed on the front of this ITB.
- 2. BID FORMS:** Bidders shall use this and attached forms in submitting bids. A photocopied bid may be submitted.
- 3. SUBMITTING BIDS:** Envelopes containing bids must be sealed, marked, and addressed as shown in the example below. Do not put the ITB number and opening date on the envelope of a request for bid information. Envelopes with ITB numbers annotated on the outside will not be opened until the scheduled date and time.

Bidder's Return Mailing Address:

Department of Transportation & Public Facilities
Statewide Contracting & Procurement
P.O. Box 112500
Juneau, Alaska 99811-2500

Physical Address: 3132 Channel Dr., Suite 350, Juneau, AK 99801

ITB No.: **2521H008**

Opening Date: July 16, 2020

4. PRICES: The bidder shall state prices in the units of issue on this ITB. Prices quoted 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 quoted for services must be quoted 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. Prices quoted in bids must be exclusive of federal, state, and local taxes. If the bidder believes that certain taxes are payable by the State, the bidder may list such taxes separately, directly below the bid price for the affected item. The State is exempt from Federal Excise Tax except the following:

- Coal - Internal Revenue Code of 1986 (IRC), Section 4121 - on the purchase of coal;
- "Gas Guzzler" - IRC, Section 4064 - on the purchase of low m.p.g. automobiles, except that police and other emergency type vehicles are not subject to the tax;
- Air Cargo - IRC, Section 4271 - on the purchase of property transportation services by air;
- Air Passenger - IRC, Section 4261 - on the purchase of passenger transportation services by air carriers.

5. VENDOR TAX ID NUMBER: If goods or services procured through this ITB are of a type that is required to be included on a Miscellaneous Tax Statement, as described in the Internal Revenue Code, a valid tax identification number must be provided to the State of Alaska before payment will be made.

6. FILING A PROTEST: A bidder may protest the award of a contract or the proposed award of a contract for supplies, services, or professional services. The protest must be filed in writing and include the following information: (1) the name, address, and telephone number of the protester; (2) the signature of the protester or the protester's representative; (3) identification of the contracting agency and the solicitation or contract at issue; (4) a detailed statement of the legal and factual grounds of the protest, including copies of relevant documents; and (5) the form of relief requested. Protests will be treated in accordance with Alaska Statutes (AS) 36.30.560-36.30.610.

CONDITIONS:

- 1. AUTHORITY:** This ITB is written in accordance with AS 36.30 and 2 AAC 12.
- 2. COMPLIANCE:** In the performance of a contract that results from this ITB, 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; and pay all applicable federal, state, and borough taxes.
- 3. SUITABLE MATERIALS, ETC.:** Unless otherwise specified, all materials, supplies or equipment offered by a bidder shall be new, unused, and of the latest edition, version, model or crop and of recent manufacture.
- 4. SPECIFICATIONS:** Unless otherwise specified in the ITB, product brand names or model numbers specified in this ITB are examples of the type and quality of product required, and are not statements of preference. If the specifications describing an item conflict with a brand name or model number describing the item, the specifications govern. Reference to brand name or number does not preclude an offer of a comparable or better product, if full specifications and descriptive literature are provided for the product. Failure to provide such specifications and descriptive literature may be cause for rejection of the offer.
- 5. FIRM OFFER:** For the purpose of award, offers made in accordance with this ITB must be good and firm for a period of ninety (90) days from the date of bid opening.
- 6. EXTENSION OF PRICES:** In case of error in the extension of prices in the bid, the unit prices will govern; in a lot bid, the lot prices will govern.
- 7. BID PREPARATION COSTS:** The State is not liable for any costs incurred by the bidder in bid preparation.
- 8. CONSOLIDATION OF AWARDS:** Due to high administrative costs associated with processing of purchase orders, a single low bid of \$50 or less may, at the discretion of the State, be awarded to the next low bidder receiving other awards for consolidation purposes. This paragraph is not subject to the protest terms enumerated in "INSTRUCTION TO BIDDERS", "FILING A PROTEST" above.

STANDARD TERMS AND CONDITIONS

9. CONTRACT FUNDING: Bidders 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.

10. CONFLICT OF INTEREST: An officer or employee of the State of Alaska may not seek to acquire, be a party to, or possess a financial interest in, this contract if (1) the officer or employee is an employee of the administrative unit that supervises the award of this contract; or (2) the officer or employee has the power to take or withhold official action so as to affect the award or execution of the contract.

11. ASSIGNMENT(S): Assignment of rights, duties, or payments under a contract resulting from this ITB is not permitted unless authorized in writing by the procurement officer of the contracting agency. Bids that are conditioned upon the State's approval of an assignment will be rejected as nonresponsive.

1. 12. SUBCONTRACTOR(S): Within five (5) working days of notice from the state, the apparent low bidder must submit a list of the subcontractors that will be used in the performance of the contract. The list must include the name of each subcontractor and the location of the place of business for each subcontractor and evidence of each subcontractor's valid Alaska business license.

13. FORCE MAJEURE: (Impossibility to perform): The parties to a contract resulting from this ITB are not liable for the consequences of any failure to perform, or default in performing, any of its obligations under the contract, 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 ITB, 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.

14. LATE BIDS: Late bids are bids received after the time and date set for receipt of the bids. Late bids will not be accepted.

15. CONTRACT EXTENSION: Unless otherwise provided in this ITB, the State and the successful bidder/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. 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.

17. DISPUTES: If a contractor has a claim arising in connection with a contract resulting from this ITB that it cannot resolve with the State by mutual agreement, it shall pursue a claim, if at all, in accordance with the provisions of AS 36.30.620 – 632.

18. CONSUMER ELECTRICAL PRODUCT: AS 45.45.910 requires that "...a person may not sell, offer to sell, or otherwise transfer in the course of the person's business a consumer electrical product that is manufactured after August 14, 1990, unless the product is clearly marked as being listed by an approved third party certification program." Electrical consumer products manufactured before August 14, 1990, must either be clearly marked as being third party certified or be marked with a warning label that complies with AS 45.45.910(e). Even exempted electrical products must be marked with the warning label. By signature on this bid the bidder certifies that the product offered is in compliance with the law. A list of approved third party certifiers, warning labels and additional information is available from: Department of Labor and Workforce Development, Labor Standards & Safety Division, Mechanical Inspection Section, P.O. Box 107020, Anchorage, Alaska 99510-7020, (907)269-4925.

19. 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.

20. GOVERNING LAW; FORUM SELECTION: A contract resulting from this ITB is governed by the laws of the State of Alaska. To the extent not otherwise governed by section 17 of these Standard Terms and Conditions, any claim concerning the contract shall be brought only in the Superior Court of the State of Alaska and not elsewhere.

SPECIAL CONDITIONS:

1. ORDER DOCUMENTS: Except as specifically allowed under this ITB, an ordering agency will not sign any vendor contract. The State is not bound by a vendor contract signed by a person who is not specifically authorized to sign for the State under this ITB. The State of Alaska Purchase Order, Contract Award and Delivery Order are the only order documents that may be used to place orders against the contract(s) resulting from this ITB.

2. BILLING INSTRUCTIONS: Invoices must be billed to the ordering agency's address shown on the individual Purchase Order, Contract Award or Delivery Order, not to the Division of General Services. The ordering agency will make payment after it receives the merchandise or service and the invoice. Questions concerning payment must be addressed to the ordering agency.

3. CONTINUING OBLIGATION OF CONTRACTOR: Notwithstanding the expiration date of a contract resulting from this ITB, the contractor is obligated to fulfill its responsibilities until warranty, guarantee, maintenance and parts availability requirements have completely expired.

ALASKA BUSINESS LICENSE AND OTHER REQUIRED LICENSES: Prior to the award of a contract, a bidder must hold a valid Alaska business license. For information in obtaining applicable licenses, offerors should contact the Department of Community and Economic Development, Division of Corporations, Business and Professional Licensing:

Website: <https://www.commerce.alaska.gov/web/cbpl/ProfessionalLicensing.aspx>

Phone: (907) 465-2550

Email: license@alaska.gov

Acceptable evidence that the bidder 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 bid that the bidder has a valid Alaska business license and has included the license number in the bid (see front page);
- (c) a canceled check for the Alaska business license fee;
- (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 affidavit that the bidder has applied and paid for the Alaska business license.

BIDDERS WITH DISABILITIES: 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 participate in this procurement should contact the Commissioner's Office at one of the following numbers no later than 10 days prior to bid opening to make any necessary arrangements.

Telephone: (907) 465-8855

Fax: (907) 465-3124

Callers with telephone accessibility needs are encouraged to call the Alaska Relay Service. The Alaska Relay Service provides telephone accessibility to people who are deaf, hard-of-hearing or speech disabled. Callers should be prepared to provide the specific phone number at the Department of Transportation & Public Facilities that they wish to call:

Alaska Relay Service Phone Numbers and websites:

Voice or TTY: dial 711 (if voice, wait on line for representative to answer)

TTY: 1-800-770-8973 (text only)

Voice: 1-800-770-8255

VCO Direct: 1-800-770-6108 (Voice Carry Over)

ASCI: 1-800-770-3919

STS: 1-866-355-6198 (Speech to Speech)

Spanish: 1-866-355-6199

IP Relay: www.sprintrelayonline.com (Internet Relay)

Website: www.AlaskaRelay.com

COMPLIANCE WITH ADA: By signature of their bid the bidder certifies that they comply with the Americans with Disabilities Act of 1990 and the regulations issued thereunder by the federal government.

Services or activities furnished to the general public on behalf of the State must be fully accessible. This is intended to ensure that agencies are in accordance with 28 CFR Part 35 Section 35.130 and that services, programs or activities furnished to the public through a contract do not subject qualified individuals with a disability to discrimination based on the disability.

CONTRACT PERFORMANCE LOCATION: By signature on their bid, the bidder certifies that all services provided under this contract by the contractor and all subcontractors shall be performed in the United States.

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

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 bid as non-responsive, or cancel the contract.

[Note: This policy does not apply to contracts for “supplies” as defined under AS 36.30.990 (24)]

HUMAN TRAFFICKING: By signature on their bid, the bidder certifies that the bidder 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/g/tip/>.

Failure to comply with this requirement will cause the state to reject the bid as non-responsive, or cancel the contract.

CONTRACT INTENT: This Invitation to Bid (ITB) is intended to result in a term contract for large batch data entry services for the Department of Transportation & Public Facilities (DOT/PF), Division of Program Development, Alaska Highway Safety Office.

FEDERAL CONTRACT PROVISIONS:

Required Contract Provisions for Federal-Aid (FHWA) Contracts, [Form #25D-55 H (2/16), pages 1-13] are attached to this document as **Attachment E**. This contract incorporates the provisions by reference, with the same force and effect as if they were given in full text. The Contractor must identify all known federal requirements that apply to the proposal, the evaluation, or the contract.

CONTRACT FUNDING:

The funding of the resultant contract will be provided by the U.S. Federal Highways Administration (FHWA). Federal funds are identified and appropriated for the first term of the contract. Payment and performance obligations for additional terms of the contract are subject to the availability and appropriation of funds.

STATEMENT OF FINANCIAL ASSISTANCE:

Statement of Financial Assistance: This Procurement is subject in part to financial assistance grants agreement between the State of Alaska and both the U.S. Department of Transportation and the Federal Aviation Administration.

Sec. 36.30.890. Federal Assistance

If a procurement involves the expenditure of federal funds or federal assistance and there is a conflict between a provision of this chapter or a regulation adopted under a provision of this chapter and a federal statute, regulation, policy, or requirement, the federal statute, regulation, policy, or requirement shall prevail.

2 AAC 12.730. Federal Assistance

If a procurement involves the expenditure of federal funds or requires federal assistance and there is a conflict between a provision of this chapter and federal statute, regulation, policy, or requirement, the procurement officer shall comply with the federal statute, regulation, policy, or requirement.

Authority: AS 36.30.040; AS 36.30.890

NOTICE OF INTENT TO AWARD: After the responses to this ITB have been opened and evaluated, a tabulation of the bids will be prepared. This tabulation, called a Notice of Intent to Award, serves two purposes. It lists the name of each company or person that offered a bid and the price they bid. It also serves as notice of the State's intent to award a contract(s) to the bidder(s) indicated. A copy of the Notice of Intent will be emailed to each company or person who responded to the ITB. Bidders identified as the apparent low responsive bidders, are instructed not to proceed until a Purchase Order, Contract Award, Lease, or some other form of written notice is given by the contracting officer. A company or person who proceeds prior to receiving a Purchase Order, Contract Award, Lease, or some other form of written notice from the contracting officer does so without a contract and at their own risk.

PAYMENT FOR STATE PURCHASES: Payment for agreements under \$500,000 for the undisputed purchase of goods or services provided to a State agency, will be made within 30 days of the receipt of a proper billing or the delivery of the goods or services to the location(s) specified in the agreement, whichever is later.

A late payment is subject to 1.5% interest per month on the unpaid balance. Interest will not be paid if there is a dispute or if there is an agreement which establishes a lower interest rate or precludes the charging of interest.

THIRD-PARTY FINANCING AGREEMENTS NOT ALLOWED: Because of the additional administrative and accounting time required of State agencies when third party financing agreements are permitted, they will not be allowed under this contract.

WORKMANSHIP & MATERIALS: All work must be performed in a thorough and workmanlike manner and in accordance with current industry practices. The contractor will be held responsible for the quality of the delivered product. The State will reject any item that does not meet the specifications of the ITB. Rejected items will be returned to the contractor at the contractor's risk and expense.

SERVICE CONTRACT DEFICIENCIES: The Contractor's failure to provide a service required by this contract will be grounds for the State to issue a Service Deficiency Claim (SDC) to the Contractor. The SDC will be provided to the Contractor in writing. The Contractor will advise the State, in writing, of the corrective action being taken.

If a deficiency is not corrected within seven (7) business days from the time it is issued, the state may issue another SDC and procure, from another Contractor, the services necessary to correct the problem. The Contractor will then be obligated to reimburse the State for the amount required to correct the problem.

If a Contractor gets more than two substantiated SDCs in a 30-day period or a total of five substantiated SDCs in a 60-day period, it will be grounds for the state to declare the Contractor in default.

CONTRACT ADMINISTRATION: The administration of this contract is the responsibility of the Contracting Officer of record within the Department of Transportation, Statewide Contracting & Procurement.

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.

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.

Proof of insurance is required for the following:

Workers' Compensation Insurance: The contractor shall provide and maintain, for all employees engaged in work under this contract, coverage as required by AS23.30.045, 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.

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 occurrence.

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 occurrence.

Failure to supply satisfactory proof of insurance within the time required will cause the state to declare the bidder non-responsible and to reject the bid.

FIRM, UNQUALIFIED AND UNCONDITIONAL OFFER: Bidders must provide enough information with their bid to constitute a definite, firm, unqualified and unconditional offer. To be responsive a bid must constitute a definite, firm, unqualified and unconditional offer to meet all of the material terms of the ITB. Material terms are those which could affect price, quantity, quality, or delivery. Also included as material terms are those which are clearly identified in the ITB and which, for reasons of policy, must be complied with at risk of bid rejection for non-responsiveness.

ALTERATIONS: The contractor must obtain the written approval from the contracting officer prior to making any alterations to the specifications contained in this ITB. The State will not pay for alterations that are not approved in advance and in writing by the contracting officer.

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 (i) 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 (ii) acquired, obtained or learned by the Contractor or a Contractor agent in the performance of this contract. Confidential information includes all police and driver vehicle crash reports.

All paper reports shall remain in the Contractor's possession within locked storage (locker, cabinet, room, etc.) until returned to DOT&PF. The DOT&PF reserves the right to inspect the Contractor's premises at any time to ensure compliance. All electronic reports shall be secured on one workstation so as to prevent unauthorized use. If the vendor suspects theft or unauthorized/illegal use of report forms they must report the matter to the DOT&PF Project Manager immediately.

CONTRACT PERIOD: From date of award through September 30, 2020 with the option to renew for four additional one year terms under the same terms and conditions, as the original contract. The state anticipates the initial term will be from approximately August 1, 2020 through September 30, 2020 to allow the contract to align with the end of the federal fiscal year. Renewals to be exercised solely by the State.

CONTRACT CANCELLATION: The State reserves the right to cancel the contract at its convenience upon thirty (30) calendar day's written notice to the Contractor. The State is liable only for payment in accordance with the payment provisions of this contract for services or supplies provided before the effective date of termination.

COMPENSATION: The contractor shall be compensated the full lump sum offered for Lot One, Existing Backlog Forms. For Lot Two, Annual Forms, the contractor shall be compensated at the Per Record Rate offered for each form type in response to this ITB.

PRICE ADJUSTMENTS: The Per Record Rates offered in response to this ITB shall remain firm through September 30, 2021. The Per Record Rate may be adjusted annually beginning on October 1, 2021 if the Contractor requests the price adjustment in writing, 30 days prior to the renewal date. If the contractor fails to request a CPI price adjustment 30 days prior to the renewal date, the adjustment will be effective 30 days after the state receives the written request. Retroactive adjustments will not be allowed.

Price adjustments will be made in accordance with the percentage change in the U.S. Department of Labor Consumer Price Index (CPI-W) for Urban Wage Earners and Clerical Workers for the applicable location in which the data entry tasks are completed. The location will be identified at the time of award.

The price adjustment rate will be determined by comparing the percentage difference between the CPI in effect for the base year six month average (July to December June 2020); and each (July to December six month average) thereafter. The percentage difference between those two CPI issues will be the price adjustment rate.

PRICE DECREASES: During the period of the contract all price decreases experienced by the Contractor must be passed on to the State. A Contractor's failure to strictly and faithfully adhere to this clause, within the time required, will be considered in breach of contract.

INVOICES: The Contractor must submit monthly invoices. The invoice must identify the Contract No., the billing period, the number of each type of crash forms processed for the billing period, and the offered rate per record.

No payment shall be made until invoices have been reviewed and approved by the Project Manager. Invoices must be submitted to:

DOT/PF/ Div. of Program Development
Attn: Tammy Kramer
P.O. Box 112500
Juneau AK 99811-2500

INVOICING INSTRUCTIONS: The following instructions must be followed when submitting invoices for Lots One and Two.

Lot One: Existing Backlog: As seen in the Contractor Requirements section of this ITB, the contractor shall complete the entry of the existing backlog of crash data forms, in the defined order by February 1, 2021. The submitted invoice must indicate the total number of forms processed during the previous month. The amount to be paid for the entry of existing backlog forms shall be based on the percentage of forms completed the previous month when compared to the total volume of existing forms (approximately 30,000).

Lot One Invoicing Example: Under this example, the total lump sum offered to Lot One was \$193,000.00. The contractor completed the entry of 7,800 crash data forms the previous month. 7,800 forms represents 26% of the 30,000 crash data forms in Lot One. The invoice and payment for Lot One in this month would be 26% of \$193,000.00 or \$50,180.00.

Lot Two: Annual Forms: As seen in the Contractor Requirements section of this ITB, the contractor shall complete the entry of the existing backlog of crash data forms, in the defined order by February 1, 2021. Once the existing backlog of forms is complete, the contractor shall begin entry of Lot Two, Annual Crash Forms in the defined order as seen in the Contractor Requirements section. The contractor shall be compensated at the Per Record Rate offered in response to this ITB for Lot Two.

Lot Two Invoicing Example: Under this example, the contractor processed a total of 1,017 forms during the previous month and would be compensated as seen below:

Item # and Description	Number Processed	Rate Per Record	Total Due
Item 1: Electronic Crash Form-Law Enforcement Form 12-200	219	\$6.45	\$1,412.55
Item2: Manual Crash Form-Law Enforcement Form 12-200	581	\$8.75	\$5,083.75
Item 3: Manual Crash Form: Drive Form 12-209	217	\$5.85	\$1,269.45
Total Amount Due			\$7,765.75

METHOD OF AWARD: Award will be made as a single lot to the lowest responsive and responsible bidder. In order to be considered responsive, bidders must bid on all items in all lots. There are two lots as defined below.

Lot One: Existing Backlog: The state currently has an existing backlog of approximately 30,000 crash data forms to be entered. Pricing for this lot shall be bid as a lump sum with all work to be completed no later than February 1, 2021. A lump sum in excess of \$275,000.00 for Lot One shall result in the bid being found nonresponsive and the bid will be rejected.

Lot Two: Annual Forms: The state anticipates approximately 12,000 forms will require entry on an annual basis. Pricing for this lot shall be on a Per Record basis.

MINIMUM QUALIFICATIONS

PRIOR EXPERIENCE: In order for bids to be considered responsive, offerors **must submit written evidence** with the bid that confirms the bidder meets or exceeds at least one of the following minimum prior experience requirements.

1. The Bidder shall have at least one year of experience in performing data entry services or processing of forms similar in scope where data is entered into a database or web application, or,
2. The Bidder shall have at least one year of experience working with and understanding the importance of traffic safety data, or ,
3. The Bidder shall have at least one year of experience performing data entry or transcription services.

BIDDERS RESPONSE: Bidders must provide a written narrative that describes their prior experience and defines specifically how the bidder meets or exceeds at least one of the above minimum prior experience requirements. **Failure to submit a narrative statement that confirms the bidder meets or exceeds at least one of the prior experience requirements may result in the State deeming the bid non-responsive and rejecting the bid.**

SCOPE OF WORK

BACKGROUND: The Alaska Department of Transportation & Public Facilities (DOT&PF), Alaska Highway Safety Office, is soliciting for data entry services related to motor vehicle crash forms. The Crash Data Team processes thousands of law enforcement and driver crash forms annually to identify and prioritize highway improvement projects.

Entering the data into the DOT&PF's database requires considerable quickness, accuracy, thoroughness, and attention to detail. Approximately 12,000 crashes are reported per year. The data entry services the contractor will provide under the intended contract is the entry of data from the driver submitted motor vehicle crash data form 12-209 and the law enforcement (12-200) forms into DOT&PF's Crash Data Entry System (CDES).

Currently, there is a two and a half year backlog of unprocessed forms totaling approximately 30,000. Once DOT&PF has caught up to within six months of actual crash dates, DOT&PF will notify the vendor there will be a reduced amount of crash forms to be processed each month.

DEFINITIONS: The following definitions are applicable throughout the solicitation process, any amendments issued, and the subsequent contract award:

- **Crash Data Entry System (CDES):** The CDES is the DOT&PF web enabled crash data entry system. This system is easy to use and includes drop down menus and autofill features. This system is integrated with DOT&PF's roadway data system to identify crash location. There are two types of entry:
 - **Electronic:** The data included in the electronic version of the 12-200 law Enforcement form is pre-populated in the CDES.
 - **Manual:** The data included on the manual versions of the 12-209 (driver report) or the 12-200 (law enforcement) form is manually entered by the contractor.
- **Crash Forms:** The crash forms provided by DOT&PF consist of crash related data fields entered by law enforcement or citizens filling out the driver crash form. A form may contain hundreds of fields that require keying and may consist of multiple pages. This contract is for processing two types of crash forms:
 - The 12-200 law enforcement crash form is an 8 page form. A sample of this form may be seen in **Attachment C, Law Enforcement Form 12-200**. This form will be provided to the contractor in both electronic and manual entry versions.
 - The 12-209 driver report form is a 2 page form. A sample of this form may be seen in **Attachment D, Driver Form 12-209**. This form will be provided to the contractor for manual entry.
- **Data Entry Instructions:** Detailed instructions will be provided to the Contractor. These instructions clearly describe the entry of each field on the forms. Please see **Attachment A, Crash Data Entry Instructions** for additional information.
- **Field:** A specific section on the form that requires data entry. A field may consist of any number of keystrokes.
- **Geolocate:** Geolocation is the identification of the real-world geographic location of an object or event. For the purposes of this solicitation, geolocate refers to location of a crash event onto the DOT&PF's geographic information system linear referenced system (GIS LRS) road network. The GIS LRS contains the road centerline and common roadway inventory features and attributes in an interactive map application. The GIS LRS uses a unique ID to identify each route. Locations along the route are designated using a mile-point or offset in miles, from the beginning of the route. Please see page 13 of **Attachment A, Crash Data Entry Instructions** for information relating to Geolocation.

- **Incomplete Data Entry or Missing forms:** DOT&PF will conduct frequent spot checks to determine if crash location, severity, number of vehicles, number of occupants match crash reports. If DOT&PF identifies inconsistencies, the Project Manager will contact the Contractor immediately to remedy.
- **Record:** for the purpose of the intended contract, a Record is defined as a form entered into the CDES system. This includes approximately 30,000 records considered the existing backlog represented in Lot One and Items, 1, 2, and 3 in Lot Two as seen on the bid schedule.

CONTRACT START-UP: Upon award, the State will allow a 30 day contract start-up period. This start-up period will begin approximately August 1, 2020. During this period the Contractor will:

- Meet with the agency to discuss the work required under the contract;
- Identify and report key contacts to State Project Manager
- Identify and report to the State Project Manager the person(s) responsible for data entry.
- Complete and return the DOT/PF VPN Request Forms (**See Attachment F**) and upon receipt of VPN access, confirm access to CDES by notifying the State Project Manager;
- Process 30 (10 each of Items 1-3) sample application batches to demonstrate the ability to accurately produce the work required by this ITB.

If the Contractor fails to complete the sample application job within the 30 days after contract start date, the State reserves the right to cancel the contract.

Disclaimer: If by fault of the State, VPN approvals are not provided timely, additional time to complete the transition period will be granted to the Contractor.

FORMS FOR ENTRY: The following tables define the three specific types of records to be entered by the contractor:

ITEM NUMBER ONE: ELECTRONIC CRASH DATA ENTRY – LAW ENFORCEMENT FORM 12-200:

Form Title	Alaska Motor Vehicle Collision Report: Law Enforcement Form
Form Number	12-200
Form Access	CDES
Format Type	Pre-populated crash data in CDES: Requires crash geolocation and data validation
Manual Entry Required	No
Form Length	Averages 6 pages depending on accident complexity. Occasionally 7 or more pages if a multi-vehicle accident with 3 or more vehicles.

ITEM NUMBER TWO: MANUAL CRASH FORM ENTRY – LAW ENFORCEMENT FORM 12-200:

Form Title	Alaska Motor Vehicle Collision Report: Law Enforcement Form
Form Number	12-200
Form Access	Through CDES list of Crash Reports
Format Type	Adobe PDF-Requires manual input
Manual Entry Required	Yes
Form Length	Averages 6 pages depending on accident complexity. Occasionally 7 or more pages if a multi-vehicle accident with 3 or more vehicles.

ITEM NUMBER THREE: MANUAL CRASH FORM ENTRY – DRIVER REPORT FORM 12-209:

Form Title	Alaska Motor Vehicle Collision Report: Driver Report Form
Form Number	12-209
Form Access	Through CDES list of Crash Reports
Format Type	Adobe PDF-Requires manual input
Manual Entry Required	Yes
Form Length	2 pages

DOCUMENT PROCESSING REQUIREMENTS AND ESTIMATED QUANTITIES: The state anticipates the following estimated volumes.

Lot One: Existing Backlog: The state currently has a backlog of approximately 30,000 crash data forms to be entered. The contractor will process DOT&PF's existing backlog of crash forms from calendar years 2018, 2019, and the first six months of 2020 first. The contractor shall complete the entry of the existing backlog by February 1, 2021. For each form type described above, the following are the estimated annual volume to be entered.

Item One: Electronic Crash Data Form 12-200: Law Enforcement Form: There is currently a backlog of approximately 6,000 Electronic Crash Data Form 12-200 that require entry before February 1, 2021. This approximately represents 20% of the form backlog.

Item Two: Manual Crash Data Form 12-200: Law Enforcement Form: There is currently a backlog of approximately 12,750 Manual Crash Data Form 12-200 that require entry before February 1, 2021. This represents approximately 42.5% of the form backlog.

Item Three: Manual Crash Entry Form 12-209: Driver Report Form: There is currently a backlog of approximately 11,250 Manual Crash Entry Form 12-209 that require entry before February 1, 2021. This represents approximately 37.5% of the form backlog.

Lot Two: Annual Forms: Following the complete entry of the existing backlog of crash data forms, the state anticipates approximately 12,000 forms will require entry on an annual basis. For each form type described above, the following are the estimated annual volume to be entered.

Item One: Electronic Crash Data Form 12-200: Law Enforcement Form: The estimated annual volume is 2,400 or approximately 200 per month.

Item Two: Manual Crash Data Form 12-200: Law Enforcement Form: The estimated annual volume is 5,100 or approximately 425 per month.

Item Three: Manual Crash Entry Form 12-209: Driver Report Form: The estimated annual volume is 4,500 or approximately 375 per month.

The quantities referenced in this bid are the State's estimated annual requirements and may vary more or less from the actual quantities. The State does not guarantee any minimum or maximum number of records to be processed.

VPN ACCESS: At contract start up, DOT&PF will provide access to the CDES through a Virtual Private Network (VPN) access.

All contract personnel tasked with entering or validating crash data in the CDES must be identified and reported to the DOT&PF Project Manager. Contract personnel must receive permission to set up and use a Virtual Private Network (VPN) in order to access the State of Alaska's (SOA) networks remotely. The Contractor must ensure that any change of personnel is reported to DOT&PF and that all new personnel have successfully obtained a VPN. Please see **Attachment A, Crash Data Entry Instructions**, for more information on securing a VPN.

CONFIDENTIALITY: All contract personnel tasked with entering or validating crash data in the CDES must also sign a State of Alaska Confidentiality of Information Acknowledgement form (**Attachment B**). Signed forms shall be submitted to the DOT&PF Project Manager via email.

VOLUME REPORTING: The Contractor shall report the number of crash forms processed into the CDES on a weekly basis to the DOT/PF Project Manager via email. This report must be submitted to the Project Manager by 11:00am every Monday and shall summarize the number of each form type completed the previous week.

TRAINING AND TECHNICAL SUPPORT: DOT&PF will provide the Contractor with an initial training session via a web conference. The training will focus on populating the CDES for both types of forms (12-200 & 12-209) and for both electronic and hardcopy crash data entry and processing.

Following this initial training, DOT&PF will provide one additional training per type of crash form and by electronic or hardcopy entry at the Contractor's request. The Contractor is responsible for training their personnel thereafter. DOT&PF will provide technical support to the Contractor's lead person on an as-needed basis through email or phone.

ACCESSING CRASH REPORT FORMS: Access to all crash form types (12-200 and 12-209) is available within the CDES. Please see **Attachment A, Crash Data Entry Instructions** for more information on accessing crash forms for both electronic and manual forms and for step by step instructions to map crashes, and enter and/or validate crash data.

PROCESSING CRASH FORMS

The Contractor will provide data entry services for two individual types of crash data forms:

1. 12-200 Law Enforcement (**Attachment C**)(Electronic and Manual); and,
2. 12-209 Driver Report Form (**Attachment D**) (Manual only).

Processing a crash form includes validating and updating pre-populated crash data (Electronic Entry) using the DOT&PF's Crash Data Entry System (CDES) or entering the crash data as depicted on a hardcopy form (Manual Entry) within the CDES. While electronic entry includes processing only the 12-200 crash forms, manual entry can include hardcopies of both the 12-200 and 12-209 form.

DATA ENTRY INSTRUCTIONS: **Attachment A, Crash Data Entry Instructions**, describes the procedures to access and process electronic and hardcopy (Manual) crash forms. The following summarizes the process followed for each type of form.

Processing the Electronic 12-200 Law Enforcement Form requires:

- Opening a 12-200 crash form already loaded and available in the DOT&PF CDES;
- Geo-locating the crash location; and,
- Confirming pre-populated data made by law enforcement.

Processing hardcopy (Manual) forms requires:

- Opening Adobe PDF crash forms located within the CDES;
- Selecting a new (blank) crash form in the CDES;
- Populating fields per the Adobe PDF crash form in the new crash form in the CDES;
- Geo-locating the crash location; and,
- Finalizing and committing the crash record to the system.

DELIVERY OF FORMS TO CONTRACTOR: Source forms shall be accessed by the contractor within the CDES system. The Contractor shall process forms according to the processing order as seen in the Contractor Requirements section of this ITB.

Item 1: Electronic Crash Data Entry – Law Enforcement Form 12-200: DOT&PF receives this form via the TRACS program used by many law enforcement entities across the country. This version of the form will be pre-loaded in the CDES system when a contractor logs into the CDES

Item 2: Manual Crash Data Entry – Law Enforcement Form 12-200: DOT&PF will provide the manual entry 12-200 forms to the contractor by uploading pdf crash reports provided to DOT&PF by the State of Alaska, Department of Administration, Division of Motor Vehicles into the CDES crash report list. The manual entry version of this form is mainly from the Anchorage Police Department and other police departments that do not have electronic versions of the crash form. These forms are generally very legible.

Item 3: Manual Crash Data Entry – Driver Form 12-209: DOT&PF will provide the manual entry 12-209 forms to the contractor by uploading pdf crash reports provided to DOT&PF by the State of Alaska, Department of Administration, Division of Motor Vehicles into the CDES crash report list. These forms are generally handwritten. If the Contractor encounters difficulty in reading the form, the Contractor will identify the Crash Number or the SR Number and shall notify the DOT&PF Project Manager by email regarding the issue. DOT&PF will complete the entry.

CONTRACTOR REQUIREMENTS: Upon award and completion of all contract start up activities as described above, and once the contractor has access to the CDES, the Contractor shall begin entering **Lot One: Backlog Forms** in calendar year order starting with 2018. The following requirements shall be adhered to when entering Lot One Forms:

1. **For all Lot One Existing Backlog Crash Data Forms**, the contractor shall process crash forms in oldest first chronological order by calendar year beginning with 2018 in the following order:
 - a. Fatal & Major crash forms;
 - b. crash forms in the Primary folder; and,
 - c. Manual crash forms (**See Attachment A, Crash Data Entry Instructions**).

Note: All Lot One work must be completed no later than February 1, 2021. The contractor shall be compensated the full lump sum offered for Lot One regardless of the final work completion date if the work is completed by February 1, 2021. If the contractor fails to complete the entry of the existing backlog by February 1, 2021, the contractor's offered lump sum shall be reduced by 2% for each month the entry completion is delayed. For example, if the lump sum offered was \$193,000.00 and the entry of all the existing backlog forms was not completed until March 6, 2021, the \$193,000.00 would be reduced by 2% or \$3,860.00.

2. Upon completion of **Lot One, Backlog Crash Data Forms**, the contractor shall begin processing **Lot Two Annual Crash Forms** in oldest first chronological order in the following order.
 - a. Fatal & Major crash forms;
 - b. crash forms in the Primary folder;
 - c. Manual crash forms (**See Attachment A, Crash Data Entry Instructions**).

In addition to the specific requirements for Lots One and Two seen above, the following requirements apply to both Lots One and Two.

3. Review and validate various data points from Item 1, Electronic Crash Form, Law Enforcement Form 12-200. This requires confirming the crash location on a map (Geo-locating) and validating pre-populated crash data. Item 1 forms shall be processed in the order defined above.
4. Key in specific fields from Item 2, Manual Crash Form, Law Enforcement Form 12-200 and Item 3, Manual Crash Form, Driver Form 12-209 into the DOT&PF's CDES. These two forms shall be processed concurrently, not sequentially. This requires manual data entry and geo-locating the crash on a map within the CDES. Items 2 and 3 shall be processed in the order defined above.
5. Meet processing requirements established by DOT&PF. Failure to meet requirements may result in cancellation of the contract. Processing requirements include proper order of entry by year, crash severity, and accurate entry. State staff will be conducting periodic spot checks of the data and will report inaccuracies to the contractor as required.
6. Adhere to quality assurance. DOT&PF will conduct frequent spot checks to determine if crash severity, number of vehicles, number of occupants match crash reports. The Contractor is responsible for making corrections within ten (10) business days.
7. Provide its own workspace and ensure remote access to the CDES. Access to the CDES and to the file server (access hardcopy crash forms) requires a VPN request form be filled out by each person entering data into the CDES.
8. By signature on the contract, the Contractor agrees to abide to the confidentiality policy.
9. Provide its own software and hardware needed to complete the tasks.
10. Use the preferred browser, Mozilla Firefox.

11. Provide weekly reporting of crash forms fully entered.
12. Notify DOT&PF Project Manager within five business days if a crash form is difficult to read, or difficult to enter for any reason with the corresponding Crash Number.
13. Notify the DOT&PF Project Manager within three to five business days if a crash form is taking longer than normal to process with the corresponding Crash Number.

STATE REQUIREMENTS: The DOT&PF shall:

1. Provide training to Contractor as listed above in the Scope of Work.
2. Provide the Contractor with the electronic and hardcopy crash forms as provided to AK DOT&PF from the AK Division of Motor Vehicles.
3. Notify Contractor immediately if errors on the CDES crash forms occur and request that the Contractor take immediate action to prevent further mistakes.
4. Work to efficiently and quickly to process the required VPN requests necessary for the Contractor to access the crash forms and CDES.

SPECIAL NOTE:

This contract requires careful attention to detail and data accuracy is of the utmost importance. Potential bidders are asked to closely review **Attachment A, Crash Data Entry Instructions** and ask questions through the procurement process prior to bidding. All questions must be submitted to the Procurement Officer listed on the front page of this ITB.

EASE OF ENTRY: While each form is similar in nature, the following describes the ease of entry for each of the required forms.

Item 1: Electronic Crash Form, Law Enforcement Form 12-200: This form will generally be much quicker to process than item 2 or 3 as it is fully electronic and is not manually entered.

Item2: Manual Crash Form, Law Enforcement Form 12-200: This form is generally about 6-7 pages long depending on the severity of the accident and will usually take more time to process than items 1 or 3. While the form is several pages longer than Item 3, readability is usually better than on item 3.

Item 3: Manual Crash Form, Driver Form 12-209: This form is only 2 pages in length and usually lacks enough data to populate over 50% of the fields in the CDES. Crash processors will be able to scroll through the data fields fairly quickly when processing Item 3. While the form is several pages shorter than Item 2, the forms are generally handwritten.

Mapping or Geo-locating crashes will likely add to the processing time as contractor staff may be unfamiliar with Alaska's roadways. While the map tool is designed to quickly zoom to a location as a road name is typed into the search field, contractors must be aware that it will take time to read the crash narrative and the crash location data on a form in order to determine the location of the crash for accurate Geo-locating.

BID SUBMISSION SHEET

Bidders must complete and submit this sheet.

Bid Submitted By

Bidder	
Business Name	
Mailing Address	
Physical Address	
Point of Contact	
Phone Number	
Fax Number	
Toll Free Number	
Email Address	
Location Work to be Performed	

Bid Response Deliverables: The following items must be submitted with the bid in order to be considered responsive.

1. Complete and submit this Page
2. Complete and Submit Page One
3. Submit a narrative describing bidders Prior Experience as required on page 10.
4. Complete and submit the Bid Schedule on page 19

List of Attachments: The following items are for informational purposes only and need not be returned to the state with the bid.

Attachment A	Crash Data Entry Instructions
Attachment B	Confidentiality Acknowledgement Form
Attachment C	Law Enforcement Form 12-200 Example
Attachment D	Driver Form 12-209 Example
Attachment E	Federal Aid Contracting Provisions

By signature below, the bidder confirms they have read and understand **Attachment A, Crash Data Entry Instructions**.

Printed Name: _____

Signature: _____

Date: _____

BID SCHEDULE

The entire Bid Schedule must be filled out completely in order for the bid to be considered responsive. Estimated quantities are for evaluation purposes only. There are no minimum or maximum number of forms to be entered.

Prior Experience:

Does Bidder meet or exceed the experience requirements (Circle Yes or No) Yes No

Bidders must submit a written narrative that describes their prior experience and defines specifically how the bidder meets or exceeds the minimum prior experience requirements as see on page 10. Failure to submit a narrative statement that confirms the bidder meets or exceeds at least one of the prior experience requirements may result in the State deeming the bid non-responsive and rejecting the bid.

INSTRUCTIONS:

Lot One: Existing Backlog: Enter the Lump Sum offered Price for offered to complete the entry of the Existing Back-logged forms as described in the ITB.

Lot Two: Annual Crash Forms: Entered the Per Record Price for each item in Lot Two.

LOT ONE: Existing Backlog of Crash Reports for Data Entry (Must be completed by February 1, 2021)

Item Number	Description	Lump Sum Offered Price for Lot One.
1	Electronic Crash Data Entry - Law Enforcement Form 12-200: <u>Approx. 6,000</u> Manual Crash Data Entry – Law Enforcement Form 12-200: <u>Approx. 12,750</u> Manual Crash Data Entry – Driver Form 12-209: <u>-Approx. 11,250</u>	
Lot One Total Lump Sum Bid Price Offered		

LOT TWO: Annual Crash Data Reports for Data Entry

Item Number	Description	Estimated Quantity	Offered Price per Record	Annual Cost	Multiplier (4 Year Term)	Total Extended Offered Price
1	Electronic Crash Data Entry – Law Enforcement Form 12-200	2,400			4	
2	Manual Crash Data Entry – Law Enforcement Form 12-200	5,100			4	
3	Manual Crash Data Entry – Driver Form 12-209	4,500			4	
Lot Two Total Extended Bid Price Offered					4	

BID SUMMARY

Lot	Total Extended Bid Price Offered
One: Existing Backlog of Crash Data Reports: Enter Lump Sum from Lot One from above	
Two: Annual Crash Data Reports: Enter the total Extended Lot Two Bid price from above	
Lot One and Two Total Extended Evaluated Bid Price	

