

**STATE OF ALASKA ITB NUMBER 2521H008
AMENDMENT NUMBER ONE**

AMENDMENT ISSUING OFFICE:



Department of Transportation & Public Facilities
Statewide Contracting & Procurement
P.O. Box 112500
(3132 Channel Drive, Room 350)
Juneau, Alaska 99811-2500

THIS IS NOT AN ORDER

DATE AMENDMENT ISSUED: June 30, 2020

ITB TITLE:

Vehicle Crash Form Data Entry Services

ITB OPENING DATE AND TIME: July 16, 2020 at 2:00 PM prevailing Alaska Time

This is a mandatory return Amendment. *Your bid may be considered non-responsive if this signed amendment is not received [in addition to your bid] by the date and time bids are due.*

Signature: Tom Mayer

Date: 6/30/2020

Name: Tom Mayer

Title: Procurement Specialist IV

Vendor Signature

Business Name: _____

Date: _____

Printed Name: _____

Signature: _____

Title: _____

The following questions have been submitted by the vendor community in response to this ITB.

Question 1: What is the requested turnaround time from incident to data entry completion?

Answer 1: Please see the "**Document Process Requirements and Estimated Quantities**" section on page 13. The Lot One Backlog of forms must be complete by February 1, 2021. Approximately 1000 forms per month will require entry once Lot One is complete.

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Question 2: Are entries required to be made 24/7 or during normal business hours (M-F 8-5)?

Answer 2: *While it is up to the contractor to determine when staff work on this project, the contractor must be aware the state will only provide support during regular state business hours. When required, maintenance to the CDES is performed during off hours to reduce the impact to departmental system users.*

Question 3: What are the goals and expectations on turnaround time?

Answer 3: *See Question 1 above.*

Question 4: Is there an average to how many entries are needed per month?

Answer 4: *See Question 1 above.*

Question 5: On average, how long does a single entry take to complete?

Answer 5: *How long it takes to enter a record depends on the skill of the individual performing the task. However, please see the “**Ease of Entry**” section on page 17 for additional information regarding the complexity of each form type.*

Question 6: Is there a backlog of entries that needs to be made? If so, what is count on that backlog?

Answer 6: *See Question 1 above.*

Question 7: Are there any legal requirements for those who are accessing and entering data?

Answer 7: *Other than completing the required Confidentiality and VPN applications and submitting them for approval, the state is unaware of any other legal requirement for those accessing and entering data.*

Question 8: Can individuals with a Criminal record access and enter data?

Answer 8: *Other than completing the required Confidentiality and VPN applications and submitting them for approval, the state is unaware of any other legal requirement for those accessing and entering data.*

Question 9: Is drug screening required for accessing records and entering data?

Answer 9: *It is up to the contractor to determine their drug screening policy.*

Question 10: Is there training of any kind from the State or is it self-driven from the instructions in the included link?

Answer 10: *Please see the “**Training and Technical Support**” section on page 14.*

Question 11: Is there any preference given to Alaska-based / owned businesses for this award?

Answer 11: *This project is federally funded and preferences do not apply.*

Question 12: Is there any internal historical data that shows time/cost of doing this work?

Answer 12: *A review of previous contracts indicates the following in regards to the time to process a records.*

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Electronic Entry Crash Form 12-200: A 1-2 vehicle crash may initially take 15-20 minutes to complete the entry correctly. Once an individual becomes familiar with the DOT&PF Crash Data Entry System and crash variables, entry can usually be completed in 5-10 minutes. A crash with 3 or more vehicles may initially take 20-25 minutes but, once familiar with the System, a record can be completed in approximately 5-10 minutes.

Manual Entry Crash Form 12-200: A 1-2 vehicle crash may initially take 20-30 minutes to complete the entry correctly. Once an individual becomes familiar with the DOT&PF Crash Data Entry System and crash variables, entry can usually be completed in 10-15 minutes. A crash with 3 or more vehicles may initially take 40-50 minutes but, once familiar with the System, a record can be completed in approximately 20-25 minutes.

Manual Entry Crash Form 12-209: A 1-2 vehicle crash may initially take 15-20 minutes to complete the entry correctly. Once an individual becomes familiar with the DOT&PF Crash Data Entry System and crash variables, entry can usually be completed in 50 minutes. A crash with 3 or more vehicles may initially take 20-25 minutes but, once familiar with the System, a record can be completed in approximately 5-10 minutes. Being a driver completed form, it is not unusual to have various pieces of information missing and the processor will enter "unknown" in the data field.

Question 13: Was this previously completed internally or through contractors?

Answer 13: *These services have been provided by a contractor.*

Question 14: Is there a length to this agreement?

Answer 14: *Please see the "Contract Period" section on page 8.*

Question 15: Would the State allow bids to be submitted via email?

Answer 15: *Please see the below submission guidance.*

If submitting via U.S. mail, please use the following mailing address:

P.O. Box 112500
Juneau, Alaska 99811-1500

If submitting via delivery service such as FedEx, please use the following physical address:

3132 Channel Drive, Room 350
Juneau, Alaska 99801

Important Note: *Overnight express mail delivery to Juneau, Alaska may not be available.*

ELECTRONIC SUBMISSION: *If submitting a bid via email, the bid must be emailed to:*

dotstatewideprocurement@alaska.gov

The subject line in the email submission must contain:

RFP 2521H008-Vehicle Crash Form Data Entry Services

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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 bid exceeds this size, the bid must be sent in multiple emails that are each less than 20 megabytes and each email must comply with the requirements described above.

Please note that email transmission is not instantaneous. Similar to sending a hard copy bid, if you are emailing your bid, the state recommends sending it enough ahead of time to ensure the email is delivered by the deadline for receipt of bid.

It is the bidder's responsibility to contact the issuing agency at 907-465-8855 to confirm that the bid has been received. The state is not responsible for unreadable, corrupt, or missing attachments.

The State of Alaska provides one Invitation to Bid (ITB). Additional ITBs may be purchased for the cost of reproduction, \$.25 per page.

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