

# STATE OF ALASKA

DEPARTMENT OF NATURAL RESOURCES  
DIVISION OF SUPPORT SERVICES



## INFORMAL REQUEST FOR PROPOSALS (IRFP) 10-021-21

### Forestry Aircraft Billing Rate Cost Recovery Consulting Addendum 1

Date of Issue: February 10, 2021

Addendum #1 serves to extend deadline for questions, amend Cost Proposal Form,  
answer offerors questions.

**Important Note to Offerors:** You must sign and return this page of the addendum document with your proposal. Failure to do so will result in the rejection of your proposal. Only the IRFP terms and conditions referenced in this addendum are being changed. All other terms and conditions of the IRFP remain the same. This Addendum 1 is hereby made part of the IRFP and is a total of three (3) pages.

Michael Burkhead  
Procurement Specialist  
Phone: (907) 269-8461  
Email: Michael.burkhead@alaska.gov

---

COMPANY SUBMITTING PROPOSAL

---

AUTHORIZED SIGNATURE

---

DATE

## **Responses to Questions Received by Offerors**

**Question 1:** In Section 1.07, it mentions that “offerors must submit one hard copy of their proposal”, but also provides instructions for email submissions. Can the state clarify whether an emailed proposal is acceptable, or whether only physical hard-copy proposals will be accepted? It also appears the email address included in this section is not correct.

**Answer:** Email is an acceptable and the preferred method of delivery. Proposals can be submitted via email to [Michael.burkhead@alaska.gov](mailto:Michael.burkhead@alaska.gov). Please see **Changes to the IRFP** below.

**Question 2:** Is it DNR’s intent to establish a new contract for the work contained in the IRFP? Or does DNR intend to attach this work onto an existing state contract?

**Answer:** It is DNR-Forestry’s intent to establish a new contract (Master Agreement) for the work contained in the IRFP as it is specific to Forestry’s Aviation Division.

**Question 3:** IRFP Section 4.07 states that the vendor’s hourly rate needs to be broken down to show direct expenses, overhead, profit, etc. for the “Cost Proposal.” However, in the Attachment 1 Cost Proposal Form there is no place to put this kind of detail. There may be a disconnect between Section 4.07 and the actual Cost Proposal Form. Can DNR confirm what information it wishes vendors to provide for the “Cost Proposal”?

Similarly, Attachment 1 Cost Proposal Form is prefilled with 100 hours, yet Section 4.07 seems to suggest we need to state total number of hours to complete the project. Does DNR want the real estimated hours to complete the project in addition to the 100-Hours estimate?

**Answer:** Sec. 4.07 Cost Proposal, paragraph one is standard boiler plate language. Offerors should enter an hourly rate into the Cost Proposal Form that encompasses all costs associated with the performance of the contract as outlined in the IRFP. I have reworded to add some clarity. Please see **Changes to the IRFP** below.

## **Changes to the IRFP**

### **Change 1:**

#### **SEC. 1.12 IRFP Schedule**

Deadline for Receipt of Questions February 15, 2021 by 2:00 pm prevailing Alaska Time

**Change 2:**

**SEC. 1.07 RETURN INSTRUCTIONS**

If submitting a proposal via email, the technical proposal and cost proposal must be saved as separate PDF documents and emailed to [michael.burkhead@alaska.gov](mailto:michael.burkhead@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 IRFP number in the subject line.

**Change 3:**

**SEC. 4.07 COST PROPOSAL**

Offerors must complete and submit this Cost Proposal Form. Proposed costs must include all direct and indirect costs associated with the performance of the contract, including, but not limited to, total number of hours at various hourly rates, direct expenses, payroll, supplies, overhead assigned to each person working on the project, percentage of each person's time devoted to the project, and profit. The costs identified on the Cost Proposal Form are the total amount of costs to be paid by the State. No additional charges shall be allowed.

Division of Forestry aircraft billing rate cost recovery consulting will be billed at the hourly rates provided on the Cost Proposal Form. Estimated Hours Biennially as listed on the Cost Proposal Form are based on historical averages for completing Aircraft Billing Rate Cost Recovery Consulting services. These quantities are for evaluation purposes only and are not guaranteed.

**Change 4:**

**ATTACHMENTS: COST PROPOSAL FORM**

See attachment IRFP 10-021-21 Cost Proposal Addendum 1

## ATTACHMENT 1: COST PROPOSAL FORM

*Offeror must complete all portions of this cost proposal form. Failure to complete all portions could result in the*

*offeror's proposal being deemed non-responsive and rejected.*

### EVALUATED COST INSTRUCTIONS

Forestry Aircraft Billing Rate Cost Recovery Consulting: Provide the hourly rate to complete all aspects of the individualized services and deliverables required in this IRFP. Enter the "Unit Price" and multiply that amount by Estimated Hours Biennially to arrive at the total. Totals for Lines 1-3 are to be added and entered on the Proposal Total line. The Proposal Total will be used for evaluation purposes only. The state does not guarantee any minimum or maximum number of hours for the Forestry Aircraft Billing Rate Cost Recovery Consulting services.

Offeror's should not include travel expenses in the proposed hourly rate. During the term of the contract, if an individual agency requests services, it will work directly with the contractor to negotiate any travel costs on a case-by-case basis.

Points for Cost will be awarded as specified in Section Sec. 6.15 of the IRFP.

Offerors must be aware this is an Informal Request for Proposal process. Cost is only one of the factors that will be used to evaluate proposals submitted in response to this IRFP. Other factors that will be evaluated are outlined in Section 5 of this IRFP and the Proposal Evaluation form attached to this IRFP.

## SECTION 1. FORESTRY AIRCRAFT BILLING RATE COST RECOVERY CONSULTING:

Commodity	Estimated Hours Biennially	Unit Price (Hourly Rate)	Total
1. Forestry Aircraft Billing Rate Cost Recovery Consulting 2021	120	\$	\$
2. Forestry Aircraft Billing Rate Cost Recovery Consulting 2023	120	\$	\$
3. Forestry Aircraft Billing Rate Cost Recovery Consulting 2025	120	\$	\$

<b>Proposal Total</b>			\$
---------------------------	--	--	----

**Preference Certification:**

ITEM	QUESTION	YES	NO
a.	Does your company qualify for the Alaska Bidder's Preference?		
b.	Does your company qualify for the Alaska Veteran's Preference? If yes, provide a copy of your DD 214 with your service/social security number, date of birth, and other Privacy Act protected information redacted or "inked" out.		
c.	Does your company qualify for the Alaskans with Disabilities preference? <u>If yes</u> , you must provide a copy of your certification letter issued by the Division of Vocational Rehabilitation to receive this preference.		
d.	Does your company qualify for the Employment Program Preference? <u>If yes</u> , you must provide a copy of your certification letter issued by the Division of Vocational Rehabilitation to receive this preference.		

**SECTION 2. BIDDER INFORMATION:**

Company Name:
Company Address:
Contact Person Name:
Contact Person Telephone Number:
Contact Person Email Address:
Authorized Signature:

**End of Addendum #1**