

STATE OF ALASKA
DEPARTMENT OF EDUCATION & EARLY DEVELOPMENT
DIVISION OF EDUCATION SUPPORT SERVICES
801 W. 10TH ST. STE 200
PO BOX 110500
JUNEAU, AK 99811-0500

Call for Applications

CFA 2014-0500-1849
Date of Issue: April 15, 2014

Alaska Statewide Mentor Project Call for Mentors

The Alaska Statewide Mentor Project is a collaborative effort between the Department of Education & Early Development and the University of Alaska system. The purpose is to provide intensive, individual support to early career teachers with the goals of improving teacher retention and student achievement through developing instructional effectiveness. For more information about the ASMP, see the ASMP home page at www.alaskamentorproject.org.

Applicants who have already submitted an application must reapply to this call.

Offerors Are Not Required To Return This Form.

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

[Rob Roys](#)

Procurement Officer

Department of Education and Early Development

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SECTION ONE INTRODUCTION AND INSTRUCTIONS

1.01 RETURN MAILING ADDRESS, CONTACT PERSON, TELEPHONE, FAX NUMBERS AND DEADLINE FOR RECEIPT OF APPLICATIONS

Offerors must submit an original copy of their application, in writing, to the procurement officer in a sealed package. Application package must include one CD with electronic copies of the application. Email applications are acceptable.

Mailed submissions must be addressed as follows:

DEPARTMENT OF EDUCATION AND EARLY DEVELOPMENT
DIVISION OF ADMINISTRATIVE SERVICES
ATTENTION ROB ROYS
CFA 2014-0500-1849
801 W TENTH STREET SUITE 200
PO BOX 110500
JUNEAU, ALASKA 99811-0500

To submit applications materials via email, send to: robert.roys@alaska.gov. Emailed applications must include have "CFA 2014-0500-1849 Application" in the subject. Emailed application materials must be accessible with either Adobe Acrobat X Pro or Microsoft Word 2010. EED is not responsible for application materials that EED is unable to open. Receipt of emailed application materials will be confirmed with an email. If you do not receive an email confirmation within one business day contact the Procurement Officer, Rob Roys, at (907) 465-8654. EED is not responsible for email applications sent but not received by the deadline.

Applications must be received no later than **4:00 PM AST on May 6, 2013**. Fax applications are **not** acceptable. Oral applications are **not** acceptable.

Important Note: There is no overnight express mail delivery to Juneau, Alaska. Expedited mail service takes at least two nights.

An offeror's failure to submit a application prior to the deadline will cause the application to be disqualified. Late applications or amendments will not be opened or accepted for evaluation.

PROCUREMENT OFFICER: *Rob Roys*- PHONE *907-465-8654*- FAX *907-465-3452* - TDD *907-465-2815*

1.02 CONTRACT TERM AND WORK SCHEDULE

The contract term and work 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 opening date, is delayed, the rest of the schedule will be shifted by the same number of days.

The length first contract term will be from approximately **July 1, 2013**, for approximately **(364)** calendar days

until completion, approximately **June 30, 2014**. Contracts will be for one year with four one-year renewal options to be exercised solely by the state.

Unless otherwise provided in this CFA, 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.

The approximate contract schedule is as follows:

- Issue CFA **April 15, 2013**;
- Deadline for Receipt of Applications **4:00 PM AST Monday May 6, 2013**;
- Deadline to contact references **5:00 PM AST, Wednesday May 15, 2013**;
- Interviews beginning **May 20, 2013**;
- State of Alaska issues Notice of Intent to Award Contracts by **June 17, 2013**;
- State of Alaska issues contracts by **June 28, 2013**.
- Contract start **July 1, 2013**;
- First contractor work period **July 1, 2013 through June 30 2014**;
- First renewal option of four **July 1, 2014 through June 30 2015**;
- Second renewal option of four **July 1, 2015 through June 30 2016**;
- Third renewal option of four **July 1, 2016 through June 30 2017**;
- Fourth and final renewal option **July 1, 2017 through June 30 2018**.

1.03 PURPOSE OF THE CFA

The Department of Education and Early Development, Division of Administrative Services on behalf of the Alaska State Mentor Project ("ASMP"), is soliciting applications for mentors to serve in the ASMP. The ASMP is a collaborative effort between the Department of Education & Early Development and the University of Alaska system. The purpose is to provide intensive, individual support to early career teachers with the goals of improving teacher retention and student achievement through developing instructional effectiveness. For more information about the ASMP, see the ASMP home page at www.alaskamentorproject.org.

Applicants who have already submitted an application **must** reapply as the requirements for the application have changed.

1.04 BUDGET

All contracts for ASMP Mentors are for an identical amount.

1.05 LOCATION OF WORK

The state WILL NOT provide a workspace for mentors. Mentors must provide their own workspace.

By signature on their application, 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 applications.

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 this requirement or to obtain a waiver may cause the state to reject the application as non-responsive, or cancel the contract.

1.06 HUMAN TRAFFICKING

By signature on their application, 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/g/tip/>

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

1.07 ASSISTANCE TO OFFERORS WITH A DISABILITY

Offerors with a disability may receive accommodation regarding the means of communicating this CFA 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 applications.

1.08 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 application opening. This will allow issuance of any necessary amendments. It will also help prevent the opening of a defective solicitation and exposure of offeror's applications upon which 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 time set for opening.

1.09 QUESTIONS RECEIVED PRIOR TO OPENING OF APPLICATIONS

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

Send questions to: robert.roys@alaska.gov

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

1.10 AMENDMENTS

If an amendment is issued, it will be provided to all who were mailed a copy of the CFA and to those who have registered with the procurement officer as having downloaded the CFA from the State of Alaska Online Public Notice web site.

1.11 ALTERNATE APPLICATIONS

Offerors may only submit one application for evaluation.

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

1.12 RIGHT OF REJECTION

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

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

Minor informalities that:

- do not affect responsiveness;
- are merely a matter of form or format;
- do not change the relative standing or otherwise prejudice other offers;
- do not change the meaning or scope of the CFA;
- are trivial, negligible, or immaterial in nature;
- do not reflect a material change in the work; or
- 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 application from a debarred or suspended offeror shall be rejected.

1.13 STATE NOT RESPONSIBLE FOR PREPARATION COSTS

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

1.14 DISCLOSURE OF APPLICATION CONTENTS

All applications 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 application 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, applications will become public information.

Trade secrets and other proprietary data contained in applications 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. Material considered confidential by the offeror must be clearly identified and the offeror must include a brief statement that sets out the reasons for confidentiality.

1.15 SUBCONTRACTORS

Subcontractors will not be allowed.

1.16 JOINT VENTURES

Joint ventures will not be allowed.

1.17 OFFEROR'S CERTIFICATION

By signature on the application, 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 federal government;
- [e] all terms and conditions set out in this CFA;
- [f] a condition that the application 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 application, terminate the contract, or consider the contractor in default.

1.18 CONFLICT OF INTEREST

Each application 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, Department of Education and Early Development, reserves the right to consider a application 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.

1.19 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.

1.20 SOLICITATION ADVERTISING

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

1.21 NEWS RELEASES

News releases related to this CFA will not be made without prior approval of the project director.

1.22 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.

1.23 DISPUTES

Any dispute arising out of this agreement will be resolved under the laws of the State of Alaska. Any appeal of an administrative order or any original action to enforce any provision of this agreement or to obtain relief from or remedy in connection with this agreement may be brought only in the Superior Court for the State of Alaska.

1.24 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.

1.25 FEDERAL REQUIREMENTS

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

1.26 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 bid (by the bidder) that they have not been debarred or suspended from doing business with the federal government. Certification regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions (§7.00 Attachment 4) must be completed and submitted with your bid.

SECTION TWO

STANDARD PROPOSAL INFORMATION

2.01 AUTHORIZED SIGNATURE

All applications must be signed by an individual authorized to bind the offeror to the provisions of the CFA. Applications must remain open and valid for at least 90-days from the opening date.

2.02 PRE-APPLICATION CONFERENCE

Not applicable to this CFA.

2.03 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 application 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.

2.04 AMENDMENTS TO APPLICATIONS

Amendments to or withdrawals of applications will only be allowed if acceptable requests are received prior to the deadline that is set for receipt of applications. 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.

2.05 SUPPLEMENTAL TERMS AND CONDITIONS

Applications must comply with Section 1.11 **Right of Rejection**. However, if the state fails to identify or detect supplemental terms or conditions that conflict with those contained in this CFA or that diminish the state's rights under any contract resulting from the CFA, 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 application and a term or condition of the CFA, the term or condition of the CFA will prevail; and
- b) if the state's rights would be diminished as a result of application of a supplemental term or condition included in the application, the supplemental term or condition will be considered null and void.

2.06 CLARIFICATION OF OFFERS

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

2.07 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 CFA and application. Discussions will be limited to specific sections of the CFA or application identified by the procurement officer. Discussions will only be held with offerors who have submitted a application deemed reasonably susceptible for award by the procurement officer. Discussions, if held, will be after initial evaluation of applications by 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 application submissions from those offerors with whom discussions were held. Applications may be reevaluated after receipt of best and final application submissions.

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

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 application must be reduced to writing by the offeror.

2.08 PRIOR EXPERIENCE

In order for offers to be considered responsive offerors must have at least eight (8) years of Alaska teaching experience.

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

2.09 EVALUATION OF APPLICATIONS

The procurement officer, or an evaluation committee made up of at least three state employees or public officials, will evaluate applications. The evaluation will be based solely on the evaluation factors set out in Section SEVEN of this CFA.

After receipt of applications, if there is a need for any substantial clarification or material change in the CFA, an amendment will be issued. The amendment will incorporate the clarification or change, and a new date and time established for new or amended applications. Evaluations may be adjusted as a result of receiving new or amended applications.

2.10 VENDOR TAX ID

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

2.11 F.O.B. POINT

All goods purchased through this contract will be F.O.B. final destination. Unless specifically stated otherwise, all prices offered must include the delivery costs to any location within the State of Alaska.

2.12 ALASKA BUSINESS LICENSE AND OTHER REQUIRED LICENSES

At the time the applications are opened, all offerors must hold a valid Alaska business license and any necessary applicable professional licenses required by Alaska Statute. Applications must be submitted under the name as appearing on the person's current Alaska business license in order to be considered responsive. Offerors should contact the Department of Commerce, Community and Economic Development, Division of Corporations, Business, and Professional Licensing, P. O. Box 110806, Juneau, Alaska 99811-0806, for information on these licenses. Offerors must submit evidence of a valid Alaska business license with the application. An offeror's failure to submit this evidence with the application will cause their application to be determined non-responsive. 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 with the correct NAICS code;
- b) certification on the application that the offeror has a valid Alaska business license and has included the license number in the application;
- 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 offeror has applied and paid for the Alaska business license.

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

- Fisheries business licenses issued by Alaska Department of Revenue or Alaska Department of Fish and Game.
- Liquor licenses issued by Alaska Department of Revenue for alcohol sales only.
- Insurance licenses issued by Alaska Department of Commerce, Community and Economic Development, Division of Insurance.
- Mining licenses issued by Alaska Department of Revenue.

2.13 APPLICATION OF PREFERENCES

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 CFA 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 Services' web site:

<http://doa.alaska.gov/dgs/policy.html>

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 36.30.170(c)
Alaskans with Disability Preference - AS 36.30.170 (e)
Employers of People with Disabilities Preference - AS 36.30.170 (f)
Alaska Veteran's Preference - AS 36.30.175

The Division of Vocational Rehabilitation in the Department of Labor and Workforce Development keeps a list of qualified employment programs; a list of individuals who qualify as persons with a disability; and a list of persons who qualify as employers with 50 percent or more of their employees being disabled. A person must be on this list at the time the bid is opened in order to qualify for a preference under this section.

As evidence of an individual's or a business' right to a certain preference, the Division of Vocational Rehabilitation will issue a certification letter. To take advantage of the employment program preference, Alaskans with Disability Preference or Employers of People with Disabilities Preference described above, an individual or business must be on the appropriate Division of Vocational Rehabilitation list at the time the application is opened, and must provide the procurement officer a copy of their certification letter. Offerors must attach a copy of their certification letter to the application. The offeror's failure to provide the certification letter mentioned above with the application will cause the state to disallow the preference.

2.14 5 PERCENT ALASKA BIDDER PREFERENCE AS 36.30.170 & 2 AAC 12.260

An Alaska Bidder Preference of five percent will be applied prior to evaluation. The preference will be given to an offeror who:

- (1) holds a current Alaska business license;
- (2) submits a application for goods or services under the name on the Alaska business license;
- (3) 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 application;
- (4) 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
- (5) if a joint venture, is composed entirely of entities that qualify under (1)-(4) of this subsection.

Alaska Bidder Preference Affidavit

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

If the offeror is a LLC or partnership as identified in (4) of this subsection, the affidavit 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 affidavit 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.

2.15 5 PERCENT ALASKA VETERAN PREFERENCE AS 36.30.175

An Alaska Veteran Preference of five percent will be applied prior to evaluation. The preference will be given to an offeror who qualifies under AS 36.30.170 (b) 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;
- c) limited liability company organized under AS 10.50 if a majority of the members are Alaska veterans; or
- d) corporation that is wholly owned by individuals and a majority of the individuals are Alaska veterans.

Alaska Veteran Preference Affidavit

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

2.16 FORMULA USED TO CONVERT COST TO POINTS AS 36.30.250 & 2 AAC 12.260

The distribution of points based on cost will be determined as set out in 2 AAC 12.260 (c). The lowest cost application will receive the maximum number of points allocated to cost. The point allocations for cost on the other applications will be determined through the method set out below. In the generic example below, cost is weighted as 40% of the overall total score. The weighting of cost may be different in your particular CFA. See section SEVEN to determine the value, or weight of cost for this CFA.

EXAMPLE

Formula Used to Convert Cost to Points

[STEP 1]

List all application prices, adjusted where appropriate by the application of all applicable preferences.

Offeror #1	-Non-Alaskan Offeror	\$40,000
Offeror #2	-Alaskan Offeror	\$42,750
Offeror #3	-Alaskan Offeror	\$47,500

[STEP 2]

Convert cost to points using this formula.

$$\frac{[(\text{Price of Lowest Cost Application}) \times (\text{Maximum Points for Cost})]}{(\text{Cost of Each Higher Priced Application})} = \text{POINTS}$$

The CFA allotted 40% (40 points) of the total of 100 points for cost.

Offeror #1 receives 40 points.

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

Offeror #2 receives 37.4 points.

$$\begin{array}{ccccccc} \$40,000 & \times & 40 & = & 1,600,000 & \div & \$42,750 & = & 37.4 \\ \text{Lowest} & & \text{Max} & & & & \text{Offeror \#2} & & \text{Points} \\ \text{Cost} & & \text{Points} & & & & \text{Adjusted By} & & \\ & & & & & & \text{The Application Of} & & \\ & & & & & & \text{All Applicable} & & \\ & & & & & & \text{Preferences} & & \end{array}$$

Offeror #3 receives 33.7 points.

$$\begin{array}{ccccccc} \$40,000 & \times & 40 & = & 1,600,000 & \div & \$47,500 & = & 33.7 \\ \text{Lowest} & & \text{Max} & & & & \text{Offeror \#3} & & \text{Points} \\ \text{Cost} & & \text{Points} & & & & \text{Adjusted By} & & \\ & & & & & & \text{The Application Of} & & \\ & & & & & & \text{All Applicable} & & \\ & & & & & & \text{Preferences} & & \end{array}$$

2.17 ALASKA OFFEROR PREFERENCE AS 36.30.250 & 2 AAC 12.260

2 AAC 12.260(e) provides Alaska offerors a 10 percent overall evaluation point preference. Alaska bidders, as defined in AS 36.30.170(b), are eligible for the preference. This preference will be added to the overall evaluation score of each Alaskan offeror. Each Alaskan offeror will receive 10 percent of the total available points added to their evaluation score as a preference.

EXAMPLE

Alaska Offeror Preference

[STEP 1]

Determine the number of points available to Alaskan offerors under the preference.

Total number of points available - 100 Points

$$\begin{array}{ccccccc} 100 & \times & 10\% & = & 10 \\ \text{Total Points} & & \text{Alaskan Offerors} & & \text{Number of Points} \\ \text{Available} & & \text{Percentage Preference} & & \text{Given to Alaskan Offerors} \\ & & & & \text{Under the Preference} \end{array}$$

[STEP 2]

Add the preference points to the Alaskan offers. There are three offerors: Offeror #1, Offeror #2, and Offeror #3. Offeror #2 and Offeror #3 are eligible for the Alaska Offeror Preference. For the purpose of this example presume

that all of the applications have been completely evaluated based on the evaluation criteria in the CFA. Their scores at this point are:

Offeror #1 - 89 points

Offeror #2 - 80 points

Offeror #3 - 88 points

Offeror #2 and Offeror #3 each receive 10 additional points. The final scores for all of the offers are:

*Offeror #1 - **89 points***

*Offeror #2 - **90 points***

*Offeror #3 - **98 points***

Offeror #3 is awarded the contract.

2.18 SCORING FORMULA

The following categories shall be scored using a comparative method:

Part 1 Application Materials

Part 2 Professional References

Part 3 Interviews

After the evaluation scores are totaled and a raw score is developed by averaging the scores of each evaluator for each section, the offeror with the highest raw score in each evaluation section shall receive the maximum number of points for the evaluation section.

To calculate the number of points each subsequent offeror receives, their score will be divided by the highest score and then multiplied by the maximum number of points available for the evaluation category to equal the number of points awarded.

Formula: $[(\text{Offeror's Score}) \div (\text{Highest Score})] \times \text{Max Points} = \text{Points Awarded}$

2.19 CONTRACT NEGOTIATIONS 2 AAC 12.315

After final evaluation, the procurement officer may negotiate with the offeror of the highest-ranked application. Negotiations, if held, shall be within the scope of the request for applications and limited to those items which would not have an effect on the ranking of applications. 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 application. If contract negotiations are commenced, they may be held in the School Finance conference room on the 2nd floor of the Goldbelt Building at 801 W 10th Street in Juneau, Alaska.

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

2.20 FAILURE TO NEGOTIATE

If the selected offeror

- fails to provide the information required to begin negotiations in a timely manner; or
- fails to negotiate in good faith; or
- indicates they cannot perform the contract within the budgeted funds available for the project; or
- 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 negotiations with the next highest ranked offeror.

2.21 NOTICE OF INTENT TO AWARD (NIA): 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 application selected for award.

2.22 PROTEST

AS 36.30.560 provides that an interested party may protest the content of the CFA.

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 applications.

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 application 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

e) 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."

SECTION THREE

STANDARD CONTRACT INFORMATION

3.01 CONTRACT TYPE

Mentor contracts are Firm Fixed Price contracts.

3.02 CONTRACT APPROVAL

This CFA 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 Education and Early Development, 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.

3.03 STANDARD CONTRACT PROVISIONS

The contractor will be required to sign and submit the attached State's Standard Agreement Form for Professional Services Contracts (form 02-093/Appendix A). 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 application.

3.04 APPLICATION AS A PART OF THE CONTRACT

Part or all of this CFA and the successful application may be incorporated into the contract.

3.05 ADDITIONAL TERMS AND CONDITIONS

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

3.06 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 application.

3.07 CONTRACT FUNDING

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

3.08 PROPOSED PAYMENT PROCEDURES

The state will make payments based on a negotiated payment schedule. Each billing must consist of an invoice and progress report. No payment will be made until the progress report and invoice has been approved by the project director.

3.09 CONTRACT PAYMENT

No payment will be made until the contract is approved by the Commissioner of the Department of Education and Early Development 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.

3.10 INFORMAL DEBRIEFING

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

3.11 CONTRACT PERSONNEL

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

3.12 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 director. The state may employ all reasonable means to ensure that the work is progressing and being performed in compliance with the contract. The project director may instruct the contractor to make corrections or modifications if needed in order 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.

3.13 TERMINATION FOR DEFAULT

If the project director 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.

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

3.14 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 director has secured any required state approvals necessary for the amendment and issued a written contract amendment, approved by the Commissioner of the Department of Education and Early Development or the Commissioner's designee.

3.15 CONTRACT INVALIDATION

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

3.16 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. 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).

Additional information that the contractor shall hold as confidential during the performance of services under this contract include:

- Student names;
- Students' state school identification numbers;
- Students' test scores or grades;
- Any other student personal information, such as address, birth date, school name, health or disciplinary information; Student names; and
- Any teacher personal information, such as address, SSN, birth date, school name, health or disciplinary information.

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.

SECTION FOUR ASMP INFORMATION

4.01 ACRONYMS

ASMP	Alaska Statewide Mentor Project
CFA	Call For Applications
CRT	Collaborative Reflection Tools
ECT	Early Career Teachers
EED	Department of Education and Early Development
FAS	Formative Assessment System
NTC	New Teaching Center

4.02 HOMEPAGE

All of the information below is taken entirely from the ASMP homepage at www.alaskamentorproject.org . Potential applicants are encouraged to visit the homepage for more information.

4.03 VISION

Every student in Alaska has the benefit of a great teacher: great teachers help our children to learn, grow, and thrive. They make learning exciting and tap into the knowledge, skills, and resources of local communities to help students achieve both personal and academic success.

4.04 MISSION AND GOALS

Give new teachers the support they need to succeed: the ASMP exists to lift up and support the profession of teaching in Alaska. The project provides individualized support to first- and second-year teachers, developing an effective teaching force that is responsive to the diverse academic needs and cultural backgrounds of all students.

4.05 THE SETTING

Vast distances and educational challenges: Alaska is the largest state, about two and half times the size of Texas and about one-fifth the size of the entire lower 48 states. With only about 723,000 residents occupying 572,000 square miles, there is plenty of space to go around. If all residents were distributed evenly, there would be just short of one square mile per person, however, most of the population is centered in the metropolitan areas of Anchorage, Matanuska/Susitna valleys, Fairbanks, and Juneau. The Anchorage school district, for example, is one of the 100 largest school districts in the nation, with 3,000 teachers and 50,000 students. Most of Alaska's 54 school districts are located in the "bush;" places isolated from each other and off the road system, accessible only by air, boat, dog sled, or all-terrain vehicle. Of Alaska's 512 schools, 135 schools have fewer than 50 students and 82 schools enroll 25 or fewer students. The distances between rural schools, coupled with their isolation, create gaps in many aspects of the education system.

In addition to geographic isolation, many school districts in Alaska suffer from high teacher turnover; up to 85%

turnover in some schools. High turnover rates not only result in loss of continuity and cohesiveness within the school community, but are also correlated with low quality of teaching and poor student performance.

4.06 PROFESSIONALIZING THE PROFESSION

Making the transition from a student of teaching to a teacher of students is not an easy one. As Richard Ingersoll notes in his book *Teacher Turnover, Teacher Shortages, and the Organization of Schools*: "Teaching is the only profession where entry-level personnel are expected to do the same job and perform at the same level of competence as experienced practitioners. There is typically no staged entry through residency, internship, or apprenticeship. This is unfair and unrealistic. Every district should offer a multiyear induction program that provides systemic help and support, and this cannot be done adequately by another teacher with a full-time load who drops by when time permits or when a problem arises."

Teaching is, after all, a clinical profession. Whether setting up a classroom, interacting with parents, planning lessons, assessing the needs of different children, or constructing tests, a teacher must be able to assess, diagnose, prescribe, and modify their strategies in light of ever-changing circumstances.

Studies of teacher turnover have shown that 50% of new teachers leave the profession within the first five years, citing a lack of a feeling of efficacy and lack of support as the main reasons they quit (Ingersoll, *Is There Really a Teacher Shortage*, 2003).

The ASMP provides a structured support for teachers when they first enter the "clinical environment" of their classroom. The mentors have dedicated time to serve their teachers so that they can provide consistent ongoing support through the school year.

4.07 VALUES

- Good teachers are at the heart of successful education.
- Every child in Alaska should have equal access to high-quality teaching.
- Lifelong learning is essential to the health of individuals and communities, and involves an ongoing process of planning, action, and reflection.
- Effective communication, trust, and acceptance of diverse opinions are fundamental to successful organizations.
- Successful organizations are built upon the growth, creativity, and voice of all individuals

4.08 A BRIEF HISTORY OF THE ASMP

The University of Alaska obtained funding for a statewide mentoring pilot project which began in the 2003/2004 school year with one mentor working in five school districts. By early spring 2004, EED Commissioner Roger Sampson had learned enough about the mentoring program to ask University of Alaska President Mark Hamilton, "How can we make this happen statewide?"

EED linked arms with the University to make it happen, pooling both state and federal grant resources. By April 2004, 22 mentors were selected out of 150 exemplary teachers who applied. The teachers were released from their districts to work full time for the project and attended their first mentor training session in June of 2004. By the

2004/2005 school year, mentors were provided to over three hundred early career teachers in 31 school districts across Alaska.

"We know from talking to our mentors and early career teachers that what we are doing is having a positive impact on teachers and students alike," said Lorrie Scoles, former director of ASMP, "The Mentor Program is a shining star in Alaska and for other states that are looking to develop comprehensive mentoring programs. We are very proud of our state for recognizing the need to support our early career teachers, and I am very grateful to President Hamilton and Commissioner Sampson for working together to make it happen."

4.09 MENTORING MODEL OVERVIEW

The ASMP is built upon the nationally recognized model developed at the NTC. This research-based program has been shown to develop reflective teachers who are responsive to the diverse cultural backgrounds of all students.

Many studies have shown that there is a problem with teacher turnover brought about because of a "revolving door" of teachers. About half of new teachers in the U.S. leave the profession within their first five years. Research on early career teachers who have received mentoring from the ASMP shows that after five years, over 94% of teachers are still teaching. Additional research shows that mentored teachers not only stay in the profession longer than other teachers, but they achieve greater professional efficacy over the course of their careers, with greater gains in student achievement.

Overall, the average retention rate of ASMP teachers fluctuates around 79%, based on the number of first- and second-year, rural and urban teachers. Those who remain at the same school comprise the largest group each year, with far fewer moving between schools or moving to new districts, as shown in the following table. Prior to the implementation of ASMP, the historical retention rate for new teachers in the districts we serve most averaged about 68% over five years.

<i>Retention Rates by Category</i>	2004- 05	2005- 06	2006- 07	2007- 08	2008- 09	2009- 10	2010- 11	2011- 12*
Overall	79%	78%	77%	81%	79%	87%	82%	74%
Same school	71%	71%	66%	72%	69%	73%	75%	66%
Same district	7%		5%	5%	7%	6%	3%	3%
New district	1%	7%	6%	4%	3%	8%	4%	5%
Rural		74%	72%	78%	77%	86%	78%	74%
Urban		92%	93%	91%	86%	89%	92%	80%
Year 1		76%	96%	84%	83%	90%	84%	77%
Year 2		81%	69%	77%	75%	85%	79%	71%

*final data collection in progress, 84% response rate

The ASMP mentoring model includes:

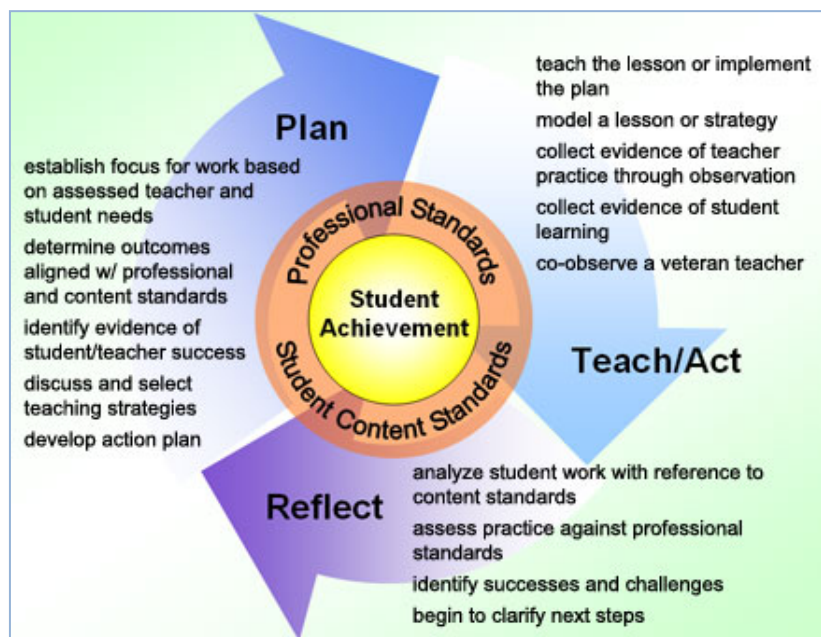
- Exemplary retired teachers who mentor first and second-year ECT. Each mentor works with approximately 15 ECTs.
- On-going professional development for mentors, through eight, week-long Mentor Academies over a two-year period.
- Formative assessment tools to guide mentoring activities and keep ECTs focused on teaching standards and student learning.

There are two keys to the NTC Model (Complete information available at www.newteachercenter.org): Mentor Professional Development and the Formative Assessment System.

4.09.1. COLLABORATIVE REFLECTION TOOLS

As new teachers embark on their journey of professional growth, they will certainly encounter successes and dilemmas. The ASMP uses a set of tools and processes designed to link new teacher learning and mentoring. Together, the novice and veteran teacher identify accomplishments and challenges, and connect the work to professional areas for growth as well as student academic needs.

Each tool simultaneously supports the mentoring process and the advancement of early career teachers' practice. The tools are designed to be embedded in the teachers' day-to-day practice in order to become a natural part of their on-going professional thinking and learning. They are also intended to provide structured opportunities for experienced teachers to share their knowledge and expertise with novices, based upon the data they have collected together.



The CRTs encourage curiosity and inquiry, teaching and learning about practice for both the mentor and the new teacher. The goal and the vision is that as early career teachers exit their induction programs, they are committed to engage in the sort of reflective, collaborative inquiry that the mentor has modeled and practiced with the support of CRTs. Convinced that new teachers contribute to the profession in very important ways, the ASMP is dedicated to building a system of support and professional development for all teachers.

The NTC FAS guides early career teachers as they develop teaching practices, habits, and skills that ensure the cultivation of highly qualified and effective teachers. As illustrated by the graphic above, FAS is a series

of collaborative processes characterized by a consistent focus on student learning. Mentors work with individual new teachers to collect and analyze multiple data sources as they reflect upon and assess the teacher's classroom practice. A variety of carefully designed tools are used to structure the mentor-to-early career teacher interactions and support each early career teacher's development in relation to professional teaching standards. The focus, process, and pacing of each FAS tool is determined collaboratively by the mentor and early career teacher in light of the teacher's individual needs. (From the NTC website: www.newteachercenter.org)

4.09.2. NTC MODEL MODIFICATIONS FOR ALASKA

How has the NTC model been modified to fit Alaska?

All the mentors in the ASMP are receiving mentor professional development by attending the Mentor Academy Series developed by the NTC. These Academies are held in Alaska four times a year, and have been directed by NTC/ASMP presenters. The mentors also use formative assessment tools to structure their interactions with early career teachers.

The CRT have been adapted from the New Teacher Center's FAS and have been tailored to fit the ASMP. The Alaska program has also modified the frequency and duration of mentor visits to early career teachers because of the vast geographic area of the state. Instead of weekly in-person visits, Alaska mentors visit their early career teachers monthly and communicate weekly by phone, e-mail and/or Skype. Mentors travel by small planes, skiffs, skidoos, and dog sleds, and have to be flexible when everything is delayed by bad weather. Once at a village school, however, mentors usually stay for a whole day and sleep overnight at the school or at the home of a teacher, the amount of face-to-face time is concentrated. The Alaska project is also being adapted to bridge to Alaskan-specific cultural settings and school initiatives.

SECTION FIVE

PROPOSAL FORMAT AND CONTENT

5.01 APPLICATION FORMAT AND CONTENT

The state discourages overly lengthy and costly applications, however, in order for the state to evaluate applications fairly and completely, offerors must follow the format set out in this CFA and provide all information requested.

5.02 COVER LETTER

A cover letter that is no longer than a single page that describes relevant education experience, teaching experience (with emphasis on Alaska based teaching experience), content areas the applicant is qualified or endorsed to teach, other content areas the applicant has taught, and technology and software the applicant has used.

5.03 CURRENT CURRICULUM VITAE OR RESUME

A current curriculum vitae or resume that is no longer than two pages that highlights the dates, positions, and capacity of all Alaska school district(s) where the applicant has worked.

5.04 PROFESSIONAL LETTERS OF REFERENCE

Three (3) professional letters of support that speak to your qualifications for the position. Each letter shall not be longer than two pages.

5.05 REFERENCE CONTACT INFORMATION

Three (3) contact names with current phone numbers and email addresses to serve as professional references.

5.06 QUESTIONS

Written responses that are no longer than one page each to the following questions:

1. What experience do you have working with adults in an education setting?
2. How have you addressed issues of diversity in your classroom? Please provide an example.
3. What would you hope to gain from your experience as an Alaska Statewide Mentor?

5.07 COST APPLICATION

All mentor contracts are the same amount. No variation in the cost of the contract will be accepted in an application for this CFA.

5.08 EVALUATION CRITERIA

All applications will be reviewed to determine if they are responsive. They will then be evaluated using the criterion that is set out in Section SIX.

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.

An application shall be evaluated to determine whether the offeror responds to the provisions, including goals and financial incentives, established in the request for applications in order to eliminate and prevent discrimination in state contracting because of race, religion, color, national origin, sex, age, marital status, pregnancy, parenthood, or disability.

SECTION SIX SELECTION PROCESS

Applications will be scored in three parts.

6.01 PART 1 APPLICATION MATERIALS (10% OF TOTAL POINTS)

Applications will be reviewed and ranked by at least three public officials.

Each responsive application submitted will be scored by each evaluator using a 1-10 range.

- §5.02 Cover letter (1-10 points)
- §5.03 Resume (1-10 points)
- §5.04 Letter of Reference #1 (1-10 points)
- §5.04 Letter of Reference #2 (1-10 points)
- §5.04 Letter of Reference #3 (1-10 points)
- Response to §5.06 Question #1 (1-10 points)
- Response to §5.06 Question #2 (1-10 points)
- Response to §5.06 Question #3 (1-10 points)

Responses will be rated comparatively against one another with each PEC member assigning a score 1-10 (with 10 representing the highest score and 1 representing the lowest score) for each item. The purpose of this approach is to identify high-performing offerors. The max score is 80 and the minimum is 8.

It is the offeror's responsibility to differentiate and prove to the state that they have more expertise than their competitors. Once all evaluators have scored each attachment, the state will calculate a raw score between 8 and 80 for each offeror by averaging all the evaluators' ratings for each section. Points shall be awarded for the raw score to each offeror based on the formula outlined in Section 2.18 of this CFA.

Example:

	PEC Member 1	PEC Member 2	PEC Member 3	Total Score	Average Score	Points
Applicant 1	60	60	50	170	56.7	7.6
Applicant 2	75	40	75	190	63.3	8.4
Applicant 3	45	32	45	122	40.7	5.4
Applicant 4	75	75	75	225	75.0	10.0

Applications scoring higher than 6 will move on to Part 2. In the example, Applicant 3 would not move on from Part 1.

6.02 PART 2 PROFESSIONAL REFERENCES (20% OF TOTAL POINTS)

The state will randomly attempt to contact the references until three of the references have been contacted. Each reference contacted shall be asked the same questions regarding the quality and success of similar work provided by the offeror.

References will be scored and ranked; references unable to be contacted after three attempts or by 5:00 PM AST on May 15, 2013 will be scored as a zero. Part 2 will use a 1 through 10 scoring based upon reference responses to standard questions.

The following questions will be asked of the references:

1. On a scale of 1-5, how would you rate applicant's ability to work as a collaborative team member? (0-4 points)
2. On a scale of 1-5, how would you rate applicant's ability to work with adults? (0-4 points)
3. On a scale of 1-5, how would you rate applicant's ability to accept multiple perspectives when working with a group of professionals? (0-4 points)
4. On a scale of 1-5, how would you rate applicant's ability to meet deadlines and follow through on projects to completion? (0-4 points)
5. On a scale of 1-5, how would you rate applicant's ability to accept coaching from a peer? (0-4 points)
6. On a scale of 1-5 how would you rate applicant's flexibility and resiliency? (0-4 points)
7. If you could, would you hire the applicant? (0 or 10 points)

Responses will be rated comparatively against one another with each reference being assigned a score of 0 to 34 (with 34 representing the highest score and 0 representing the lowest score). The purpose of this approach is to identify high-performing offerors.

Once all references have been scored, the state will calculate a raw score between 0 and 34 for each applicant by averaging all the ratings for each application. Points shall be awarded for the raw score to each offeror based on the formula outlined in Section 2.18 of this CFA.

Example:

	Reference 1	Reference 2	Reference 3	Total Score	Average Score	Points
Applicant 1	34	20	30	84	28.0	19.1
Applicant 2	18	12	16	46	15.3	10.5
Applicant 3	0	34	34	68	22.7	15.5
Applicant 4	28	30	30	88	29.3	20.0

6.03 PART 3 INTERVIEW & PREFERENCES (70% OF TOTAL POINTS)

6.03.1. INTERVIEWS (59% OF TOTAL POINTS)

The top thirty total scores of parts 1 and 2 will be offered interviews. If there are multiple applications with the same score at the bottom level of the thirty applications, interviews will be offered to all of the applicants with tied scores.

Tied score example: Of 40 applications, 29 score greater than 25 points in Parts 1 and 2; six score 24 points, and five score less than 24 points. In this case 35 applicants will be offered interviews: the 29 that scored 25 points and the 6 tied at 24 points.

Applicants will be interviewed by a panel of at least three public officials. The same questions will be asked of each applicant. Interviews will be held as needed via teleconference.

Responses will be rated comparatively against one another with each PEC member assigning a score 1-10 (with 10 representing the highest score and 1 representing the lowest score) for each question. The purpose of this approach is to identify high-performing offerors.

It is the applicant's responsibility to differentiate and prove to the state that they have more expertise than their competitors. Once all evaluators have scored each interview, the state will calculate a raw score between 1 and 100 for each offeror by averaging all the evaluators' ratings for each applicant. Points shall be awarded for the raw score to each offeror based on the formula outlined in Section 2.18 of this CFA.

Example:

	PEC Member 1	PEC Member 2	PEC Member 3	Total Score	Average Score	Points
Applicant 1	82	95	65	242	80.7	59.0
Applicant 2	73	90	68	231	77.0	56.3
Applicant 3	50	62	42	154	51.3	37.5
Applicant 4	80	93	52	225	75.0	54.9

6.03.2. CONTRACT COST (1% OF TOTAL POINTS)

Overall, a maximum of 1% of the total evaluation points will be assigned to cost. All applications will be evaluated on an identical amount for cost. The cost amount used for evaluation may be affected by one or more of the preferences referenced under Section 2.13.

Converting Cost to Points

The lowest cost application will receive the maximum number of points allocated to cost. The point allocations for cost on the other applications will be determined through the method set out in Section 2.15.

6.03.3. ALASKA OFFEROR PREFERENCE (10% OF TOTAL 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.

6.04 AWARD

Final scores will be tallied using the following formula:

$$(\text{Part 1 Score}) + (\text{Part 2 Score}) + (\text{Part 3 Score}) = \text{Final Score}$$

Contracts will be offered in order of final scores (highest to lowest) until all available Mentor slots are filled. Applications scored lower than 71% of available points will not be offered contracts.

Ties will be broken first by the higher score in Part 1. If a tie still exists then second tie breaker will be the higher score of Part 2. If a tie exists after the second tie breaker a coin flip will determine the successful applicant.

Example:

	Part 1 score	Part 2 Score	Part 3 Score	Cost	AK Pref	Total
Applicant 1	19.1	8.2	59.0	1.0	10.0	97.3
Applicant 2	10.5	7.5	56.3	1.0	10.0	85.2
Applicant 3	15.5	5.3	37.5	1.0	10.0	69.3
Applicant 4	20.0	10.0	54.9	1.0	10.0	95.9

In this example Applicants 1, 2, and 4 would be offered ASMP contracts. Applicant 3 scored lower than the minimum of 71% and is eliminated.

If after all interviews are completed, there are an insufficient number of applicants scoring at or above 71% interviews will be offered to the next top scored application from Part 2. If that interview results in a score above the minimum, that applicant will be offered a contract. This process will continue until all available mentor contracts are filled.

SECTION SEVEN ATTACHMENTS

7.01 ATTACHMENTS

Attachment 1. Application Form
Attachment 2. Standard Agreement Form Appendix A
Attachment 3. Indemnity and Insurance Requirements
Attachment 4. Federal Certification Form
Attachment 5. Notice of Intent to Award
Attachment 6. Checklist
Attachment 7. Reference Check Sheet