

STATE OF ALASKA CFA 2014-0500-1849
AMENDMENT NUMBER 01

RETURN THIS AMENDMENT TO THE ISSUING OFFICE AT:



Department of Education and Early Development
Division of Education Support Services
801 W Tenth Street Suite 200
PO Box 110500
Juneau, Alaska 99811-0500

THIS IS NOT AN ORDER

CFA TITLE: ALASKA STATEWIDE MENTOR PROJECT CALL FOR MENTORS

DATE AMENDMENT ISSUED: April 17, 2013

OPENING DATE AND TIME: 4:00 PM AST May 6, 2012.

A. The following questions have been asked; answers follow each question.

- **Question #1:**

I submitted an application under the previous call. It was submitted to EED. Can you just take that one and use it for this one?

Answer to Question #1:

No. The prior application issued by the ASMP is not applicable to this CFA. CFA 2014-0500-1849 has different requirements from the prior application. Applicants who wish to apply to the ASMP **must** apply under CFA 2014-0500-1849.

- **Question #2:**

It is my understanding that I will re-apply with the same packet, which I sent, that was due March 22 with the addition of the business license. Is that correct?

Answer to Question #2:

No. The prior application issued by the ASMP is not applicable to this CFA. CFA 2014-0500-1849 has different requirements from the prior application. Applicants who wish to apply to the ASMP **must** apply under CFA 2014-0500-1849.

- **Question #3:**

I have three letters of reference and also three additional persons listed as professional references on a separate document. Do I understand correctly that attempts will be made to contact at least three of these six people during the window of May 6-15? If so, I will be adding the contact information for the letter authors on the list of professional references, as not all of them included their phone and email addresses on their letters.

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Answer to Question #3:

There is no requirement for six different references. The letters of professional reference will be reviewed and scored as part of Part 1. Applications that score six or higher will have the references contacted in Part 2. These references may be the same or different from the people that supplied the professional letters of reference. Part 2 will commence as soon as the tabulation of scores in Part 1 is concluded through close of business on May 15, 2013.

- **Question #4:**

It is my understanding that because I am not a veteran, disabled or meet any of the other listed distinctions that I am likely not qualified for the applicable preferences. Is this a fair understanding on my part?

Answer to Question #4:

Whether or not an applicant meets the preference requirement cannot be determined by the Procurement Officer until the application is submitted. It is obvious that someone who is not a Veteran will not be able to claim the preference for a Veteran, likewise for the other preferences.

If a preference is not claimed, then that preference will not be applied to an application. If a preference is claimed in an application then qualification for the claimed preference will be confirmed before the preference is applied. An applicant that does not meet the requirements for a preference shall not be given the preference. See CFA §2.13-15 and §2.17 for more information on preferences.

- **Question #5:**

I earlier applied, meeting all the deadlines and requirements for the previous call for applications. I have the previously submitted cover letter to EED, answers to the questions, resume, and letters of reference as a .pdf along with my previous email exchanges with EED. I have also scanned as .pdf my required business license and other materials for the new call for applications. Will I be able to submit the previous application which includes my previous email correspondence with EED, the cover letter, resume, and my answers to the questions along with the newly required materials? (The questions did not change.) Of the three letters of reference, one was only sent to me as a text file, one was hard copy which went directly to EED, and I have the third as a scanned letter. I can burden the people who were kind enough to write me letters by asking them to resend them, but would prefer to be able to simply re-send you my scanned materials, which were received and date stamped by DEED.

Answer to Question #5:

The prior application effort has no bearing on CFA 2014-0500-1849. You must reapply under the new CFA. Requirements for the professional letters of reference are in §5.04 and §6.01. If the scanned copies of the previously submitted letters of reference meet the requirement of CFA 2014-0500-1849 they will be adequate for CFA 2014-0500-1849.

There is no requirement that the letters be sent to EED directly from the author of the professional reference.

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- Question #6:
Why are you doing this to us?

Answer to Question #6:

The Alaska Administrative Manual for Procurement was recently changed. This change eliminated the procurement method that the prior calls for ASMP Mentors used. There is no other reason for the new CFA beyond this change. The relevant portion of the Admin Manual is Appendix 1 to AAM 82:

<http://www.doa.alaska.gov/dof/manuals/aam/resource/82.pdf>

- B. The following change has been made to Section 7 of Attachment 1 “Attach the following documents to this cover sheet”

☐ Copies of your current Alaska Teaching Certificates you hold:

- 1) Professional Teacher
- 2) Master Teacher
- 3) Administrative-Type B
- 4) Special Services-Type C

- C. Section 6.01 has been changed to (**bolded** items indicate what was changed):

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.

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Example:

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

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

D. Section 5.02 "Cover Letter" has been changed to read:

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.

E. Section 5.03 "Current curriculum vitae or resume" has been changed to read:

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.

F. Attachment 6, "Checklist" has "Signed copies of any mandatory amendments" added to the list.

G. Attachment 7, "Part 2 Reference Check Sheet," has been added.

In order for your bid to be considered responsive for this amendment, in addition to your original application, must be received by the issuing office of the Department of Education and Early Development prior to the time set for the bid opening.



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NAME OF COMPANY

SIGNATURE

DATE