

***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**

**RFP TITLE: SPECIAL EDUCATION ADMINISTRATIVE COACH REQUEST FOR PROPOSALS**

**DATE AMENDMENT ISSUED: May 28, 2013**

**OPENING DATE AND TIME: 4:00 PM AST, Friday June 7, 2013.**

A. The following changes have been made to the RFP and attachments:

- 1) In Section 4.04 on p. 25 of the RFP, the dates of item 5 in the Annual Deliverables is now the correct range of August 2013-June 2014;
- 2) Item 16 in Attachment 5: Offeror's Certification now states "Offeror will be residing full time in Alaska from August 15, 2013 until June 15, 2014. **If the answer is NO, an explanation of no longer than ONE page must be attached to the offeror's proposal or the proposal may be rejected as non-responsive.)**"
- 3) In Attachment 9: Proposal Checklist notes an item to be attached if an offeror answers "no" to item 16 in Attachment 5. The dates have been corrected to match Item 16 in Attachment 5.

B. The following have been asked about the RFP, answers follow each question:

- 1) Would you please clarify what a General Proposal is? I assume that it is the over all proposal?

*Answer:*

*A "General Proposal" is the offeror's proposal, all supporting materials for that proposal, and all documents and materials required by the RFP.*

- 2) The RFP states "In order to receive the Alaska Bidder Preference, the proposal must include a statement certifying that the offeror is eligible to receive the Alaska Bidder Preference." I am unclear about the certifying statement required to receive the Alaska Bidder Preference. What does that entail?

*Answer:*

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*For this item in the RFP, "Statement" is a definite and clear expression of something in writing; "Certification" is confirmation that the offeror is qualified for the Alaska Bidder Preference.*

*In §2.14 the paragraph titled "Alaska Bidder Preference Affidavit" details the specifics of what is required to claim that preference. No specific form is provided or required. In my experience in procurement I have seen this as a simple one sentence statement on the simple end and a notarized letter on the other end. It is helpful to have the certifying statement be a separate paragraph in bold or some other method that highlights that the preference is claimed. An attached, signed statement is even clearer.*

*An applicant that qualifies for the §2.14 preference is also given the Alaska Offeror Preference detailed in §2.17.*

*Sections 2.13 and 2.15 have the details for the requirements for the other preferences. There is specific paperwork required for these preferences, but the forms for them are not supplied by this office. Details on this are contained in the relevant sections.*

- 3) Section 3.06 says "The successful offeror must provide proof of workers' compensation insurance prior to contract approval." I have no employees. I assume this is waived? Do you need a copy of my liability policy?

*Answer:*

*The next paragraphs clarify the opening sentence of this section.*

*Generally insurance issues are dealt with when contracts are offered ("Certificates of Insurance must be furnished to the Contracting Officer prior to beginning work ..."). This answer starts with the assumption that this is not about the RFP, but about what you will need in case a contract is offered.*

*For the worker's compensation for a sole proprietor a letter from the offeror stating that the offeror is a sole proprietor, waives subrogation against the State, and complies with all worker compensation laws of the State of Alaska is normally adequate. Please note that this letter still must be approved by the Department of Administration, Division of Risk Management.*

*For general liability-if your homeowner's policy has a business endorsement at the levels required then it should meet the requirement as long as it covers all business premises and operations: including while you are traveling. This also applies to the auto portion.*

*An insurance company should have no problem with issuing a certificate for the required coverage.*

*Please note that the insurance coverage in the RFP is required. It is not optional. 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.*

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In order for your bid to be considered responsive for this amendment, in addition to your original proposal, 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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Robert Roys

Procurement Officer

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NAME OF COMPANY

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SIGNATURE

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DATE