



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

Request for Proposals

RFP 2014-0500-1923

Date of Issue: May 17, 2014

Special Education Administrative Coach Request for Proposals

The Alaska Department of Education and Early Development is accepting proposals for a Special Education Administrative Coach. The SPED Administrative Coach provides on-site and distance delivery technical assistance to support schools and districts in their efforts to improve systems and structures that increase special education student achievement. The SPED Administrative Coach works collaboratively with Alaska's new directors and coordinators to assess district and school needs and design interventions based on educational research.

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 PROPOSALS

Offerors must submit written proposals in sealed packages to the procurement officer. Proposals consist of two portions; an original General Proposal and two copies, including Attachments 4 through 14, and one Cost Proposal. The General Proposal and two copies must be sealed separately from the Cost Proposal (but can be in the same shipping container/box) and each must be clearly identified on the outside of the sealed package. Proposal package must include one CD with electronic copies of the proposal and cost proposal. The copy of the Cost Proposal does **not** need to be on a separate CD.

Email proposals are not acceptable. Fax proposals are not acceptable. Oral proposals are not acceptable.

Proposal submission packages are to be labeled as follows:

STATE OF ALASKA
DEPARTMENT OF EDUCATION & EARLY DEVELOPMENT
DIVISION OF ADMINISTRATIVE SERVICES
ATTENTION: ROB ROYS
RFP NUMBER: 2014-0500-1923
SPED ADMINISTRATIVE COACH REQUEST FOR PROPOSALS

If using U.S. mail, please use the following address:

STATE OF ALASKA
DEPARTMENT OF EDUCATION & EARLY DEVELOPMENT
P.O. BOX 110500
JUNEAU AK 99811-0500

If using a delivery service, please use the following address:

STATE OF ALASKA
DEPARTMENT OF EDUCATION & EARLY DEVELOPMENT
GOLDBELT BUILDING SUITE 200
801 W 10TH STREET
JUNEAU AK 99801

Proposals must be received no later than **4:00 PM AST, Monday June 17, 2013.**

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 an proposal prior to the deadline will cause the proposal to be disqualified. Late proposals 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 25, 2013**, for approximately **(341)** calendar days until completion, approximately **June 30, 2014**. Contracts will be for one year with a one-year renewal option to be exercised solely by the state.

Unless otherwise provided in this RFP, 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 RFP **May 17, 2013**;
- Deadline for questions **5:00 PM AST, June 7, 2013**;
- Deadline for Receipt of Proposals **4:00 PM AST, Monday June 17, 2013**;
- Deadline to contact references **5:00 PM AST, Monday June 24, 2013**;
- Interviews beginning **June 27, 2013**;
- State of Alaska issues Notice of Intent to Award Contracts by **July 11, 2013**;
- State of Alaska issues contracts by **July 23, 2013**;
- Contract start **July 24, 2013**;
- First contractor work period **July 25, 2013** through **June 30 2014**; and
- Renewal option **July 1, 2014** through **June 30 2015**;

1.03 PURPOSE OF THE RFP

The Department of Education and Early Development, Division of Administrative Services on behalf of the Division of Teaching and Learning Support, is soliciting proposals for a SPED Administrative Coach provides on-site and distance delivery technical assistance to support schools and districts in their efforts to improve systems and structures that increase special education student achievement. The SPED Administrative Coach works collaboratively with Alaska's new directors and coordinators to assess district and school needs and design interventions based on educational research.

Offerors who have already submitted a proposal **must** reapply as the requirements for the proposal have changed.

1.04 BUDGET

The Department of Education and Early Development, Division of Teaching and Learning Support, estimates a budget of between \$60,000 and \$100,000 dollars for completion of this project. This budget includes all travel costs. Travel is not expected to exceed \$30,000. Proposals priced at more than \$100,000 will be considered non-responsive.

Submit only one Cost Proposal in a separate, sealed envelope. No portion of the cost proposal shall be included within the body of the proposal.

1.05 LOCATION OF WORK

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

The contractor should include in their price proposal: transportation, lodging, and per diem costs sufficient to pay for

- 1) Attending designated professional development meetings and/or trainings;
- 2) Attend the two 2-day GAINS stakeholder meetings and training in Anchorage;
- 3) Attend and present at the Special Education Directors' Training in Anchorage, currently scheduled for September 17-18, 2013 in Anchorage.
- 4) Attend and present at the Alaska State Special Education Conference (ASSEC) in Anchorage, currently scheduled for February 8-14, 2014; and
- 5) Visit each assigned district at least 1 time during August 2013-June 2014; districts will be assigned in August, 2013.

Total costs for travel are not expected to exceed \$30,000 per contract year.

By signature on their proposal, 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 proposals.

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 proposal as non-responsive, or cancel the contract.

1.06 HUMAN TRAFFICKING

By signature on their proposal, 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 proposal 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 RFP 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 proposals.

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 proposal 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 proposals 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 PROPOSALS

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. Include "RFP 2014-0500-1923" in the subject line of all emails.

Two types of questions generally arise. One may be answered by directing the questioner to a specific section of the RFP. These questions may be answered over the telephone. Other questions may be more complex and may require a written amendment to the RFP. 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 RFP and to those who have registered with the procurement officer as having downloaded the RFP from the State of Alaska Online Public Notice web site.

1.11 ALTERNATE PROPOSALS

Offerors may only submit one proposal for evaluation.

In accordance with 2 AAC 12.830 alternate proposals (proposals 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 RFP, the State Procurement Code (AS 36.30), and all applicable local, state, and federal laws, codes, and regulations. The procurement officer may reject any proposal that does not comply with all of the material and substantial terms, conditions, and performance requirements of the RFP.

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

An proposal 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 proposal.

1.14 DISCLOSURE OF PROPOSAL CONTENTS

All proposals 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 proposal 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, proposals will become public information.

Trade secrets and other proprietary data contained in proposals 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 proposal, 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 RFP;
- [f] a condition that the proposal 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 proposal, terminate the contract, or consider the contractor in default.

1.18 CONFLICT OF INTEREST

Each proposal 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 proposal 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 RFP 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 proposal, 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 6) must be completed and submitted with your bid.

SECTION TWO

STANDARD PROPOSAL INFORMATION

2.01 AUTHORIZED SIGNATURE

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

2.02 PRE-PROPOSAL CONFERENCE

Not applicable to this RFP.

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 proposal 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 PROPOSALS

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

Proposals 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 RFP or that diminish the state's rights under any contract resulting from the RFP, 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 proposal and a term or condition of the RFP, the term or condition of the RFP will prevail; and
- b) if the state's rights would be diminished as a result of proposal of a supplemental term or condition included in the proposal, the supplemental term or condition will be considered null and void.

2.06 CLARIFICATION OF OFFERS

In order to determine if a proposal is reasonably susceptible for award, communications by the procurement officer or the proposal evaluation committee are permitted with an offeror to clarify uncertainties or eliminate confusion concerning the contents of a proposal. Clarifications may not result in a material or substantive change to the proposal. The evaluation by the procurement officer or the proposal 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 RFP and proposal. Discussions will be limited to specific sections of the RFP or proposal identified by the procurement officer. Discussions will only be held with offerors who have submitted a proposal deemed reasonably susceptible for award by the procurement officer. Discussions, if held, will be after initial evaluation of proposals 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 proposal submissions from those offerors with whom discussions were held. Proposals may be reevaluated after receipt of best and final proposal submissions.

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

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 proposal must be reduced to writing by the offeror.

2.08 PRIOR EXPERIENCE

In order for offers to be considered responsive offerors must demonstrate the following:

- 1) At least one year of experience as a Special Education Director or Coordinator;
- 2) At least 3 years of classroom experience in Alaska; and
- 3) Experience as a public speaker.

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

2.09 EVALUATION OF PROPOSALS

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

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

2.10 VENDOR TAX ID

A valid Vendor Tax ID must be submitted to the issuing office with the proposal 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 proposals are opened, all offerors must hold a valid Alaska business license and any necessary applicable professional licenses required by Alaska Statute. Proposals 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 proposal. An offeror's failure to submit this evidence with the proposal will cause their proposal 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 proposal that the offeror has a valid Alaska business license and has included the license number in the proposal;
- c) a canceled check for the Alaska business license fee;
- d) a copy of the Alaska business license proposal 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 proposals 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 PROPOSAL 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 RFP 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 proposal 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 proposal. The offeror's failure to provide the certification letter mentioned above with the proposal 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 an proposal 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 proposal;
- (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 proposal 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, proposals 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 proposal will receive the maximum number of points allocated to cost. The point allocations for cost on the other proposals 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 RFP. See section SEVEN to determine the value, or weight of cost for this RFP.

EXAMPLE

Formula Used to Convert Cost to Points

[STEP 1]

List all proposal prices, adjusted where appropriate by the proposal 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.

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

The RFP 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 proposal, in this case \$40,000, receives the maximum number of points allocated to cost, 40 points.

Offeror #2 receives 37.4 points.

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

Offeror #3 receives 33.7 points.

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

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

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

[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 proposals have been completely evaluated based on the evaluation criteria in the RFP. 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 Offeror Materials

Part 2 Professional References

Part 3 Responses to §5.11-§5.15

Part 4 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 proposal. Negotiations, if held, shall be within the scope of the request for proposals and limited to those items which would not have an effect on the ranking of proposals. 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 proposal. 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 proposal selected for award.

2.22 PROTEST

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

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 proposals.

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 proposal 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

This contract is a Firm Fixed Price contract.

3.02 CONTRACT APPROVAL

This RFP 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 proposal.

3.04 PROPOSAL AS A PART OF THE CONTRACT

Part or all of this RFP and the successful proposal 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 RFP and will not affect the proposal 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 proposal.

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 proposal 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

STATE SYSTEM OF SUPPORT SPECIAL EDUCATION ADMINISTRATIVE COACH INFORMATION

4.01 ACRONYMS

SSOS State System of Support
RFP Request for Proposals
GAINS Guiding and Investing in New Special Educators
SPED Special Education
EED Department of Education and Early Development
ASSECA Alaska's State Special Education Conference

4.02 INTRODUCTION

The mission of the State System of Support (SSOS) is to collaborate with districts and schools as they build their capacity to implement effective structures and systems. The SSOS Coaches work with district and school staff to promote improvement in the six effective school domains: Curriculum, Assessment, Instruction, Supportive Learning Environment, Professional Development, and Leadership. The Special Education (SPED) Administrative Coach works under the umbrella of the SSOS Coaches. The SPED Administrative Coach's work includes, but is not limited to:

- Develop, implement and sustain school improvement efforts in relation to special education
- Align district procedures with Alaska State Standards
- Promote and integrate the Alaska Cultural Standards
- Increase data literacy and the use of data to inform district procedures
- Develop structures that support quality education and effective interventions for all students
- Promote student access to meaningful exposure in all content areas
- Foster a positive school climate and learning environment that is attentive to local culture
- Foster staff collaboration
- Align professional development policies and practices with resources and academic goals
- Develop administrators as instructional leaders through the use of tools such as regular walkthroughs, precision goal setting, and school-wide initiatives

Additionally, the SPED Administrative Coach works directly with the state special education team through the GAINS grant. This federal grant has 3 goals: (1) to meet the special education recruitment needs of Alaskan school districts, (2) improve the Alaskan system of special education personnel preparation through mentoring, coaching, and evidence based professional development, and (3) to sustain the special education system of support for personnel preparation and retention. This grant is currently heading into its third year of a five year grant cycle. The SPED Administrative Coach primarily focuses on goal 3 of the grant (to sustain the special education system of support for personnel preparation and retention) by providing training and technical assistance to new special education directors and coordinators.

4.03 SSOS COACHING PROGRAM AND COACH EXPECTATIONS

The SPED Administrative Coach provides on-site technical assistance to support schools and districts in their efforts to improve systems and structures that increase special education student achievement. The SPED Administrative Coach works collaboratively with directors and coordinators to assess district and school needs and design interventions based on educational research.

The SPED Administrative Coach will be assigned to specific districts, depending on the identified areas of need. The Coach will visit each site at least once per school year, spending several days on-site with the Special Education Administrator or Coordinator. Site visit activities will be based on district need, and may include training on special education data collection requirements, Alaska's SPED Handbook, and federal and state compliance requirements. The logistics of coaching in rural Alaska may necessitate that the coach travels on the weekend, sleep in classrooms, and pack his or her own food and bedding. Phone, email, and other distance communication tools will be used to offer technical assistance for each district at least twice per month.

Additionally, the SPED Administrative Coach will be responsible for conducting training to new Special Education Directors/Coordinators at the Directors' Training in September, ASSEC, and at various times throughout the year via webinars and other online systems. Additionally, the Coach, in collaboration with EED, will work on creating a manual to train future new special education directors/coordinators.

4.04 ANNUAL DELIVERABLES

1. Attend designated professional development meetings and/or trainings;
2. Attend GAINS stakeholder meetings, 2 per year ;
3. Attend and present at the Alaska State Special Education Conference (ASSEC);
4. Attend and present at the Special Education Directors' Training;
5. Visit each assigned district at least 1 time during August 2013-June 2014;
6. Make contact with assigned district via telephone, email, or Skype at least twice per month and provide timely support services;
7. Conduct webinars on identified areas of need;
8. Submit monthly activity and travel log/report on the 1st day of each month detailing professional services provided to each assigned district;
9. Meet quarterly with GAINS project coordinator and other state special education staff;
10. Provide technical assistance to districts in collecting and reporting required data to EED;
11. Help directors/coordinators interpret district determinations, improvement plans and other data provided by the State Education Agency;
12. Observe a code of ethics which respects confidentiality, the integrity of the EED/coach relationship, the integrity of the coach/district relationship and the integrity of the EED/district relationship; and
13. Notify the GAINS project coordinator of any planned or unplanned absences.

SECTION FIVE PROPOSAL FORMAT AND CONTENT

5.01 PROPOSAL FORM

In order for the state to evaluate proposals fairly and completely, offerors must follow the format set out in this RFP and provide all information requested. Deviation from the described format may result in a proposal being rejected.

5.02 COVER LETTER

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

5.03 CURRENT CURRICULUM VITAE OR RESUME

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

5.04 CURRENT ALASKA EDUCATION CERTIFICATION

Attach copies of all Alaska education certificates held.

5.05 ATTACHMENT 04 PROPOSAL COVER SHEET

5.06 ATTACHMENT 05 OFFEROR CERTIFICATION

5.07 ATTACHMENT 06 OFFEROR CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION LOWER TIER COVERED TRANSACTIONS

5.08 ATTACHMENT 07 PREFERENCE WORKSHEET

5.09 ATTACHMENT 08 REFERENCES

Please provide up to six individual references. The state will attempt to contact the references in the order provided on the Reference List until three references have been contacted or after three attempts to reach each reference. Each reference contacted shall be asked the same questions regarding the quality and success of similar work performed by the applicant. References unable to be contacted by the deadline in RFP 1.02 will be scored a zero.

See Section 6.02 for more information regarding the scoring of the Reference List

5.10 ATTACHMENT 9 PROPOSAL CHECKLIST

5.11 ATTACHMENT 10 EXPERIENCE AND QUALIFICATIONS

Provide a detailed response that clearly demonstrates your firm's experience and understanding of the project as related to items 1-4 in section 2.08.

5.12 ATTACHMENT 11 PROVISION OF DELIVERABLES

Provide a detailed response that clearly demonstrates your firm's understanding, experience, and methodology for each of the deliverables defined in Sections 4.02 through 4.04.

5.13 ATTACHMENT 12 QUESTION 1

Provide a description of how you would support new special education administrators/coordinators before an on-site visit, during an on-site visit, and after an on-site visit.

5.14 ATTACHMENT 13 QUESTION 2

Provide a description of a meaningful experience you have had as the recipient of coaching.

5.15 ATTACHMENT 14 QUESTION 3

Provide a description of experience you have with conducting both face to face and web-based training.

5.16 EVALUATION CRITERIA

All proposals 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 proposal shall be evaluated to determine whether the offeror responds to the provisions, including goals and financial incentives, established in the request for proposals 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

Proposals will be scored in four parts.

6.01 PART 1 OFFEROR MATERIALS (5% OF TOTAL POINTS)

The cover letter and resume or curricula vitae will be reviewed and ranked by at least three public officials.

Each item in a responsive proposal will be scored by each evaluator using a 0-10 range.

- §5.02 Cover letter (0-10 points)
- §5.03 Resume (0-10 points)

Responses will be rated comparatively against one another with each PEC member assigning a score 0-10 (with 10 representing the highest score and 0 representing the lowest score) for each item. The purpose of this approach is to identify high-performing offerors. The max score is 20 and the minimum is 0.

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 0 and 20 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 RFP.

Example:

	PEC Member 1	PEC Member 2	PEC Member 3	Total Score	Average Score	Points
Offeror 1	19	13	4	36	12.0	3.9
Offeror 2	1	12	4	35	11.7	3.8
Offeror 3	20	4	3	46	15.3	5.0
Offeror 4	5	5	6	45	15.0	4.9
Offeror 5	12	7	11	31	10.3	3.4
Offeror 6	14	19	8	35	11.7	3.8
Offeror 7	19	17	9	46	15.3	5.0
Offeror 8	13	1	20	45	15.0	4.9

Proposals scoring higher than 3.5 will move on to Part 2. In the example, Offeror 5 would not move on from Part 1.

6.02 PART 2 PROFESSIONAL REFERENCES (5% OF TOTAL POINTS)

The state will randomly attempt to contact the references until three of the references have been contacted or three attempts have been made to contact each reference listed. 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 by **5:00 PM AST, Thursday June 13, 2013** will be scored as a zero. Part 2 will use a 0 through 5 scoring based upon reference responses to standard questions.

The following questions will be asked of the references:

- 1) On a scale of 0-5, rank the offeror’s ability to meet deadlines and follow through on projects to completion. (0-5 points)
- 2) On a scale of 0-5, rank the offeror’s coaching abilities and qualities? (0-5 points)
- 3) On a scale of 0-5, rank the offeror’s overall quality of work? (0-5 points)
- 4) On a scale of 0-5, rank the offeror’s dependability? (0-5 points)
- 5) On a scale of 0-5, how well did the offeror meet the terms of the contract? (0-5 points)
- 6) Yes or no, would you select the contractor to perform services again? (0 or 10 points)

Responses will be rated comparatively against one another with each reference being assigned a score of 0 to 35 (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 35 for each offeror by averaging all the ratings for each proposal. Points shall be awarded for the raw score to each offeror based on the formula outlined in Section 2.18 of this RFP.

Example:

	Ref 1	Ref 2	Ref 3	Total Score	Average Score	Pt. 2 Points	Pt 1 Points	Total
Offeror 1	29	26	13	68	22.7	4.8	3.9	8.7
Offeror 2	15	30	26	71	23.7	5.0	3.8	8.8
Offeror 3	5	27	17	49	16.3	3.5	5.0	8.5
Offeror 4	10	19	0	29	9.7	2.0	4.9	6.9
Offeror 6	4	18	15	37	12.3	2.6	3.8	6.4
Offeror 7	31	3	13	47	15.7	3.3	5.0	8.3
Offeror 8	26	11	8	45	15.0	3.2	4.9	8.1

Proposals scoring a total higher than 7.0 will move on to Part 3. In the example, Offerors 4 and 6 would not move on from Part 2. If after all rankings are completed, there are no offerors scoring at or above 7 any rejected proposals from Part 1 will be evaluated and scored in Part 2. If that results in scores above the minimum, those offerors will be moved on to Part 3.

6.03 PART 3 RESPONSES TO RFP 5.11 THROUGH 5.15 (10% OF TOTAL POINTS)

The responses to §5.11 through §5.15 will be reviewed and ranked by at least three public officials.

§5.11 Experience and Understanding (1-10 points)

§5.12 Provision of Deliverables (1-20 points)

- §5.13 Response to Question 1 (1-10 points)
- §5.14 Response to Question 2 (1-10 points)
- §5.15 Response to Question 3 (1-10 points)

Responses will be rated comparatively against one another with each PEC member assigning a score for each item. The purpose of this approach is to identify high-performing offerors. The max score is 60 and the minimum is 5.

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 5 and 60 or 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 RFP.

Example:

	PEC Member 1	PEC Member 2	PEC Member 3	Total Score	Average Score	Pt. 3 Points	Pt 2 Points	Total
Offeror 1	39	38	56	133	44.3	10.0	8.7	18.7
Offeror 2	25	32	20	77	25.7	5.8	8.8	14.6
Offeror 3	32	51	25	108	36.0	8.1	8.5	16.6
Offeror 7	22	9	28	59	19.7	4.4	8.3	12.7
Offeror 8	8	23	14	45	15.0	3.4	8.1	11.4

Proposals scoring a total higher than 14.0 will move on to Part 4. In the example, Offerors 7 and 8 would not move on from Part 3. If after all rankings are completed, there are no offerors scoring at or above 14 any rejected proposals from Part 2 will be evaluated and scored in Part 3. If that results in scores above the minimum, those offerors will be moved on to Part 4.

6.04 PART 4 INTERVIEW & PREFERENCES (80% OF TOTAL POINTS)

- **INTERVIEWS (30% OF TOTAL POINTS)**

Proposals scoring a total of 14 or higher from Parts 1-3 will be offered interviews.

Offerors will be interviewed by a panel of at least three public officials. The same questions will be asked of each offeror. 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 offeror’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 offeror. Points shall be

awarded for the raw score to each offeror based on the formula outlined in Section 2.18 of this RFP.

Example:

	PEC Member 1	PEC Member 2	PEC Member 3	Total Score	Average Score	Pt. 1-3 Points	Pt 4 Points	Total
Offeror 1	17	69	83	169	56.3	22.2	18.7	40.9
Offeror 2	99	25	22	146	48.7	19.2	14.6	33.8
Offeror 3	76	84	68	228	76.0	30.0	16.6	46.6

Proposals scoring a total of 35 from Parts 1-3 and the Interviews will be evaluated for Cost and the Alaska Offeror Preference. In the example, Offeror 3 would not be evaluated for cost and the Alaska Offeror Preference. If after all interviews are completed, there are no offerors scoring at or above 35 interviews will be offered to the next top scored proposal from Part 3. If that interview results in a score above the minimum, that offeror will be offered a contract. This process will continue until award is made or no response scores above 35.

- **CONTRACT COST (40% OF TOTAL POINTS)**

Overall, a maximum of 40% of the total evaluation points will be assigned to cost. All proposals 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 proposal will receive the maximum number of points allocated to cost. The point allocations for cost on the other proposals will be determined through the method set out in Section 2.15.

- **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.

6.05 AWARD

Final scores will be tallied using the following formula:

$$(\text{Part 1 Score}) + (\text{Part 2 Score}) + (\text{Part 3 Score}) + (\text{Part 4 Score}) + (\text{Cost Score}) + (\text{AK Preference}) = \text{Final Score}$$

Ties will be broken first by the higher score in Part 4 Interviews. If a tie still exists then the second tie breaker will be the higher score of Part 3. If a tie still exists then the third tie breaker will be the higher score of Part 2. If a tie still exists then the fourth tie breaker will be the higher score of Part 1. If a tie exists after the fourth tie breaker a coin flip will determine the successful offeror.

Example:

	Part 1 score	Part 2 Score	Part 3 Score	Part 4 Score	Cost	AK Pref	Total
Offeror 1	3.9	4.8	10.0	18.7	40.0	10.0	87.4
Offeror 3	5.0	3.5	8.1	30.0	38.4	0.0	85.0

In this example award would be made to Offeror 1.

Revision History

Revision 01, 5/22/13

On p. 1, corrected the submission label (Department, Section, and RFP #) in §1.01;

On p. 29, replaced struck through deadline for reference checks with the correct date in §1.02;

..On p. 6 in §1.05 corrected a capitalization error; and

On p. 31 in the scoring example table, corrected the next to last header title to "Pt. 4 Points."

SECTION SEVEN ATTACHMENTS

7.01 ATTACHMENTS

Attachment 01.	Standard Agreement Form Appendix A
Attachment 02.	Indemnity and Insurance Requirements
Attachment 03.	Notice of Intent to Award
Attachment 04.	Proposal Cover Sheet
Attachment 05.	Offeror's Certification
Attachment 06.	Certification Regarding Debarment
Attachment 07.	Conflict of Interest Statement
Attachment 08.	List of References
Attachment 09.	Proposal Checklist
Attachment 10.	Experience and Understanding
Attachment 11.	Provision of Deliverables
Attachment 12.	Question 1
Attachment 13.	Question 2
Attachment 14.	Question 3