

**STATE OF ALASKA RFP NUMBER 2013-0200-1924**  
**AMENDMENT NUMBER ONE**



Department of Administration  
Division of Administrative Services  
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**THIS IS NOT AN ORDER**

**DATE AMENDMENT ISSUED: June 20, 2013**

**RFP TITLE: INVESTIATOR SERVICES FOR THE OFFICE OF PUBLIC ADVOCACY (OPA)**

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**IMPORTANT NOTE TO OFFERORS:** Only the following items/sections referenced in this amendment are to be changed. All other terms and conditions of the original Request for Proposals remain the same. This amendment is being issued to extend the closing date, answer question(s) received and provide clarification to sections of the RFP.

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**Section 1.01 and 1.02** – edited as follows:

Deadline for receipt of proposals is 4:30pm, Alaska Time on July 8, 2013.

**Q – Section 3.03, does this apply to cases assigned prior to the issuance of the RFP?**

A – No, it does not. And, OPA does not intent to reassign those cases currently under investigation. However, if an investigator awarded a contract through this RFP was the investigator hired on a pre-award case and the investigation (as previously pre-authorized) has been completed but new tasks such as but not limited to having the investigator at jury voir dire, subpoenaing witnesses for trial, and getting witnesses to a trial (which was not previously authorized) will be considered new tasks associated with the contract awarded through this RFP as cases now in the trial stage vs. the investigative stage and will be associated with the hours allotted for the month.

**Q – Section 3.09, is this section going to require the investigator to write an additional report each month to accompany the invoice? If so, is the cost of these additional reports billable against the contract? If reports are going to be sent with the invoices to OPA will they be held confidential?**

A – No, what is referred to as reports in this Section is merely a description of the services performed and the amount of time used to perform the services or activities described.

**Q – Section 7.02, shall we provide writing samples that are redacted or will they be held confidential?**

A – All writing samples submitted will be held confidential.

**Q – Is the State Project Manager the attorney who is assigned to the case?**

A – The term “State Project Manager” refers to the OPA administration and attorney assigning the case. The process being that the OPA Attorney for whom the work was completed shall review the invoice, provide approval, and send up to the OPA Administrator for review and payment.

**Q – Section 5.01.04, will an investigator be allowed to charge for travel at 50% of the hourly rate?**

A – Travel time will count as 50% of the time up to 5 hours per case unless additional time is pre-authorized to be used under the contract hours. The intent is not for the investigators not to be able to count their time but for it to be counted similarly to the way it would be if they were being paid hourly.

**Q – Attachment E makes no reference to a writing sample, only Experience and Qualifications. Is there a requirement for writing samples?**

A – You are to use Attachment E in responding to Experience and Qualifications only. Yes, per Section 7.02 everyone is to submit a writing sample. Writing samples are to be submitted from an existing investigation report or memo per the instructions in Section 7.02.

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**Q – In the event that the contractor has been assigned 14 cases and in a given month works 75 hours and his contract is for 50 hours, will he be paid for the additional 25 hours?**

A – Refer to Section 3.02 Assignment of Work. (If a contractor works the additional hours above the allotted rate without prior approval, they will not be paid for that work performed outside of the flat fee payment for the month.)

**Q – An investigator is assigned a murder case that is very complex and works more than the contract monthly amount because they are required to be present during trial. What is envisioned for these situations?**

A – It is anticipated that if the investigator is in full trial time for a month that the monthly allotment should be used in that case. However, the provision set forth in Section 3.02 for additional hours would apply.

**Q – If an Offeror is a sole proprietor with no employees are they required to carry Worker's Compensation Insurance coverage?**

A – If you are a sole proprietor with no employees you are not required to carry Worker's Compensation Insurance coverage. But, you must submit a letter stating that you are a sole proprietor with no employees. If in the future this changes you will be required to carry this coverage.

**Q – Does the OPA Attorney have to submit pre-authorization request justifying a certain number of hours before gaining access to one of the contract investigators?**

A – The pre-authorization system is intended to be used in this capacity to track hours under the contract both for a second check and balance for billing purposes and to make sure that the proper number of hours worked under the contract is known throughout the month to make appropriate decisions with respect to granting additional hours/ prorating contracts due to too little hours or asking a contractor to work in another area of the state to meet the minimum number of hours. The pre-authorization system is what is currently available and easiest for OPA to implement but it is intended in this instance not for justification purposes for approval but for tracking purposes of hours.

**Section 5.01.04 – the following language is being added:**

The investigator needs to have an office of some type in their home base (or be located there) – i.e., Anchorage/Mat-Su = Anchorage or Mat-Su. Travel within 55 miles of their home base will not qualify for reimbursement of mileage or parking. However, travel outside of the 55-mile radius will qualify for reimbursement of mileage and parking at the state reimbursement rate.

**Section 7.02 Experience, Qualifications and Writing Sample**

Experience and Qualifications should read (Use Attachment E in responding to this section)

Writing Sample – adding the following language: All writing samples submitted will be held confidential.

**Attachments E and F have been posted to the Alaska Online Public Notices as word documents.**

A copy of this amendment is being transmitted directly to registered vendors and is also available on the State's Online Public Notice website.