



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 2016-0500-3202

Date of Issue: July 2, 2015

State System of Support Coaching Program Request for Proposals

The Alaska Department of Education and Early Development is soliciting proposals for the State System of Support Coaching Program. EED is seeking up to four experienced Alaskan Educators who are interested in applying their education skills in a coaching setting to increase the capacity of low performing schools and districts to increase student achievement. Offerors must have knowledge of current research and practices in the six effective school domains of curriculum, assessment, instruction, supportive learning environment, professional development and leadership. Coaches work as independent contractors.

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 or other notification service, 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.

All times referenced in this RFP are the current Alaska Time, either AKST or AKDT.

[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 an original copy of their proposal, in writing, to the procurement officer in a sealed package. **You do not need to submit a cost proposal as all selected offerors will receive the same amount.** Proposal package must include one CD with electronic copies of the proposal.

Submissions must be addressed as follows:

Submissions must be addressed as follows:

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

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

DEPARTMENT OF EDUCATION AND EARLY DEVELOPMENT
DIVISION OF ADMINISTRATIVE SERVICES
ATTENTION ROB ROYS
PO BOX 110500
JUNEAU AK 99811-0500

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

DEPARTMENT OF EDUCATION AND EARLY DEVELOPMENT
DIVISION OF ADMINISTRATIVE SERVICES
ATTENTION ROB ROYS
801 WEST 10TH ST STE 200
JUNEAU AK 99801

Proposals must be received no later than **4:00 PM on July 24, 2015¹**. Fax proposals are **not** acceptable. Oral proposals 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 proposal prior to the deadline will cause the proposal to be disqualified. Late proposals or amendments will not be opened or accepted for evaluation.

Emailed proposals are acceptable but not encouraged. If submitting a proposal via email, the technical proposal and cost proposal must be saved as separate PDF documents and emailed to EED.Procurement@alaska.gov as separate, clearly labeled attachments, such as "Vendor A – Technical Proposal.pdf" and "Vendor A – Cost Proposal.pdf" (Vendor A is the name of the offeror). The email must contain the RFP number in the subject line.

The **maximum** size of a single email (including all text and attachments) that can be received by the state is **20mb (megabytes)**. If the email containing the proposal exceeds this size, the proposal must be sent in multiple emails that are each less than 20 megabytes and each email must comply with the requirements described above. It is the offeror's responsibility to contact the issuing agency at (907) 465-8654 to confirm that the proposal has been received. There will be no emailed acknowledgment of receipt of an emailed proposal. Only receipt of an email may be confirmed: the email will not be opened until the deadline for receipt of proposals. The state is not responsible for unreadable, corrupt, or missing attachments. An emailed proposal received after the deadline shall be treated as if the offeror's failed to submit a proposal prior to the deadline and will cause the proposal to be disqualified. Late emailed proposals or amendments will not be opened or accepted for evaluation.

NOTE: A complete proposal must be received by the deadline. Incomplete or proposals received after the deadline shall be rejected as late proposals. The time an offeror sends a proposal is not the time of receipt. A proposal sent prior to the deadline, but received after the deadline shall be rejected as a late proposal.

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 of the contract will be from the date of award, approximately **August 24, 2015²**, for approximately **311** calendar days until completion, approximately **June 30, 2016**. Contracts will be for one year with two one-year renewal options to be exercised by mutual agreement.

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 **July 2, 2015**,
- Pre-proposal Teleconference (see §2.02) at **1:30 PM on July 9, 2015**;
- Deadline for Questions **5:00 PM on July 13, 2015**;
- Deadline for Receipt of Proposals **4:00 PM Friday, July 24, 2015³**,
- Deadline to contact references **5:00 PM, July 31, 2015**,
- Interviews **August 3-7, 2015**,

- Proposal Evaluation Committee completes evaluations by **August 7, 2015**,
- State of Alaska issues Notice of Intent to Award (a) Contract(s) **August 10, 2015** ,
- State of Alaska issues contract(s) **August 21, 2015**,
- Contract start **August 24, 2015, 2015**,
- First contractor work period **August 24, 2015 to June 30, 2016**,
- If exercised: first renewal option work period **July 1, 2016 to June 30, 2017**,
- If exercised: second renewal option work period **July 1, 2017 to June 30, 2018**.

1.03 PURPOSE OF THE RFP

The Alaska Department of Education and Early Development is soliciting proposals for the State System of Support Coaching Program. EED is seeking experienced up to four Alaskan Educators who are interested in applying their education skills in a coaching setting to increase the capacity of low performing schools and districts to increase student achievement. Offerors must have knowledge of current research and practices in the six effective school domains of curriculum, assessment, instruction, supportive learning environment, professional development and leadership. Coaches work as independent contractors.

Offerors who have previously submitted a proposal to a prior SSOS CP RFP **may** reapply.

SPECIAL NOTE: This RFP will be used to fill any vacancies, currently three, in the current SSOS Program that open up prior to the first SSOS Coaches Meeting the week of August 24, 2015. In the case of a vacancy, we will offer contracts to proposals that meet the minimum score to be offered a contract in the order of highest score to lowest score until any vacancies are filled. For more details see §6.

1.04 BUDGET

Coaches will receive a contract for their services of \$48,000, with additional funds for travel. All contractors will receive identical contracts depending upon actual coaching needs.

Do not submit a cost proposal. All successful offerors will be offered contracts of an identical amount plus funds for travel. Any cost proposal submitted with an offer will be discarded.

1.05 LOCATION OF WORK

The state WILL NOT provide a workspace for coaches. Coaches must provide their own workspace. Due to the travel required for the performance of the work in this RFP, an offeror must certify that they will be residing full time in Alaska from August, 2015 until June 30, 2016. If this is not the case, 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. See Item 17 in Attachment 06.

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. No further questions will be allowed after 5:00 PM, on July 15, 2015⁴.

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 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. **A 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

A contract resulting from this RFP is governed by the laws of the State of Alaska. If the contractor has a claim arising in connection with the agreement that it cannot resolve with the state by mutual agreement, it shall pursue the claim, if at all, in accordance with the provisions of AS 36.30.620 – AS 36.30.632. To the extent not otherwise governed by the preceding, the claim shall be brought only in the Superior Court of the State of Alaska and not elsewhere.

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 (§7.01 Attachment 04) 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

There will be a pre-proposal teleconference held at **1:30 PM**, on **July 9, 2015**. This will be a teleconference and potential offerors are invited to attend the teleconference by calling **(800) 315-6338**, code **58654**. The purpose of the teleconference is to discuss the work to be performed with the prospective offerors and allow them to ask questions concerning the RFP. Participants should read the RFP and call into the teleconference prepared to discuss any concerns. Questions submitted in writing to robert.roys@alaska.gov more than 24 hours in advance will be answered in this conference. Questions that arise during the conference may or may not be answered during the conference. Questions and answers will be transcribed and sent to prospective offerors as soon as possible after the meeting.

Offerors with a disability needing accommodation should contact the procurement officer prior to the date set for the pre-proposal conference so that reasonable accommodation can be made.

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 application 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) Alaskan Type A, Type B Teaching Certificate, or qualifications to obtain one;
- 2) At least 5 years of either classroom or administrative experience in Alaska; and
- 3) Experience as a member of a school or district leadership team.

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.

Offerors must use the form provided in the attachments (Attachment 05) to describe how their proposal meets the minimum qualifications. Offerors may reference in the attachment where to find the information within the offeror's proposal or it may be a separate listing of how the offeror meets the minimum qualifications. The attachment will only be used to establish that the offeror has met the minimum qualifications, it will not be scored during proposal evaluation.

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 §6 of this RFP.

After receipt of proposals, if there is a need for any substantial clarification or material change in this 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

Prior to the award of a contract, an offeror must hold a valid Alaska business license. However, in order to receive the Alaska Bidder Preference and other related preferences, such as the Alaska Veteran and Alaska Offeror Preference, an offeror must hold a valid Alaska business license prior to the deadline for receipt of proposals. 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. 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;
- (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 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 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, or
- Mining licenses issued by Alaska Department of Revenue.

Prior the deadline for receipt of proposals, all offerors must hold any other necessary applicable professional licenses required by Alaska Statute.

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 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 Service's 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 36.30.321(b)

Alaskans with Disabilities Preference - AS 36.30.321(d)

Alaska Veteran's Preference - AS 36.30.321(f)

The Division of Vocational Rehabilitation in the Department of Labor and Workforce Development keeps a list of qualified employment programs and individuals who qualify as persons with a disability. As evidence of a business' or an individual's right to the Employment Program or Alaskans with Disabilities preferences, the Division of Vocational Rehabilitation will issue a certification letter. To take advantage of these preferences, a business or individual must be on the appropriate Division of Vocational Rehabilitation list prior to the time designated for receipt of proposals. Offerors must attach a copy of their certification letter to the proposal. An offeror's failure to provide this certification letter with their 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 to the price in the proposal. The preference will be given to an offeror who:

- (1) holds a current Alaska business license prior to the deadline for receipt of proposals;
- (2) submits a proposal for goods or services under the name appearing on the offeror's current 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 ventures 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, not to exceed \$5,000, will be applied to the price in the proposal. The preference will be given to an offeror who qualifies under AS 36.30.990(2) 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, the proposal 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 SIX 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 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.

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

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.

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

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 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:

§6.01 Part 1 Offeror Materials

§6.02 Part 2 Professional References

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 CONTRACT NEGOTIATIONS 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 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

These contracts are **Firm Fixed Price** contracts.

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 (Attachment 08). 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**, (Attachment 09), 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 BID BOND - PERFORMANCE BOND - SURETY DEPOSIT

Not applicable to this RFP.

3.08 CONTRACT FUNDING

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

3.09 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.

3.10 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.

3.11 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.

3.12 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.

3.13 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.

3.14 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.

3.15 LIQUIDATED DAMAGES

Not applicable to this RFP.

3.16 CONTRACT INVALIDATION

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

3.17 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; and
- Any other student personal information, such as address, birth date, school name, health or disciplinary information; and
- Library records described in AS 40.25.140.

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 COACH INFORMATION

4.01 INTRODUCTION

The mission of the State System of Support (“SSOS”) Coaching Program is to collaborate with districts and schools as they build their capacity to implement effective structures and systems that increase student achievement. The SSOS program works with district and school staff to promote improvement in the six effective school domains of Curriculum, Assessment, Instruction, Supportive Learning Environment, Professional Development, and Leadership. This includes, but is not limited to, work in these areas:

1. Develop, implement and sustain school improvement efforts
2. Align curriculum and assessments with Alaska State Standards
3. Promote and integrate the Alaska Cultural Standards
4. Increase data literacy and the use of data to inform instruction
5. Develop structures that support quality instruction and effective interventions for all students
6. Promote student access to meaningful exposure in all content areas
7. Foster a positive school climate and learning environment that is attentive to local culture
8. Foster staff collaboration through weekly staff meetings that discuss individual student progress,
9. Align professional development policies and practices with resources and academic goals
10. Develop principals as instructional leaders through the use of tools such as regular walkthroughs, precision goal setting, and school-wide initiatives

4.02 SSOS COACHING PROGRAM AND COACH EXPECTATIONS

The SSOS Coaching Program provides on-site technical assistance to support schools and districts in their efforts to improve systems and structures that increase student achievement. Coaches work collaboratively with educators to assess school needs, and design interventions based on education research.

SSOS Coaches receive training on established SSOS Coaching Program tools and protocols. Coaches will take part in monthly SSOS Coach Community of Practice audio calls with the coaching team, and attend 3 face-to-face meetings per year. Coach training will include the Cognitive Coaching Foundation Seminar®. Coaches will be expected to adhere to the processes and tools presented by the Department of Education and Early Development (EED).

SSOS Coaches will be assigned to one or two schools, depending on the size and location of the sites. Coaches will visit this site each month, spending **four consecutive days** with the staff. If a coach is assigned to two schools, the on-site time will be divided between the sites. Site visit activities will be based on school need, and shall include modeling instruction and leadership practices, co-teaching, facilitation, professional development, and data analysis. The logistics of coaching in rural Alaska necessitate that Coaches travel on the weekend, sleep in classrooms, and pack their own food and bedding. Phone, email, and other distance communication tools used between site visits require evening and weekend contact time.

SECTION FIVE

PROPOSAL FORMAT AND CONTENT

The state discourages overly lengthy and costly proposals, however, 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.

Offerors must submit an original and (two) copies of their proposal, in writing, to the procurement officer in a sealed package. 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. Proposal package must include one CD with electronic copies of the proposal and cost proposal.

5.01 PROPOSAL CHECKLIST & DOCUMENT ORDER

Attachment 01 is provided to establish the order of documents within a proposal and to insure that all documents required for a proposal are included with an offer.

Only one copy of Attachment 01 is required; attach it to the original proposal. For further instructions see Attachment 01.

5.02 PROPOSAL COVER SHEET

Attachment 02 is provided to confirm that the offeror will comply with all provisions in this RFP, acknowledges the response conditions and, if applicable, provide notice that the firm qualifies as an Alaskan bidder. The Proposal Cover Sheet must be signed by a company officer empowered to bind the company. An offeror's failure to include these items in their Proposal may cause their Proposal to be determined to be non-responsive and the Proposal may be rejected.

Only one copy of Attachment 02 is required; attach it to the original proposal. For further instructions see Attachment 02.

5.03 CONFLICT OF INTEREST STATEMENT & LOCATION OF WORK

Only one copy of Attachment 03 is required; attach it to the original proposal. For further instructions see §1.05, §1.18, and Attachment 03.

5.04 FEDERAL DEBARMENT CERTIFICATION FORM

Only one copy of Attachment 04 is required; attach it to the original proposal. For further instructions see §1.26 and Attachment 04.

5.05 MINIMUM EXPERIENCE & QUALIFICATIONS

Attachment 05 is provided to establish that the offeror has met the minimum experience and qualifications for this RFP. Offerors must use this form to describe how their proposal meets the minimum qualifications listed in

§2.08. This attachment may reference where to find the information within the offeror's proposal or it may be a separate listing of how the offeror meets the minimum qualifications.

SPECIAL NOTE: This attachment will only be used to establish that the offeror has met the minimum qualifications. Only the Procurement Officer will review this document: **it will not be scored during proposal evaluation.**

Only one copy of Attachment 05 is required; attach it to the original proposal. For further instructions see §2.08 and Attachment 05.

5.06 OFFEROR'S CERTIFICATION

Attachment 06 is provided to offerors to confirm that they comply with all of the statements, conditions, and certifications required by the RFP. Only one copy of Attachment 06 is required; attach it to the original proposal. For further instructions see Attachment 06.

5.07 PREFERENCE WORKSHEET

Attachment 07 is provided to assist offerors with claiming any available preferences. Only one copy of Attachment 07 is required; attach it to the original proposal. For further instructions see §2.13, §2.14, §2.15, §2.17, §7.06, and Attachment 07.

5.08 ATTACHMENT 11 COVER LETTER

No more than four pages single sided cover letter explaining your interest in the SSOS coaching program, your relevant skills, and experiences (with emphasis on teaching experience in rural Alaska), content areas the offeror is qualified or endorsed to teach, and other content areas the offeror has taught. Provide a detailed response that clearly demonstrates your firm's experience and understanding of the project as related to items 1-3 in §2.08 and §4.

5.09 OFFEROR SUPPLIED ATTACHMENT 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. Curriculum vitae or resume shall highlight experience in rural Alaska.

5.10 OFFEROR SUPPLIED ATTACHMENT CURRENT ALASKA EDUCATION CERTIFICATION

Attach copies of all Alaska education certificates held or a letter describing your qualifications to receive an Alaska education certificate.

5.11 ATTACHMENT 12 LIST OF PROFESSIONAL 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, after three attempts to reach each reference, or the deadline passes. Each reference contacted shall be asked the same questions regarding the quality and success of similar work performed by the offeror. References unable to be contacted by the deadline in RFP §1.02 will be scored a zero.

See §6.02 for more information regarding the scoring of the Reference List.

5.12 ATTACHMENT 13 QUESTION 1

On no more than two pages total, please list and describe all educational coaching or mentoring training that you have completed.

5.13 ATTACHMENT 14 QUESTION 2

On no more than three pages total, please list and describe all data analysis training that you have completed. Please also describe how you have used that training to support educators in assessment literacy and the use of data within their practice.

5.14 ATTACHMENT 15 QUESTION 3

On no more than two pages total, please describe what you would do before, during, and after an on-site coaching visit to work with a school principal.

5.15 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 §6.

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.

A 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 (10% 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.

- §5.02 Cover letter (1, 5, or 10 points)
- §5.03 Curriculum vitae or resume (1, 5, or 10 points)
- §5.11 Attachment 13 Question 1 (1, 5, or 10 points)
- §5.12 Attachment 14 Question 2 (1, 5, or 10 points)
- §5.13 Attachment 15 Question 3 (1, 5, or 10 points)

Responses will be rated comparatively against one another with each PEC member assigning a score 1, 5, or 10 points for each item. A score of 1 is for a response that does not meet expectations. A score of 5 is for a response that meets expectations. A score of 10 is for a response that exceeds expectations. The maximum score is 50 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 responses to §5.02-3 and §5.11-13, the state will calculate a raw score between 5 and 50 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 §2.18 of this RFP.

Example:

	PEC Member 1	PEC Member 2	PEC Member 3	Total Score	Average Score	Part 1 Points
Offeror 1	25	40	36	50	33.7	9.4
Offeror 2	35	36	36	45	35.7	10.0
Offeror 3	5	5	9	13	6.3	1.8

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. See Attachment 16 for more information.

References will be scored and ranked; references unable to be contacted by **5:00 PM, July 31, 2015** will be scored

as a zero.

Responses will be rated comparatively against one another with each reference being assigned a score of -12 to 90 (with 90 representing the highest score and -12 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 -12 and 90 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 §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	47	47	0	94	31.3	1.9	9.4	11.3
Offeror 2	70	70	80	220	73.3	4.4	10.0	14.4
Offeror 3	85	85	80	250	83.3	5.0	1.8	6.8

The scores of Parts 1 and 2 will be combined. The top eight scoring proposals will be offered interviews. Ties will be broken first by the higher score in Part 1. If a tie still exists then the second tie breaker will be the higher score of Part 2. If a tie still exists then a coin flip will determine which offeror is moved to Part 3.

Offerors with a negative average score from Part 2 will not be offered interviews.

6.03 PART 3 INTERVIEW & PREFERENCES (85% OF TOTAL POINTS)

6.03.1. INTERVIEWS (65% OF TOTAL POINTS)

The scores of Parts 1 and 2 will be combined. The top eight scoring proposals will be offered interviews. Offerors with a negative average score from Part 2 will not 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.

Each interview question will assigned a point value. Each public official will score the offeror's response to the interview questions. The public officials' scores will be totaled. This total will be divided by the maximum score and then multiplied by 65 to generate the points for the offeror's interview.

Example:

	PEC Member 1	PEC Member 2	PEC Member 3	Total	Max Score	% of Max	Max Points	Points Awarded
Offeror 1	62	95	62	219	300	73.0%	65	47.5
Offeror 2	79	97	86	262	300	87.3%	65	56.8
Offeror 3	75	59	63	197	300	65.7%	65	42.7

6.03.2. CONTRACT COST (10% OF TOTAL POINTS)

Overall, a maximum of 10% 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 §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 §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:

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

Award will be made to the proposal(s) with the highest total score above 70%. For award to be made to an offeror, their proposal must receive greater than 70% of the available points.

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

Example:

	Sum of Part 1-3	Cost	AK Pref	Total
Offeror 1	58.8	9	0	67.8
Offeror 2	71.2	10	10	91.2
Offeror 3	49.5	10	10	69.5

In this example Offerors 1 and 2 do not meet the minimum required points for offering a contract and are eliminated. Offeror 2 receives the highest score above 70 and will be offered a contract.

SPECIAL NOTE: This RFP will be used to fill any vacancies in the current SSOS Program that open up prior to the first SSOS Coaches Meeting in August 2015. In the case of a vacancy, we will offer contracts to proposals that meet the minimum score to be offered a contract in the order of highest score to lowest score until any vacancies are filled.

SECTION SEVEN ATTACHMENTS

7.01 ATTACHMENTS

- Attachment 1. Proposal Checklist & Document Order
- Attachment 2. Proposal Cover Sheet
- Attachment 3. Conflict of Interest Statement & Location of Work
- Attachment 4. Federal Debarment Certification Form
- Attachment 5. Minimum Experience & Qualifications
- Attachment 6. Offeror's Certification
- Attachment 7. Preference Worksheet
- Attachment 8. Sample Standard Agreement Form
- Attachment 9. Indemnity and Insurance Requirements
- Attachment 10. Sample Notice of Intent to Award
- Attachment 11. Cover Letter
- Attachment 12. List of Professional References
- Attachment 13. Question 1
- Attachment 14. Question 2
- Attachment 15. Question 3
- Attachment 16. Professional Reference Score Sheet

¹ Amendment 01 Revision: changed deadline from 4:00 PM Thursday, July 23, 2015 to 4:00 PM Friday July 24.

² Amendment 01 Revision: changed July 13, 2015 to August 24, 2015 and the number of days from 353 to 311.

³ Amendment 01 Revision: changed deadline from 4:00 PM Thursday, July 23, 2015 to 4:00 PM Friday July 24.

⁴ Amendment 01 Revision: changed deadline for questions from 3:00 PM on June 5, 2015 to 5:00 PM on July 13, 2015.