

STATE OF ALASKA RFP 2017-0500-3552  
AMENDMENT NUMBER 01



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

**THIS IS NOT AN ORDER**  
**DATE AMENDMENT ISSUED: Thursday, October 06, 2016.**

**RFP TITLE: Call for Responses for a Special Education Administrative Coach**

**RFP OPENING DATE AND TIME: 4:00 PM on Monday, October 17, 2016**

This amendment is for informational purposes only and need not be returned to the State.

- A. The deadline for receipt of proposals has been changed to 4:00 PM on Monday, October 17.
- B. The deadline to contact references has been changed to 5:00 PM on Friday, October 21.
- C. The following questions have been asked prior to the deadline. Answers follow each question in italics.
  1. How many days of work is a full contract vs a partial contract?  
*The full contract is about 5 days per month on site and a partial contract is 2-3 days on site per month.*
  2. Is travel time part of the contract time?  
*No, contractors are expected to spend 1 full week on site.*
  3. Does the payment (\$36,375 or \$24,250) include travel expenses (flight, lodging, per diem) or is travel reimbursed separately?  
*No, travel expenses are billed separately. There is a \$1,000 limit put in place for out of state contractors.*
  4. The contract goes through June...will there be contracted days scheduled in June or will most of the work be done during student school session (Nov. thru May)?  
*There is a coaches meeting in June, this is why the contract extends past the student school year. There are other trainings that occur outside of the school year as well, in particular a kick-off meeting in August.*
  5. Could you spend some time talking about your system for contacting references? For example, can we include information as to when is the best time to reach the individual people? I'd like to ensure as much as possible that contact is made. Also, for the first contact, will you try three times before moving on to the second one?

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We have a standard script we use for contacting references. We will post that. One attempt is made to contact each reference in order, so we do not make three attempts at number 1 and then move to number 2. Attempts are made no more than once daily per contact during business hours. After a second failed attempt to contact a reference, if that reference is needed, we will email them to find a good time.

See the sample reference check form posted to the OPN:

<https://aws.state.ak.us/OnlinePublicNotices/Notices/Attachment.aspx?id=105303> .

6. Would the first two attempts be by phone?

Yes.

7. Can you schedule when these calls would be made in advance?

Beyond that it will occur during business hours on the dates specified in the Call for Responses, no.

8. I would like to request more information about the scoring system you will be using maybe we can see a copy of the criteria?

We will post the scoring amounts. Submitted materials (resume, cover letter) are 15%, references 10%, interviews 55%, costs 10%, and the Alaska Offerors Preference takes the remaining 10%.

See the sample score sheets for materials and interviews:

Materials:

<https://aws.state.ak.us/OnlinePublicNotices/Notices/Attachment.aspx?id=105301>

Interviews:

<https://aws.state.ak.us/OnlinePublicNotices/Notices/Attachment.aspx?id=105302>

9. Who gets the Alaska Offeror's Preference?

An Alaskan Offeror is a vendor that:

- Holds a current Alaska business license and submitted a proposal under the name on their business license.
- Has maintained a place of business within the state staffed by the offeror or an employee of the offeror for at least six months immediately preceding the date of the proposal.

AND, if the offeror is a:

- CORPORATION, is incorporated in Alaska or are otherwise qualified to do business under the laws of the state.
- SOLE PROPRIETORSHIP, the proprietor must be a resident of the state.
- LIMITED LIABILITY COMPANY organized under AS 10.50, all members must be residents of the state.
- PARTNERSHIP under AS 32.05, 32.06, or 32.11, all partners must be residents of the state.
- JOINT VENTURE, the joint venture must be composed entirely of ventures that qualify as Alaska offerors.

As part of this process DEED staff will work with offerors to apply all preferences that they are eligible for.

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10. Can you talk more about out of state travel?  
*(This answer was incorporated into the written answer to Question 3, above).*
  
11. Where are these schools?  
*The schools are the ones that have been identified as priority schools and all are located in rural Alaska districts.*
  
12. Are there other coaches?  
*There are 11 coaches currently. This call will add up to five coaches and up to four will be dedicated to the LKSD.*
  
13. When will these answers get posted?  
*As soon as we can get them written up they will be posted to the Online Public Notice for this call.*
  
14. Can you provide us with the number that the reference calls will originate from, so that the person you are calling will recognize it?  
*Most of the calls will be made from (907) 465-8654.*

<End of Amendment 01>



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Robert Roys  
Procurement Officer