

STATE OF ALASKA RFP 2017-0500-3589

AMENDMENT NUMBER 02



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: Tuesday, November 29, 2016.

RFP TITLE: SCHOOL LIBRARY CONSULTANT TO ASSIST ALASKA'S SCHOOL LIBRARY STAFF

RFP OPENING DATE AND TIME: 4:00 PM on Monday, December 12, 2016

This amendment is for informational purposes only and need not be returned to the State. Numbering continues from Amendment 01.

- B. The pre-proposal teleconference was held on Monday, November 28 at 1:36 PM. The recording is available by using the link below until 4:00 PM on 12/12/2016. Afterwards it will be available on request.
Link:
<https://stateofalaska.webex.com/stateofalaska/ldr.php?RCID=cdf9afd0f9281bb8cef25465d7be3f66>
- C. The following questions were asked in the teleconference. The question and answers have been edited for simplicity and clarity and will differ from the recording.
- (1) Question 1
It appears that the contract is a 6 month term, is that correct? Should we propose based on just the 6 month firm term?
Answer: Yes. It is a 6 month firm term, with four 1 year renewal options. Offerors should submit a proposal for the full term of work over the five terms of the contract, as some of the required deliverables occur biennially.
 - (2) Question 2
Do you require a specific budget form?
Answer: [Attachment 11 Budget Form](#) has been uploaded. Offerors should include this form with their budget narrative.
 - (3) Question 3
Are there any changes from the last time DEED issued an RFP for these services?
Answer: Yes. The e-rate component has been removed and support for the *Alaska School Library Handbook* has been added.

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(4) Question 4

Does this consultant support only public schools?

Answer: No, the consultant will support all school libraries in Alaska.

(5) Question 5

How detailed should we be in our budgets?

Answer: Your budget should include all of your costs to perform the required services. See §4 and §5 for information on how your proposal will be evaluated and information you should include with your budget. Excessive detail is not needed unless it supports your proposal. Overhead is overhead, for example we do not need to know what you pay for heat in your office, unless it supports your narrative.

You should do a budget for the 6 month period, and then budgets for each year thereafter. Attachment 11 will be used for award of points for cost, but evaluators will need to know details from a budget narrative to score your proposal.

(6) Question 6

How will the discount in §3.06 be calculated on an invoice? If you bill quarterly, would the discount only be applied to the most recent portion, or the entire quarter? Is this a new clause?

Answer: The discount would be applied to the amount billed that is paid promptly paid as described in §3.06. This is a new clause in our standard RFP language.

(7) Question 7

How flexible is the timeline in §1.02 in regards to contract award and start date?

Answer: Dates after the deadline for receipt of proposal are very flexible. They are dependent upon completion of the activity. If the evaluation process goes smoothly it is possible that award will be announced by December 22, in which case the contract could start earlier. Amounts for partial months will be paid on a pro-rated amount for the month based on the monthly rate.

Start dates are typically mutually agreed upon.

D. The following changes and corrections have been made to the RFP:

- (1) Changed the size of the font of the Table of Contents;
- (2) Corrected the estimated start date in §3.02 to January 24, 2017;
- (3) §4.12 has been changed to incorporate Attachment 11 and the need for a budget narrative;
- (4) Added ¶2 to §5.05 recognizing Attachment 11;
- (5) Attachment 11 has been added to §8 and
- (6) Added "Version: Amendment 2" to footer.

<End of Amendment 02>



Robert Koy
Procurement Officer