

RFP 2017-0500-3421 Alaska College & Career Advising Corps Program

NOTICE OF REQUEST FOR PROPOSAL OF THE ALASKA COMMISSION ON POSTSECONDARY EDUCATION

The Alaska Commission on Postsecondary Education is seeking up to 9 individuals to serve as College & Career Guides in schools across Alaska, where they will work alongside counselors to promote postsecondary exploration, preparation, and enrollment. ACPE is soliciting proposals for a Contractor with the appropriate experience and skills to employ and assign to ACPE (Assignee) up to 9 individuals qualified to perform this work, selected by ACPE, and compensated at a rate determined by ACPE.

Currently, fewer than 50% of Alaska high school graduates promptly pursue education beyond high school. The Alaska College & Career Advising Corps (ACAC) can bridge these gaps. ACAC places committed recent college graduates in high schools where they work with counselors and school staff to get students on track for college and career training pathways. In classroom presentations, group workshops, and one-on-one, guides engage students in candid conversations about their future.

ACAC, an initiative of the Alaska Commission on Postsecondary Education funded, is one of 19 state-based programs of the National College Advising Corps. The program was initially federally funded, and expanded from one Guide in 2009 to 13 Guides in 2016. In 2015, in anticipation of the end of federal funding, ACPE began implementing a new program operations model that included contributions from local and private national funders, as well as the inclusion of a Contractor to administer Guide payroll & wages. Beginning in FY18, up to 9 Guides will be employed under this model.

Additional information on the ACAC program can be found at <http://acpe.alaska.gov/acac>.

The successful offeror will be tasked with: (i) maintaining all necessary personnel and payroll records for Guides; (ii) computing their wages and withholding applicable Federal, State and Local taxes and Federal Social Security payments; (iii) remitting withholdings to the proper governmental authorities and make employer contributions for Federal FICA and Federal and State unemployment insurance payments; (iv) paying net wages; and (v) providing for appropriate Workers' Compensation insurance coverage.

Furthermore, the contractor must make available to employees health insurance options that will ensure Assignee's full compliance with any and all federal requirements (current and future) pertaining to the provision of health insurance, including but not limited to the Affordable Care Act. The contractor agrees to offer at least three levels of coverage: 1) an opt-out provision; 2) a basic level of coverage meeting minimum requirements set in law for which the entire premium will be passed on to Assignee; and 3) a higher level of coverage that employees can opt-into by paying a supplement to the premium.

Proposals must be received no later than 4:30 P.M., prevailing Alaska time on **May 8, 2017**.

Electronically submitted proposals are acceptable but not encouraged. Faxed and oral proposals are not acceptable. An Offeror's failure to submit their proposal prior to the deadline will cause the proposal to be disqualified. Late proposals or amendments will not be opened or accepted for evaluation.

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 the attached document to receive subsequent amendments. Failure to contact the procurement officer may result in the rejection of your offer.