

**STATE OF ALASKA RFP NUMBER 2518H039**  
**AMENDMENT NUMBER TWO**  
**AMENDMENT ISSUING OFFICE:**



Department of Transportation & Public Facilities  
Statewide Contracting & Procurement  
P.O. Box 112500  
(3132 Channel Drive, Room 310)  
Juneau, Alaska 99811-2500

**THIS IS NOT AN ORDER**

**DATE AMENDMENT ISSUED: January 19, 2018**

**RFP TITLE:**  
**ANNUAL FACILITIES SERVICES FINANCIAL STATEMENT & REVIEW**

**DUE DATE: January 30, 2018 at 2:00PM.**

**This is a mandatory return Amendment.** *Your proposal may be considered non-responsive if this signed amendment is not received [in addition to your proposal] by the date and time proposals are due.*

**State Signature**

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Tom Mayer  
Procurement Specialist III

Date: \_\_\_\_\_

1/19/18

**Vendor Signature**

Business Name: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

The following questions have been posed by the vendor community.

**Question 1:** Are the financial statements referred to in Sections 2.01 and 3.01 full disclosure financial statements including all notes to financial statements, or just what DOA-DOR needs for preparing the State of Alaska CAFR, including what they refer to as the 'CAFR Shells' plus possibly some additional schedules such as the facility and occupying agency information referred to in Section 2.01?

**Answer:** *No. However, while the financial statements must be full and complete, notes are not required as part of the financial statements. The State reserves the right to request notes and disclosures as needed under the intended contract.*

**Question 2:** Under 2.01 you indicate that professional services may also include assisting DFS with preparation of the CAFR. Is this referencing the State of Alaska CAFR, or is there a possibility that DFS will also issue its own CAFR?

**Answer:** *Yes, this section is referencing the State of Alaska CAFR. It is unlikely DFS would have its own CAFR.*

**Question 3:** As part of the preparation of the financial statements referred to in Sections 2.01 and 3.01-Task 1, will the Contractor be required to perform any of the original accounting entries, such as closing entries such as compensated absences, other accruals, depreciation, etc.?

**Answer:** *The contractor will not be required to perform any financial transactions in the State of Alaska Accounting System (IRIS).*

**Question 4:** Section 2.01 states that ‘typically, the annual financial strategy review would be completed during the period from May 15<sup>th</sup> through June 30<sup>th</sup>.’ Section 3.03 Task 2 states that the initial strategy review report should be completed no later than June 1, 2018 and then perform the annual financial strategy review report no later than October 15<sup>th</sup> of each year. We want to confirm the timing for October 15<sup>th</sup>. Will there be future financial strategy reviews each spring (specifically, for example, completed in the period of May 15-June 30, 2019) or are these to be completed by October 15<sup>th</sup>?

**Answer:** *All future year financial strategy reviews shall be completed by October 15.*

**Question 5:** Section 3.01 Task 2 states that “...the contractor will also be required to assist in the analysis of the current indirect rate agreement with the FHWA...” Is this DOT’s department-wide rate or is DFS developing a separate rate? If there is a separate rate, will the contractor assist in preparing the rate?

**Answer:** *There will be a separate rate for DFS to accompany all of the other DOT rates and the department will need assistance in preparing this new rate.*

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In addition to the above questions, the following changes are hereby incorporated:

**Change 1: Delete Section 1.07 in its entirety and replace with the following:**

#### **SEC. 1.07 RETURN INSTRUCTIONS**

Offerors **must submit an original and three copies** of their proposal, in writing, to the procurement officer in a sealed package. The **cost proposal** included with the package must be **sealed separately** from the rest of the proposal and must be clearly identified. The sealed proposal package(s) must be addressed as follows:

Department of Transportation and Public Facilities  
Division of Administrative Services  
Attention: Tom Mayer

Request for Proposal (RFP) Number: 2518H039

**RFP Title:** Annual Facilities Services Financial Statement and Review

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

P.O. BOX 112500  
JUNEAU, AK 99811-2500

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

3132 CHANNEL DRIVE  
JUNEAU, AK 99801-3134

Oral proposals shall not be accepted.

**IMPORTANT NOTE:** There is no overnight express mail or courier delivery to Juneau, Alaska. All expedited mail or courier services take at least 2 nights including vendors such as Fed Ex.

An offeror's failure to submit its proposal prior to the deadline will cause the proposal to be disqualified. Late proposals or amendments will not be opened or accepted for evaluation.

The State of Alaska provides one Request for Proposal (RFP). Additional RFPs may be purchased for the cost of reproduction, \$.25 per page.

**Change 2:** Delete Section 3.09, **THIRD PARTY SERVICE PROVIDERS** in its entirety.