

**STATE OF ALASKA ITB NUMBER 2519H034**  
**AMENDMENT NUMBER ONE (1)**



Department of Transportation &  
Public Facilities  
Statewide Contracting and Procurement  
3132 Channel Drive, Suite 350  
Juneau, Alaska 99811-2500

**THIS IS NOT AN ORDER**

**DATE AMENDMENT ISSUED: January 21, 2019**

**ITB TITLE:**  
**Crash Data Entry Services – Federally Funded**

**ITB BID OPENING DATE AND TIME: February 5, 2019 @ 2:00 PM Alaska Time**

The following is in response to questions posed by potential bidders:

1. **Question:** *Just to verify if I am reading this correctly, the primary task for the electronic reports will be to verify entered information and geo-locate the crashes, correct?*

**Answer:** Electronic crash data is already pre-populated. The Contractor will verify the pre-populated data and make minor intuitive revisions in the event law enforcement incorrectly entered, for example, the number of motorists involved. Correct, the Contractor is required to map {geo-locate} the crash location.

2. **Question:** *With regard to the geo-locating task, do your staff have an estimated average time frame for geo-locating a single crash?*

**Answer:** The task of mapping {geo-locating} a single crash may vary.

In Lot 1, Items 1 & 2 and Lot 2, Items 5 & 6, (Law Enforcement Forms) the crash location typically has a street and road feature to identify the location. Using the crash location information, the Contractor will type the road name into the map search box, the map will zoom to the road and the Contractor must scroll to pinpoint the location. In DOT&PF's experience, this could take a person new to processing the forms approximately 4-5 minutes until they become familiar with finding the crash location on the form and accustomed to using the mapping tool. After processing a few forms and the processor becomes familiar, the time spent decreases to approximately 2-3 minutes per crash.

In Lot 1, Item 3 and Lot 2, Item 7 (Driver Report Forms), 10-20% will not have enough information to locate a crash on the map. DOT&PF estimates only 1-2 minutes is needed to assess the lack of information and select "area wide" to the left of the map. (See the instruction manual.) For the remaining percentage of crashes that have defined the crash location information, it is in DOT&PF's experience that this could take a person new to processing the forms approximately 4-5 minutes until they become familiar with finding the crash location on the form and accustomed to using the mapping tool. After processing a few forms and the processor becomes familiar, the time spent decreases to approximately 2-3 minutes per crash.

The following change is required:

3. As clarification, although incorrectly identified in the page headers, the solicitation number is 2519H034.
4. ITB, page 18, **Estimated Usage**, the item numbers in **Lot 2** are amended as follows:
  - Item 5: Electronic (12-200 Law Enforcement Forms) – 2,400
  - Item 6: Manual (12-200 Law Enforcement Forms) – 5,100
  - Item 7: Manual (12-209 Driver Report Forms) – 4,500
5. ITB Bid Schedule, page 20, the estimated quantities in Lot 2 are adjusted. Estimated quantities on page 18 are multiplied by the full term of the contract. The Bid Schedule is amended and attached. Bidders must submit their bid on the amended Bid Schedule or their bid may be considered non-responsive and rejected.

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

Becky Gattung



Procurement Officer

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*Bidders must complete the following and return by the date and time bids are due:*

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NAME OF COMPANY

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DATE

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PRINTED NAME

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SIGNATURE

## BID SCHEDULE

Per Amendment 1

**The entire Bid Schedule must be filled out completely in order for the bid to be considered responsive. Estimated quantities are for evaluation purposes only.**

### **LOT 1 – Existing Backlog of Crash Reports for Data Entry** (Must be completed by 7/1/19)

#### **Item 1: Electronic Crash Data Entry – Law Enforcement Form #12-200**

Estimated Quantity		Price per Record		Extended Price
<b>3,700</b>	X	\$ _____	=	\$ _____

#### **Item 2: Manual Crash Data Entry – Law Enforcement Form #12-200**

Estimated Quantity		Price per Record		Extended Price
<b>6,600</b>	X	\$ _____	=	\$ _____

#### **Item 3: Manual Crash Data Entry – Driver Form #12-209**

Estimated Quantity		Price per Record		Extended Price
<b>9,700</b>	X	\$ _____	=	\$ _____

#### **Item 4: “Unable to Complete” rate for illegible crash forms returned to DOT&PF: Manual Crash Data Entry – Driver Form #12-209**

Estimated Quantity		Price per Record		Extended Price
<b>50</b>	X	\$ _____	=	\$ _____

*(Price per Record cost may not exceed 25% of the Bidder’s Price per Record in Item 3)*

**Total Extended Price Lot 1: \$ \_\_\_\_\_**

**BID SCHEDULE**

**Per Amendment 1**

**LOT 2 – Crash Reports for Annual Data Entry**

**Item 5: Electronic Crash Data Entry – Law Enforcement Form #12-200**

Estimated Quantity		Price per Record		Extended Price
9,600	X	\$_____	=	\$_____

**Item 6: Manual Crash Data Entry – Law Enforcement Form #12-200**

Estimated Quantity		Price per Record		Extended Price
20,400	X	\$_____	=	\$_____

**Item 7: Manual Crash Data Entry – Driver Form #12-209**

Estimated Quantity		Price per Record		Extended Price
18,000	X	\$_____	=	\$_____

**Item 8: “Unable to Complete” rate for illegible crash forms returned to DOT&PF:  
Manual Crash Data Entry – Driver Form #12-209**

Estimated Quantity		Price per Record		Extended Price
200	X	\$_____	=	\$_____

*(Price per Record cost may not exceed 25% of the Bidder’s Price per Record in Item 7)*

**Total Extended Price Lot 2: \$\_\_\_\_\_**

**Grand Total Extended Price (Lots 1+2): \$\_\_\_\_\_**

## BID SCHEDULE

**Per Amendment 1**

**PRIOR EXPERIENCE:** Bidders must provide details of all previous experience (at a minimum this must cover a period of 36 months) with large batch, high volume, multiple record data entry, including dates, client name, contact name and phone number, and description of contract etc. *(Bidders may submit a separate document if limited by the space provided below.)*

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Offered by:

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

Address: \_\_\_\_\_

Contact:

Phone: \_\_\_\_\_

Toll Free:

Fax: \_\_\_\_\_

Email:

**Bid Response Deliverables:**

1. Completed Page One
2. Bid Guarantee (ITB page 9)
3. Prior Experience (ITB page 12)
4. Completed Bid Schedule (ITB pages 19-21)