

STATE OF ALASKA ITB NUMBER 2519H034
AMENDMENT NUMBER TWO (2)



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 22, 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 a potential bidder:

1. **Question:** *Could the Government provide a complete copy of the current contract between DOT&PF and the existing data entry firm including all pricing?*

Answer: Electronic files are available upon request.

2. **Question:** *What specifically has changed in the Scope of Work that caused the Government to issue a new solicitation rather than an amendment with the current data entry provider?*

Answer: The addition of the mapping of the crash location to the original scope of work requires the State's re-solicitation of these services.

3. **Question:** *What Requirement #4 on page 16 of the ITB states that the Contractor must process approximately 2,000 crash forms each month until DOT&PF is caught up within 6 months of each crash. Is this independent of the Lot 1 backlog? The table at the top of 14 provides minimum monthly quantities for each item within Lot 2 that does not total 2,000. Is the Government expecting the Contractor to initially process 2,000 crash forms per month and then once caught up to within 6 months of each crash, process a lower monthly quantity? If so, can the Government provide an initial (albeit after Lot 1) monthly minimum for each form type within Lot 2?*

Answer: ITB page 16, #4 is amended as follows:

In Lot 1, process 20,000 crash forms no later than July 1, 2019.

In Lot 2, process a total of 1,000 per month per the following:

Description	Minimum Number of Forms Processed
Item #5 Electronic Crash Data Entry- 12-200	200 monthly
Item #6 Manual Crash Form Entry- 12-200	425 monthly
Item #7 Manual Crash Form Entry- 12-209	375 monthly

4. **Question:** *Will the Contractor have 24-hour support regarding any technical assistance necessary to use CDES? If a Contractor is 5 or 6 hours in front of the State, will technical assistance be available at 3:00AM AKST?*

Answer: ITB page 14, **Training and Technical Assistance** is amended to add the following: DOT&PF will provide technical assistance to the Contractor's lead person on an as-needed basis through email or phone Monday through Friday (excluding State holidays) between 8am and 4:30pm (Alaska Standard Time).

5. **Question:** *Can actual samples of completed (and redacted if necessary) reports be provided to prospective bidders?*

Answer: Yes. A package of one sample each is available upon request from the Procurement Officer.

6. **Question:** *Prior to a subset of this requirement being performed by a contractor, could the Government provide any available productivity statistics related to processing these crash forms internally? We understand requirements are tweaked and change over time, but any information related to internal processing times would be useful for prospective bidders.*

Answer: Crash processing by form varies depending on the experience of the crash processor, the type of form and length of form (1-2 vehicle crash vs 3+ vehicle crash). Including the process to map each location:

- Item #1 (Electronic Crash Data Entry)
 - 1-2 vehicle crash may take 15-20 minutes initially. After familiarity with the tool and the crash variables, a crash processor may take 5-10 minutes per crash to complete.
 - 3+ vehicle crash may take 20-25 minutes initially. After familiarity with the tool and the crash variables, a crash process may take 5-10 minutes per crash
- Item #2 (Manual Entry-12-200)
 - 1-2 vehicle crash may take 20-30 minutes initially. After familiarity, it may take 10-15 minutes per crash.
 - 3+ vehicle crash may take 40-50 minutes initially. After familiarity, it may take 20-25 minutes per crash.
- Item #3 (Manual Entry- 12-209)
 - 1-2 vehicle crash may take 15-20 minutes initially. After familiarity, it may take 5 minutes per crash.
 - 3+ vehicle crash may take 20-25 minutes initially. After familiarity, it may take 5-10 minutes per crash. Most of the time vehicle information is missing and the crash processor will enter "Unknown."

7. **Question:** Regarding the new Estimated Usage quantities in Amendment 1 #4, the estimate for Item 5 (electronic 12-200 forms) is 2,400. However, on page 15 of the ITB it states that the monthly estimate is 375. 375 forms monthly would equate to 4,500 annually. Can the Government clarify the estimated quantities for Item 5?

Answer: ITB page 15, **APPLICATIONS**, is amended as follows:

APPLICATIONS:

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

Item #1 Electronic Crash Data Entry- 12-200:

Form Title: **Alaska Motor Vehicle Collision Report – Law Enforcement Form**
Form Numbers: **12-200**
Form access: **CDES**
Format Type: **Pre-populated crash data in CDES – requires crash geolocation and data validation.**
Manual Entry: **No**
Form Length: **Averages 6 pages, depending on accident complexity. Occasionally 7+ pages if multi vehicle crash (3 + vehicles)**

Quantity: Approximately 3,700 backlogged crash forms require processing by July 1, 2019.

Item #2 Manual Crash Form Entry- 12-200:

Form Title: **Alaska Motor Vehicle Collision Report – Law Enforcement Form**
Form Numbers: **12-200**
Form access: **DOT&PF FTP Server**
Format Type: **Adobe PDF-requires manual input.**
Manual Entry: **Yes**
Form Length: **Averages 6 pages, depending on accident complexity. Occasionally 7+ pages if multi vehicle crash (3 + vehicles)**

Quantity: Approximately 6,600 backlogged crash forms require processing by July 1, 2019.

Item #3 Manual Crash Form Entry- 12-209:

Form Title: **Alaska Motor Vehicle Collision Report – Driver Report Form**
Form Numbers: **12-209**
Form access: **DOT&PF FTP Server**
Format Type: **Adobe PDF-requires manual input.**
Manual Entry: **Yes**
Form Length: **2 pages**

Quantity: Approximately 9,700 backlogged crash forms require processing by July 1, 2019.

Item #4 Unable to Complete - Manual Crash Form Entry-Form #12-209:

DOT&PF is aware some Driver Report Forms may not be legible and too difficult to process. When this occurs, the Contractor will abandon the entry and provide an “Unable to Complete” email notice to the DOT&PF Project Manager identifying the number assigned to the crash.

DOT&PF will compensate the Contractor’s time to read and attempt to process the entry based on the formula provided in the Bid Schedule for this Item #4.

Estimated Quantity: 200

LOT 2 –Crash Reports for Annual Data Entry

Item #5 Electronic Crash Data Entry- 12-200:

Form Title:	Alaska Motor Vehicle Collision Report – Law Enforcement Form
Form Numbers:	12-200
Form access:	CDES
Format Type:	Pre-populated crash data in CDES – requires crash geolocation and data validation.
Manual Entry:	No
Form Length:	Averages 6 pages, depending on accident complexity. Occasionally 7+ pages if multi vehicle crash (3 + vehicles)

Estimated Annual Quantity: 2,400

Item #6 Manual Crash Form Entry- 12-200:

Form Title:	Alaska Motor Vehicle Collision Report – Law Enforcement Form
Form Numbers:	12-200
Form access:	DOT&PF FTP Server
Format Type:	Adobe PDF-requires manual input.
Manual Entry:	Yes
Form Length:	Averages 6 pages, depending on accident complexity. Occasionally 7+ pages if multi vehicle crash (3 + vehicles)

Estimated Annual Quantity: 5,100

Item #7 Manual Crash Form Entry- 12-209:

Form Title: **Alaska Motor Vehicle Collision Report – Driver Report Form**
Form Numbers: **12-209**
Form access: **DOT&PF FTP Server**
Format Type: **Adobe PDF-requires manual input.**
Manual Entry: **Yes**
Form Length: **2 pages**

Estimated Annual Quantity: 4,500

Item #8 Unable to Complete - Manual Crash Form Entry-Form #12-209:

DOT&PF is aware some Driver Report Forms may not be legible and too difficult to process. When this occurs, the Contractor will abandon the entry and provide an “Unable to Complete” email notice to the DOT&PF Project Manager identifying the number assigned to the crash.

DOT&PF will compensate the Contractor’s time to read and attempt to process the entry based on the formula provided in the Bid Schedule for this Item #8.

Estimated Annual Quantity: 250

8. **Question:** *Is the Government expecting a full technical response to this ITB? If not, will the bid response deliverables on page 21 of the ITB/Amendment 1 be the sole factors determining responsiveness?*

Answer: The Invitation to Bid process differs from a Request for Proposal. Award is made to the lowest responsive and responsible bidder (ITB page 10, METHOD OF AWARD). In order to be responsive the bidder must meet the minimum qualifications on page 12, and deliver items 1-4 on the Bid Schedule’s page 21, **Bid Response Deliverables** with their bid.

9. **Question:** *What is the deadline for questions related to this ITB?*

Answer: All questions are expected at a minimum of 10 days prior to bid opening on Feb. 5, 2019 to allow for written response with adequate time for the mailing of and receipt of bids.

10. **Question:** *Was there a backlog at the start of the current contract and if so what was the number of backlogged items?*

Answer: Yes. Approximately 20,000 forms. DOT&PF has themselves with a backlog the past ten years.

11. **Question:** *Why is there a backlog of over one year's crash records?*

Answer: Various reasons for the backlog include a high number of manual crashes compared to the electronic pre-populated forms and DOT&PF’s lack of staff to pre-sort the forms and map the locations.

12. **Question:** *Is the Davis Bacon or SCA wage determination required for this bid?*

Answer: No.

13. **Question:** *How long does it take for a processor to become proficient on performing this work, on average?*

Answer: DOT&PF personnel who have prior data entry skills have become proficient within five (5) business days.

14. **Question:** *Would the State be amenable to using an hourly rate for the backlog processing then transitioning to unit rates once the backlog is completed?*

Answer: DOT&PF will compensate the Contractor the per record rate only.

15. **Question:** *Is the current contractor performing this work in the United States?*

Answer: The Contractor is located in the United States.

The following changes are required:

16. ITB page 2, #1 **Invitation to Bid (ITB) Review**, as clarification, all questions regarding the ITB must be submitted in writing to the Procurement Officer of Record. Please email: becky.gattung@alaska.gov

17. As clarification, ITB page 12, **Minimum Qualifications** is amended to add the following:
Details of previous experience must be identified in the section provided in the Bid Schedule (page 21).
Failure to meet the qualifications or complete the section provided in the Bid Schedule may result in the State deeming the bid non-responsive and rejecting the offer.

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

PHONE: (907) 465-8949

FAX: (907) 465-3124

EMAIL: becky.gattung@alaska.gov

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

NAME OF COMPANY

DATE

PRINTED NAME

SIGNATURE