

**STATE OF ALASKA ITB NUMBER 2519H034**  
**AMENDMENT NUMBER THREE (3)**



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 29, 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:** *What is the general turnaround time requirement for each type of form (electronic 12-200, manual 12-200, manual 12-209)? If there is no explicit requirement (aside from the monthly minimum for each category), what is the general turnaround time with the existing contractor?*  
**Answer:** There is no turnaround time by type of form. See Appendix A, Data Entry Instructions, page 6, NOTE, which does require a certain order to processing by the type of crash: Fatal & Major, followed by Primary crashes, then Manual crash forms.
2. **Question:** *Are pre-populated forms (for electronic) and PDFs (for manual) uploaded on a regular basis by DOT&PF staff? If so, how many are generally uploaded each week (or month) and added to the queue for data entry processing?*  
**Answer:** All forms are pre-populated into the CDES as received by DOT&PF from the State's Division of Motor Vehicles and Law Enforcement agencies with no fixed amount nor schedule.
3. **Question:** *Are there peaks and valleys with regard to volume of forms in the queue ready for the Contractor to process? Do more crashes happen in January than July, for example? Any statistics related to the distribution of crashes over a calendar year would be helpful.*  
**Answer:** Generally there are spikes in crashes in the summer months (June-Sept) and again in the winter (December-March). Regardless, the CDES is populated as the forms are received from DMV and Law Enforcement agencies and not as the crash occurs.
4. **Question:** *Prior to the initial outsourcing of the work that established the existing contract, how many DOT&PF staff FTEs were tasked with data entry processing? What was the average throughput per month for each form type?*  
**Answer:** This has varied over the years from as many as 6 full time employees (FTE) to 2 FTE's based on funding. DOT&PF does not have statistics on average throughput per month by form type.
5. **Question:** *Is there a minimum acceptable accuracy level required by DOT&PF? If so, how will this be measured and monitored? If so, how will this be measured and monitored?*  
**Answer:** No. DOT&PF will conduct regular spot checks. See ITB page 17, #3. Also see ITB page 14, **Training and Technical Support**. DOT&PF offers training and encourages the Contractor to ask questions as they become familiar in the crash data entry process to prevent errors in data entry.

6. **Question:** *Regarding #13 on page 17 of the ITB, is the 5 business day notification requirement from the date of upload to CDES (likewise, the 3-5 business day notification requirement for #14)? If so, will the Contractor be notified each time a form is ready for processing? If not, what starts the 5 day window?*

**Answer:** ITB page 17, # 14 is a duplication and removed from the ITB. #13 is amended to the following:

Notify the DOT&PF Project Manager within five (5) business days from the date the Contractor determines they are unable to process the entry due to the illegibility of the form or some other complication found within the form.

7. **Question:** *Regarding Lot 1, can the Government confirm that all 20,000 backlog forms must be completed between March 15 (after 15-day transition immediately upon contract award) and July 1?*

**Answer:** Yes.

8. **Question:** *Since the quantities listed for Lot 1 are estimates, it is possible there may be more or less for each form type?*

**Answer:** Yes, it is possible that this number could vary and may decrease by 5%.

9. **Question:** *Can the Government confirm that the Contractor is only required to process the quantities listed on the Bid Schedule or Lot 1 prior to July 1, 2019?*

**Answer:** The Contractor may process less than 20,000 forms in this time period, but no more than 20,000 crash forms. DOT&PF's goal is for the Contractor to complete entry of the 2017 and 2018 calendar year crash forms by July 1, 2019. There are approximately 6,000- 7,000 crash forms remaining for the 2017 calendar year. DOT&PF does not have an exact count of 2018 crash forms, but estimates approximately 12,000.

The following change is required:

10. ITB page 11, **Background** is amended. DOT&PF can only estimate the number of crash forms for processing. DOT&PF estimates a current backlog of approximately 20,000 unprocessed forms (Lot 1). Due to federal requirements, it is DOT&PF's goal to complete the entry of these backlogged forms in Lot 1 by July 1, 2019.

After the Contractor's completion of the Lot 1 backlog, the next year (2019) of forms will have collected for roughly six months and again produce a second backlog for completion. Once these backlogs are processed, the Contractor will be processing the forms in real time as crashes occur and forms are loaded into the CDES. Due to the nature of the data, DOT&PF can only estimate the number of crashes for processing in Lot 2.

DOT&PF will work closely with the Contractor in monitoring their process throughout the first 90 days of the contract to assist in meeting the July 1, 2019 target for Lot 1. Following completion of Lot 1 (all 2017 and 2018 crash forms), DOT&PF will work with the Contractor to set goals on the next batch of newly backlogged forms.

11. ITB page 14, **Processing Requirements**, Lot 2 is amended to add the following:  
In Lot 2, DOT&PF estimates that the Contractor will be provided a minimum of 1000 forms monthly to process (see chart in Amendment 2, #3). Throughout the first two contract terms, the Contractor is expected, at a minimum, to process 1000 number forms per month. If for any reason throughout the contract terms, DOT&PF's estimate falls short or the Contractor exceeds monthly processing

expectations, and the workload decreases, the DOTPF Project Manager will work with the Contractor to adjust those minimum requirements.

---

**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