

**STATE OF ALASKA RFP NUMBER 2519H018
AMENDMENT NUMBER ONE**

AMENDMENT ISSUING OFFICE:



Department of Transportation & Public Facilities
Statewide Contracting & Procurement
P.O. Box 112500
(3132 Channel Drive, Room 350)
Juneau, Alaska 99811-2500

THIS IS NOT AN ORDER

DATE AMENDMENT ISSUED: February 6, 2019

RFP TITLE:
ACT Drug & Alcohol Compliance Monitoring

DUE DATE: February 25, 2019 at 3:00PM.

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.*

Vendor Signature: _____

Date: _____

Printed Name: _____

Offeror's Name: _____

The following are the state's responses to questions that have been submitted in response to RFP 2519H018.

Question 1: Section 1.04 of the RFP states that proposals are due no later than 2:00PM prevailing Alaska Time on February 15, 2019; however, the State of Alaska's Online Public Notification website for this RFP states that proposals are due no later than 3:00PM prevailing Alaska Time on February 25, 2019. Will AKDOT&PF please clarify the accurate date and time that proposals are due for RFP 2519H018?

Answer 1: *The Online Public Notification due date is correct. Delete Section 1.04 in its entirety and replace with the following:*

Section 1.04 Deadline For Receipt of Proposals

Proposals must be received no later than **3:00 PM** prevailing Alaska Time on February 25, 2019. Emailed, faxed or oral proposals will not be accepted.

Question 2: Attachment 2 of the RFP (Cost Proposal Sheet) asks for the proposers to list a “fully loaded hourly rate” for each job class. Will AKDOT&PF please clarify exactly what costs they want each proposer to include within the “fully loaded hourly rates”?

Answer 2: *Fully loaded hourly rates are defined in this RFP as inclusive of but not limited to direct payroll burden, overhead, fixed fee or profit as well as any direct and indirect costs associated with performance of this contract such as travel expenses.*

Question 3: Section 4.07 of the RFP asks for an itemized list for the cost proposal yet the Cost Proposal Form does not include an area to include such a list. Is an itemized list necessary in addition to the fully loaded hourly rates?

Answer 3: *No. Delete Section 4.07 in its entirety and replace with the following:*

Section 4.07 COST PROPOSAL

For purposes of this RFP, the State desires to evaluate fully loaded hourly rates for the proposed labor categories. Fully loaded hourly rates are defined in this RFP as inclusive of but not limited to direct payroll burden, overhead, fixed fee or profit as well as any direct and indirect costs associated with performance of this contract such as travel expenses. Offeror's should submit their cost proposals on the attached Cost Proposal Form (Attachment 2) and follow all instructions contained therein.

Question 4: Section 3.09 of the RFP states "Travel expenses should not be included in the cost proposal". However, Section 4.07 states "Cost proposals must include an itemized list of all direct and indirect costs". Travel expenses are typically included under the classification of "direct expenses". If AKDOT&PF does want proposers to include an itemized list of direct expenses (as stated in Section 4.07), does AKDOT want the itemized list of direct expenses to include travel expenses?

Answer 4: *See answers to questions 2 and 3 above, Section 4.07 as amended. Travel expenses should be incorporated into the fully loaded hourly rates.*

Signature: 

Date: 2/6/19

Name: Paul Nakachi
Title: Procurement Specialist II