

**STATE OF ALASKA RFP NUMBER 19000083
AMENDMENT NUMBER TWO**



Department of Education and Early Development
Division of Finance and Support Services
801 West 10th Street, Suite 200
Juneau, AK 99801

THIS IS NOT AN ORDER

DATE AMENDMENT ISSUED: June 21, 2019

RFP TITLE: Federal E-Rate Coordination Services

RFP OPENING DATE AND TIME: June 27, 2019 at 3:00pm Alaska Time

This Amendment serves to respond to questions received during and after the Pre-Proposal Conference on Thursday, June 13, 2019 at 2:00pm Alaska Time.

QUESTION 1A

If you have the license by the time of the proposal's due date, then you can qualify for the points in the Alaska Preference Section?

RESPONSE 1A

Submittal Form A "Alaska Bidder Preference Certification" will be used to determine eligibility for Alaska Bidder Preferences. Proposers are expected to provide answers that are accurate at time of your submission.

QUESTION 2A

Is there a difference between the Alaska Bidders and Alaska Offerors Preference?

RESPONSE 2A

Alaska Bidders Preference and Alaska Offeror's Preference fall under different statutes and regulations. If you qualify for the Alaska Bidders Preference, then you will likely qualify for the Alaska Offerors Preference. Please see Submittal Form A for more information.

QUESTION 2B

So a person would not need to list Alaska Offerors Preference below on the additional Preferences?

RESPONSE 2B

Please provide the Alaska Bidder Preference Certification Form through Submittal Form A accurate at time of submission.

QUESTION 3A

Submittal Form C Methodology gives directions to not submit more than 5 pages. Is that 5 pages for each Section or for each Submittal Form.

RESPONSE 3A

The directions provided on the Submittal Form apply to that specific Submittal Form only.

QUESTION 3B

So if an offeror wanted to submit any letters of reference, would they be a part of those 5 pages?

RESPONSE 3B

If you are submitting a letter of reference in support of your Experience and Qualifications through Submittal Form E, there is no limit to the number of pages a proposer is allowed to submit. Proposers are expected to follow the Special Requirements instructions on the top of each Submittal Form.

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QUESTION 3A

In Section 3.03 Subsection 3 Item D, how many libraries fit into each category?

RESPONSE 3A

- 10 middle size libraries and 25 small libraries will need the coordinator to file for them.
- 20 large public libraries and 20 combined school/public libraries – These libraries do not need the E-Rate coordinator to file for them.
- 10 public libraries do not apply for E-Rate.

QUESTION 3B

Do [the libraries] file on their own? Or does the E-Rate Coordinator file on their behalf?

RESPONSE 3B

Currently, the E-Rate Coordinator files for 35 libraries.

QUESTION 4A

How many times has this been bid out?

RESPONSE 4A

The State Library has had an E-Rate coordinator since about 1998; it is estimated to have been put out for bid about 4 times with a 5 year contract each time.

QUESTION 4B

Is Valerie [Oliver] the current incumbent holding this contract? Or is this separate from her State position?

RESPONSE 4B

Valerie is the current incumbent for this contract. Valerie is not a State employee, but she has a State email address to provide support for the contract.

QUESTION 5A

Section 3.03 Subsection 4 Item B; does the RFP include acting as a consultant for all schools and libraries in the State upon request or are certain schools additional that could be considered outside clients apart from this contract?

RESPONSE 5A

The current coordinator does not typically provide extensive assistance to school districts, but does provide regular outreach and reminders to districts. If a district gets in a jam, the consultant does do the filing for them so they do not lose the E-Rate funds. The coordinator consults with the State Library on school districts applications as they pertain to the School BAG grants.

QUESTION 6A

Can you confirm that the website www.aklib.net/erate is the site of record for maintaining up to date e-rate information and that the contractor would have either access to maintaining the e-rate pages through direct access or by submitting content to the appropriate website administrators?

RESPONSE 6A

Yes, this web page is the site of record and the contractor will work with the Alaska Library Network to maintain it.

QUESTION 7A

Based on questions asked on the Alaska Bidder Preference form (particularly question 3 which has several questions related to the length of past or future residency status), will any firm that does not have a place of business in Alaska and staffed with a resident of Alaska qualify for the "Alaska bidder preference"?

RESPONSE 7A

[AS 36.30.990](#)(2)(C) states, in part, that an Alaska bidder is a person who "has maintained a place of business in the state staffed by the bidder or offeror or an employee of the bidder or offeror for a period of six months immediately preceding the date of the bid or proposal". Therefore any firm that *has not* maintained a place of business in the state staffed by the bidder or offeror or an employee of the bidder or offeror for a period of six months immediately preceding the date of the bid or proposal will not qualify for the "Alaska bidder preference".

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In order for your bid to be considered responsive, please ensure that you acknowledge Amendment One on Submittal Form A and that your proposal is submitted prior to the time set for the proposal opening.

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