

AMENDMENT ONE (1) to RFP #200000025



Department of Military and Veterans Affairs
Division of Administrative Services
Procurement Section
P.O. Box 5800
Joint Base Elmendorf-Richardson, Alaska 99505

THIS IS NOT AN ORDER

DATE AMENDMENT ISSUED: October 17, 2019

RFP Title: Contract Project Management for Disaster Grant Projects in Alaska for the Department of Military and Veteran's Affairs, Division of Homeland Security & Emergency Management Services

This is an INFORMATIONAL ONLY amendment. Offerors are not required to acknowledge receipt of this amendment.

This amendment summarizes the pre-proposal question and answer conference held yesterday, October 16, 2019, at 10:00am Alaska Time.

Summary of Questions and Answers received regarding RFP #200000025

1. Question: Is there a proposal page limit?

Answer: No, there is no page limit for proposals.

2. Question: Please clarify the selected firm under this contract would be required to employ actual construction workers and execute contracts between construction vendors or is the scope of involvement to assist in procuring, and managing, these services and contracts which would be executed between the construction vendors and other entities?

Answer: The selected firm would assist in procuring, and managing, these services and contracts which would be executed between the construction vendors and other entities, they will not actually employ construction workers. The firm would potentially help the applicant of the grant go through the procurement process to contract laborers to do the work authorized by the grant.

3. Question: Please confirm using subcontractors is allowed under this contract as long as they are disclosed in the proposal and meet all of the same requirements.

Answer: Subcontractors are not allowed under this contract.

4. Question: Is there a way vendors can upload a .pdf proposal to the State's IRIS system instead of having hard copies?

Answer: There is not a way to upload a .pdf to IRIS and we are not accepting electronic copies of proposals for this request due to the evaluation process.

5. Question: The RFP says "Offerors are strongly encouraged to mail their proposals." If they are mailed, there is no guarantee they will be received by 2:00pm on October 29th. Is it possible to change the requirement to, "If mailed, proposals must be postmarked no later than October 29, 2019"?

Answer: No. We will not be making any changes to the RFP at this time. Mailed proposals must be received in the Procurement Office listed in the RFP by 2:00pm Alaska Time on October 29, 2019.

- 6. Question:** Is DHS [Division of Homeland Security] experience necessary?
Answer: No. All specific requirements are listed in the RFP under the evaluation criteria section.
- 7. Question:** Are there any anticipated projects keyed up to issue under this contract?
Answer: There are no projects currently keyed up for this contract and there is no time table for when one may arise.
- 8. Question:** Page 18, bottom bullet, says “ensure all appropriate design and permitting is accomplished” The permitting could be whatever permitting is required for the project, not sure if that’s wetlands, building permits, do you have any idea or it could be anything?
Answer: It could be anything depending on the project. The scope of work listed in the RFP is to give you an idea of what a contract project manager typically does. When there is a disaster project and we need contract services, DHS will issue a task order that outlines specifically what the requirements of each project will be.
- 9. Question:** Page 19 under travel section, second sentence, “all travel within the State of Alaska by the contract project manager will be pre-approved by the DHS&EM Project Manager and reimbursed outside of this contract.” So, labor would be reimbursed by this contract but travel would be different?
Answer: Yes
- 10. Question:** I understand if we have a person working outside of Alaska we need to make sure our hourly rate covers their travel costs to get to Alaska, but say we have employees who live outside of Anchorage, like Nome for example, and we have a project in Galena, is their travel reimbursed from Nome to Anchorage or just Anchorage to Galena?
Answer: Wherever they work at (duty location) [within Alaska] to the site would be reimbursed. If there was a mission requirement to bring them to Anchorage for something, that request would be submitted to DHS and considered at that time.
- 11. Question:** Regarding the hourly rate, we need to essentially establish a blended rate that covers all the different type of people that could be working on this, including outside travel expenses and things like that, so the hourly rate is going to be used for the evaluation of the cost proposal, and that’s going to be awarded based on the lowest hourly rate?
Answer: Evaluation and award is not based on cost alone. The proposal evaluation worksheet, found in Attachment 7 of the RFP, is all the criteria the Proposal Evaluation Committee will be using to evaluate and score both the technical and cost proposal. The cost isn’t revealed until the very end and the formula used to convert the cost to points can be found on page 11 of the RFP so you can see how it fits in with going from the cost to points conversion.
- 12. Question:** I imagine there will be the contract project manager from the consultant and they’ll be working a lot on the project, but I figure there will be other people that would be helping them also, whether they be administrative type people or people with different experience or less experience, that would be a different hourly rate, without knowing the project it’s hard for us to judge how much of any one of those disciplines will be used, guess we just need to use our judgement and establish the singular hourly rate that will be used to award those forty points, right?
Answer: Yes.
- 13. Question:** The hourly rate will be that singular hourly rate for the life of the contract, won’t be adjusted on an annual basis?
Answer: Yes.

14. Question: Is the intent to have a single point of contact for this or is it expected we have support staff for this or an alternate PM if someone is on vacation?

Answer: Yes, the intent is to have a single point of contact and potentially an alternate if that contact is unavailable.

15. Question: Contract is awarded, project manager is selected, where are they expected to work? What's the daily or weekly schedule process?

Answer: It is not anticipated we would set aside workspace for them in our workspaces. It is anticipated there would be meetings between the contract project manager and state staff either at the project manager's office or the state office here on JBER or even potentially at the grant recipient's location depending on the circumstances. Periodic meetings, just for updates, could be teleconferences or in person depending on the complexity of the information being exchanged.

Follow-up: Kind of a blended project management office sort of but home base will be our home office?

Answer: Yes

16. Question: Meetings will be as needed?

Answer: Yes

Additional questions may be received for this RFP until October 22, 2019 at Noon Alaska Time and must be in writing. Questions can be submitted via email to MvaDasProcurement@alaska.gov.

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