

**STATE OF ALASKA RFP # 2020-0300-4430**

**Amendment 1 RFP**

Release Date 11/21/2019

Department of Law  
Administrative Services Division  
PO Box 110300  
Juneau, AK 99811-0300

On November 20, 2019, the State of Alaska Department of Law was contacted by a prospective applicant to RFP 2020-0300-4430 who informed the procurement officer that the Billing Procedures section of the Standard Contract (Section 8.03 Exhibit 3) had been omitted. In response to this query, the following additional information is provided to all potential applicants.

**Article 2. Billing Procedures**

Article 2.1 The Contractor agrees to bill the State within thirty days of the end of the monthly billing period. All billing statements shall be sent directly to the state's designated Project Director with a pdf copy emailed to [03ContractPayments@alaska.gov](mailto:03ContractPayments@alaska.gov)

Article 2.2 The Contractor's billing statements shall be itemized to show the agency contract number, time spent, a task description and the date that tasks were performed by the name and hourly rate of the individual performing the work. All billing statements shall include an itemization of all costs and copies of invoices for travel and other out-of-pocket expenses.

Article 2.3 As a standard cost control practice, the State may conduct an audit of time and cost records of the Contractor, its employees and subcontractors. Any such audit may be conducted at the Contractor's offices or a place mutually agreed to by the Contractor and the Project Director.

Article 2.4 Billing rates are capped for one year from date of execution of the Contract. If after one year the Contractor wishes to seek an adjustment to its billing rates, the Contractor shall:

- a. notify the Project Director and obtain approval in writing at least sixty (60) days before activating any change in billing rates;
- b. specify the impact the rate adjustment would have on the existing workplan and budget; and
- c. limit the change in any individual billing rate to an amount that does not exceed the percentage increase in the Consumer Price Index (CPI) for the locale from which the services are being rendered, or obtain the approval of the Project Director for any increase above the CPI.

If billing rates are increased under this Article, the new rates shall be capped for one year following the date of the increase.



Patricia Hull  
Procurement Officer  
PHONE: 907-465-4337