

**STATE OF ALASKA IRFP NUMBER 2520H036**  
**AMENDMENT NUMBER THREE**



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: April 3, 2020**

**IRFP TITLE:**  
**INDIRECT FUNDING ANALYSIS**

**REVISED DUE DATE: April 15, 2020 at 2:00pm prevailing Alaska Time**

**This is a mandatory return Amendment.** *Your proposal may be considered non-responsive if this signed amendment is not received [in addition to your proposal] by the date and time proposals are due.*

**State Signature**

Signature: Tom Mayer  
Name: Tom Mayer  
Title: Procurement Specialist IV

Date: April 4, 2020

**Vendor Signature**

Business Name: \_\_\_\_\_  
Printed Name: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Title: \_\_\_\_\_

Date: \_\_\_\_\_

The following questions have been submitted by the vendor community.

**Question 1:** Section 1.03 of the RFP indicates emailed proposals are acceptable, but not encouraged. To ensure timely delivery of a proposal, is it acceptable to email a proposal by the delivery due date and time, and also send hardcopies of the proposal via a delivery service, which might be delivered later than the required timeline?

**Answer 1:** Yes, see section 1.07 for guidance on electronic submissions.

**Question 2:** What type and volume of documentation does DOT&PF anticipate providing the Vendor for review?

**Answer 2:** DOT&PF will provide the FY20 and FY21 Indirect Cost Rate Proposals, as well as budget documentation for FY18, FY19, FY20 and, for FY21, budget information currently available. Additional information from the accounting system will be provided as needed.

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**Question 3:** What level of assistance will the Project Manager and/or other DOT&PF resources be providing the Vendor?

**Answer 3:** *DOT&PF will provide the equivalent of one full time employee, comprised of two individuals that will be dedicated to this project.*

**Question 4:** What is the number of interviews DOT&PF anticipates the Vendor will conduct? If an estimated number is not available, could you provide a range?

**Answer 4:** *DOT&PF estimates the vendor will need to conduct approximately 10 to 15 interviews with divisional and/or regional directors and possibly their staff, as appropriate.*

**Question 5:** Section 1.04 of the RFP requires at least two, but no more than four, references to be provided. If the Vendor has performed previous work for DOT&PF, can the Vendor include a DOT&PF reference in its proposal?

**Answer 5:** *Yes.*

**Question 6:** Due to the Shelter in Place policy for the State of Alaska, does DOT&PF foresee a delay in being able to provide information and have personnel available for interview to meet the timetables within the RFP?

**Answer 6:** *DOT&PF does not anticipate a delay due to the Shelter in Place policy as most staff are currently telecommuting and functioning on a normal schedule.*

**Question 7:** Section 3.03 of the RFP, Task 1, #2 states “the Contractor shall interact with fund managers and statewide support services section chiefs to address the project plan and schedule.” Has DOT&PF put together a detailed project plan and schedule that is available for review prior to proposal submission and/or is the Contractor tasked with developing the project plan and schedule?

**Answer 7:** *The Contractor will develop the project plan and schedule. The schedule will be based on results from the kick-off meeting and subsequent discussions with the department.*

**Question 8:** Section 3.05 states “The state will make payments based on a negotiated payment schedule.” Does the state anticipate this will be based upon certain deliverables or an even distribution on a monthly basis?

**Answer 8:** *The payment schedule will be negotiated before contract award and will be based on deliverables.*

**Question 9:** Section 3.07 of the RFP, 3rd paragraph, states “sufficient to pay for two (2) person(s) to make one (1) trip(s) to...”. Attachment E of the RFP states that costs should be included for Travel for “Two, two day trips for two people”. Based upon review of the RFP, it appears two trips are needed, one for kick-off and another for close-out meetings. Can you clarify if we should include travel costs for two separate trips for two people?

**Answer 9:** *Please see Change One below.*

**Question 10:** Section 3.05 of the RFP states “No payment will be made until the progress report...”. Does DOT&PF have an example of the progress report template they would like submitted or is that to be developed by the selected Vendor?

**Answer 10:** *The progress report will be cooperatively developed. I would expect the vendor to initiate it, and be able to respond to and expand with any questions asked by the department.*

**Question 11:** Due to the revision in the Proposal due date, has DOT&PF updated the Section 3.02 work schedule

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**Answer 11:** *As seen in section 3.02, the presented schedule is an approximation subject to shifting due to delays. The final work schedule will be cooperatively developed by the State and the contractor.*

**In addition to the above questions, the following changes are hereby made:**

**Change One:** *Delete Attachment E, Cost Proposal in its entirety and replace with the following:*

*IRFP 2520H036 Attachment E – Cost Proposal V2 4 3 2020*