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# STATE OF ALASKA REQUEST FOR PROPOSALS



Request For Proposals

RFP 2521H002

Issued May 14, 2020

Nuclear Gauge and Radiation Detection Services

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ISSUED BY:

Department of Transportation & Public Facilities  
Division of Statewide Contracting and Procurement

PRIMARY CONTACT:

Cherish Petrenchak  
Procurement Officer  
(907) 465-8447

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OFFERORS ARE NOT REQUIRED TO RETURN THIS FORM.

**IMPORTANT NOTICE:** IF YOU RECEIVED THIS SOLICITATION FROM THE STATE OF ALASKA'S "ONLINE PUBLIC NOTICE" WEB SITE, YOU MUST REGISTER WITH THE PROCUREMENT OFFICER LISTED IN THIS DOCUMENT TO RECEIVE NOTIFICATION OF SUBSEQUENT AMENDMENTS. FAILURE TO CONTACT THE PROCUREMENT OFFICER MAY RESULT IN THE REJECTION OF YOUR OFFER.

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STATE OF ALASKA RFP NO. 2521H002

Nuclear Gauge and Radiation Detection Services

**STATE OF ALASKA**  
**DEPARTMENT OF TRANSPORTATION**  
**AND PUBLIC FACILITIES**

STATEWIDE DESIGN & ENGINEERING  
 SERVICES DIVISION, STATEWIDE  
 MATERIALS SECTION

5800 East Tudor Road  
 Anchorage, Alaska 99507-1286

Phone (907)269-6230  
 Fax (907) 269-6231

NTP Issue Date: \_\_\_\_\_

**NOTICE TO PROCEED**

CONTRACT #2521H002

**Contractor's Business Name Here**

NTP# \_\_\_\_\_ for **(Assigned Business Name)**

<u>Amount</u>	<u>Task</u>	<u>Authorized To - Date</u>	<u>Prior <del>Appr'd</del> Payments</u>	<u>This Billing</u>
\$91,500.00	Computer Readable Dosimetry Badges	\$91,500.00	\$71,995.00	
\$2,300.00	TLD badges & quarterly reports	\$2,300.00	\$1,912.50	\$128.25
\$120.00	TLD Annual accumulation report	\$120.00	\$0.00	
\$1,000.00	Lost Badge Replacement Fee (computer readable)	\$1,000.00	\$0.00	
\$500.00	Late Badge Replacement Fee (TLD type)	\$500.00	\$195.00	\$15.00
\$600.00	Badge Rush Order Fee	\$600.00	\$0.00	
\$95,000.00	Moisture Density Gauge On-site Calibration & report	\$95,000.00	\$73,292.00	
\$70,000.00	Moisture Density Gauge On-site Non-routine maintenance & report	\$70,000.00	\$54,020.00	
\$455.00	Asphalt Content Gauge On-site routine Maintenance & report	\$455.00	\$0.00	
\$3,640.00	Moisture Density Gauge at Contractor Facility - Non-routine maintenance & report	\$3,640.00	\$0.00	
\$3,104.00	Moisture Density Gauge at Contractor Facility - Calibration & report	\$3,104.00	\$0.00	
\$1,200.00	Leak Test Kit & reports	\$1,200.00	\$287.20	
\$5,333.00	Radiation Safety Program Audit & Report	\$5,333.00	\$0.00	
\$2,800.00	Calibration of Calibration Blocks	\$2,800.00	\$0.00	
\$65,000.00	Expenses	\$65,000.00	\$45,292.59	
<b>\$342,552.00</b>	<b>Total Authorized Amount for All Groups</b>	<b>\$342,552.00</b>		
Sum of Prior APPROVED Payments		\$246,994.29		
<b>Sum for THESE INVOICES</b>			<b>\$143.25</b>	
Sum of Prior Payments and this invoice				\$247,137.54
Balance of Authorized Amount				\$ 95,414.46
<b>Total Cost:</b>				<b>\$</b>

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CONTRACT NO. 2521H002  
 NTP# \_\_\_\_\_ for (Assigned Business Name)

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Nuclear Gauge and Radiation Detection Services

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Please contact me for further information:  
Daniel Getman, Project Manager  
DOT/PF, DES-Design and Engineering Services  
Phone: (907)269-6248

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Daniel Getman - signature

Contractor Authorized Representative Name & Title  
Contractor's Business Name

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Contractor Authorized Representative Name - signature

CC: Cherish Petrenchak  
DOT/PF Procurement Officer

## **SECTION 1. INTRODUCTION & INSTRUCTIONS**

### **SEC. 1.01 PURPOSE OF THE RFP**

The Department of Transportation and Public Facilities (DOT&PF) is soliciting proposals to result in a single multi-year contract for the following services:

1. A company that is accredited conforming to ANSI/ISO/IEC Standard 17025:2005, General Criteria for the Competence of Testing and Calibration Laboratories.
2. Furnish USB and TLD type radiation detection badges including data support to analyze, and summarize radiation detection badges and annual accumulation exposure readings.
3. Calibrate up to 80 Troxler 3400 series Moisture-Density gauges and up to 5 Troxler 4590 moisture density gauges per year on-site (Anchorage, AK).
4. Perform non-routine maintenance on-site for up to 80 Troxler 3400 series Moisture-Density gauges, up to 6 Troxler 3241-C asphalt content gauges, and up to 5 Troxler 4590 moisture density gauges per year on-site (Anchorage, AK).
5. A company in compliance to ASTM D 7759 Standard Guide for Nuclear Surface Moisture and Density Gauge Calibration and have been approved by the Nuclear Regulatory Commission (NRC) to provide and analyze leak test for use on State Moisture-Density gauges.
6. Perform out of sequence calibration and non-routine maintenance at the contractor's facility as required.
7. Perform an annual audit (if DOT&PF requests the service) of DOT&PF's radiation safety program at the State Radiation Safety Office in Anchorage prior to November 15 of each contract year.
8. Perform Calibration Blocks calibration as required (at least every five years).

### **SEC. 1.02 BUDGET**

Department of Transportation and Public Facilities estimates a budget of \$500,000 dollars for the full term of this project including any renewal years. Proposals priced at more than \$500,000 will be considered non-responsive.

### **SEC. 1.03 DEADLINE FOR RECEIPT OF PROPOSALS**

Proposals must be received no later than 3:00 P.M. prevailing Alaska Time on 06/03/20. Late proposals or amendments will be disqualified and not opened or accepted for evaluation.

### **SEC. 1.04 PRIOR EXPERIENCE**

In order for offers to be considered responsive offerors must meet these minimum prior experience requirements. Offerors must provide verifiable documentation that they meet the following minimum qualifications:

### Nuclear Gauge and Radiation Detection Services

1. Offeror must provide current accreditation conforming to ANSI/ISO/IEC Standard 17025:2005, General Criteria for the Competence of Testing and Calibration Laboratories, in the area of calibration and repair services for portable nuclear gauges manufactured by Troxler Electronic Laboratories.
2. Offeror's operations conform to the requirements of ASTM D 7759 Standard Guide for Nuclear Surface Moisture and Density Gauge Calibration.
3. Offeror shall provide documentation of approval by the Nuclear Regulatory Commission (NRC) to provide and analyze leak tests.
4. Provide written evidence of the necessary physical, personnel, and information resources, and that the laboratory and field personnel have the skills and expertise necessary for the performance of the program audits, testing, and/or calibrations in question; as listed below:
  - a. The Lead Field Service Technician's qualifications, must have training showing a minimum of five years' experience servicing Troxler Moisture Density Gauges and Asphalt Content Gauges.
  - b. Field Service Technicians shall be determined to be trustworthy and reliable by the NRC per: NRC Regulatory Issue Summary 2008-24 (*Security Responsibilities of Service Providers and Client Licensees*).
  - c. The qualifications, training, and experience of the laboratory metrology/ physicists staff responsible for decisions regarding calibration measurement uncertainties and implementing statistical techniques in evaluating the acceptability of calibrations and standards tractability. 5 years verifiable experience.
  - d. The Radiation Safety Program Auditor 's qualifications, training, and a minimum 3-years' experience auditing Radiation Safety Programs according to NUREG 1556 Vol. 1 Rev. 1 Appendix F.

An offeror's failure to meet these minimum prior experience requirements will cause their proposal to be considered non-responsive and rejected.

### **SEC. 1.05 REQUIRED REVIEW**

Offerors should carefully review this solicitation for defects and questionable or objectionable material. Comments concerning defects and questionable or objectionable material should be made in writing and received by the procurement officer at least ten days before the deadline for receipt of proposals. This will allow time for the issuance of any necessary amendments. It will also help prevent the opening of a defective proposal and exposure of offeror's proposals upon which award could not be made.

### **SEC. 1.06 QUESTIONS PRIOR TO DEADLINE FOR RECEIPT OF PROPOSALS**

All questions must be in writing and directed to the procurement officer. The interested party must confirm telephone conversations in writing.

Two types of questions generally arise. One may be answered by directing the questioner to a specific section of the RFP. These questions may be answered over the telephone. Other questions may be more complex and may require a written amendment to the RFP. The procurement officer will make that decision.

PROCUREMENT OFFICER: Cherish Petrenchak – PHONE 907-465-8447 - FAX 907-465 -3124

Nuclear Gauge and Radiation Detection Services**SEC. 1.07 RETURN INSTRUCTIONS**

Electronic proposal , faxed or oral proposals are not permitted for this solicitation.

Offerors must submit one original, **Four (4) hard copies** (one original & three copies) one of their proposal, in writing and **TWO CDs or thumb drives** containing an electronic copy of the entire proposal . **One (1) CD or thumb drive** will contain the transmittal information and the technical proposal. **One (1) CD or thumb drive** will contain the cost proposal. The proposal response should be addressed to the procurement officer in a sealed package. The cost proposal included with the package must **be sealed separately from the rest** of the proposal and must be clearly identified. The electronic version must have the technical proposal and cost proposal as two separate files and clearly identified. The sealed proposal package(s) must be addressed as follows:

Department of Transportation and Public Facilities  
Division of Statewide Contracting and Procurement  
Attention: Cherish Petrenchak  
Request for Proposal (RFP) Number: 2521H002

**RFP Title:** Nuclear Gauge/ Radiation Detection Services

P.O. Box 112500  
Juneau, AK 99811-2500

If using U.S. mail, please use the following address:

P.O. Box 112500  
Juneau, AK 99811-2500

If using a delivery service, please use the following address:

3132 Channel Drive, Suite  
Juneau, AK 99801

**Important Note:** There is **no** overnight express mail delivery to Juneau, Alaska. **All expedited mail services take at least two nights. Please allow at least 3 to 5 business days for delivery.**

An offeror's failure to submit its proposal prior to the deadline will cause the proposal to be disqualified. Late proposals or amendments will not be opened or accepted for evaluation.

Please note that email transmission is not instantaneous. Similar to sending a hard copy proposal, if you are emailing your proposal, the state recommends sending it enough ahead of time to ensure the email is delivered by the deadline for receipt of proposals.

It is the offeror's responsibility to contact the issuing agency at 907-465-8447 to confirm that the proposal has been received. The state is not responsible for unreadable, corrupt, or missing attachments.



**SEC. 1.08 PROPOSAL CONTENTS**

The following information must be included in all proposals.

**(a) AUTHORIZED SIGNATURE**

All proposals must be signed by an individual authorized to bind the offeror to the provisions of the RFP. Proposals must remain open and valid for at least 90-days from the date set as the deadline for receipt of proposals.

**(b) OFFEROR'S CERTIFICATION**

By signature on the proposal, offerors certify that they comply with the following:

- A. the laws of the State of Alaska;
- B. the applicable portion of the Federal Civil Rights Act of 1964;
- C. the Equal Employment Opportunity Act and the regulations issued thereunder by the federal government;
- D. the Americans with Disabilities Act of 1990 and the regulations issued thereunder by the federal government;
- E. all terms and conditions set out in this RFP;
- F. a condition that the proposal submitted was independently arrived at, without collusion, under penalty of perjury; and
- G. that the offers will remain open and valid for at least 90 days.

If any offeror fails to comply with [a] through [g] of this paragraph, the state reserves the right to disregard the proposal, terminate the contract, or consider the contractor in default.

**(c) VENDOR TAX ID**

A valid Vendor Tax ID must be submitted to the issuing office with the proposal or within five days of the state's request.

**(d) CONFLICT OF INTEREST**

Each proposal shall include a statement indicating whether or not the firm or any individuals working on the contract has a possible conflict of interest (e.g., currently employed by the State of Alaska or formerly employed by the State of Alaska within the past two years) and, if so, the nature of that conflict. The procurement officer reserves the right to **consider a proposal non-responsive and reject it** or cancel the award if any interest disclosed from any source could either give the appearance of a conflict or cause speculation as to the objectivity of the contract to be performed by the offeror.

**(e) FEDERAL REQUIREMENTS**

The offeror must identify all known federal requirements that apply to the proposal, the evaluation, or the contract.

**SEC. 1.09 ASSISTANCE TO OFFERORS WITH A DISABILITY**

Offerors with a disability may receive accommodation regarding the means of communicating this RFP or participating in the procurement process. For more information, contact the procurement officer no later than ten days prior to the deadline for receipt of proposals.

**SEC. 1.10 AMENDMENTS TO PROPOSALS**

Amendments to or withdrawals of proposals will only be allowed if acceptable requests are received prior to the deadline that is set for receipt of proposals. No amendments or withdrawals will be accepted after the deadline unless they are in response to the state's request in accordance with 2 AAC 12.290.

**SEC. 1.11 AMENDMENTS TO THE RFP**

If an amendment is issued, it will be provided to all who were notified of the RFP and to those who have registered with the procurement officer after receiving the RFP from the State of Alaska Online Public Notice website.

**SEC. 1.12 RFP SCHEDULE**

The RFP schedule set out herein represents the State of Alaska's best estimate of the schedule that will be followed. If a component of this schedule, such as the deadline for receipt of proposals, is delayed, the rest of the schedule may be shifted accordingly. All times are Alaska Time.

- Issue RFP May 14 , 2020
- Deadline for Receipt of Proposals June 4 , 2020
- Proposal Evaluation Committee complete evaluation by June 15, 2020
- State of Alaska issues Notice of Intent to Award a Contract June 15, 2020
- State of Alaska issues contract June 29, 2020
- Contract start July 1, 2020

This RFP does not, by itself, obligate the state. The state's obligation will commence when the contract is approved by the Commissioner of the Department of Transportation & public facilities, or the Commissioner's designee. Upon written notice to the contractor, the state may set a different starting date for the contract. The state will not be responsible for any work done by the contractor, even work done in good faith, if it occurs prior to the contract start date set by the state.

**SEC. 1.13 ALTERNATE PROPOSALS**

Offerors may only submit one proposal for evaluation.

In accordance with 2 AAC 12.830 alternate proposals (proposals that offer something different than what is asked for) will be rejected.

**SEC. 1.14 NEWS RELEASES**

News releases related to this RFP will not be made without prior approval of the project director.

## **SECTION 2. BACKGROUND INFORMATION**

### **SEC. 2.01 BACKGROUND INFORMATION**

Under authority granted by the Nuclear Regulatory Commission (NRC), the Alaska Department of Transportation and Public Facilities (DOT&PF) is licensed to own and use a specific number of construction material testing gauges that contain radioactive materials. The use of these gauges is required in the construction of various projects undertaken by the DOT&PF. The requirements under which we operate are presented in the following federal regulations:

#### **REGULATORY REQUIREMENTS**

The Contractor must comply with:

Nuclear Regulatory Commission (NRC) Policy Statement issued May 14, 1996 entitled "Freedom of Employees in the Nuclear Industry to Raise Safety Concerns without Fear of Retaliation," (61 FR 24336)

NRC REGULATORY ISSUE SUMMARY 2005-18 entitled, "Guidance for Establishing and Maintaining a Safety Conscious Work Environment"

NRC's "Final Safety Culture Policy Statement (76 FR 34773; June 14, 2011).

10 CFR 19 - NOTICES, INSTRUCTIONS AND REPORTS TO WORKERS: INSPECTION AND INVESTIGATIONS,

10 CFR 20 - STANDARDS FOR PROTECTION AGAINST RADIATION,

10 CFR 30 - RULES OF GENERAL APPLICABILITY TO DOMESTIC LICENSING OF BYPRODUCT MATERIAL and others.

10 CFR 32 - SPECIFIC DOMESTIC LICENSES TO MANUFACTURE OR TRANSFER CERTAIN ITEMS CONTAINING BYPRODUCT MATERIAL

NUREG-1556 VOL 1, REV 1 - CONSOLIDATED GUIDANCE ABOUT MATERIALS LICENSES: PROGRAM SPECIFIC GUIDANCE ABOUT PORTABLE GAUGE LICENSES

29 CFR 1910 OCCUPATIONAL SAFETY AND HEALTH STANDARDS

29 CFR 1926 SAFETY AND HEALTH REGULATIONS FOR CONSTRUCTION

The services required by this contract are performed in compliance with these regulations.

## **SECTION 3. SCOPE OF WORK & CONTRACT INFORMATION**

### **SEC. 3.01 SCOPE OF WORK AND DELIVERABLES**

The Department of Transportation and Public Facilities (DOT&PF) solicits proposals from qualified vendors to furnish radiation dosimetry badges and provide support, calibration, and testing of related equipment.

The Contractor will provide radiation dosimetry services. Radiation Dosimetry services will include a reusable, computer readable, dosimeter with a minimum reportable dose for gamma radiation.

The Contractor will provide radiation dosimetry services covering the range of ionizing radiation – alpha, gamma, beta, x-ray and neutron. Radiation Dosimetry services will include but are not limited to: Thermoluminescent (TLD) radiation dosimetry badges, TLD extremity (finger) rings, and radiation dosimetry reporting services. Quarterly badge shipments must be received, at various locations within Alaska, at least two weeks prior to the beginning of the reporting period “quarter”.

It is expected that the majority of services identified in this RFP as “on-site” will be in Anchorage, Alaska; however, when determined to be in the best interest of the Contracting Agency, some services may be performed at the Contractor's facilities.

Historically the Contracting Agency has had Contractors perform annual on-site gauge (maintenance and calibration) services between mid-November and mid-February. The dates of service will be at the convenience of the Contracting Agency, and will be coordinated & scheduled through the Contracting Agency's Contract Manager with concurrence by the State Radiation Safety Officer (SRSO).

DOT&PF Nuclear Gauges are all manufactured by Troxler Electronics. DOT&PF Gauge Inventory currently includes model numbers: 3430, 3440, 3440P, 3450, 4590 and 3241-c.

The Contractor shall provide services as identified and authorized by sequentially numbered Notices-to-Proceed (NTP). The Contractor shall not perform services or incur billable expense except as authorized by a NTP.

### **SEC. 3.02 TASKS**

#### **TASK 1**

The contractor will be required to provide the following:

The Contractor shall provide necessary labor, materials, parts, equipment, and shipping costs necessary for radiation dosimetry services. Radiation dosimetry services will require approximately 180 reusable, computer readable, dosimeter in the first year and approximately 15 TLD badges quarterly throughout the contract term. Actual quantities may vary from the estimated quantities listed. The State may require occasional supplemental orders of the reusable, computer readable, dosimeters.

- a) Computer readable dosimeters must have a minimum reportable dose of 4 mrem, a useful dose range of 1 mrem to 500 rem, and energy response photons from 5keV to 6MeV.

Nuclear Gauge and Radiation Detection Services

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- b) Computer readable dosimeters must meet the following requirements:
- c) Each dosimeter must have a unique identifier tracked to an individual user.
- d ) Dosimeter must not require battery replacement.
  - i) Dosimeter must be able to connect to an internet connected desktop computer. Upon connection dosimeter will upload exposure data to an online tracking system. Any software or hardware required must be included in the proposed price.

It is anticipated that users will have daily access to a computer for data upload, however, access may be less frequent. Offerors should describe in their proposal how many days of data the dosimeter can store between data uploads.

- ii) Dosimeters shall not require annual calibration.
- d) Computer readable dosimeter services will also include the ability to manage the account online securely, view exposure readings for every authorized user, re-assign a single badge to multiple users, manage how frequently devices are read, read devices on any computer with internet access, update account information, and the ability to download and print cumulative, quarterly, annual radiation exposure summary reports, and NRC Form 5 reports, in real time for any or all of the users assigned to their group.
  - i) Individual badge users shall be able to manage their personal account only.
  - ii) Regional Radiation Safety Officer shall have access to read all users in their region. Including the ability to manage the accounts online securely, view exposure readings for every authorized user, re-assign a single badge to multiple users, manage how frequently devices are read, read devices on any computer with internet access, update account information, and the ability to download and print cumulative, quarterly, annual radiation exposure summary reports, and NRC Form 5 reports, in real time for any or all of the users assigned to their group.
  - iii) State Radiation Safety Officer shall have access to read all users in the State including the ability to manage the accounts online securely, view exposure readings for every authorized user, re-assign a single badge to multiple users, manage how frequently devices are read, read devices on any computer with internet access, update account information, and the ability to download and print cumulative, quarterly, annual radiation exposure summary reports, and NRC Form 5 reports, in real time for any or all of the users assigned for service under this contract.
  - iv) Readings must be unlimited and be maintained on a secure server where the privacy of wearer personnel and dose information is assured and be in compliance with 10 CFR 19.13.
- e) TLD type badge services shall cover the range of ionizing radiation – alpha, gamma, beta, x-ray and neutron. Radiation Dosimetry services will include but are not limited to: Thermoluminescent (TLD) radiation dosimetry badges, TLD extremity (finger) rings, and radiation dosimetry reporting services

Nuclear Gauge and Radiation Detection Services

- i) For the purpose of this contract, “first quarter” is defined as July through September, “second quarter” is defined as October through December, “third quarter” is defined as January through March, and “fourth quarter” is defined as April through June.
- ii) Quarterly badge shipments must be received, at various locations within Alaska, at least two weeks prior to the beginning of the reporting period “quarter”.
- iii) Quarterly badge reports shall be received within 30 days of receipt of “used” TLD type badges. Reported per “group” (up to four user groups in AK DOT&PF).
- iv) Prepare and distribute to the Contracting Agency an annual report for each DOT&PF TLD type badge holder, in compliance with 10 CFR 19.13, showing the users annual dose. These reports are due by March 1 annually.
- f) Miscellaneous fees for: Lost badge replacement, late badge (TLD), dose adjustment, partial assignment, and processing (TLD), and rush order.

The number of badges is approximate. The State reserves the right to lower or increase the number of badges depending on its needs.

**TASK 2**

Perform non-routine maintenance on Troxler Moisture-Density gauges. Non-routine maintenance for moisture-density gauges shall include but is not limited to: cleaning, lubrication, electronic inspection, detector signal adjustment, mechanical inspection, leak test, replacing defective components with factory parts, and verifying the source encapsulation weld. Inspect transport cases to ensure stickers are up to date per NRC regulations and all security devices are functional or require replacement. Repair as required or report if need to be replaced. (Non-routine is defined as all maintenance that involves removing the source-rod and tungsten block).

- a) Perform non-routine maintenance on-site in Anchorage for approximately 80 Troxler Moisture-Density gauges per year. The Contracting Agency will be responsible for and directly pay for in-state freight charges associated with shipping gauges from other Alaskan areas to the on-site warehouse facility in Anchorage, AK.
- b) Perform as needed non-routine maintenance at the Contractor’s facility for gauges that require services outside the Contracting Agency’s annual on-site visit. In this case, the Contractor shall be responsible for all freight charges.
- c) The Contracting Agency reserves the right to add “routine maintenance” for moisture-density gauges, on an “as-needed basis”. The Contracting Agency will provide routine maintenance for moisture-density gauges, which includes day-to-day cleaning that does not require removing the source-rod and tungsten block; however, the Contracting Agency reserves the right to negotiate and add these services by amendment.
- d) The Contracting Agency, in the course of performing maintenance, reserves the right to order parts, from contractor, when required.

Nuclear Gauge and Radiation Detection Services

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**TASK 3**

Perform routine maintenance on-site (Anchorage, Alaska) on approximately 5 Troxler Asphalt Content gauges annually.

- a) Routine maintenance for Troxler Asphalt Content gauges includes but is not limited to: statistical and drift verification, cleaning/maintenance of the printer, and general cleaning of the gauge.
- b) When it is in the best interest of the State, the Contracting Agency may provide routine maintenance for asphalt content gauges, which includes day-to-day cleaning that does not require removing the source.
- c) The Contracting Agency, in the course of performing maintenance, reserves the right to order parts, from contractor, when required.

**TASK 4**

Within forty-five days of completing routine and/or non-routine maintenance, the Contractor shall submit a summary of the work performed in sufficient detail to specifically track each of the gauges condition and maintenance activity.

**TASK 5**

The Contractor shall Leak test, analyze and provide a test report for each gauge. Reports must conform to 10 CFR 32.59 "Leak Testing of Each Source" and NUREG 1556, Vol. 1, Rev. 1 8.10.8 "Leak Tests" and Appendix J "Procedure for Performing Leak Testing and Analysis.

- a) The Contractor shall perform Leak Tests and provide reports on approximately 80 nuclear gauges, during the On-site (Anchorage, AK) annual maintenance and calibration cycle. Results will be emailed to the Contractor project manager within 30 days of receipt of the leak test sample.
- b) The Contractor shall provide Leak Test Kits, as requested by Contracting Agency, as needed on a per-test basis, for approximately 100 nuclear gauges annually, to be analyzed and reported.

**TASK 6**

Calibration of Troxler Moisture-Density gauges.

- a) Calibrate, on-site in Anchorage, approximately 80 Troxler Moisture-Density gauges per year. Calibration shall be per manufacturer's recommendations using NIST traceable calibration blocks and equipment. Calibration shall be a full three block calibration utilizing Magnesium, Magnesium-Aluminum and Aluminum blocks. The Contracting Agency owns and maintains calibration blocks that are available for use by the Contractor for purposes of calibrating the Contracting Agencies gauges in Alaska. Heated warehouse space adequate for the purpose of calibrating and maintaining nuclear gauges will be provided in Anchorage, Alaska.



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- b) Perform, as needed, at the Contractor's facility calibration of gauges requiring services outside the annual on-site visit. In this case, the Contractor shall be responsible for all freight charges.
- c) At the completion of calibration, submit a report within 30 days documenting the calibration testing performed, the results and a NIST traceable "comprehensive report" calibration certificate specific to each gauge to the Contracting Agency

**TASK 7**

When requested, the Contractor shall schedule and perform an annual audit of DOT&PF's Radiation Safety Program at the State Radiation Safety Officer's office in Anchorage, Alaska prior to November 15. Audits are an important part of continual improvement plans aimed at improving safety methods and procedures which work together to promote radiation safety awareness. Audits performed by the Contractor will conclude with the finding summarized into a detailed report submitted to the Contracting Agency within 30 days after completing the audit.

**TASK 8**

The Contractor shall perform (cycle not-to-exceed 60-months) measurements, calculations, and analysis necessary to calibrate and certify the Contracting Agencies set of calibration blocks resulting in the issuance of certificates of traceability to a NIST master standard. Block Calibration reports and certifications shall be received within forty-five days of service. The calibration blocks shall be inspected annually to verify their acceptability for use in calibrating and verifying nuclear gauges.

**TASK 9**

The contractor shall submit the following items related to the services provided:

**DELIVERABLES**

The contractor will be required to provide the following deliverables:

Computer Readable and TLD dosimetry badges and service.....	1
TLD Quarterly Reports for individuals by Group.....	1.d.iii
TLD Annual accumulation report.....	1.d.iv
Routine and non-routine maintenance reports.....	4
Gauge Parts.....	2.d & 3.g
Leak Test Kits.....	5.i
Leak Test reports.....	5.h & 5.i
Gauge Calibration report & certificate.....	6.c
Annual Radiation Safety Audit report.....	7
Calibration Block calibration and Calibration report/certificate.....	8

**SEC. 3.03 CONTRACT TERM AND WORK SCHEDULE**

The length of the contract will be from the date of award, approximately July 1, 2020 through June 30, 2021 and contains four (4) one (1) year renewal options to be solely exercised by the State.

Unless otherwise provided in this RFP, the State and the successful offeror/contractor agree: (1) that any extension of the contract excluding any exercised renewal options, will be considered as a month-to-month extension, and all other terms and conditions shall remain in full force and effect and (2) the procurement officer will provide notice to the contractor of the intent to cancel such month-to-month extension at least 30 days before the desired date of cancellation. A month-to-month extension may only be executed by the procurement officer via a written contract amendment.

**SEC. 3.04 CONTRACT TYPE**

This contract is an indefinite delivery indefinite quantity (IDIQ) type contract.

**SEC. 3.05 PROPOSED PAYMENT PROCEDURES**

The state will make payments based on a negotiated payment schedule. Each billing must consist of an invoice and progress report. No payment will be made until the progress report and invoice has been approved by the project director.

**SEC. 3.06 COMPENSATION**

The contractor shall be compensated under the following:

**Direct Costs:** The unit costs offered in response to this RFP shall include all costs associated with providing the services to include all direct and indirect labor costs such as, but not limited to, hourly rates, taxes, overhead, fringe benefits, profit, utilities, and insurance.

The state shall reimburse the contractor for Travel Expenses and for actual Parts costs with no markup. All indirect costs must be approved in writing and in advance by the Project Director.

**TRAVEL EXPENSE REIMBURSEMENT**

Travel Expenses, shall be reimbursed in accordance with the *Alaska Administrative Manual 60* (AAM 60).

The State will reimburse the Contractor's actual receipted travel expenses per the following criteria:

- Airfare is limited to coach fare
- Lodging
- Reimbursement for meals will not exceed \$60.00 per day
- Rental vehicles are limited to mid-size or less make and model as opposed to premium options
- All travel costs must be shown as separate line items on the invoice
- Actual receipts must be provided with invoice for all travel expenses

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Any travel must comply to the greatest possible extent with the following State of Alaska Travel policies (AAM 60 Travel.pdf) located at: <http://doa.alaska.gov/dof/manuals/aam>.

All Travel reimbursement must be preapproved in writing by Design & Engineering.

**PARTS COST REIMBURSEMENT**

The State will reimburse the Contractor for actual parts costs needed for the completion of requested work under the contract. Invoices from parts suppliers must be provided for all parts expenses for reimbursement of those costs.

**SEC. 3.07 CONTRACT PAYMENT**

The Contractor shall provide a two-page (typical) report with each billing for months in which services are performed. Billings will be submitted no later than 45 days after service. The report shall follow the guidelines outlined in the Sample Monthly Progress Report.

No payment will be made until the contract is approved by the Commissioner of the Department of Transportation or the Commissioner's designee. Under no conditions will the state be liable for the payment of any interest charges associated with the cost of the contract. The state is not responsible for and will not pay local, state, or federal taxes. All costs associated with the contract must be stated in U.S. currency.

Any single contract payment of \$1 million or higher must be accepted by the contractor via Electronic Funds Transfer (EFT).

**SEC. 3.08 CONTRACT PRICE ADJUSTMENTS**

Consumer Price Index (CPI): Contract prices will remain firm through June 30, 2021

The contractor may request price adjustments, in writing, 30 days prior to the contract renewal date. Requests must be in writing and must be received 30 days prior to the contract renewal date. If the contractor fails to request a CPI price adjustment 30 days prior to the contract renewal date, the adjustment will be effective 30 days after the state receives their written request.

Price adjustments will be made in accordance with the percentage change in the U.S. Department of Labor Consumer Price Index (CPI-U) for All Urban Consumers, All Items, Urban Alaska.

The price adjustment rate will be determined by comparing the percentage difference between the CPI in effect for the base year six-month average July through December 2020 and two CPI issues will be the price adjustment rate. No retroactive contract price adjustments will be allowed.

All price adjustments must be approved by the procurement officer prior to the implementation of the adjusted pricing. Approval shall be in the form of a contract amendment issued by the procurement officer.

**SEC. 3.09 LOCATION OF WORK**

The location(s) outlined in the scope of services, will be either, (1) on-site at the Contracting Agencies office or warehouse facilities in Anchorage, Alaska, or at, (2) the Contractor's own facilities. For Anchorage, AK on-site services, the Contracting Agency will provide heated warehouse workspace for the contractor's staff. For work

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performed at the Contractor owned facilities, the Contractor must provide its own workspace necessary for services requested.

## **SEC. 3.10 SUBCONTRACTORS**

Subcontractors may be used to perform work under this contract. If an offeror intends to use subcontractors, the offeror must identify in the proposal the names of the subcontractors and the portions of the work the subcontractors will perform.

Subcontractor experience shall be considered in determining whether the offeror meets the requirements set forth in SEC. 1.04 PRIOR EXPERIENCE.

If a proposal with subcontractors is selected, the offeror must provide the following information concerning each prospective subcontractor within five working days from the date of the state's request:

- complete name of the subcontractor;
- complete address of the subcontractor;
- type of work the subcontractor will be performing;
- percentage of work the subcontractor will be providing;
- evidence that the subcontractor holds a valid Alaska business license; and
- a written statement, signed by each proposed subcontractor that clearly verifies that the subcontractor is committed to render the services required by the contract.

An offeror's failure to provide this information, within the time set, may cause the state to consider their proposal non-responsive and reject it. The substitution of one subcontractor for another may be made only at the discretion and prior written approval of the project director. Note that if the subcontractor will not be performing work within Alaska, they will not be required to hold an Alaska business license.

## **SEC. 3.11 JOINT VENTURES**

Joint ventures are acceptable. If submitting a proposal as a joint venture, the offeror must submit a copy of the joint venture agreement which identifies the principals involved and their rights and responsibilities regarding performance and payment.

## **SEC. 3.12 RIGHT TO INSPECT PLACE OF BUSINESS**

At reasonable times, the state may inspect those areas of the contractor's place of business that are related to the performance of a contract. If the state makes such an inspection, the contractor must provide reasonable assistance.

## **SEC. 3.13 F.O.B. POINT**

All goods purchased through this contract will be F.O.B. final destination. Unless specifically stated otherwise, all prices offered must include the delivery costs to any location within the State of Alaska.

**SEC. 3.14 CONTRACT PERSONNEL**

Any change of the project team members or subcontractors named in the proposal must be approved, in advance and in writing, by the project director or procurement officer. Changes that are not approved by the state may be grounds for the state to terminate the contract.

**SEC. 3.15 INSPECTION & MODIFICATION - REIMBURSEMENT FOR UNACCEPTABLE DELIVERABLES**

The contractor is responsible for the completion of all work set out in the contract. All work is subject to inspection, evaluation, and approval by the project director. The state may employ all reasonable means to ensure that the work is progressing and being performed in compliance with the contract. The project director or procurement officer may instruct the contractor to make corrections or modifications if needed in order to accomplish the contract's intent. The contractor will not unreasonably withhold such changes. Substantial failure of the contractor to perform the contract may cause the state to terminate the contract. In this event, the state may require the contractor to reimburse monies paid (based on the identified portion of unacceptable work received) and may seek associated damages.

**SEC. 3.16 CONTRACT CHANGES AND ANTICIPATED AMENDMENTS**

During the course of this contract, the contractor may be required to perform additional work. That work will be within the general scope of the initial contract. When additional work is required, the project director will provide the contractor a written description of the additional work and request the contractor to submit a firm time schedule for accomplishing the additional work and a firm price for the additional work. Cost and pricing data must be provided to justify the cost of such amendments per AS 36.30.400.

The contractor will not commence additional work until the procurement officer has secured any required state approvals necessary for the amendment and issued a written contract amendment, approved by the Commissioner of the Department of Transportation or the Commissioner's designee.

**SEC. 3.17 NONDISCLOSURE AND CONFIDENTIALITY**

Contractor agrees that all confidential information shall be used only for purposes of providing the deliverables and performing the services specified herein and shall not disseminate or allow dissemination of confidential information except as provided for in this section. The contractor shall hold as confidential and will use reasonable care (including both facility physical security and electronic security) to prevent unauthorized access by, storage, disclosure, publication, dissemination to and/or use by third parties of, the confidential information. "Reasonable care" means compliance by the contractor with all applicable federal and state law, including the Social Security Act and HIPAA. The contractor must promptly notify the state in writing if it becomes aware of any storage, disclosure, loss, unauthorized access to or use of the confidential information.

Confidential information, as used herein, means any data, files, software, information or materials (whether prepared by the state or its agents or advisors) in oral, electronic, tangible or intangible form and however stored, compiled or memorialized that is classified confidential as defined by State of Alaska classification and categorization guidelines provided by the state to the contractor or a contractor agent or otherwise made available to the contractor or a contractor agent in connection with this contract, or acquired, obtained or

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learned by the contractor or a contractor agent in the performance of this contract. Examples of confidential information include, but are not limited to: technology infrastructure, architecture, financial data, trade secrets,

equipment specifications, user lists, passwords, research data, and technology data (infrastructure, architecture, operating systems, security tools, IP addresses, etc).

Additional information that the contractor shall hold as confidential during the performance of services under this contract include:

If confidential information is requested to be disclosed by the contractor pursuant to a request received by a third party and such disclosure of the confidential information is required under applicable state or federal law, regulation, governmental or regulatory authority, the contractor may disclose the confidential information after providing the state with written notice of the requested disclosure (to the extent such notice to the state is permitted by applicable law) and giving the state opportunity to review the request. If the contractor receives no objection from the state, it may release the confidential information within 30 days. Notice of the requested disclosure of confidential information by the contractor must be provided to the state within a reasonable time after the contractor's receipt of notice of the requested disclosure and, upon request of the state, shall seek to obtain legal protection from the release of the confidential information.

The following information shall not be considered confidential information: information previously known to be public information when received from the other party; information freely available to the general public; information which now is or hereafter becomes publicly known by other than a breach of confidentiality hereof; or information which is disclosed by a party pursuant to subpoena or other legal process and which as a result becomes lawfully obtainable by the general public.

### **SEC. 3.18 INDEMNIFICATION**

The contractor shall indemnify, hold harmless, and defend the contracting agency from and against any claim of, or liability for error, omission or negligent act of the contractor under this agreement. The contractor shall not be required to indemnify the contracting agency for a claim of, or liability for, the independent negligence of the contracting agency. If there is a claim of, or liability for, the joint negligent error or omission of the contractor and the independent negligence of the contracting agency, the indemnification and hold harmless obligation shall be apportioned on a comparative fault basis. "Contractor" and "contracting agency", as used within this and the following article, include the employees, agents and other contractors who are directly responsible, respectively, to each. The term "independent negligence" is negligence other than in the contracting agency's selection, administration, monitoring, or controlling of the contractor and in approving or accepting the contractor's work.

### **SEC. 3.19 INSURANCE REQUIREMENTS**

Without limiting contractor's indemnification, it is agreed that contractor shall purchase at its own expense and maintain in force at all times during the performance of services under this agreement the following policies of insurance. Where specific limits are shown, it is understood that they shall be the minimum acceptable limits. If the contractor's policy contains higher limits, the state shall be entitled to coverage to the extent of such higher limits.

Certificates of Insurance must be furnished to the procurement officer prior to beginning work and must provide for a notice of cancellation, non-renewal, or material change of conditions in accordance with policy provisions. Failure to furnish satisfactory evidence of insurance or lapse of the policy is a material breach of this contract

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and shall be grounds for termination of the contractor's services. All insurance policies shall comply with and be issued by insurers licensed to transact the business of insurance under AS 21.

**Workers' Compensation Insurance:** The contractor shall provide and maintain, for all employees engaged in work under this contract, coverage as required by AS 23.30.045, and; where applicable, any other statutory obligations including but not limited to Federal U.S.L. & H. and Jones Act requirements. The policy must waive subrogation against the State.

**Commercial General Liability Insurance:** covering all business premises and operations used by the Contractor in the performance of services under this agreement with minimum coverage limits of \$300,000 combined single limit per claim.

**Commercial Automobile Liability Insurance:** covering all vehicles used by the contractor in the performance of services under this agreement with minimum coverage limits of \$300,000 combined single limit per claim.

## SEC. 3.20     **TERMINATION FOR DEFAULT**

If the project director or procurement determines that the contractor has refused to perform the work or has failed to perform the work with such diligence as to ensure its timely and accurate completion, the state may, by providing written notice to the contractor, terminate the contractor's right to proceed with part or all of the remaining work.

This clause does not restrict the state's termination rights under the contract provisions of Appendix A, attached in **SECTION 8. ATTACHMENTS**.

## SECTION 4. PROPOSAL FORMAT AND CONTENT

### SEC. 4.01 PROPOSAL FORMAT AND CONTENT

The state discourages overly lengthy and costly proposals, however, in order for the state to evaluate proposals fairly and completely, offerors must follow the format set out in this RFP and provide all information requested.

The following instructions describe the format of how the offeror's proposals should be assembled, and the order in which the proposal is to be submitted. These instructions are provided to ensure a complete submission of the information necessary for an equitable analysis and evaluation of proposals submitted in response to this RFP. Each offeror must provide every component listed below, in the order shown, using the format described for each component. A proposal may be rejected if it is incomplete or conditional in nature.

There may be **additional requirements** beyond those provided on this Section. **Offerors are solely responsible** for thoroughly reviewing the RFP to make sure that they have met all the requirements and have provided all necessary information.

**The RFP response will contain three (3) sections: (1) Proposal Transmittal with Checklist, (2) Technical Component, and (3) Cost Proposal.**

#### Proposal Transmittal <<< SECTION A >>>

The following summary provides the required content and sequential order in which proposals are to be presented. For easier identification of RFP requirements and documentation, ADOT&PF recommends that all proposals are assembled as indicated in this section. An offeror's failure to include these items in their proposal may cause their proposal to be determined non-responsive and the proposal may be rejected. At the discretion of the offeror, other items not identified may be supplied with the proposal if the offeror feels that the additional information is pertinent to their proposal response. This list is not all inclusive.

**1. Required proposal copies:** Offerors must submit **Four (4)** hard copies (one original & three copies) of their proposal, in writing and **TWO (2)** CDs or thumb drives containing an electronic copy of the entire proposal. **One (1)** CD or thumb drive will contain the transmittal information and the technical proposal. **One (1)** CD or thumb drive will contain the cost proposal. The proposal response should be addressed to the procurement officer in a sealed package. The cost proposal included with the package must be sealed separately from the rest of the proposal and must be clearly identified. Emailed, faxed or oral proposals **will not be accepted**.

**2. Proposal Submittal Letter:** Include a transmittal letter containing the complete name (as it appears on the business license) and mailing address of the firm, telephone number, and email address of the contact person for the proposal.

The following information **MUST** be addressed in the letter or as an attachment within the transmittal section.

- ☐ Authorized signature (Section 1.08 (a))
- ☐ Offeror's Certification A-H (Section 1. 08 (b))
- ☐ Vendor Tax ID proof OR Vendor Tax ID number (Section 1. 08 (c))
- ☐ Conflict of Interest Disclosure (Section 1. 08 (d))



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- ☐ Federal Requirements (Section 1.08 (e))
- ☐ Review Insurance Requirements (Section 3.19) (Attachment #5)
- ☐ Valid Alaska Business License Proof (Section 6.02)
- ☐ Alaskan Bidders Preference (Section 6.12)
- ☐ Alaskan Veterans Preference (Section 6.13)
- ☐ Review & Agree to Standard Contract Provisions (Section 7.01)
- ☐ Disclosure of Proposal Contents <if applicable> Section 7.08
  - **NOTE:** Offeror's shall not include a disclaimer on all of the proposal pages. If the offeror's proposal includes trade secrets, confidential and other proprietary information, this information must be individually identified and shall include the reason(s) for confidentiality.
  - The Procurement officer will make the determination in writing if the information is to be maintained confidential. Following the Notice of Intent to Award, proposals become public information. Procurement records must include information to support the selection of contractor(s), typically this includes cost, qualifications, and other key components of a proposal.
- ☐ Standard Agreement Form: The Standard Agreement Form must be signed and be included in the Proposal Transmittal Section. (Section 7.01) (Attachment #2).
- ☐ RFP Submittal Checklist: The checklist is an integral part of the RFP, it must be signed and be included in the Proposal Transmittal Section (Attachment #8).
- ☐ RFP Amendments: All amendments issued for this RFP that require acknowledgement must be signed and included with the proposal [enclose only required signed amendments].

**Proposal [Technical Component] <<< SECTION B>>>**

- ☐ Title Page
- ☐ Table of Contents
- ☐ Prior Experience Evidence (Section 1.04)
- ☐ Understanding of the Project (Section 4.03)
- ☐ Methodology and Management Plan for the Project (Section 4.04)
- ☐ Experience and Qualifications (Section 4.06)

**Overall Technical Proposal Contents:** The technical proposal must include the information outlined in Section 1.04 Prior Experience, Section 4.03 Understanding of the Project, Section 4.04 Methodology used for the Project, Section 4.05 Management Plan for the Project, and Section 4.06 Experience and Qualifications of this RFP. All proposals will be evaluated against Section 5 of this RFP. At a minimum, the following sections must be addressed within the Technical Proposal. No cost information may be included in the technical proposal.

- Section 1.04 – Prior Experience / Resumes
- Section 4.03 – Understanding of the Project
- Section 4.04 – Methodology used for the Project
- Section 4.05 – Management Plan for the Project
- Section 4.06 – Experience and Qualifications

**COST PROPOSAL <<< SECTION C>>>**

- 1. Title Page:** Title page must include the name of the Company/Firm submitting the proposal, RFP Title, RFP number, Proposal Due Date, and must be labeled as Cost Proposal.
- 2. Cost Proposal Contents:** The Cost Proposal included with the package must be sealed separately from the rest of the proposal and must be clearly identified, and submitted based on the instructions provided in Section 1.07, and Section 4.01 of this RFP.

**SEC. 4.02 INTRODUCTION**

Proposals must include the complete name and address of offeror's firm and the name, mailing address, and telephone number of the person the state should contact regarding the proposal. Proposals must confirm that the offeror will comply with all provisions in this RFP; and, if applicable, provide notice that the firm qualifies as an Alaskan bidder. Proposals must be signed by a company officer empowered to bind the company. An offeror's failure to include these items in the proposals may cause the proposal to be determined to be non-responsive and the proposal may be rejected.

**SEC. 4.03 UNDERSTANDING OF THE PROJECT**

Offerors must provide comprehensive narrative statements that illustrate their understanding of the requirements of the project and the project schedule.

**SEC. 4.04 METHODOLOGY USED FOR THE PROJECT**

Offerors must provide comprehensive narrative statements that set out the methodology they intend to employ and illustrate how the methodology will serve to accomplish the work and meet the state's project schedule.

**SEC. 4.05 MANAGEMENT PLAN FOR THE PROJECT**

Offerors must provide comprehensive narrative statements that set out the management plan they intend to follow and illustrate how the plan will serve to accomplish the work and meet the state's project schedule

**SEC. 4.06 EXPERIENCE AND QUALIFICATIONS**

Offerors must provide an organizational chart specific to the personnel assigned to accomplish the work called for in this RFP; illustrate the lines of authority; designate the individual responsible and accountable for the completion of each component and deliverable of the RFP. Offerors must provide a narrative description of the organization of the project team and a personnel roster that identifies each person who will actually work on the contract and provide the following information about each person listed:

- title,
- resume,
- location(s) where work will be performed,
- itemize the total cost and the number of estimated hours for each individual named above.

Offerors must provide reference names and phone numbers for similar projects the offeror's firm has completed.

**SEC. 4.07 COST PROPOSAL**

Offerors must complete and submit this Submittal Form. Proposed costs must all direct and indirect costs associated with the performance of the contract, including, but not limited to, total number of hours at various hourly rates, direct expenses, payroll, supplies, overhead assigned to each person working on the project, percentage of each person's time devoted to the project, and profit. The costs identified on the cost proposal are the total amount of costs to be paid by the state. No additional charges shall be allowed.

**SEC. 4.08 EVALUATION CRITERIA**

All proposals will be reviewed to determine if they are responsive. Proposals determined to be responsive will be evaluated using the criterion that is set out in **SECTION 5. EVALUATION CRITERIA AND CONTRACTOR SELECTION**.

An evaluation may not be based on discrimination due to the race, religion, color, national origin, sex, age, marital status, pregnancy, parenthood, disability, or political affiliation of the offeror.

**SECTION 5. EVALUATION CRITERIA AND CONTRACTOR SELECTION****THE TOTAL NUMBER OF POINTS USED TO SCORE THIS PROPOSAL IS 100****SEC. 5.01 UNDERSTANDING OF THE PROJECT (10%)****Proposals will be evaluated against the questions set out below:**

- 1) How well has the offeror demonstrated a thorough understanding of the purpose and scope of the project?
- 2) How well has the offeror identified pertinent issues and potential problems related to the project?
- 3) To what degree has the offeror demonstrated an understanding of the deliverables the state expects it to provide?
- 4) Has the offeror demonstrated an understanding of the state's time schedule and can meet it?

**SEC. 5.02 METHODOLOGY USED FOR THE PROJECT (10%)****Proposals will be evaluated against the questions set out below:**

- 1) How comprehensive is the methodology and does it depict a logical approach to fulfilling the requirements of the RFP?
- 2) How well does the methodology match and achieve the objectives set out in the RFP?
- 3) Does the methodology interface with the time schedule in the RFP?

**SEC. 5.03 MANAGEMENT PLAN FOR THE PROJECT (10%)****Proposals will be evaluated against the questions set out below:**

- 1) How well does the management plan support all of the project requirements and logically lead to the deliverables required in the RFP?
- 2) How well is accountability completely and clearly defined?
- 3) Is the organization of the project team clear?
- 4) How well does the management plan illustrate the lines of authority and communication?
- 5) To what extent does the offeror already have the hardware, software, equipment, and licenses necessary to perform the contract?
- 6) Does it appear that the offeror can meet the schedule set out in the RFP?
- 7) Has the offeror gone beyond the minimum tasks necessary to meet the objectives of the RFP?
- 8) To what degree is the proposal practical and feasible?
- 9) To what extent has the offeror identified potential problems?

**SEC. 5.04 EXPERIENCE AND QUALIFICATIONS (20%)**

**Proposals will be evaluated against the questions set out below:**

**1) Questions regarding the personnel:**

- a) Do the individuals assigned to the project have experience on similar projects?
- b) Are resumes complete and do they demonstrate backgrounds that would be desirable for individuals engaged in the work the project requires?
- c) How extensive is the applicable education and experience of the personnel designated to work on the project?

**2) Questions regarding the firm and subcontractor (if used):**

- a) How well has the firm demonstrated experience in completing similar projects on time and within budget?
- b) How successful is the general history of the firm regarding timely and successful completion of projects?
- c) Has the firm provided letters of reference from previous clients?
- d) If a subcontractor will perform work on the contract, how well do they measure up to the evaluation used for the offeror?

**SEC. 5.05 CONTRACT COST (40%)**

Overall, a minimum of 40% of the total evaluation points will be assigned to cost. The cost amount used for evaluation may be affected by one or more of the preferences referenced under Section 6.11.

**Converting Cost to Points**

The lowest cost proposal will receive the maximum number of points allocated to cost. The point allocations for cost on the other proposals will be determined through the method set out in Section 6.15.

**SEC. 5.06 ALASKA OFFEROR PREFERENCE (10%)**

If an offeror qualifies for the Alaska Bidder Preference, the offeror will receive an Alaska Offeror Preference. The preference will be 10% of the total available points. This amount will be added to the overall evaluation score of each Alaskan offeror.

## SECTION 6. GENERAL PROCESS INFORMATION

### SEC. 6.01 INFORMAL DEBRIEFING

When the contract is completed, an informal debriefing may be performed at the discretion of the project director. If performed, the scope of the debriefing will be limited to the work performed by the contractor.

### SEC. 6.02 ALASKA BUSINESS LICENSE AND OTHER REQUIRED LICENSES

Prior to the award of a contract, an offeror must hold a valid Alaska business license. However, in order to receive the Alaska Bidder Preference and other related preferences, such as the Alaska Veteran Preference and Alaska Offeror Preference, an offeror must hold a valid Alaska business license prior to the deadline for receipt of proposals. Offerors should contact the **Department of Commerce, Community and Economic Development, Division of Corporations, Business, and Professional Licensing, PO Box 110806, Juneau, Alaska 99811-0806**, for information on these licenses. Acceptable evidence that the offeror possesses a valid Alaska business license may consist of any one of the following:

- copy of an Alaska business license;
  - certification on the proposal that the offeror has a valid Alaska business license and has included the license number in the proposal;
  - a canceled check for the Alaska business license fee;
  - a copy of the Alaska business license application with a receipt stamp from the state's occupational licensing office; or
  - a sworn and notarized statement that the offeror has applied and paid for the Alaska business license.
- You are not required to hold a valid Alaska business license at the time proposals are opened if you possess one of the following licenses and are offering services or supplies under that specific line of business:
- fisheries business licenses issued by Alaska Department of Revenue or Alaska Department of Fish and Game,
  - liquor licenses issued by Alaska Department of Revenue for alcohol sales only,
  - insurance licenses issued by Alaska Department of Commerce, Community and Economic Development, Division of Insurance, or
  - Mining licenses issued by Alaska Department of Revenue.

Prior the deadline for receipt of proposals, all offerors must hold any other necessary applicable professional licenses required by Alaska Statute.

### SEC. 6.03 SITE INSPECTION

The state may conduct on-site visits to evaluate the offeror's capacity to perform the contract. An offeror must agree, at risk of being found non-responsive and having its proposal rejected, to provide the state reasonable

## Nuclear Gauge and Radiation Detection Services

access to relevant portions of its work sites. Individuals designated by the procurement officer at the state's expense will make site inspection.

### **SEC. 6.04 CLARIFICATION OF OFFERS**

In order to determine if a proposal is reasonably susceptible for award, communications by the procurement officer or the proposal evaluation committee (PEC) are permitted with an offeror to clarify uncertainties or eliminate confusion concerning the contents of a proposal. Clarifications may not result in a material or substantive change to the proposal. The evaluation by the procurement officer or the PEC may be adjusted as a result of a clarification under this section.

### **SEC. 6.05 DISCUSSIONS WITH OFFERORS**

The state may conduct discussions with offerors in accordance with AS 36.30.240 and 2 AAC 12.290. The purpose of these discussions will be to ensure full understanding of the requirements of the RFP and proposal. Discussions will be limited to specific sections of the RFP or proposal identified by the procurement officer. Discussions will only be held with offerors who have submitted a proposal deemed reasonably susceptible for award by the procurement officer. Discussions, if held, will be after initial evaluation of proposals by the procurement officer or the PEC. If modifications are made as a result of these discussions they will be put in writing. Following discussions, the procurement officer may set a time for best and final proposal submissions from those offerors with whom discussions were held. Proposals may be reevaluated after receipt of best and final proposal submissions.

If an offeror does not submit a best and final proposal or a notice of withdrawal, the offeror's immediate previous proposal is considered the offeror's best and final proposal.

Offerors with a disability needing accommodation should contact the procurement officer prior to the date set for discussions so that reasonable accommodation can be made. Any oral modification of a proposal must be reduced to writing by the offeror.

### **SEC. 6.06 EVALUATION OF PROPOSALS**

The procurement officer, or an evaluation committee made up of at least three state employees or public officials, will evaluate proposals. The evaluation will be based solely on the evaluation factors set out in SECTION 5. EVALUATION CRITERIA AND CONTRACTOR SELECTION.

After receipt of proposals, if there is a need for any substantial clarification or material change in the RFP, an amendment will be issued. The amendment will incorporate the clarification or change, and a new date and time established for new or amended proposals. Evaluations may be adjusted as a result of receiving new or amended proposals.

### **SEC. 6.07 CONTRACT NEGOTIATION**

After final evaluation, the procurement officer may negotiate with the offeror of the highest-ranked proposal. Negotiations, if held, shall be within the scope of the request for proposals and limited to those items which would not have an effect on the ranking of proposals. If the highest-ranked offeror fails to provide necessary information for negotiations in a timely manner, or fails to negotiate in good faith, the state may terminate negotiations and negotiate with the offeror of the next highest-ranked proposal. If contract negotiations are

Nuclear Gauge and Radiation Detection Services

commenced, they may be held Telephonically or in the DOT&PF Headquarters Building located at 3132 Channel Drive, Juneau, Alaska.

If the contract negotiations take place in Juneau, Alaska, the offeror will be responsible for their travel and per diem expenses.

**SEC. 6.08 FAILURE TO NEGOTIATE**

If the selected offeror

- fails to provide the information required to begin negotiations in a timely manner; or
- fails to negotiate in good faith; or
- indicates they cannot perform the contract within the budgeted funds available for the project; or
- if the offeror and the state, after a good faith effort, simply cannot come to terms,

the state may terminate negotiations with the offeror initially selected and commence negotiations with the next highest ranked offeror.

**SEC. 6.09 OFFEROR NOTIFICATION OF SELECTION**

After the completion of contract negotiation, the procurement officer will issue a written Notice of Intent to Award and send copies of that notice to all offerors who submitted proposals. The notice will set out the names of all offerors and identify the offeror selected for award.

**SEC. 6.10 PROTEST**

AS 36.30.560 provides that an interested party may protest the content of the RFP.

An interested party is defined in 2 AAC 12.990(a) (7) as "an actual or prospective bidder or offeror whose economic interest might be affected substantially and directly by the issuance of a contract solicitation, the award of a contract, or the failure to award a contract."

If an interested party wishes to protest the content of a solicitation, the protest must be received, in writing, by the procurement officer at least ten days prior to the deadline for receipt of proposals.

AS 36.30.560 also provides that an interested party may protest the award of a contract or the proposed award of a contract.

If an offeror wishes to protest the award of a contract or the proposed award of a contract, the protest must be received, in writing, by the procurement officer within ten days after the date the Notice of Intent to Award the contract is issued.

A protester must have submitted a proposal in order to have sufficient standing to protest the proposed award of a contract. Protests must include the following information:

- the name, address, and telephone number of the protester;
- the signature of the protester or the protester's representative;



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- identification of the contracting agency and the solicitation or contract at issue;
- a detailed statement of the legal and factual grounds of the protest including copies of relevant documents; and the form of relief requested.

Protests filed by telex or telegram are not acceptable because they do not contain a signature. Fax copies containing a signature are acceptable.

The procurement officer will issue a written response to the protest. The response will set out the procurement officer's decision and contain the basis of the decision within the statutory time limit in AS 36.30.580. A copy of the decision will be furnished to the protester by certified mail, fax or another method that provides evidence of receipt.

All offerors will be notified of any protest. The review of protests, decisions of the procurement officer, appeals, and hearings, will be conducted in accordance with the State Procurement Code (AS 36.30), Article 8 "Legal and Contractual Remedies."

## SEC. 6.11 APPLICATION OF PREFERENCES

Certain preferences apply to all contracts for professional services, regardless of their dollar value. The Alaska Bidder, Alaska Veteran, and Alaska Offeror preferences are the most common preferences involved in the RFP process. Additional preferences that may apply to this procurement are listed below. Guides that contain excerpts from the relevant statutes and codes, explain when the preferences apply and provide examples of how to calculate the preferences are available at the **Department of Administration, Division of Shared Service's** web site:

<http://doa.alaska.gov/dgs/pdf/pref1.pdf>

- Alaska Products Preference - AS 36.30.332
- Recycled Products Preference - AS 36.30.337
- Local Agriculture and Fisheries Products Preference - AS 36.15.050
- Employment Program Preference - AS 36.30.321(b)
- Alaskans with Disabilities Preference - AS 36.30.321(d)

The Division of Vocational Rehabilitation in the Department of Labor and Workforce Development keeps a list of qualified employment programs and individuals who qualify as persons with a disability. As evidence of a business' or an individual's right to the Employment Program or Alaskans with Disabilities preferences, the Division of Vocational Rehabilitation will issue a certification letter. To take advantage of these preferences, a business or individual must be on the appropriate Division of Vocational Rehabilitation list prior to the time designated for receipt of proposals. Offerors must attach a copy of their certification letter to the proposal. **An offeror's failure to provide this certification letter with their proposal will cause the state to disallow the preference.**

**Sec. 6.12 ALASKA BIDDER PREFERENCE**

An Alaska Bidder Preference of 5% will be applied to the price in the proposal. The preference will be given to an offeror who:

- 1) holds a current Alaska business license prior to the deadline for receipt of proposals;
- 2) submits a proposal for goods or services under the name appearing on the offeror's current Alaska business license;
- 3) has maintained a place of business within the state staffed by the offeror, or an employee of the offeror, for a period of six months immediately preceding the date of the proposal;
- 4) is incorporated or qualified to do business under the laws of the state, is a sole proprietorship and the proprietor is a resident of the state, is a limited liability company (LLC) organized under AS 10.50 and all members are residents of the state, or is a partnership under former AS 32.05, AS 32.06 or AS 32.11 and all partners are residents of the state; and
- 5) if a joint venture, is composed entirely of ventures that qualify under (1)-(4) of this subsection.

**Alaska Bidder Preference Certification Form**

In order to receive the Alaska Bidder Preference, the proposal must include the Alaska Bidder Preference Certification Form attached to this RFP. An offeror does not need to complete the Alaska Veteran Preference questions on the form if not claiming the Alaska Veteran Preference. An offeror's failure to provide this completed form with their proposal will cause the state to disallow the preference.

**SEC. 6.13 ALASKA VETERAN PREFERENCE**

An Alaska Veteran Preference of 5%, not to exceed \$5,000, will be applied to the price in the proposal. The preference will be given to an offeror who qualifies under AS 36.30.990(2) as an Alaska bidder and is a:

- A. sole proprietorship owned by an Alaska veteran;
- B. partnership under AS 32.06 or AS 32.11 if a majority of the partners are Alaska veterans;
- C. limited liability company organized under AS 10.50 if a majority of the members are Alaska veterans; or
- D. corporation that is wholly owned by individuals, and a majority of the individuals are Alaska veterans.

In accordance with AS 36.30.321(i), the bidder must also add value by actually performing, controlling, managing, and supervising the services provided, or for supplies, the bidder must have sold supplies of the general nature solicited to other state agencies, other government, or the general public.

**Alaska Veteran Preference Certification**

In order to receive the Alaska Veteran Preference, the proposal must include the Alaska Bidder Preference Certification Form attached to this RFP. An offeror's failure to provide this completed form with their proposal will cause the state to disallow the preference.

**SEC. 6.14 ALASKA OFFEROR PREFERENCE**

2 AAC 12.260(e) provides Alaska offerors a 10% overall evaluation point preference. Alaska bidders, as defined in AS 36.30.990(2), are eligible for the preference. An Alaska offeror will receive 10 percent of the total available points added to their overall evaluation score as a preference.

**SEC. 6.15 FORMULA USED TO CONVERT COST TO POINTS**

The distribution of points based on cost will be determined as set out in 2 AAC 12.260(c). The lowest cost proposal will receive the maximum number of points allocated to cost. The point allocations for cost on the other proposals will be determined using the formula:

$$[(\text{Price of Lowest Cost Proposal}) \times (\text{Maximum Points for Cost})] \div (\text{Cost of Each Higher Priced Proposal})$$

**SEC. 6.16 EXAMPLES: CONVERTING COST TO POINTS & APPLYING PREFERENCES****(a) FORMULA USED TO CONVERT COST TO POINTS****STEP 1**

List all proposal prices, adjusted where appropriate by the application of applicable preferences claimed by the offeror.

Offeror #1	\$40,000
Offeror #2	\$42,750
Offeror #3	\$47,500

**STEP 2**

In this example, the RFP allotted 40% of the available 100 points to cost. This means that the lowest cost will receive the maximum number of points.

**Offeror #1 receives 40 points.**

The reason they receive that amount is because the lowest cost proposal, in this case \$40,000, receives the maximum number of points allocated to cost, 40 points.

**Offeror #2 receives 37.4 points.**

$$\$40,000 \text{ lowest cost} \times 40 \text{ maximum points for cost} = 1,600,000 \div \$42,750 \text{ cost of Offeror \#2's proposal} = \mathbf{37.4}$$

**Offeror #3 receives 33.7 points.**

$$\$40,000 \text{ lowest cost} \times 40 \text{ maximum points for cost} = 1,600,000 \div \$47,500 \text{ cost of Offeror \#3's proposal} = \mathbf{33.7}$$

**(b) ALASKA OFFEROR PREFERENCE****STEP 1**

Determine the number of points available to qualifying offerors under this preference.

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100 Total Points Available in RFP x 10% Alaska Offeror preference = 10 Points for the preference

**STEP 2**

Determine which offerors qualify as Alaska bidders and thus, are eligible for the Alaska Offeror preference. For the purpose of this example, presume that all of the proposals have been completely evaluated based on the evaluation criteria in the RFP. The scores at this point are:

Offeror #1	83 points	No Preference	0 points
Offeror #2	74 points	Alaska Offeror Preference	10 points
Offeror #3	80 points	Alaska Offeror Preference	10 points

**STEP 3**

Add the applicable Alaska Offeror preference amounts to the offerors' scores:

Offeror #1	83 points	
Offeror #2	84 points	(74 points + 10 points)
<b>Offeror #3</b>	<b>90 points</b>	<b>(80 points + 10 points)</b>

**STEP 4**

**Offeror #3** is the highest scoring offeror and would get the award, provided their proposal is responsible and responsive.

## **SECTION 7. GENERAL LEGAL INFORMATION**

### **SEC. 7.01 STANDARD CONTRACT PROVISIONS**

The contractor will be required to sign and submit the State's Standard Agreement Form for Professional Services Contracts (form SAF.DOC/Appendix A) This form is attached in **SECTION 8. ATTACHMENTS** for your review. The contractor must comply with the contract provisions set out in this attachment. No alteration of these provisions will be permitted without prior written approval from the Department of Law. Objections to any of the provisions in Appendix A must be set out in the offeror's proposal in a separate document. Please include the following information with any change that you are proposing:

1. Identify the provision the offeror takes exception with.
2. Identify why the provision is unjust, unreasonable, etc.
3. Identify exactly what suggested changes should be made.

### **SEC. 7.02 QUALIFIED OFFERORS**

Per 2 AAC 12.875, unless provided for otherwise in the RFP, to qualify as an offeror for award of a contract issued under AS 36.30, the offeror must:

- 1) Add value in the contract by actually performing, controlling, managing, or supervising the services to be provided; or
- 2) Be in the business of selling and have actually sold on a regular basis the supplies that are the subject of the RFP.

If the offeror leases services or supplies or acts as a broker or agency in providing the services or supplies in order to meet these requirements, the procurement officer may not accept the offeror as a qualified offeror under AS 36.30.

### **SEC. 7.03 PROPOSAL AS PART OF THE CONTRACT**

Part of all of this RFP and the successful proposal may be incorporated into the contract.

### **SEC. 7.04 ADDITIONAL TERMS AND CONDITIONS**

The state reserves the right to add terms and conditions during contract negotiations. These terms and conditions will be within the scope of the RFP and will not affect the proposal evaluations.

### **SEC. 7.05 HUMAN TRAFFICKING**

By signature on their proposal, the offeror certifies that the offeror is not established and headquartered or incorporated and headquartered in a country recognized as Tier 3 in the most recent United States Department of State's Trafficking in Persons Report.

The most recent United States Department of State's Trafficking in Persons Report can be found at the following website: <https://www.state.gov/trafficking-in-persons-report/> Failure to comply with this requirement will cause the state to reject the proposal as non-responsive, or cancel the contract.

**SEC. 7.06 RIGHT OF REJECTION**

Offerors must comply with all of the terms of the RFP, the State Procurement Code (AS 36.30), and all applicable local, state, and federal laws, codes, and regulations. The procurement officer may reject any proposal that does not comply with all of the material and substantial terms, conditions, and performance requirements of the RFP.

Offerors may not qualify the proposal nor restrict the rights of the state. If an offeror does so, the procurement officer may determine the proposal to be a non-responsive counter-offer and the proposal may be rejected.

Minor informalities that:

- do not affect responsiveness;
- are merely a matter of form or format;
- do not change the relative standing or otherwise prejudice other offers;
- do not change the meaning or scope of the RFP;
- are trivial, negligible, or immaterial in nature;
- do not reflect a material change in the work; or
- do not constitute a substantial reservation against a requirement or provision;

may be waived by the procurement officer.

The state reserves the right to refrain from making an award if it determines that to be in its best interest.

**A proposal from a debarred or suspended offeror shall be rejected.**

**SEC. 7.07 STATE NOT RESPONSIBLE FOR PREPARATION COSTS**

The state will not pay any cost associated with the preparation, submittal, presentation, or evaluation of any proposal.

**SEC. 7.08 DISCLOSURE OF PROPOSAL CONTENTS**

All proposals and other material submitted become the property of the State of Alaska and may be returned only at the state's option. AS 40.25.110 requires public records to be open to reasonable inspection. All proposal information, including detailed price and cost information, will be held in confidence during the evaluation process and prior to the time a Notice of Intent to Award is issued. Thereafter, proposals will become public information.

Trade secrets and other proprietary data contained in proposals may be held confidential if the offeror requests, in writing, that the procurement officer does so, and if the procurement officer agrees, in writing, to do so. The offeror's request must be included with the proposal, must clearly identify the information they wish to be held confidential, and include a statement that sets out the reasons for confidentiality. Unless the procurement officer agrees in writing to hold the requested information confidential, that information will also become public after the Notice of Intent to Award is issued.

**SEC. 7.09 ASSIGNMENTS**

Per 2 AAC 12.480, the contractor may not transfer or assign any portion of the contract without prior written approval from the procurement officer. Proposals that are conditioned upon the state's approval of an assignment will be rejected as non-responsive.

**SEC. 7.10 DISPUTES**

A contract resulting from this RFP is governed by the laws of the State of Alaska. If the contractor has a claim arising in connection with the agreement that it cannot resolve with the State by mutual agreement, it shall pursue the claim, if at all, in accordance with the provisions of AS 36.30.620 – AS 36.30.632. To the extent not otherwise governed by the preceding, the claim shall be brought only in the Superior Court of the State of Alaska and not elsewhere.

**SEC. 7.11 SEVERABILITY**

If any provision of the contract is found to be invalid or declared by a court to be illegal or in conflict with any law, the validity of the remaining terms and provisions will not be affected; and, the rights and obligations of the parties will be construed and enforced as if the contract did not contain the particular provision held to be invalid.

**SEC. 7.12 SUPPLEMENTAL TERMS AND CONDITIONS**

Proposals must comply with **SEC. 7.06 RIGHT OF REJECTION**. However, if the state fails to identify or detect supplemental terms or conditions that conflict with those contained in this RFP or that diminish the state's rights under any contract resulting from the RFP, the term(s) or condition(s) will be considered null and void. After award of contract:

if conflict arises between a supplemental term or condition included in the proposal and a term or condition of the RFP, the term or condition of the RFP will prevail; and

if the state's rights would be diminished as a result of application of a supplemental term or condition included in the proposal, the supplemental term or condition will be considered null and void.

**SEC. 7.13 SOLICITATION ADVERTISING**

Public notice has been provided in accordance with 2 AAC 12.220.

## **SECTION 8. ATTACHMENTS**

### **SEC. 8.01 ATTACHMENTS**

**Attachments:**

- 1) Proposal Evaluation Form
- 2) Standard Agreement Form
- 3) Sample Monthly Progress Report
- 4) Cost Proposal
- 5) Appendix B2 Indemnity and Insurance
- 6) Notice of Intent to Award
- 7) Notice to proceed
- 8) Checklist



## ATTACHMENT #1: PROPOSAL EVALUATION FORM

All proposals will be reviewed for responsiveness and then evaluated using the criteria set out herein.

Offeror Name: \_\_\_\_\_  
 Evaluator Name: \_\_\_\_\_  
 Date of Review: \_\_\_\_\_  
 RFP Number: 2521H002 \_\_\_\_\_

### EVALUATION CRITERIA AND SCORING

THE TOTAL NUMBER OF POINTS USED TO SCORE THIS PROPOSAL IS 100

#### 5.01 Understanding of the Project—10 Points

**Maximum Point Value for this Section - 10 Points**

**100 Points x 10 Percent = 10 Points**

**Proposals will be evaluated against the questions set out below.**

- 1) How well has the offeror demonstrated a thorough understanding of the purpose and scope of the project?

NOTES: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

- 2) How well has the offeror identified pertinent issues and potential problems related to the project?

NOTES: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

- 3) To what degree has the offeror demonstrated an understanding of the deliverables the state expects it to provide?

NOTES: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Nuclear Gauge and Radiation Detection Services

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4) Has the offeror demonstrated an understanding of the state's time schedule and can meet it?

NOTES: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**EVALUATOR'S POINT TOTAL FOR 5.01:** \_\_\_\_\_

Nuclear Gauge and Radiation Detection Services**5.02 Methodology Used for the Project—10 Points****Maximum Point Value for this Section - 10 Points****100 Points x 10 Percent = 10 Points****Proposals will be evaluated against the questions set out below.**

- 1) How comprehensive is the methodology and does it depict a logical approach to fulfilling the requirements of the RFP?

NOTES: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- 2) How well does the methodology match and achieve the objectives set out in the RFP?

NOTES: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- 3) How well does the methodology interface with the time schedule in the proposal?

NOTES: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**EVALUATOR'S POINT TOTAL FOR 5.02: \_\_\_\_\_**

Nuclear Gauge and Radiation Detection Services**5.03 Management Plan for the Project—10 Points****Maximum Point Value for this Section - 10 Points****100 Points x 10 Percent = 10 Points****Proposals will be evaluated against the questions set out below.**

- 1) How well does the management plan support all of the project requirements and logically lead to the deliverables required in the RFP?

NOTES: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- 2) How well is accountability completely and clearly defined?

NOTES: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- 3) Is the organization of the project team clear?

NOTES: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Nuclear Gauge and Radiation Detection Services

4) How well does the management plan illustrate the lines of authority and communication?

NOTES:

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5) To what extent does the offeror already have the hardware, software, equipment, and licenses necessary to perform the contract?

NOTES:

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6) Does it appear that offeror can meet the schedule set out in the RFP?

NOTES:

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7) Has the contractor gone beyond the minimum tasks necessary to meet the objectives of the RFP?

NOTES:

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Nuclear Gauge and Radiation Detection Services

8) To what degree is the proposal practical and feasible?

NOTES:

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9) To what extent has the offeror identified potential problems?

NOTES:

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**EVALUATOR'S POINT TOTAL FOR 5.03:** \_\_\_\_\_

Nuclear Gauge and Radiation Detection Services**5.04 Experience and Qualifications—20 Points****Maximum Point Value for this Section - Points****100 Points x 20Percent = 20 Points****Proposals will be evaluated against the questions set out below.****1) Questions regarding the personnel.**

- a) Do the individuals assigned to the project have experience on similar projects?

NOTES:

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- b) Are resumes complete and do they demonstrate backgrounds that would be desirable for individuals engaged in the work the RFP requires?

NOTES:

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- d) How extensive is the applicable education and experience of the personnel designated to work on the project?

NOTES:

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**2) Questions regarding the firm.**

- a) Has the firm demonstrated experience in completing similar projects on time and within budget?

NOTES:

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Nuclear Gauge and Radiation Detection Services

b) How successful is the general history of the firm regarding timely and successful completion of projects?

NOTES: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

c) Has the firm provided letters of reference from previous clients?

NOTES: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

d) If a subcontractor will perform work on the project, how well do they measure up to the evaluation used for the offeror?

NOTES: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**EVALUATOR'S POINT TOTAL FOR 5.04:** \_\_\_\_\_

**EVALUATOR'S COMBINED POINT TOTAL FOR ALL EVALUATED SECTIONS:** \_\_\_\_\_



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**5.05 Contract Cost — 40 Points**

Overall, a minimum of 40 percent of the total evaluation points will be assigned to cost. The cost amount used for evaluation may be affected by one or more of the preferences referenced under SECTION 6.11.

**Converting Cost to Points**

The lowest cost proposal will receive the maximum number of points allocated to cost. The point allocations for cost on the other proposals will be determined through the method set out in SECTION 6.15.

**5.06 Alaska Offeror Preference — 10 Percent****Point Value for this Section — 10 Points****100 Points x 10 Percent = 10 Points**

If an offeror qualifies for the Alaska Bidder Preference, the offeror will receive an Alaska Offeror Preference. The preference will be 10 percent of the total available points. This amount will be added to the overall evaluation score of each Alaskan offeror.

**ATTACHMENT #2: STANDARD AGREEMENT FORM FOR PROFESSIONAL SERVICES****STANDARD AGREEMENT FORM FOR PROFESSIONAL SERVICES**

The parties' contract comprises this Standard Agreement Form, as well as its referenced Articles and their associated Appendices

1. Agency Contract Number ■	2. Contract Title ■	3. Agency Fund Code ■	4. Agency Appropriation Code ■
5. Vendor Number ■	6. IRIS GAE Number (if used) ■	7. Alaska Business License Number ■	
This contract is between the State of Alaska,			
8. Department of ■		Division ■	hereafter the State, and
9. Contractor ■ hereafter the contractor			
Mailing Address ■	Street or P.O. Box ■	City ■	State ■ ZIP+4 ■
<p>10. <b>ARTICLE 1. Appendices:</b> Appendices referred to in this contract and attached to it are considered part of it.</p> <p><b>ARTICLE 2. Performance of Service:</b></p> <p>2.1 Appendix A (General Provisions), Articles 1 through 18, governs the performance of services under this contract.</p> <p>2.2 Appendix B sets forth the liability and insurance provisions of this contract.</p> <p>2.3 Appendix C sets forth the services to be performed by the contractor.</p> <p><b>ARTICLE 3. Period of Performance:</b> The period of performance for this contract begins ■, and ends ■.</p> <p><b>ARTICLE 4. Considerations:</b></p> <p>4.1 In full consideration of the contractor's performance under this contract, the State shall pay the contractor a sum not to exceed \$■ in accordance with the provisions of Appendix D.</p> <p>4.2 When billing the State, the contractor shall refer to the Authority Number or the Agency Contract Number and send the billing to:</p>			
11. Department of ■		Attention: Division of ■	
Mailing Address ■		Attention: ■	
<p><b>12. CONTRACTOR</b></p> <p>Name of Firm ■</p> <p>Signature of Authorized Representative ■</p> <p>Date ■</p> <p>Typed or Printed Name of Authorized Representative ■</p> <p>Title ■</p>		<p>14. <b>CERTIFICATION:</b> I certify that the facts herein and on supporting documents are correct, that this voucher constitutes a legal charge against funds and appropriations cited, that sufficient funds are encumbered to pay this obligation, or that there is a sufficient balance in the appropriation cited to cover this obligation. I am aware that to knowingly make or allow false entries or alternations on a public record, or knowingly destroy, mutilate, suppress, conceal, remove or otherwise impair the verity, legibility or availability of a public record constitutes tampering with public records punishable under AS 11.56.815-.820. Other disciplinary action may be taken up to and including dismissal.</p>	
<p><b>13. CONTRACTING AGENCY</b></p> <p>Department/Division ■</p> <p>Date ■</p> <p>Signature of Project Director ■</p> <p>Typed or Printed Name of Project Director ■</p> <p>Title ■</p>		<p>Signature of Head of Contracting Agency or Designee ■</p> <p>Date ■</p> <p>Typed or Printed Name ■</p> <p>Title ■</p>	

NOTICE: This contract has no effect until signed by the head of contracting agency or designee.

## Nuclear Gauge and Radiation Detection Services

## APPENDIX A

## GENERAL PROVISIONS

**Article 1. Definitions.**

- 1.1 In this contract and appendices, "Project Director" or "Agency Head" or "Procurement Officer" means the person who signs this contract on behalf of the Requesting Agency and includes a successor or authorized representative.
- 1.2 "State Contracting Agency" means the department for which this contract is to be performed and for which the Commissioner or Authorized Designee acted in signing this contract.

**Article 2. Inspections and Reports.**

- 2.1 The department may inspect, in the manner and at reasonable times it considers appropriate, all the contractor's facilities and activities under this contract.
- 2.2 The contractor shall make progress and other reports in the manner and at the times the department reasonably requires.

**Article 3. Disputes.**

- 3.1 If the contractor has a claim arising in connection with the contract that it cannot resolve with the State by mutual agreement, it shall pursue the claim, if at all, in accordance with the provisions of AS 36.30.620 – 632.

**Article 4. Equal Employment Opportunity.**

- 4.1 The contractor may not discriminate against any employee or applicant for employment because of race, religion, color, national origin, or because of age, disability, sex, marital status, changes in marital status, pregnancy or parenthood when the reasonable demands of the position(s) do not require distinction on the basis of age, disability, sex, marital status, changes in marital status, pregnancy, or parenthood. The contractor shall take affirmative action to insure that the applicants are considered for employment and that employees are treated during employment without unlawful regard to their race, color, religion, national origin, ancestry, disability, age, sex, marital status, changes in marital status, pregnancy or parenthood. This action must include, but need not be limited to, the following: employment, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training including apprenticeship. The contractor shall post in conspicuous places, available to employees and applicants for employment, notices setting out the provisions of this paragraph.
- 4.2 The contractor shall state, in all solicitations or advertisements for employees to work on State of Alaska contract jobs, that it is an equal opportunity employer and that all qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, age, disability, sex, marital status, changes in marital status, pregnancy or parenthood.
- 4.3 The contractor shall send to each labor union or representative of workers with which the contractor has a collective bargaining agreement or other contract or understanding a notice advising the labor union or workers' compensation representative of the contractor's commitments under this article and post copies of the notice in conspicuous places available to all employees and applicants for employment.
- 4.4 The contractor shall include the provisions of this article in every contract, and shall require the inclusion of these provisions in every contract entered into by any of its subcontractors, so that those provisions will be binding upon each subcontractor. For the purpose of including those provisions in any contract or subcontract, as required by this contract, "contractor" and "subcontractor" may be changed to reflect appropriately the name or designation of the parties of the contract or subcontract.
- 4.5 The contractor shall cooperate fully with State efforts which seek to deal with the problem of unlawful discrimination, and with all other State efforts to guarantee fair employment practices under this contract, and promptly comply with all requests and directions from the State Commission for Human Rights or any of its officers or agents relating to prevention of discriminatory employment practices.
- 4.6 Full cooperation in paragraph 4.5 includes, but is not limited to, being a witness in any proceeding involving questions of unlawful discrimination if that is requested by any official or agency of the State of Alaska; permitting employees of the contractor to be witnesses or complainants in any proceeding involving questions of unlawful discrimination, if that is requested by any official or agency of the State of Alaska; participating in meetings; submitting periodic reports on the equal employment aspects of present and future employment; assisting inspection of the contractor's facilities; and promptly complying with all State directives considered essential by any office or agency of the State of Alaska to insure compliance with all federal and State laws, regulations, and policies pertaining to the prevention of discriminatory employment practices.
- 4.7 Failure to perform under this article constitutes a material breach of contract.

**Article 5. Termination.**

The Project Director, by written notice, may terminate this contract, in whole or in part, when it is in the best interest of the State. In the absence of a breach of contract by the contractor, the State is liable only for payment in accordance with the payment provisions of this contract for services rendered before the effective date of termination.

**Article 6. No Assignment or Delegation.**

The contractor may not assign or delegate this contract, or any part of it, or any right to any of the money to be paid under it, except with the written consent of the Project Director and the Agency Head.

**Article 7. No Additional Work or Material.**

No claim for additional services, not specifically provided in this contract, performed or furnished by the contractor, will be allowed, nor may the contractor do any work or furnish any material not covered by the contract unless the work or material is ordered in writing by the Project Director and approved by the Agency Head.

**Article 8. Independent Contractor.**

The contractor and any agents and employees of the contractor act in an independent capacity and are not officers or employees or agents of the State in the performance of this contract.

**Article 9. Payment of Taxes.**

As a condition of performance of this contract, the contractor shall pay all federal, State, and local taxes incurred by the contractor and shall require their payment by any Subcontractor or any other persons in the performance of this contract. Satisfactory performance of this paragraph is a condition precedent to payment by the State under this contract.

## Nuclear Gauge and Radiation Detection Services

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### Article 10. Ownership of Documents.

All designs, drawings, specifications, notes, artwork, and other work developed in the performance of this agreement are produced for hire and remain the sole property of the State of Alaska and may be used by the State for any other purpose without additional compensation to the contractor. The contractor agrees not to assert any rights and not to establish any claim under the design patent or copyright laws. Nevertheless, if the contractor does mark such documents with a statement suggesting they are trademarked, copyrighted, or otherwise protected against the State's unencumbered use or distribution, the contractor agrees that this paragraph supersedes any such statement and renders it void. The contractor, for a period of three years after final payment under this contract, agrees to furnish and provide access to all retained materials at the request of the Project Director. Unless otherwise directed by the Project Director, the contractor may retain copies of all the materials.

### Article 11. Governing Law; Forum Selection

This contract is governed by the laws of the State of Alaska. To the extent not otherwise governed by Article 3 of this Appendix, any claim concerning this contract shall be brought only in the Superior Court of the State of Alaska and not elsewhere.

### Article 12. Conflicting Provisions.

Unless specifically amended and approved by the Department of Law, the terms of this contract supersede any provisions the contractor may seek to add. The contractor may not add additional or different terms to this contract; AS 45.02.207(b)(1). The contractor specifically acknowledges and agrees that, among other things, provisions in any documents it seeks to append hereto that purport to (1) waive the State of Alaska's sovereign immunity, (2) impose indemnification obligations on the State of Alaska, or (3) limit liability of the contractor for acts of contractor negligence, are expressly superseded by this contract and are void.

### Article 13. Officials Not to Benefit.

Contractor must comply with all applicable federal or State laws regulating ethical conduct of public officers and employees.

### Article 14. Covenant Against Contingent Fees.

The contractor warrants that no person or agency has been employed or retained to solicit or secure this contract upon an agreement or understanding for a commission, percentage, brokerage or contingent fee except employees or agencies maintained by the contractor for the purpose of securing business. For the breach or violation of this warranty, the State may terminate this contract without liability or in its discretion deduct from the contract price or consideration the full amount of the commission, percentage, brokerage or contingent fee.

### Article 15. Compliance.

In the performance of this contract, the contractor must comply with all applicable federal, state, and borough regulations, codes, and laws, and be liable for all required insurance, licenses, permits and bonds.

### Article 16. Force Majeure:

The parties to this contract are not liable for the consequences of any failure to perform, or default in performing, any of their obligations under this Agreement, if that failure or default is caused by any unforeseeable Force Majeure, beyond the control of, and without the fault or negligence of, the respective party. For the purposes of this Agreement, Force Majeure will mean war (whether declared or not); revolution; invasion; insurrection; riot; civil commotion; sabotage; military or usurped power; lightning; explosion; fire; storm; drought; flood; earthquake; epidemic; quarantine; strikes; acts or restraints of governmental authorities affecting the project or directly or indirectly prohibiting or restricting the furnishing or use of materials or labor required; inability to secure materials, machinery, equipment or labor because of priority, allocation or other regulations of any governmental authorities.

**ATTACHMENT #3: SAMPLE MONTHLY PROGRESS REPORT**

ATTENTION: (Agency Project Manager, Agency Name)

FROM: (Contractor's Project Director, Contracting Firm)

PROJECT: (Project title and numbers)

CONTRACT NO:

PROGRESS REPORT NO:

DATE:

1. SUMMARY OF CONTRACTOR'S WORK EFFORT DURING THE REPORT PERIOD.

4. ANTICIPATED DELAYS/PROBLEMS

5. DIFFICULTIES ENCOUNTERED DURING THE REPORT PERIOD

## Nuclear Gauge and Radiation Detection Services

BILLING SUMMARY					
This Invoice is for [    ] Progress OR [    ] Final Payment. <i>Sequential Invoice # for this Agreement is: [    ].</i>					
<u>Amount</u>	<u>Task</u>	<u>Authorized To - Date</u>	<u>Prior Apprv'd Payments</u>	<u>This Billing</u>	<u>Total To - Date</u>
	Computer Readable Dosimetry Badges				
	TLD Badges including quarterly report				
	TLD Annual accumulation Report				
	Moisture Density Gauge On-Site Non-routine Maintenance and report				
	Moisture Density Gauge On-Site Calibration and Report				
	Asphalt Content Gauge On-Site Routine Maintenance and report				
	Leak Test Kit and Report				
	Moisture Density gauge at Contractor Facility - Non-routine maintenance and report				
	Moisture Density gauge at Contractor Facility - Calibration and Report				
	Radiation Safety Program Annual Audit and Report				
	On-site Calibration of Calibration Blocks (State of AK) and report				
	Expenses (i.e.: travel expenses, parts)				
	Total Authorized Amount for All Groups				
Sum of Prior APPROVED Payments					
Sum for THIS INVOICE					
Sum of Prior Payments and this Invoice					



## ATTACHMENT #4: COST PROPOSAL

**Complete the following information and submit with your proposal.**

The purpose of the cost proposal is to provide a mechanism to evaluate and score cost. Costs proposed must be inclusive of all direct and indirect costs except as listed as reimbursable in Section 3.06. Failure to submit all portions of this cost proposal may result in the proposal being declared non-responsive and rejected.

**Vendor Name:** \_\_\_\_\_

**Vendor Contact:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Physical Address:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Vendors should complete the cost proposal table on the following page. Provide a fixed price per unit cost for each task identified. Proposed prices must be inclusive of all direct and indirect cost to include, but not limited to, labor, materials, subcontracts, postage / freight, copying, equipment, and profit.

Proposed prices should not include the following items travel, lodging, or parts. These costs will be reimbursed per section 3.06 of this RFP. Parts and expenses will be reimbursed at actual cost without markup.

All quantities are estimates only and do not reflect a guarantee of a minimum or maximum order.

### **Cost Table: Fixed Price per Task**

**For the following tasks, provide a fixed price per unit cost for each task identified. The price given should cover all labor, subcontracts, postage / freight, copying costs, equipment, and profit. The price listed should not include such items as proposed project staff transportation, lodging, parts, or other expenses, which will be paid, based on actual invoiced amounts for these expenses. No mark-up of expenses will be allowed, so all profit should be included in the listed unit price.**

## Nuclear Gauge and Radiation Detection Services

Line	Description	SOW Reference	Unit	Unit Price	QTY	Extended Price
1	Computer Readable Dosimetry Badges	3 - 1.a-c	Each		200	
2	TLD Badges & quarterly reports	3 - 1.d	Each		60	
3	TLD Annual Accumulation Report	3 - 1.d	Each		20	
4	Lost Badge Replacement Fee (computer readable)	3 - 1.e	Each		10	
5	Late Badge Replacement Fee (TLD type)	3 - 1.e	Each		3	
6	Badge Add Processing Fee	3 - 1.e	Each		3	
7	Badge Partial Assignment Fee	3 - 1.e	Each		3	
8	Badge Dose Adjustment Fee	3 - 1.e	Each		3	
9	Badge Rush Order fee	3 - 1.e	Each		3	
10	Moisture Density Gauge On-Site Calibration and report	3 – 6.a & 6.c	Each		80	
11	Moisture Density Gauge On-Site Non-routine Maintenance and report	3-2.a & 4	Each		80	
12	Asphalt Content Gauge On-Site routine Maintenance and report	3 – 3 & 4	Each		5	
13	Moisture Density gauge at Contractor Facility - Non-routine maintenance and report	3 – 2.b & 4	Each		8	
14	Moisture Density gauge at Contractor Facility - Calibration and report	3 – 6.b & 6.c	Each		8	
15	Leak Test Kit and Report	3 - 5.b	Each		100	
16	Radiation Safety Program Annual Audit & Report	3 - 7	Audit		1	
17	Calibration Block Calibration	3- 8	Each		1	

<b>Total Evaluated Price</b>	
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## ATTACHMENT #5: APPENDIX B

### APPENDIX B

#### INDEMNITY AND INSURANCE

##### Article 1. Indemnification

The Contractor shall indemnify, hold harmless, and defend the contracting agency from and against any claim of, or liability for error, omission or negligent act of the Contractor under this agreement. The Contractor shall not be required to indemnify the contracting agency for a claim of, or liability for, the independent negligence of the contracting agency. If there is a claim of, or liability for, the joint negligent error or omission of the Contractor and the independent negligence of the Contracting agency, the indemnification and hold harmless obligation shall be apportioned on a comparative fault basis. "Contractor" and "Contracting agency", as used within this and the following article, include the employees, agents and other contractors who are directly responsible, respectively, to each. The term "independent negligence" is negligence other than in the Contracting agency's selection, administration, monitoring, or controlling of the Contractor and in approving or accepting the Contractor's work.

##### Article 2. Insurance

Without limiting contractor's indemnification, it is agreed that contractor shall purchase at its own expense and maintain in force at all times during the performance of services under this agreement the following policies of insurance. Where specific limits are shown, it is understood that they shall be the minimum acceptable limits. If the contractor's policy contains higher limits, the state shall be entitled to coverage to the extent of such higher limits. Certificates of Insurance must be furnished to the contracting officer prior to beginning work and must provide for a notice of cancellation, non-renewal, or material change of conditions in accordance with policy provisions. Failure to furnish satisfactory evidence of insurance or lapse of the policy is a material breach of this contract and shall be grounds for termination of the contractor's services. All insurance policies shall comply with and be issued by insurers licensed to transact the business of insurance under AS 21.

**2.1 Workers' Compensation Insurance:** The Contractor shall provide and maintain, for all employees engaged in work under this contract, coverage as required by AS 23.30.045, and; where applicable, any other statutory obligations including but not limited to Federal U.S.L. & H. and Jones Act requirements. The policy must waive subrogation against the State.

**2.2 Commercial General Liability Insurance:** covering all business premises and operations used by the Contractor in the performance of services under this agreement with minimum coverage limits of \$300,000. combined single limit per claim.

**2.3 Commercial Automobile Liability Insurance:** covering all vehicles used by the Contractor in the performance of services under this agreement with minimum coverage limits of \$300,000. Combined single limit per claim.

**ATTACHMENT #6: NOTICE OF INTENT TO AWARD****NOTICE OF INTENT TO AWARD A CONTRACT**

Department of Administration  
 Division of General Services  
 Seventh Floor - State Office Bldg.  
 333 Willoughby Street  
 P.O. Box 110210  
 Juneau, Alaska 99811-0210

**THIS IS NOT AN ORDER****DATE ISSUED:****RFP NO.:****RFP DEADLINE:****RFP SUBJECT:****CONTRACTING OFFICER:****SIGNATURE:** \_\_\_\_\_

This is notice of the state's intent to award a contract. The figures shown here are a tabulation of the offers received. The responsible and responsive offeror whose proposal was determined in writing to be the most advantageous is indicated. An offeror who wishes to protest this Notice of Intent must file the protest within ten calendar days following the date this notice is issued. If the tenth day falls on a weekend or holiday, the last day of the protest period is the first working day following the tenth day. **The offeror identified here as submitting the most advantageous proposal is instructed not to proceed until a contract, or other form of notice is given by the contracting officer.** A company or person who proceeds prior to receiving a contract, Contract Award, or other form of notice of Award does so without a contract and at their own risk. AS 36.30.365.

Responsive Yes or No	Award	Total Score	<u>Offerors</u>

**LEGEND:** @ -- MOST ADVANTAGEOUS  
 Y -- RESPONSIVE PROPOSAL  
 N -- NON-RESPONSIVE PROPOSAL

**SUMMARY**

## ATTACHMENT #7: NOTICE TO PRECEED

**STATE OF ALASKA**  
**DEPARTMENT OF TRANSPORTATION**  
**AND PUBLIC FACILITIES**

STATEWIDE DESIGN & ENGINEERING  
 SERVICES DIVISION, STATEWIDE  
 MATERIALS SECTION

5800 East Tudor Road  
 Anchorage, Alaska 99507-1286

Phone (907)269-6230  
 Fax (907) 269-6231

NTP Issue Date: \_\_\_\_\_

**NOTICE TO PROCEED**

CONTRACT #2521H002

**Contractor's Business Name Here**

NTP# \_\_\_\_\_ for **(Assigned Business Name)**

<u>Amount</u>	<u>Task</u>	<u>Authorized To - Date</u>	<u>Prior App'd Payments</u>	<u>This Billing</u>
\$91,500.00	Computer Readable Dosimetry Badges	\$91,500.00	\$71,995.00	
\$2,300.00	TLD badges & quarterly reports	\$2,300.00	\$1,912.50	\$128.25
\$120.00	TLD Annual accumulation report	\$120.00	\$0.00	
\$1,000.00	Lost Badge Replacement Fee (computer readable)	\$1,000.00	\$0.00	
\$500.00	Late Badge Replacement Fee (TLD type)	\$500.00	\$195.00	\$15.00
\$600.00	Badge Rush Order Fee	\$600.00	\$0.00	
\$95,000.00	Moisture Density Gauge On-site Calibration & report	\$95,000.00	\$73,292.00	
\$70,000.00	Moisture Density Gauge On-site Non-routine maintenance & report	\$70,000.00	\$54,020.00	
\$455.00	Asphalt Content Gauge On-site routine Maintenance & report	\$455.00	\$0.00	
\$3,640.00	Moisture Density Gauge at Contractor Facility - Non-routine maintenance & report	\$3,640.00	\$0.00	
\$3,104.00	Moisture Density Gauge at Contractor Facility - Calibration & report	\$3,104.00	\$0.00	
\$1,200.00	Leak Test Kit & reports	\$1,200.00	\$287.20	
\$5,333.00	Radiation Safety Program Audit & Report	\$5,333.00	\$0.00	
\$2,800.00	Calibration of Calibration Blocks	\$2,800.00	\$0.00	
\$65,000.00	Expenses	\$65,000.00	\$45,292.59	
<b>\$342,552.00</b>	<b>Total Authorized Amount for All Groups</b>	<b>\$342,552.00</b>		
Sum of Prior APPROVED Payments		\$246,994.29		
<b>Sum for THESE INVOICES</b>			<b>\$143.25</b>	
Sum of Prior Payments and this invoice				\$247,137.54
Balance of Authorized Amount				\$ 95,414.46
<b>Total Cost:</b>				<b>\$</b>

Nuclear Gauge and Radiation Detection Services

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Please contact me for further information:  
Daniel Getman, Project Manager  
DOT/PF, DES-Design and Engineering Services  
Phone: (907)269-6248

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Daniel Getman - signature

Contractor Authorized Representative Name & Title  
Contractor's Business Name

---

Contractor Authorized Representative Name - signature

CC: Cherish Petrenchak  
DOT/PF Procurement Officer

## ATTACHMENT #8: RFP SUBMITTAL CHECKLIST

This checklist is an integral part of this RFP and the related proposal, and is provided to assist both the offeror and the State in identifying the requirements within the proposal. There may be **additional requirements** beyond those provided on this checklist. **Offerors are solely responsible** for thoroughly reviewing the RFP to make sure that they have met all the requirements and have provided all necessary information. The checklist **MUST** be included with the proposal. Signature on the checklist indicates that you have read the requirements stipulated by this RFP, and that the required information is submitted with your proposal. Signature of a binding officer of the proposing firm must sign the checklist. This signature will serve as the official signature of the proposal.

### Pre-Proposal Activities:

- ☐ Register with Procurement Officer
- ☐ Request Disability Assistance (if needed) at least 10 days prior to proposal deadline (Section 1.09)
- ☐ Submit Written Questions in writing to Procurement Officer (Section 1.06)

### Proposal Transmittal (Section A)

- ☐ **Required proposal copies:** Offerors must submit **Four (4)** hard copies (one original & three copies) of their proposal, in writing and **TWO (2)** CDs or thumb drives containing an electronic copy of the entire proposal. **One** (1) CD or thumb drive will contain the transmittal information and the technical proposal. **One** (1) CD or thumb drive will contain the cost proposal. The proposal response should be addressed to the procurement officer in a sealed package. The cost proposal included with the package must be sealed separately from the rest of the proposal and must be clearly identified. Emailed, faxed or oral proposals **will not be accepted**. (Section 1.07, and Section 4.01)
- ☐ Proposal Submittal Letter (Section 4.01) (see minimum information below for requirements)
  - ☐ Authorized signature (Section 1.08 (a))
  - ☐ Offeror's Certification A-H (Section 1.08 (b))
  - ☐ Vendor Tax ID proof OR Vendor Tax ID number (Section 1.08 (c))
  - ☐ Conflict of Interest Disclosure (Section 1.08 (d))
  - ☐ Federal Requirements (Section 1.08 (e))
  - ☐ Review Insurance Requirements (Section 3.19) (Attachment #5)
  - ☐ Valid Alaska Business License Proof (Section 6.02)
  - ☐ Alaskan Bidders Preference (Section 6.12)
  - ☐ Alaskan Veterans Preference (Section 6.13)
  - ☐ Review & Agree to Standard Contract Provisions (Section 7.01)
  - ☐ Disclosure of Proposal Contents <if applicable> (Section 7.08)
    - **NOTE:** Offeror's shall **not** include a disclaimer on all of the proposal pages. If the offeror's proposal includes trade secrets, confidential and other proprietary information, this information must be **individually** identified and shall include the reason(s) for confidentiality.
    - The Procurement officer will make the determination in writing if the information is to be maintained confidential. Following the Notice of Intent to Award, proposals become public information. Procurement records must include information to support the selection of contractor(s), typically this includes cost, qualifications, and other key components of a proposal.

Nuclear Gauge and Radiation Detection Services

- ☐ Standard Agreement Form: The Standard Agreement Form must be signed and be included in the Proposal Transmittal Section. (Section 7.01) (Attachment #2).
- ☐ RFP Submittal Checklist: The checklist is an integral part of the RFP, it must be signed and be included in the Proposal Transmittal Section (Attachment #8).
- ☐ RFP Amendments: All amendments issued for this RFP that require acknowledgement must be signed and included with the proposal [enclose only required signed amendments].

**Proposal Technical Component (Section B)**

## Overall Technical Proposal –

The technical proposal must include the information outlined in Section 1.04 Prior Experience, Section 4.03 Understanding of the Project, Section 4.04 Methodology used for the Project, Section 4.05 Management Plan for the Project, and Section 4.06 Experience and Qualifications of this RFP. All proposals will be evaluated against Section 5 of this RFP. At a minimum, the following sections must be addressed within the Technical Proposal. No cost information may be included in the technical proposal.

- Section 1.04 – Prior Experience / Documentation
- Section 4.03 – Understanding of the Project
- Section 4.04 – Methodology used for the Project
- Section 4.05 – Management Plan for the Project
- Section 4.06 – Experience and Qualifications

- ☐ Title Page
- ☐ Table of Contents
- ☐ Prior Experience Evidence (Section 1.04)
- ☐ Understanding of the Project (Section 4.03)
- ☐ Methodology used for the Project (Section 4.04)
- ☐ Management Plan for the Project (Section 4.05)
- ☐ Experience and Qualifications (Section 4.06)

**Cost Proposal (Section C) Cost Proposal Contents:** The Cost Proposal included with the package must be sealed separately from the rest of the proposal and must be clearly identified, and submitted based on the instructions provided in Section 1.07, and Section 4.01 of this RFP.

☐ **Title Page:** Title page must include the name of the Company/Firm submitting the proposal, RFP Title, RFP number, Proposal Due Date, and must be labeled as Cost Proposal.

☐ Cost Proposal, (Attachment #4) **(Separate envelope addressed to the Procurement Officer)** (Section 1.07, Section 4.01 and Section 4.07)

**RFP# 2521H002**

**Title: Alaska International Airports Annual Audit**

**Proposal Due Date:**

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Printed Name of Binding Official

\_\_\_\_\_  
Signature of Binding Official / Date