

REQUEST FOR PROPOSALS PACKAGE



RETURN THIS PROPOSAL TO THE ISSUING OFFICE:

LEGISLATIVE AFFAIRS AGENCY Procurement and Supply Section

Issuing Office Mailing Address: State Capitol, 120 4th Street, Room 3, Juneau, AK 99801-1182

Issuing Office Hand Delivery Address: Terry Miller Legislative Office Building, 129 6th Street, Room 222, Juneau, Alaska

RFP NO. 642

ALASKA STATE CAPITOL COVID-19 RELATED SERVICES

SEALED PROPOSALS MUST BE RECEIVED AT THE ABOVE ADDRESS OR MUST BE EMAILED TO JC.KESTEL@AKLEG.GOV BY 11:30 A.M. ON MONDAY, NOVEMBER 9, 2020. FAXED PROPOSALS ARE NOT ALLOWED.

Offerors Are Not Required To Return This RFP With The Proposals

Under AS 36.30.020, the Alaska Legislative Council adopted procurement procedures that were based on competitive principles consistent with AS 36.30 and adapted to the special needs of the Legislative Branch. Therefore, the Legislative Branch follows its own procurement procedures and is not subject to the procurement procedures of the Executive Branch. Copies of the Legislative Branch Procurement Procedures are available upon request.

IMPORTANT NOTICE: YOU MUST REGISTER WITH THE PROCUREMENT MANAGER LISTED IN THIS DOCUMENT TO RECEIVE SUBSEQUENT AMENDMENTS, WHETHER YOU RECEIVED THIS REQUEST FOR PROPOSALS (RFP) FROM THE STATE OF ALASKA'S "ONLINE PUBLIC NOTICE" WEBSITE, VIA THE MAIL, OR FROM ANOTHER SOURCE. FAILURE TO CONTACT THE PROCUREMENT MANAGER MAY RESULT IN THE REJECTION OF YOUR PROPOSAL. OFFERORS SHALL THOROUGHLY REVIEW ALL THE REQUIREMENTS OF THE RFP WHEN SUBMITTING THEIR PROPOSALS. A PROPOSAL CHECKLIST HAS BEEN INCLUDED FOR OFFERORS TO USE, THE CHECKLIST IS INTENDED AS A REMINDER OF CERTAIN IMPORTANT ITEMS AND IS NOT INTENDED TO BE A COMPLETE LIST OF WHAT MUST BE INCLUDED IN THE PROPOSAL.

JC Kestel, Procurement Manager
PH: 907-465-6705
TDD: 907-465-4980
Email: JC.Kestel@AKLeg.gov

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SECTION ONE
Notices to Offerors

1.01 Right of Rejection: A proposal may be rejected if the proposal contains a material alteration or erasure that is not initialed by the signer of the proposal.

The Procurement Manager may waive minor informalities that:

- a) do not affect responsiveness;
- b) are merely a matter of form or format;
- c) do not change the relative standing of or otherwise prejudice other offers;
- d) do not change the meaning or scope of the RFP;
- e) are trivial, negligible, or immaterial in nature;
- f) do not reflect a material change in the work, services, or products requested; or
- g) do not constitute a substantial reservation against a requirement or provision.

1.02 Photocopies: Photocopied proposals may be submitted as long as one copy has an original signature on the Cover Letter.

1.03 Alaska Business License and Legal Entity: The Offeror must have a current, valid Alaska business license when the proposal is submitted. The Offeror must include the business license number in the cover letter or provide a copy of the business license with the Proposal. The Offeror must include in the cover letter the type of legal (e.g., corporate) entity of the Offeror and the current status of that entity. If the Offeror is a corporation or a limited liability company, the business entity must be in good standing with the state of Alaska Department of Commerce, Community, and Economic Development at the time of proposal submission. **For more information regarding an Alaska business license or legal entity's status, please contact the Division of Corporations, Business, and Professional Licensing in the Department of Commerce, Community, and Economic Development at (907) 465-2550 or visit: <https://www.commerce.alaska.gov/web/cbpl>.** If an Offeror fails to comply with this paragraph, the Legislative Affairs Agency (Agency) reserves the right to disregard the proposal.

1.04 U.S. Funds: Prices quoted shall be in U.S. funds.

1.05 Taxes: All proposals shall be submitted exclusive of Federal, State and local taxes.

1.06 Contacts / RFP Questions / Contact Person: Except as necessary for the pre-proposal teleconference (par. 1.38), the site visit (par. 1.39), and the proposal presentation (par. 4.04(C)), OFFERORS OR THEIR AGENTS MAY NOT CONTACT ANY MEMBER OF THE PROPOSAL EVALUATION COMMITTEE, THE PROJECT DIRECTOR, EXECUTIVE DIRECTOR OF THE LEGISLATIVE AFFAIRS AGENCY, OR THEIR STAFF OR ANY MEMBER OF THE LEGISLATURE OR THEIR STAFF REGARDING THIS RFP. All questions concerning this Request for Proposals must be directed to the Procurement Manager of the Legislative Affairs Agency.

There are generally two types of questions:

- (1) A question which can be answered by directing the Offeror to the specific section of the Request for Proposals where the information is found. Response to these

questions may be given over the phone but are limited to directing the Offeror to a portion of the RFP which can then be read by the Offeror.

(2) A question that would require the Procurement Manager to clarify or interpret part of the Request for Proposals or its intent. Response to this type of question will not be given except in writing via amendment to the Request for Proposals, and offerors must put these questions in writing; these questions should be received by the Procurement Manager at least four (4) days prior to the deadline for receipt of proposals.

The Procurement Manager is JC Kestel, Legislative Affairs Agency, State Capitol, 120 4th Street, Room 3, Juneau, Alaska. PH: 907-465-6705, TDD: 907-465-4980.

- 1.07 Review of RFP:** Offerors shall carefully review this RFP, without delay, for defects and questionable or objectionable matter. Comments concerning defects and questionable or objectionable material must be made in writing and should be received by the Procurement Manager at least four (4) days before the deadline for receipt of proposals. This will allow issuance of any necessary amendments. It will also help prevent the opening of a defective solicitation and exposure of an Offeror's proposal upon which award could not be made.
- 1.08 Notice of Intent to Award:** Upon selection of an apparent Successful Offeror, the Procurement Manager will issue a written Notice of Intent to Award (NIA) and send copies to all Offerors. The NIA will list the names and addresses of all Offerors and identify the proposal selected for award.
- 1.09 Protest:** If an Offeror wishes to protest a solicitation, the award of a contract, or the proposed award of a contract, the protest must be filed as required by secs. 230 and 240 of the Alaska Legislative Procurement Procedures.
- 1.10 Proposal Delivery and Acceptance:** An Offeror must deliver its proposal in one sealed package to the issuing office identified on Page 1 of this RFP or may email its proposal to the procurement manager at the email address shown on Page 1 of this RFP, no later than the date and time listed on Page 1 of this RFP as the deadline for receipt of proposals. If mailed or hand delivered, the package must be marked on the outside to identify the RFP and the Offeror. If emailed, the email must contain the RFP number in the subject line of the email.

Emailed proposals must be submitted as an attachment in PDF format. The PDF document should be named in a format such as "Offeror A – Proposal for RFP 642.pdf" (Offeror A is the name of the Offeror).

Please note that the maximum size of a single email (including all text and attachments) that can be received by the Agency is 20 megabytes (mb). If the email containing the proposal exceeds this size, the proposal must be sent in multiple emails that are each less than 20mb and each email must comply with the requirements described in the previous two paragraphs.

The Agency is not responsible for unreadable, corrupt, or missing attachments. It is the Offeror's responsibility to contact the issuing office at (907) 465-6705 - Voice, (907) 465-

4980 - TDD to confirm that the emailed proposal has been received. Failure to follow the above instructions may result in the proposal being found non-responsive and rejected.

It is the responsibility of the Offeror to ensure that their proposal and any Agency-issued RFP amendments (signed by the Offeror) are in the issuing office of the Agency prior to the scheduled proposal closing time. A proposal will be rejected if the proposal and any signed amendments are not received prior to the closing date and time.

1.11 Discussions with Offerors: This paragraph is removed for purposes of this RFP.

1.12 Americans with Disabilities Act: The Alaska State Legislature complies with Title II of the Americans with Disabilities Act of 1990. Individuals with disabilities who may need auxiliary aids, services, and/or special modifications to submit a proposal should contact JC Kestel, Procurement Manager, Legislative Affairs Agency, (907) 465-6705 - Voice, (907) 465-4980 - TDD within a reasonable time, as determined by the Agency, before the proposals are due, to make any necessary arrangements.

1.13 Preference for Alaska Offeror: If an Offeror qualifies for the Alaska Bidder Preference, the Offeror will receive a preference of five percent, applied in accordance with sec. 145 (Contract Award) of the Alaska Legislative Procurement Procedures. To qualify for the preference, the Offeror must: (a) hold a current Alaska business license; (b) submit an offer for the contract under the name that appears on the person's current Alaska business license; (c) have maintained a place of business in the State staffed by the Offeror or an employee of the Offeror for a period of six months immediately preceding the date of this offer; (d) be incorporated or qualified to do business under the laws of the State, be a sole proprietorship and the proprietor is a resident of the State, be a limited liability company organized under AS 10.50 and all members are residents of the State, or be a partnership under AS 32.06 or AS 32.11 and all partners are residents of the State; and, if a joint venture, be composed entirely of ventures that qualify under (a) - (d) of this paragraph.

To receive the Alaska Bidder Preference, the proposal must include a statement certifying that the Offeror is eligible to receive the Alaska Bidder Preference. If the Offeror is a limited liability company (LLC) or a partnership as identified in the previous paragraph, the statement must also identify each member or partner and certify that all members or partners are residents of the State. If the Offeror is a joint venture which includes an LLC or a partnership as identified in the previous paragraph, the statement must also identify each member or partner of each LLC or partnership that is included in the joint venture and certify that all of those members or partners are residents of the State.

1.14 Fund Obligations: Funds are available in an appropriation to pay for the Agency's monetary obligations under the contract through June 30, 2021. The availability of funds to pay for the Agency's monetary obligations under the contract after June 30, 2021, is contingent upon appropriation of funds for the particular fiscal year involved. In addition to any other right of the Agency under this contract to terminate the contract, if, in the judgment of the Executive Director of the Agency, sufficient funds are not appropriated, the contract will be terminated by the Executive Director or amended, without liability of the Agency for the termination or amendment. To terminate under this section, the project director shall provide written notice of the termination to the Successful Offeror.

- 1.15 Cancellation; Rejection of all Proposals; Preparation Costs:** This RFP does not obligate the Agency or the Alaska Legislative Council to award a contract or to pay any costs incurred in the preparation of the proposal if a contract is not awarded. This RFP may be cancelled, or all proposals rejected, as provided in sec. 120 of the Alaska Legislative Procurement Procedures. Among the reasons that justify cancellation is that all of the responsive proposals exceed the funds available for the contract.
- 1.16 Rejection of Individual Proposals:** A proposal may be rejected in whole or in part when in the best interest of the Agency, as provided in sec. 130 of the Alaska Legislative Procurement Procedures.
- 1.17 Procurement Procedures:** This Request for Proposals is subject to the Alaska Legislative Procurement Procedures. The Procurement Procedures may be found at <https://aws.state.ak.us/OnlinePublicNotices/Notices/Attachment.aspx?id=97814>.
- 1.18 Additional Terms and Conditions:** The Agency reserves the right to include additional terms and conditions in the contract.
- 1.19 Format of Contract:** The contract entered into as a result of this RFP will be in the contract format desired by the Agency and will include the provisions of the RFP that apply to the contract.
- 1.20 Contract Negotiations:** This paragraph is removed for purposes of this RFP.
- 1.21 Failure to Negotiate:** This paragraph is removed for purposes of this RFP.
- 1.22 Contract Terms:** It is the Agency's goal to enter into the contract resulting from this RFP before December 1, 2020. The Successful Offeror should be prepared to provide Services during the upcoming legislative session that begins January 19, 2021. The Contractor should use the month of December to implement and prepare for onsite operations of the Services outlined in paragraph 2.01 (Scope of Work).

The initial term of the Contract will terminate May 30, 2021 with a provision for the Agency to have the option to extend the initial Contract term as needed up to an additional six (6) months with an overall initial Contract term not to exceed a total of one (1) year, except that the Agency will have the option of renewing the Contract on a monthly or yearly basis after the initial year of the Contract has completed. Renewals, if needed, will be determined based on the Agency's current needs at the time.

- 1.23 Firm Offer:** For the purpose of award, proposals made in accordance with this RFP shall be good and firm for a period of ninety (90) days from the deadline for receipt of proposals in response to the RFP.
- 1.24 Award of Contract:** AWARD OF THIS RFP IS SUBJECT TO APPROVAL BY THE STATE OF ALASKA LEGISLATIVE COUNCIL Any service requested by the Scope of Work (2.01) in this RFP may be removed from the resulting contract if Alaska Legislative Council does not approve including the service in the resulting contract. Even if a service is removed from the resulting contract, the award of the contract will still be based on the evaluation under section 4 (Evaluation Criteria) of all of the services requested by this RFP.

If a service is removed, the contract price will be adjusted by removing the cost of the service based on the costs identified for the service on the Cost Proposal and Authorization of Offer Form (6.01)

- 1.25 Award Criteria:** See Section 4 (Evaluation Criteria) of the RFP.
- 1.26 Contract Assignment/Transfer:** Assignment or transfer of the contract entered into as a result of this Request for Proposals is subject to sec. 160 of the Alaska Legislative Procurement Procedures.
- 1.27 Insurance:** The Successful Offeror shall purchase at its own expense and keep in force at all times during the contract, (1) comprehensive liability insurance in an amount not less than one million dollars (\$1,000,000) for all aspects of the contract, (2) professional liability and general program liability insurance, (3) workers' compensation insurance, and (4) any other insurance required by law. This policy must waive subrogation against the Agency. If the Successful Offeror's policy contains higher limits than required by law, the Agency shall be entitled to coverage to the extent of the higher limits. The certificate of insurance must provide that a 60-day prior notice of any cancellation will be given to the Agency. The Agency shall be listed as an additional insured.
- 1.28 Binding on Successors:** Subject to paragraphs 1.17 (Procurement Procedures) and 1.26 (Contract Assignment/Transfer) of this RFP, the Contract issued as a result of this RFP and all the covenants, provisions, and conditions contained in the Contract shall inure to the benefit of and be binding upon the successors and assigns of the Successful Offeror and the Agency.
- 1.29 Termination of Contract:** Upon delivery of written notice to the Successful Offeror, the contract may be terminated at any time by the Project Director with or without cause and without liability to the Legislature of the State of Alaska, the Legislative Council, or the Agency. To terminate, the Project Director shall provide written notice by email or delivery of a hard copy to the Successful Offeror, whichever method is selected in the sole discretion of the Project Director. If this contract is so terminated and the termination is not based on a breach by the Successful Offeror, the Successful Offeror shall be compensated for services and products provided under the terms of the contract up to the date the termination notice is delivered, provided the Successful Offeror provides a statement in writing containing a description of the services and products provided prior to contract termination, the records required by par. 1.36 (Records; Audit), and a copy of all documents, reports, material, and other items required to be delivered to the Project Director by this RFP.
- 1.30 Breach of Contract:** In case of a breach of the Contract, for whatever reason, by the Contractor, the Agency may procure the services from other sources and hold the Contractor responsible for damages resulting from the breach.
- 1.31 Indemnity:** The Successful Offeror shall indemnify, save harmless, and defend the Legislature of the State of Alaska, the Legislative Council, and the Agency, and their officers, agents and employees from liability of any nature or kind (including, but not limited to, any costs, attorney fees, and other expenses) relating to the Successful Offeror's performance of its contract obligations.

- 1.32 Applicable Laws:** The Successful Offeror and its offer must comply with all applicable federal and state labor, wage/hour, safety, and any other laws (including HIPAA, as applicable) which have a bearing on the contract, and the Successful Offer must have all licenses, registrations, permits, and certifications required by the Agency, state law, and applicable municipal law, for performance of the contract covered by this RFP.
- 1.33 Contract Amendments:** In addition to any other amendment the parties may be allowed to make under the contract, the terms of the contract entered into as a result of this RFP may be amended by mutual agreement of the parties.
- 1.34 Venue and Applicable Law:** In the event that the parties find it necessary to litigate the terms of the contract, the venue shall be the State of Alaska, First Judicial District at Juneau, and the contract shall be interpreted according to the laws of Alaska.
- 1.35 Human Trafficking:** By the Offeror's signature on their Proposal, the Offeror certifies that the Offeror is not headquartered in a country recognized as Tier 3 in the most recent U.S. Department of State's Trafficking in Persons Report.

In addition, if the Offeror conducts business in but is not headquartered in a country recognized as Tier 3 in the most recent U.S. Department of State's Trafficking in Persons Report, a certified copy of the Offeror's policy against human trafficking must be submitted to the Agency prior to contract award.

The most recent U.S. Department of State's Trafficking in Persons Report can be found at the following website: <https://www.state.gov/reports/2020-trafficking-in-persons-report/>.

If an Offeror fails to comply with this paragraph 1.35 (Human Trafficking), the Agency may reject, without liability, the Offeror's proposal as non-responsive, cancel an intent to award to the Offeror, or cancel the resulting contract to the Offeror.

- 1.36 Records; Audit:** The requirements of this paragraph 1.36 (Records; Audit) are in addition to any other records required by this RFP. The Successful Offeror shall accurately maintain detailed time records that state the date of the work, break down the time by the hour, describe in detail the work done during each hour, and identify what individual did the work. The Successful Offeror shall also keep any other records that are required by the Project Director. The records required by this paragraph are subject to inspection by the Agency or the Project Director at all reasonable times.
- 1.37 Coverage under Ethics Law:** Certain provisions of the Legislative Ethics Act (AS 24.60) apply to legislative consultants, legislative independent contractors, and their employees. It is the responsibility of the Contractor to review AS 24.60 and determine whether Contractor is in compliance with AS 24.60.
- 1.38 Ownership and Reuse of Documents:** All data generated from the work or services rendered from the resulting Contract of this RFP and all documents, reports, material, and other items generated as a consequence of work done under this contract are the property of the Agency. To the extent the Successful Offeror has any interest in the copyright for these items under the copyright laws of the United States, the Successful Offeror transfers

any and all interest the Successful Offeror has in the copyright for these items to the Agency, as applicable, and the Agency will be the owner of the copyright for these items. Upon completion of the work or termination of the Contract, the items shall be delivered to the Project Director.

1.39 Materials and Processes Covered by Patents, Trademarks, or Copyrights: If the Successful Offeror employs any design, device, material, or process covered by a patent, trademark or copyright, the Successful Offeror shall provide them to the Agency for the use by suitable legal agreement with the owner. The Successful Offeror and the Surety shall indemnify, defend, and hold harmless the Alaska State Legislature, the State of Alaska, the Agency, and all of their officers, agents, and employees, and any affected third party from any and all claims for infringement by reason of the use of the patented design, device, material or process, or any trademark or copyright, and shall indemnify the Agency for any costs, expenses, and damages which it may be obliged to pay by reason of any infringement at any time during the Contract or after the completion of the Contract.

1.40 Pre-Proposal Teleconference: All prospective Offerors are encouraged to call into the pre-proposal teleconference. This pre-proposal teleconference will be held on **Tuesday November 3, 2020 at 10:30 am.**, Alaska Time. To attend, Offerors must call one of the following teleconference lines: 907-586-9085 (Juneau), 907-563-9085 (Anchorage), or 1-844-586-9085 (toll free outside of Juneau and Anchorage).

The purpose of the teleconference is to discuss details of the RFP with the prospective Offerors and allow them to ask questions concerning the RFP. Call-in attendance at the pre-proposal conference is not mandatory. LAA will not provide any information on what information was given or details that were discussed during the teleconference to potential Offerors that do not attend the teleconference. Participants should read the RFP and call in to the meeting prepared to discuss any concerns and ask questions.

Questions asked about the RFP during the teleconference will be answered in accordance with 1.06 (Contacts / RFP Questions / Contact Person). The Procurement Manager may request potential Offerors to submit questions in writing for further clarification.

Offerors with a disability needing accommodation should contact the Procurement Manager prior to the date set for the pre-proposal teleconference so that reasonable accommodation can be made.

1.41 Pre-Proposal Capitol Site Visit: At the request of a prospective Offeror, the Agency can coordinate a site visit of the Capitol work site for the purpose of planning and preparing the Offeror's Proposal for this RFP. The Agency has set aside the following days and times for site visits: **November 3 and 4 between 10am-4pm** by appointment only. Site visits will be limited to 30 minutes and all visitors will be required to follow current Legislative Building policies while on site. Potential Offerors who would like to schedule a site visit should contact the Procurement Manager no later than **4pm on November 3, 2020.**

LAA will not provide any information on what information was given or details that were discussed during the site visits to potential Offerors that do not attend a site visit. Participants should read the RFP and come prepared to discuss any concerns and ask questions related to the work site.

Questions asked about the RFP during the site visits will be answered in accordance with 1.06 (Contacts / RFP Questions / Contact Person). The Procurement Manager may request potential Offerors to submit any question in writing for further clarification.

1.42 Schedule of Events: This schedule represents the Agency’s best estimate. If one component is delayed, the remainder of the schedule may be shifted an equivalent number of days.

RFP Issue Date	October 30, 2020
RFP Pre-Proposal Teleconference	November 3, 2020
Pre-Proposal Capitol Site Visits (by appointment only)	November 3-4, 2020
Deadline for Written Questions	November 5, 2020
Deadline for Receipt of Proposals – Proposals Opened	November 9, 2020
Proposal Presentations	November 11-12, 2020
Proposal Evaluation Committee Completes Evaluations by	November 13, 2020
Notice of Intent to Award Contract Issued	November 16, 2020
Deadline for Receipt of Protest to the Contract Award	November 26, 2020
State Signs Contract and Initial Contract Period Begins	November 27, 2020
Initial Contract Period Ends	May 30, 2021

SECTION TWO

RFP Specifications

2.01 Scope of Work: The Legislative Affairs Agency (Agency) on behalf of the Alaska State Legislature is soliciting competitive sealed proposals for a COVID-19 Screening, Testing, Quarantine, and Consultation Services Contractor (Contractor), to (1) set up and manage a single point of entrance screening station in the Alaska State Capitol to screen all individuals entering the Capitol for COVID-19 while working with Capitol Security and the Agency to manage and control access to the Capitol; (2) conduct onsite COVID-19 testing; (3) arrange and administer offsite quarantine services and accommodations; and (4) assist the Agency with the development of and updates to COVID-19 procedures and policies for the Alaska State Legislature.

The Contractor will be working in the State Capitol and interact daily with elected and other officials, as well as legislative staff and credentialed media. The Contractor shall treat every individual diplomatically and respectfully.

Below are detailed descriptions of each service the Agency expects the Successful Offer to provide. Offerors are encouraged to describe to the Agency in their technical proposal and proposal presentation how the Offeror plans to implement, develop, operate, and manage the services requested in this RFP.

A. Capitol Screening Station: The Contractor will install and manage a station at a single point of entry in the Capitol (1) to screen all individuals entering the Capitol for (A) symptoms consistent with COVID-19; and (B) exposure to others with COVID-19; and (2) to ensure individuals are following all applicable building or legislative health guidelines, including, but not limited to, proper personal protective equipment (PPE). The Agency will provide basic furniture as needed by the Contractor to use at the screening station. The screening station must operate Monday through Friday 7:00 am - 5:00 pm and for weekend and late-night coverage as needed to follow the legislative session floor calendar. At the screening station, the Contractor shall:

- Greet everyone at the predetermined entrance of Capitol;
- Use scripting to convey a consistent message;
- Ensure a negative molecular COVID-19 test result upon an individual's first entry into the Capitol beginning January 8, 2021 and as necessary depending on approved travel out of the Capital City; the Contractor may be required to perform additional COVID-19 testing of all or a portion of the individuals entering the Capitol at any time, at the direction of the Project Director.
- Communicate Capitol COVID-19 policies, building restrictions, and PPE requirements to individuals entering the building;
- Provide Agency-furnished disposable masks for distribution to those who arrive without a mask;
- Complete a COVID-19 symptom questionnaire and temperature check using a Contractor-provided thermal or infrared scanning device;
- Ensure individuals maintain appropriate social distancing as directed during the temperature screening process;

- Follow current health guidelines to determine if an individual is clear to enter the facility;
- Communicate to an individual being screened if the individual passes the screening, and if not, follow set protocols on how to proceed;
- Follow and communicate quarantine protocols and, at the direction of the Executive Director or her designee, restrict access to individuals who do not meet screening requirements;
- Conduct secondary screening when necessary or as requested by the Agency;
- Use PPE correctly and as outlined by recommended testing protocol; all Contractor staff PPE must be provided by the Contractor;
- Assist anyone with symptoms of COVID-19 or who has been advised to quarantine based on current health recommendations.

B. COVID-19 Testing: The Contractor shall be set up and equipped to conduct onsite COVID-19 testing on individuals as needed and upon request of legislative leadership through the Project Director. The Contractor shall conduct all testing in a safe, medically approved manner in a private area of the building provided by the Agency. Contractor staff who are working directly with individuals shall respect confidentiality, be compassionate, helpful, discreet, and cooperative with individuals. Contractor shall be able to perform onsite testing in the Capitol on the general schedule of Monday through Friday 7:00 am – 5:00 pm and within six (6) hours of request by the Agency for time periods outside of these hours. In addition,

- Onsite testing protocols shall be approved by the Project Director prior to being conducted;
- The Contractor shall use a molecular diagnostic test, with test results provided to tested individual within 24-48 hours of test being conducted;
- The Contractor shall use PPE correctly and as outlined by recommended testing protocol; all Contractor staff PPE will be provided by the Contractor;
- The Contractor shall use scripting to convey a consistent message;
- The Contractor shall communicate to the individual being tested the recommended set protocols, timelines, and how best to proceed to minimize disease transmission and ensure personal health;
- Testers will competently, safely, and securely handle molecular-based COVID-19 test kits and specimens before, during, and after administration and package them per laboratory guidelines for shipping. Testers will work with Contractor's preferred shipping company to ensure specimens are shipped to an appropriate laboratory as soon as possible after collection.
- The Contractor will use a commercial laboratory to provide high complexity molecular diagnostic testing for COVID-19, using tests that have been reviewed and authorized by the U.S. Food and Drug Administration.
- The Contractor shall relay all test results to the tested individual directly as soon as possible.

C. Quarantine Management, Hospitality Services, and Contact Tracing: The Agency requests that the Contractor develop, administer, and manage the logistics of quarantine hospitality services to facilitate quarantine requirements and contact tracing of individuals who are pending COVID-19 test results, have tested positive for COVID-19,

or who are being quarantined for possible exposure to COVID-19, as recommended by current quarantine recommendations and the Contractor. Quarantine management and hospitality services shall include, but are not limited to:

- Establishing protective measures to limit quarantined individuals' contact with other occupants of the Capitol and the general public;
- Establishing and maintaining arrangements with local hotels for isolation and quarantine accommodations;
- Communicating quarantine requirements to quarantined individuals;
- Using scripting to convey a consistent message;
- Providing daily health screenings, general health guidance, and, if needed, arranging for additional medical services for quarantined individuals;
- Arranging and managing all transportation needs of quarantined individuals;
- Developing and administering an all-inclusive meal plan that includes breakfast, lunch, and dinner; and
- Administering contact tracing of quarantined individuals and arranging for COVID-19 testing of close contacts of quarantined individuals.

D. Consultation Services for COVID-19: The Contractor will provide the Agency with Health and Safety Consultation Services to assist the Agency in developing and updating procedures and policies to prevent the spread of COVID-19 in the Capitol and other legislative facilities. The Contractor shall provide subject matter experts to deliver COVID-19 services including, but not limited to:

- Conducting an initial assessment of all current COVID-19 policies and procedures adopted by the Legislative Council;
- Preparing a comprehensive COVID-19 mitigation plan for the Capitol Complex, providing recommended updates to the Legislature's current COVID-19 policies and procedures as needed, and developing an exposure control plan based upon information collected during initial assessment;
- Assisting the Agency in providing safety information and training to Legislators, legislative staff, front line workers, and supervisors or managers, as needed;
- Providing detailed cleaning and disinfection recommendations to help prevent individual exposure and outbreaks within the Capitol Complex;
- Identifying what PPE, if necessary, should be required or provided by the Agency to Legislators or legislative employees in specific situations.

2.02 Minimum Offeror Qualifications and Prior Experience: An Offeror that does not meet the minimum qualifications in this paragraph 2.02 (Minimum Offeror Qualifications and Prior Experience) will be considered non-responsive and will be rejected.

An Offeror must include evidence in its proposal that demonstrates it possesses a minimum of one successful implementation of its screening, testing, quarantine management, and consultation services in public or private environments. An Offeror must describe the Offeror's general approach to working with clients including, but not limited to, the company's procedures for responding to client requests and feedback.

Offerors must provide an organizational chart with specific personnel assigned to accomplish the management of the services called for in this RFP. The chart must illustrate

the lines of authority and designate the individual responsible and accountable for the management and completion of each service outlined in the RFP.

Offerors must provide a narrative description of the organization of the management team and a personnel roster that identifies each person who will work on the implementation and ongoing management of the contract. Please provide the following information about each person listed:

- A. Title
- B. Résumé
- C. Locations where work will be performed

Offerors must provide names and phone numbers of three references for whom the Offeror has conducted similar services. Offerors must provide the name(s) and phone number(s) of any other Alaska organizations or government agencies for whom the Offeror has in any capacity worked for or contracted with to perform services similar to those requested in this RFP.

SECTION THREE

Proposal Format and Content

3.01 General Instructions: The Agency discourages overly lengthy and costly proposals; however, in order for the Agency to evaluate proposals fairly and completely, Offerors should follow the format set out in this section and provide all information requested. Offerors must deliver their proposals according to paragraph 1.10 (Proposal Delivery and Acceptance) of section one on page five of this RFP.

The proposal must be split into two parts: 1) a technical proposal and 2) a cost proposal.

3.02 Technical Proposal Format and Content: The technical proposal shall include the following items in the order as shown. Please be clear and concise. A proposal shall be in 8.5" x 11" page format and use 12-point Times New Roman font. This element of the proposal submittal is **limited to 40 pages**. All pictures, charts, brochures, and any other informational material will be counted toward the 40-page limit; however, staff résumés, and three letters of reference will not be counted in the 40-page limit.

A. Cover Letter: Provide a cover letter on the Offeror's letterhead signed by a person with the authority, including, but not limited to, fiscal authority and authority contractually to bind the Offeror, certifying the accuracy of all information in the proposal. Include in the cover letter a comprehensive, but succinct narrative statement that demonstrates a thorough understanding of the proposed contract

This cover letter should have the Offeror's name, address, phone/fax number, email address, web address, Alaska business license number or other forms of evidence (see page 4, paragraph 1.03, Alaska Business License, of the Notices to Offerors for requirements), and must state whether the Offeror qualifies as an Alaska Offeror (see page 6, paragraph 1.13, Preference for Alaska Offeror of the Notices to Offerors for criteria to qualify).

By signature on its proposal, the Offeror certifies that the Offeror is complying with paragraph 1.35 (Human Trafficking),

B. Written Proposal with Table of Contents: Provide detailed and thorough information in your proposal, along with a table of contents, for the following items:

1. Solution to Scope of Work: The Offeror must provide a detailed explanation of how the Offeror will implement the services outlined in paragraph 2.01 (Scope of Services) and its plan for continuing to maintain those services throughout the length of the Contract that results from this RFP, including any renewals or extensions. The Agency requests that Offeror indicate in the proposal what similar services the Offerors firm has performed previously, and what services will require planning for a first-time implementation.

2. Minimum Offeror Qualifications and Prior Experience: An Offeror must include evidence in their proposal that demonstrates they meet the Minimum Offeror Qualifications and Prior Experience requirements. The information provided for this section of the proposal shall include, but is not limited to:

- A. A narrative description of the Offeror's firm.
 - B. Evidence that demonstrates the firm's compliance with paragraph 2.02 (Minimum Offeror Qualifications and Prior Experience) and the firm's timely and successful development and deployment of similarly described services that the firm has provided.
 - C. An organizational chart and a personnel roster that identifies staff who will manage the required services, illustrates the lines of authority, and designates individual(s) responsible and accountable for the management of all services, as required by paragraph 2.02 (Minimum Offeror Qualifications and Prior Experience).
 - D. A list of staff titles and a copy of each résumé. Résumés are excluded from the 40-page limit.
 - E. Letters of reference from three (3) national, state, or local government clients. The letters of reference are excluded from the 40-page limit.
- C. Technical Proposal Presentation:** During review and evaluation of Written Technical Proposals from qualified Offerors, each Offeror will be contacted by the Procurement Manager to provide an online Proposal Presentation of the Offeror's Technical Proposal to the PEC. The Procurement Manager will notify Offerors of the scheduled time for presentations, presentations are anticipated to be scheduled on November 11-12, 2020.

Offerors are to conduct their presentation via video conference; Microsoft Teams is preferred.

Offerors will be given 60 minutes for their Proposal Presentation and 30 minutes of time for Q&A and clarification. These 90 minutes include any necessary set-up and break-down associated with the Proposal Presentation. At no time during an Offeror's Proposal Presentation shall details pertaining to the Cost Proposal submitted by the Offeror be discussed with the PEC or Procurement Manager.

The Proposal Presentation must include, but is not limited to:

- A. An explanation of the Offerors overall understanding of the project.
- B. A detailed presentation of the Offeror's ability to address paragraph 2.01 (Scope of Work) requirements. The Legislative Affairs Agency requests that Offeror indicate during the Proposal Presentation what similar services the Offeror's firm has performed previously, and what services will require planning for a first-time implementation.
- C. Evidence that demonstrates that the Offeror meets the Minimum Offeror Qualifications and Prior Experience requirements.

- D. Allotment of up to 30 minutes for questions and clarification of Technical Proposal details.

3.03 Cost Proposal Format Requirements: Offerors must provide an itemized list of all direct and indirect costs associated with performance of the services outlined in this RFP, including but not limited to, total number of hours and applicable hourly rates, direct expense, supply costs, one-time set-up cost, travel expenses necessary to comply with the terms of the RFP and resulting Contract, including, but not limited to, transportation expenses (including, but not limited to, airfare and rental car, or ground transportation), lodging, meals and/or per diem, and any additional costs. The Offeror's total itemized and fixed cost will be evaluated according to the formula set out in paragraph 4.06 (Contract Cost). Proposals that do not include a total proposed cost shall be considered non-responsive. **Offerors are to complete and sign the Cost Proposal and Authorization of Offer form (6.01) and include it in the Offeror's cost proposal packet when submitted.**

The itemized list of all direct and indirect costs along with the completed and signed Cost Proposal and Authorization of Offer form (6.01) shall be submitted in a properly labeled and sealed envelope separate from the technical proposal portion of the submittal.

SECTION FOUR

Evaluation Criteria

It is the Agency's intent to conduct a comprehensive, fair, and impartial evaluation of all proposals. The Procurement Manager will determine if the proposals are responsive before distribution of the Technical Proposal portion to the Proposal Evaluation Committee (PEC). The evaluation of an Offeror's written Technical Proposal will be evaluated independently by each PEC member; the PEC members and the Procurement Manager will meet as a group with each Offeror for their Technical Proposal Presentation. The Technical Proposal Presentation will assist the PEC members in their final efforts of evaluating the Offerors Technical Proposal. The total number of points used to score the responses of the Technical Evaluation, including the Proposal Presentation portion, is 900. The total number of points used to score the Cost evaluation is 100. The points for the Technical evaluation and the points for the Cost evaluation will be added together for a total possible score of 1,000. A sample evaluation form used by the PEC to evaluate each responsive offer received is included below.

The PEC members may or may not have specialized knowledge or technical expertise regarding the information submitted for evaluation. It is the Offeror's responsibility to fully explain in layperson's terms the advantages, attributes, benefits, and technical aspects of all information they deem pertinent to the PEC's decision-making process in awarding points. Proposals should not merely propose to meet or exceed the requirements with no further explanation.

The PEC members will exercise independent judgment and base their evaluation on the evaluation criteria set out in this RFP. In exercising independent judgment, PEC members may take into consideration their personal knowledge and expertise.

Proposals will be evaluated against the following questions.

4.01 Understanding of Project - Maximum Points Possible = 200

- A. Has the Offeror demonstrated a thorough understanding of the purpose and scope of the services outlined in the RFP?
- B. How well has the Offeror identified pertinent issues and potential problems related to providing the services?
- C. To what degree has the Offeror demonstrated an understanding of the services and guidance the Legislature expects it to provide?
- D. Has the Offeror demonstrated an understanding of the state's time schedule and confirmed they can meet it?

4.02 Management Plan for the Services – Maximum Points Possible = 100

- A. How well does the management plan support all the RFP's service requirements and logically lead to the successful implementation of the services required in the RFP?
- B. Are the management of task and assignments completely and clearly defined?

- C. Is the management team organization clear?
- D. How well does the management plan illustrate the lines of authority and communication?

4.03 Proposal of Services – Maximum Points Possible = 200

- A. Does the Proposal meet the requirements stated in section 2.01 (Scope of Work)?
- B. Does the Offeror's Proposal match and contribute to achieving the objectives set out in the RFP?
- C. Does the Offeror thoroughly explain the Offeror's proposed services of:
 - 1. Capitol Screening Station
 - 2. COVID-19 Testing Services
 - 3. Quarantine Management, Hospitality Services, and Contact Tracing
 - 4. Consultation Services for COVID-19 Policies and Procedures
- D. Does the Offeror provide any additional COVID-19 related services not required in the Scope of Work but that could be useful to the Agency if needed during the Contract period?

4.04 Experience and Qualifications - Maximum Points Possible = 400

- A. Do the individuals or subcontractors performing the required services have extensive experience implementing, administering, and operating services similar to those requested in this RFP?
- B. Are résumés of the Offeror's staff resources thorough and detailed, and do they demonstrate experience and educational backgrounds that would be desirable for individuals managing the required services?
- C. Does the response demonstrate a successful history regarding timely and successful implementation of similar services with other clients of the Offeror?
- D. Do the letters of reference provided by the Offeror from previous clients demonstrate success success in performing some or all of the requested services in previous projects?
- E. Is there documented evidence in the Offer that reflects extensive experience providing similar services to national, state, or local governments?

4.05 Technical Proposal Presentation

The PEC will meet with each Offeror virtually to further evaluate the Offeror's Technical Proposal during a scheduled presentation. Presentation of the Offeror's Technical Proposal will be used to assist PEC members with their evaluations of the Offeror's written Technical Proposal submission. PEC members will use the above criteria in paragraphs 4.01 - 4.04 for the evaluation of the Proposal. The presentation is used to provide detail of the Offeror's proposal and an opportunity for the PEC to ask questions for clarification of the proposal. The Presentation is required by each Offeror; however, no extra points are awarded to Offerors for simply providing the presentation. The PEC will complete the evaluations and score each Technical Proposal before the Procurement Manager adds any points awarded for the Cost Proposal portion of the evaluation.

4.06 Contract Cost - Maximum Points Possible = 100

Converting Cost to Points: The lowest cost proposal will receive the maximum number of points allocated to cost. The point allocation for cost on the other proposals will be determined through the formula listed below. All Alaska Offerors will receive a five (5) percent bidder's preference. This preference will be given before converting the cost to points. The Agency's Procurement Manager will be calculating this section of the evaluation criteria.

Formula for Converting Cost to Points

$$([\text{PRICE OF LOWEST COST PROPOSAL}] \times [\text{MAXIMUM POINT FOR COST}]) \text{ DIVIDED BY } (\text{COST OF EACH HIGHER PRICED PROPOSAL})$$

SECTION FIVE

Sample Evaluation Form _____

All written and presented proposals will be reviewed for responsiveness by the Procurement Manager and then evaluated by the PEC using the criteria set out below in paragraphs 5.01 - 5.04 before the Procurement Manager awards any points for paragraph 5.06 (Proposed Contract Cost). The total number of points used to score each proposal is 1,000.

Person or Firm Name: _____

Name of Proposal Evaluation Committee Member: _____

Date of Review: _____

RFP Number: _____

DOES THE OFFEROR POSSESS THE MINIMUM QUALIFICATIONS? Yes [] No []
DID THE OFFEROR PROVIDE A PRESENTATION OF THEIR WRITTEN PROPOSAL TO THE PEC? Yes [] No []

EVALUATION CRITERIA AND SCORING - 1000 POINTS POSSIBLE

5.01 Understanding of Services - Maximum Points Possible = 200
(Scale Rating 1:200 where 1 = lowest and 200 = highest; Median Score = 100)

- A. Has the Offeror demonstrated a thorough understanding of the purpose and scope of the services outlined in the RFP?
- B. How well has the Offeror identified pertinent issues and potential problems related to providing the services?
- C. To what degree has the Offeror demonstrated an understanding of the services and guidance the Legislature expects it to provide?
- D. Has the Offeror demonstrated an understanding of the state's time schedule and confirmed they can meet it?

COMMENTS:

5.01 Total Points _____

5.05 Technical Proposal Presentation

Presentation of the Offerors Technical Proposal will be used to assist PEC members with their evaluations of the Offeror's Technical Proposal submission. PEC members will use the above criteria in paragraphs 5.01 - 5.04 for the evaluation of the Proposal. The presentation is used to provide detail of the Offeror's proposal and an opportunity for the PEC to ask questions for clarification of the proposal. The Presentation is required by each Offeror; however, no extra points are awarded to Offerors for simply providing the presentation.

5.06 Contract Cost - Maximum Points Possible = 100

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 formula listed below. All Alaska Offerors will receive a five (5) percent bidder's preference. This preference will be given before converting the cost to points. The Procurement Manager will be calculating this section of the evaluation form.

Formula for Converting Cost to Points (The amount of each cost proposal is reached after applying any applicable bidder's preferences.)

([PRICE OF LOWEST COST PROPOSAL] X [MAXIMUM POINT FOR COST]) DIVIDED BY (COST OF EACH HIGHER PRICED PROPOSAL)

- a. Price of Lowest Cost Proposal _____
- b. Maximum Points for Cost 100 Points
- c. Total of a times b _____
- d. Cost of Higher Price Proposal _____
- e. Divide c by d = _____ **Total Points for Cost**

Total Points of all Evaluations:

TECHNICAL EVALUATION POINTS (Written and Presentation Proposals): _____ +
COST PROPOSAL EVALUATION POINTS: _____ =

TOTAL POINTS AWARDED TO OFFEROR FOR BOTH EVALUATIONS: _____

6.01 COST PROPOSAL AND AUTHORIZATION OF OFFER FORM

RFP Number: 642

RFP Title: Alaska State Capitol COVID-19 Related Services

OFFEROR

Company or Person(s) Submitting proposal: _____
Address: _____
City, State, Zip Code: _____
Phone: _____ Email: _____
Tax Identification No.: _____ Alaska Business License No.: _____
Indicate if you qualify as an Alaska Offeror. Yes No (See paragraph 1.13 in RFP for criteria to qualify)

COST PROPOSAL DETAILS

The Offeror hereby provides the price(s) listed below in accordance with the RFP as the Total Proposed Contract Prices for the work and services outlined in RFP 642. Below represents a basis for each chargeable service that will be made a part of the resulting Contract. The representations in the categories below are for evaluation purposes only to establish the price of each service performed by the Contractor throughout the Contract..

Service list as described in 2.01 (Scope of Work):

A. Screening Station Staff: For purposes of the Cost Proposal evaluation, Offeror shall base Screening Station Staff pricing on the approximation of four (4) staff per day operating the screening stations on an hourly basis to fulfill the general schedule requirements as stated in 2.01 (Scope of Work) and provide an overtime rate to meet extended hours as needed. (Actual staff needs could differ throughout the length of the Contract) Offeror's rates below must be all inclusive, including overhead, supplies, insurance, licensing, travel, per-diem, sub-contractor expenses, setup, and all other operational costs for the Screening Stations.

A.1 Screener per person general hourly rate: \$ _____ times (x) 4 Screeners equals(=)\$ _____ **total per hour+**
A.2 Screener per person overtime hourly rate: \$ _____ times (x) 4 Screeners equals(=)\$ _____ **total per hour+**

B. COVID-19 Onsite Testing: For purposes of the Cost Proposal evaluation, Offeror will provide a price per onsite test conducted during the general schedule requirements and a price per onsite test conducted outside of the general scheduled hours. The Agency estimates that approximately 5000-7500 tests will need to be conducted during the Contract period. Offeror's rates below must be all inclusive, including overhead, expense of processing test, all supplies, insurance, licensing, travel, per-diem, sub-contractor expenses, shipping fees, setup, and all other operational costs for the COVID-19 Onsite Test.

B.1 COVID-19 onsite per test rate conducted during general schedule hours: \$ _____ **per onsite test +**
B.2 COVID-19 onsite per test rate conducted outside of the general schedule hours: \$ _____ **per onsite test +**

C. Quarantine Management, Hospitality Services, and Contact Tracing: For purposes of the Cost Proposal evaluation, Offerors will provide a general hourly rate and an overtime hourly rate per one (1) quarantine management staff member to conduct the services outlined in 2.01 (scope of work). The Agency will reimburse the Contractor for all actual expenses related to the Hospitality services (lodging, transportation, meals, etc.) rendered for the quarantined individual at cost plus ten (10) percent for administration. Contractor shall itemize all expenses covered under the Hospitality services provision and be able to produce receipts upon request.

C.1 Quarantine Management, Hospitality Services, and Contact Tracing normal hourly rate per staff member: \$ _____ +
C.2 Quarantine Management, Hospitality Services, and Contact Tracing overtime rate per staff member: \$ _____ +

D. Consultation Services for COVID-19: For purposes of the Cost Proposal evaluation, Offeror will provide a price per hour for the Consultation services for COVID-19 as stated in 2.01 (Scope of Work). The Agency estimates that approximately 100-150 hours of Consultation Services for COVID-19 will need to be provided to the Agency during the Contract period. (Actual staff needs could differ throughout the length of the Contract) Offerors rates below must be all inclusive, including overhead, supplies, insurance, licensing, travel, per-diem, sub-contractor expenses, setup, and all other operational costs for the Consultation Services.

D.1 Consultation Services for COVID-19 per Consultant hourly rate: \$ _____ **per hour+**

Cost Proposal Continued on Page 28, both pages of the COST PROPOSAL AND AUTHORIZATION OF OFFER FORM (pages 27 and 28) must be completed and submitted with Offeror's Cost Proposal for the Offeror to be considered responsive.

Cost Proposal Form continued from page 27

E. Additional One-time Cost(s): Additional One-time Cost(s): List out on an additional sheet of paper separately by each service category above (A-D), what one-time costs are associated with establishing and fulfilling each of the service categories.
Additional one-time cost total: \$ _____ +

F. Total Proposed Contract Prices: (A.1+A.2+B.1+ B.2+C.1+C.2+D.1+E=F)
(to be used for evaluation purposes)

Total of Proposed Contract Prices \$ _____

COST PROPOSAL DETAILS

By signature on this Proposal Form, 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; (g) that the offers will remain open and valid for at least 90 days from date of submission of offer to Agency; and (h) that programs, services, and activities provided to the general public under the resulting contract will conform to the Americans with Disabilities Act of 1990, and the regulations issued thereunder by the federal government. If an Offeror fails to comply with (a) through (h) of the above paragraph, the Agency reserves the right to disregard the proposal.

NAME OF OFFEROR: _____

AUTHORIZED SIGNOR: _____

SIGNATURE: _____ DATE: _____

Important Notice

Both pages of the COST PROPOSAL AND AUTHORIZATION OF OFFER FORM (pages 27 and 28) must be completed and submitted with Offerors Cost Proposal for the Offeror to be considered responsive.

7.01 OFFERORS PROPOSAL CHECKLIST

Offerors may use boxes at left to check off items when completed.

If an Offeror fails to submit the following items in its proposal, the Agency may consider the proposal non-responsive.

This checklist is intended as a reminder of certain important items and is not intended to be a complete list of what must be included in the proposal. This checklist does not need to be returned with the Offerors proposal.



TO INCLUDE BUT NOT LIMITED TO:

- Completed and signed both pages of the Cost Proposal and Authorization of Offer Form (6.01) on (pages 27 and 28).
- A signed copy of each amendment issued by the Agency
- Technical Proposal with signed Cover Letter
- Alaska Business License information included within Technical Proposal Cover Letter
- Three letters of reference included with Technical Proposal
- Staff résumés included with Technical Proposal
- Submission of Technical and Cost Proposals in separately sealed envelopes or PDF attachments
- Adherence to the 40-page limit of Technical Proposal (40-page limit does not include staff résumés or three letters of reference)