



**OFFICE OF PROCUREMENT AND PROPERTY  
MANAGEMENT  
Department of Environmental Conservation**

**Request for Proposals  
Electronic Data Management System (EDMS)  
RFP # 18-329-21**

**Addendum One**

**Date of Issue: November 18, 2020**

The RFP Package is hereby clarified or changed as follows:

1. Submittal deadline has not been changed;
2. Remove and Replace;
3. Questions and Answers.

The questions and answers, remove and replace, begin on page two. This Addendum is hereby made part of the RFP and is a total of four pages.

All other terms and conditions for this RFP remain unchanged.

Issued by: OPPM  
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## Remove and Replace:

1. Remove Attachment 5, Cost Submittal Form G and Replace with attached “REVISED-Attachment 5-Cost”.
2. Remove on Page 10, Sec. 3.03 Deliverables, bullet point “2”  
“Offeror must demonstrate how they will remain within the specific budget for each deliverable and timeline. The project budget is 1.7 million dollars, it will be broken up over FY21, FY22, FY23, and possibly FY24”.

Replace with “Offeror must demonstrate how they will remain within the specific budget for each deliverable and timeline. The project budget is 1.7 million dollars, it will be broken up over FY21, FY22, FY23, FY24 and possibly FY25”.

3. Remove on Page 18, Sec. 4.09 COST PROPOSAL/PRICING (SUBMITTAL FORM G)  
“Cost proposals must include an itemized list of 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. (See **Attachment Five, Cost Proposal Form G**)”

Replace with Page 18, Sec. 4.09 COST PROPOSAL/PRICING (SUBMITTAL FORM G)  
“**Cost proposals must include total number of hours for each person working on the project, cost for each deliverable year including each maintenance year and travel estimate cost. (See REVISED Attachment Five, Cost Proposal Form G)**”

## Questions and Answers:

**Question 1:** We noticed the RFP doesn’t mention the number of users anywhere. Do you know how many users this solution should support?

**Answer 1:** Between 40 - 50 users (permitting, compliance, enforcement, cruise ship, water quality, and data teams)

**Question 2:** Page 4 indicates a total project budget of \$1.7M spread over five years. However, page 10 of the RFP and the separate Cost Proposal Submittal Form suggest a four year contract timeframe. Please could the State clarify the discrepancy?

**Answer 2:** See above remove and replace bullet point 1 and 2.

**Question 3:** Page 4 indicates that a budget of \$1,250,000 will be allowed for years one and two in combination, and given the system requirements as defined in Attachment 1 – Supplemental List, it is likely that the complete implementation across all programs may span these two years. However, page 9 indicates that there will only be a one year guaranteed contract term (with possible renewals). Please could the State clarify the discrepancy?

**Answer 3:** The language in all State RFP's are standard, however when the contract is awarded under the compensation, we will identify all five years of cost including the renewal breakdown. The contract is budgeted for two years with three years maintenance.

**Question 4:** Page 10 indicates that this is a “firm fixed price contract”, suggesting deliverable based pricing. However, the cost proposal requirements suggest that an hourly, cost-based billing model will be used. Please could the State clarify whether project costs should be deliverable or hourly?

**Answer 4:** This is a firm fixed price contract. See attached “REVISED-Attachment 5-Cost”.

**Question 5:** Page 18 indicates that detailed cost-based billing information be provided (salary, overhead, fee, etc.) but there is no place for this detail to be provided on the Cost Proposal Submittal Form. Please could the State provide additional direction on what and how cost information should be provided?

**Answer 5:** See above remove and replace bullet point 1 and 3.

**Question 6:** Page 21 indicates that personnel resumes will be evaluated but there is no place in the proposal forms to provide these. Can the State clarify how resumes should be included in the response?

**Answer 6:** Resumes may be submitted as a separate document.

**Question 7:** Page 21 indicates that letters of reference are required from the offeror's clients but there is no place in the proposal forms to provide these. In addition, the RFP schedule is such that, especially given the current restrictions due to COVID-19, it may be extremely burdensome for clients to provide actual letters of reference. Can the State clarify how client reference letters should be included in the response, and would the State consider allowing client contact information in lieu of letters so that references can be reached for information regarding vendors?

**Answer 7:** Letters of reference can be submitted as a separate document. If letters of reference are not available, provide the name and contact information for references that can speak to the Offeror's ability to provide these services.

Offerors must acknowledge receipt of this addendum prior to the submittal deadline.

The proposal documents require acknowledgment individually of all addenda to the drawings and/or specifications. This is a **mandatory requirement** and any proposal received without acknowledgment of receipt of addenda may be classified as not being a responsive proposal.

### **End of Addendum**