

**STATE OF ALASKA RFP NUMBER 2522H022  
AMENDMENT NUMBER ONE**

***AMENDMENT ISSUING OFFICE:***



Department of Transportation & Public Facilities  
Statewide Contracting & Procurement  
P.O. Box 112500  
(3132 Channel Drive, Room 350)  
Juneau, Alaska 99811-2500

**THIS IS NOT AN ORDER**

**DATE AMENDMENT ISSUED: October 28, 2021**

**RFP TITLE:**

**Rates, Transition and Implementation Assistance**

**DUE DATE:** October 29, 2021 at 2:00PM. Alaska Time.

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

**Vendor Signature:** \_\_\_\_\_

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

**Printed Name:** \_\_\_\_\_

**Offerors Name:** \_\_\_\_\_

**The purpose of this Amendment #1 is to:**

- Provide answers to questions received; and
- Modify sections of this RFP
- Provide an amended RFP 2522H022 - Attachment 8 - RFP Submittal Checklist

**Questions and Answers:**

The following are the state's responses to questions that have been submitted in response to RFP 2522H022.

**Question 1:** Can I ask you to confirm, with regard to submission of the electronic documents, whether it is permissible to submit on jump drives rather than CDs?

**Answer 1:** Please see modification to RFP Sections Language below:

**End of Questions and Answers.**

**Modifications to RFP Section Language:**

1. RFP section 1.07 RETURN INSTRUCTIONS, has been removed in its entirety and replaced with the following language.

## SEC. 1.07 RETURN INSTRUCTIONS

Offerors must submit **Four (4)** hard copies (one original & three copies) of their proposal, in writing, and **TWO** CDs **or thumb drives** containing electronic copies of the entire proposal. **One** CD **or thumb drive** will contain the transmittal information and the technical proposal. **One** 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**.

**The sealed proposal package(s) must be addressed and mailed as follows:**

Department of Transportation & Public Facilities  
Division of Administrative Services  
Attention: Chris Hunt  
Request for Proposal (RFP) Number: 2522S022  
RFP Title: Rates, Transition and Implementation Assistance  
  
PO Box 112500  
3132 Channel Drive, Room 350  
Juneau, Alaska 99811-2500

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

Department of Transportation & Public Facilities  
Attention: Chris Hunt  
3132 Channel Drive, Room 350  
Juneau, Alaska 99811-2500

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 take into consideration that due to weather, scheduling, and location there is no overnight delivery service to Juneau, Alaska.**

The State of Alaska provides one Request for Proposal (RFP). Additional RFPs may be purchased for the cost of reproduction, \$.25 per page.

2. RFP section 4.01 PROPOSAL FORMAT AND CONTENT, has been removed in its entirety and replaced with the following language.

## 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.

**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, DOT&PF recommends that all proposals be 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** CDs **or thumb drives** containing electronic copies of the entire proposal. **One CD or thumb drive** will contain the transmittal information and the technical proposal. **One 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))
- ☐ Federal Requirements (Section 1.08 (e))
- ☐ Review Insurance Requirements (Section 3.15)
- ☐ Valid Alaska Business License Proof (Section 6.02)
- ☐ Review & Agree to Standard Contract Provisions (Section 7.01)
- ☐ Disclosure of Proposal Contents <if applicable> Section 7.08
- ☐ Alaskan Bidder Preference Certification Form <if applicable> Attachment #3
  - **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.
- ☐ RFP Amendments: All amendments issued for this RFP that require acknowledgement must be signed and included with the proposal [enclose only required signed amendments].
- ☐ 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).

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

- ☐ 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)

**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.

- 4.03 – Understanding of the project
- 4.04 – Methodology used for the project
- 4.05 – Management Plan for the Project
- 4.06 – Experience and Qualifications including resumes that demonstrate the required prior experiences listed in Section 1.04 Prior Experience.
- Prior Experience (Section 1.04) including two (2) sample Alder reports & Attachment #4 Demonstration of Required Minimum Prior Experience Form

## **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 Attachment #2 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, Section 4.01 and Section 4.07 of this RFP.

**End of Modifications to RFP Section Language:**

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**This Amendment #1 Amends RFP 2522H022 - Attachment 8 - RFP Submittal Checklist**

Signature: 

Date: 10-28-21

Name: Chris Hunt  
Title: Procurement Specialist V