



**Department of Administration  
Division of Motor Vehicles**

**Informal Request for Proposals (IRFP)  
IRFP # 22\*32/02-113-22**

**Addendum One**

**Processing Backlog Mail Readvertised Services  
City of Anchorage, Alaska**

**Date of Issue: December 9, 2021**

The IRFP Package is hereby clarified or changed as follows:

1. Submittal deadline has not been changed.
2. Questions and Answers.

The questions and answers begin on page two. This Addendum is hereby made part of the IRFP and is a total of two pages.

All other terms and conditions for this IRFP remain unchanged.

Issued by: Brandy L. Halverson  
Procurement Officer  
Email: [doa.oppm.procurement@alaska.gov](mailto:doa.oppm.procurement@alaska.gov)

## Questions and Answers

**Question 1:** Is there an instance in which the department would consider waiving the experience for an organization that has demonstrated success supporting the state, medical practices, financial institutions and other highly regulated environments?

**Answer 1:** The requirement to be under a current, good-standing business partner contract is non-negotiable

**Question 2:** The RFP still indicates DMV will award to the lowest price. The level of experience, current audit scores, or performance measures will not outweigh a low-ball proposal. They still used \$40K as the example. It is my understanding that we set a minimum requirement of experience, audit scores, and overall, a high level of expertise to be considered for this contract. With those considerations in mind we would then award it to the lowest price from the qualifying partners.

**Answer 2:** See SEC. 5.02 Evaluations Criteria. Proposals will be evaluated based on their overall value to the State, considering both cost and no-cost factors described in SEC 5.02, page 16 of 60.

**Question 3:** In addition to that it is my understanding that the UMV can submit an offer per transaction and not necessarily for all of our mail backlog. So hypothetically they could offer to do 1000 transactions for \$40,000 or 1000 transactions for \$20,000 – just that their offer cannot exceed that \$40,000 threshold in the procurement contract.

**Answer 3:** The contract cannot go over \$40,000.00 for the full three-month duration. Submittal From F: Cost Proposal states US Dollars per Month. One-third of your total cost estimate must be entered in that block. The Offeror will receive 1,200 pieces of mail x 4 weeks = 4,800 pieces of mail per month. Procurement will multiply the bid

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