

# STATE OF ALASKA

Department of Labor & Workforce Development  
Division of Employment and Training Services



## Adult Education Content Standards

RFP # 2022-0700-5136

### Amendment # 1

April 12, 2022

**This amendment is being issued to serve the following purposes: Removes the mention of anonymous documents, correct the proposal due date to May 2, 2022, and answers a question submitted by a potential offeror.**

#### Questions submitted by potential offerors and answers from the state:

**Question 1:** How many Letters of Reference should be provided, and can offerors provide them as a separate attachment since Submittal Form B is an anonymous form with a maximum length of five pages?

**Answer:** At a minimum two letters of reference shall be provided. They can be included as a separate attachment to the submittal forms.

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#### Changes to the RFP:

##### **Change 1:**

#### **SEC. 1.01 DEADLINE FOR RECEIPT OF PROPOSALS**

Proposals must be received no later than 2:00 P.M. **May 2, 2022**, Alaska Time. Late proposals or amendments will be disqualified and not opened or accepted for evaluation.

## Change 2:

### SEC. 3.08 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.

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## Change 3:

### SEC. 4.02 SPECIAL FORMATTING REQUIREMENTS

The offeror must ensure that their proposal meets all special formatting requirements identified in this section.

**Documents and Text:** All attachment documents must be written in the English language, be single sided, and be single spaced with a minimum font size of 10. Pictures or graphics may be used if the offeror feels it is necessary to communicate their information, however, be aware of the below requirements for page limits.

~~**Anonymity:** Some Submittal Forms listed below must not contain any names that can be used to identify who the offeror is (such as company names, offeror name, company letterhead, personnel names, project names, subconsultant names, manufacturer or supplier names, or product names).~~

**Page Limits:** Some Submittal Forms listed below have maximum page limit requirements. Offerors must not exceed the maximum page limits. Note, the page limit applies to the front side of a page only (for example, '1 Page' implies that the offeror can only provide a response on one side of a piece of paper).

Submittal Form	Anonymous Document	Maximum Page Limits
Submittal Form A – Offeror Information and Certifications		
<b>Submittal Form B – Experience and Qualifications</b>	<b>YES</b>	<b>5</b>
<b>Submittal Form C – Understanding of the Project</b>	<b>YES</b>	<b>5</b>
<b>Submittal Form D – Methodology Used for the Project</b>	<b>YES</b>	<b>5</b>
<b>Submittal Form E – Management Plan for the Project</b>	<b>YES</b>	<b>5</b>
Submittal Form F – Subcontractors		
Submittal Form G – Cost Proposal		

Any Submittal Form that is being evaluated and does not follow these instructions may receive a ‘1’ score for the evaluated Submittal Form, or the entire response may be deemed non-responsive and rejected. Failure to submit any of the Submittal Forms will result in the proposal being deemed non-responsive and rejected.

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**Change 4:**

**SEC. 4.04 EXPERIENCE AND QUALIFICATIONS (SUBMITTAL FORM B)**

Offerors must provide detail on 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 work on the contract along with their titles and location(s) where work will be performed.

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

SPECIAL NOTE: The offeror shall not disclose their costs in this Submittal Form and. ~~This Submittal Form shall be kept anonymous and must not contain any names that can be used to identify who the offeror is and~~ cannot exceed the page limit (as described in Section 4.02).

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**Change 5:**

**SEC. 4.05 UNDERSTANDING OF THE PROJECT (SUBMITTAL FORM C)**

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

SPECIAL NOTE: The offeror shall not disclose their costs in this Submittal Form and. ~~This Submittal Form shall be kept anonymous and must not contain any names that can be used to identify who the offeror is and~~ cannot exceed the page limit (as described in Section 4.02).

**Change 6:**

**SEC. 4.06      METHODOLOGY USED FOR THE PROJECT (SUBMITTAL FORM D)**

Offerors must provide comprehensive narrative statements that set out the methodology they intend to employ and illustrate how the methodology will serve to accomplish requirements and deliverables listed in Section 3. Scope of Work & Contract Information, and how they will meet the state's project schedule.

SPECIAL NOTE: The offeror shall not disclose their costs in this Submittal Form. ~~This Submittal Form shall be kept anonymous and must not contain any names that can be used to identify who the offeror is~~ and cannot exceed the page limit (as described in Section 4.02).

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**Change 7:**

**SEC. 4.07      MANAGEMENT PLAN FOR THE PROJECT (SUBMITTAL FORM E)**

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 listed in Section 3. Scope of Work & Contract Information and how they will meet the state's project schedule.

SPECIAL NOTE: The offeror shall not disclose their costs in this Submittal Form. ~~This Submittal Form shall be kept anonymous and must not contain any names that can be used to identify who the offeror is~~ and cannot exceed the page limit (as described in Section 4.02).

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