

PROPOSAL RESPONSIVENESS CHECKLIST

Community Residential Center (CRC) – 90 Beds (Tiered Pricing) Fairbanks, Alaska RFP # 2022-2000-5058

Offerors are encouraged to use this checklist in preparation of proposals. This checklist may not be all inclusive of the items required to be submitted in the proposal. In case of a conflict between this checklist and the RFP, the requirements of the RFP will prevail.

Offerors who do not respond to each item as specified below may be considered "non-responsive". In that case, the proposal will not be accepted for evaluation and possible award of contractual services.

Description	Checklist
Proposal (sealed) received by <u>2:00 p.m., APRIL 21, 2022</u> , in the office of the procurement officer	
Proposal & Cost Proposal (<i>cost proposal must be sealed separately</i>)	
Table of Contents	
Offeror Information & Assurance Form - (<i>signed & notarized</i>)	
Licensing / Permit	
Evidence of Alaska Business License (<i>if submitting Alaska Bidders Preference</i>)	
Conflict of Interest Statement	
Certificate of Independent Price Determination	
Understanding & Plan for Service	
Experience & Qualifications	
Methodology	
Detailed Budget Breakout Detail	
Budget Narrative	
Alaska Bidder Preference Certification (<i>if applicable</i>)	
Alaska Veterans Preference Certification (<i>if applicable</i>)	

RFP RECEIPT ACKNOWLEDGMENT FORM

**Community Residential Center (CRC) – 90 Beds (tiered Pricing)
Fairbanks, Alaska
RFP # 2022-2000-5058**

ISSUED
March 31, 2022

I have received the above specified RFP and

DO INTEND TO RESPOND WITH A PROPOSAL _____

DO NOT INTEND TO RESPOND WITH A PROPOSAL _____

* * * * *

AGENCY/ORGANIZATION/INDIVIDUAL

ADDRESS

SIGNATURE

DATE

OFFEROR INFORMATION AND ASSURANCE FORM

Request for Proposals # 2022-2000-5058
Department of Corrections

Title: Community Residential Center (CRC), 90 Beds (Tiered Pricing)
Location of Project: Fairbanks, Alaska
Contract Projected to Begin: May 16, 2022
Contract Projected to End: May 31, 2026

A. Offeror's (Agency or Individual) Name: _____

B. Offeror's Address: _____

Telephone Number: _____ Fax: _____ E-Mail: _____

C. Status: For Profit: _____ Non-Profit: _____ Other: _____

D. Alaska Business License Number: _____

E. Internal Revenue or Social Security Number: _____

F. Professional Registration Number (if applicable): _____

G. Recipient Contact Person: _____

H. Authorized Representative: _____

I. **TERMS AND CONDITIONS:** By signature on this page, the Offeror certifies that it is complying with all terms and conditions set out in this RFP.

J. The Offeror(s), by execution of the **Offeror Information & Assurance Form**, agrees to be bound by the terms of the RFP and proposal for a period of not less than 150 days after the proposal due date.

Offeror's Authorized Signature and Title*
(must be sworn before a notary public)

Date (Month, Day, and Year)

Sworn to and subscribed before me this _____ day of _____, 20__.

NOTARY PUBLIC
My commission expires:

* Proposals must be signed by an individual authorized to bind the offeror to its provisions.

SAMPLE PROPOSAL EVALUATION FORM
Community Residential Center (CRC), 90 Beds (Tiered Pricing)
Fairbanks, Alaska
RFP # 2022-2000-5058

All proposals will be reviewed for responsiveness and then evaluated using the criteria set out herein.

Offeror – Firm Name _____

Name of PEC Member (Evaluator)

Date of Review _____ Score

EVALUATION CRITERIA AND SCORING
THE TOTAL NUMBER OF POINTS USED TO SCORE THIS PROPOSAL IS **1000**

SEC. 5.01 UNDERSTANDING OF THE PROJECT (15% OR 150 POINTS)

- 1) How well has the offeror demonstrated a thorough understanding of the purpose and scope of the project?

- 2) How well has the offeror identified pertinent issues and potential problems related to the project?

- 3) To what degree has the offeror demonstrated an understanding of the deliverables the state expects it to provide?

- 4) Has the offeror demonstrated an understanding of the state's time schedule and can meet it?

- 5) If the proposer cannot meet the States time schedule, how well have they proposed an acceptable alternative?

- 6) Has the offeror provided a list of contractors they have provided prisons services for in the previous 7 years?

- 7) How well has the offeror provided the required litigation history information in detail?

- 8) How well has the offeror shown that they can meet the department's target resident populations?