STATE OF ALASKA

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

Data Entry Services

ITB # 2022-0700-5150

Amendment # 2

May 16, 2022

This amendment is being issued to answer questions submitted by potential bidders, and to provide additional examples.

Questions submitted by potential offerors and answers from the state:

Question 1:   Please provide examples of completed TQ01 forms including to show how the header information appears as well as an example of fully completed table (entry detail record) – taking out/redacting any PII.

Answer: Please see Amendment 2 Attachments.

Question 2:   Will any of the fields in the top right summary table in the TQ01 need to be captured (i.e. field numbers 1-9)?

Answer: No.

Question 3:   How many different types of forms are there that may be submitted?

Answer: Forms should look like TQ01, but they vary slightly.

Question 4: Can you please provide a few examples of some of the variations of the different types of forms?

Answer: Please see Amendment 2 Attachments.

Question 5: Regarding table in Sec. 2.10:
-Please define what a record is?
-Is a record the number of line items in the "entry detail record" table?
-Is a record one form?
-Confirm: for "batch size" it is listed "up to 99 forms". Is a form here the same as a source form?
-For Volume: 0-750 per week of what? Forms, pages, records, source forms?

Answer: -From the ITB page 10-11 definitions: *Records* – A record consists of fields entered from a form. The record is the electronic version of the form. Some forms will contain more than one record.
-Each wage item entered from the form is a record.
-No.
-Yes.
- Forms/source forms.

Question 6: Our potential solutions involve crowdsourcing in order to complete the requested data entry services. This would involve using data entry resources available anywhere within the continental U.S. with the ability to limit to resources available in Alaska. This model would significantly reduce the 10-day SLA to a mere day or two for data entry completion including accuracy of 99.5%. Is this a model that The Department of Labor and Workforce Development would be open to entertaining?

Answer: Crowd sourcing would be disallowed. As would remote teleworking. The documents must remain in the contractor's control within a secured facility due to the PII risk.