

## ATTACHMENT A ADMINISTRATIVE REQUIREMENTS

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## OFFEROR INFORMATION

### OFFEROR INFORMATION, CONDITIONS, AND CERTIFICATIONS

This form shall be the cover page for the Offeror's proposal. In the space provided, enter the requested Offeror identification information. Use this form to indicate your acknowledgement of the response conditions.

<b>RFP Number:</b>	<b>RFP 2023-0200-5226</b>
<b>RFP Name:</b>	<b>Statewide Transcription Services</b>
<b>Company Name:</b>	
<b>Mailing Address:</b>	
<b>Telephone Number</b>	
<b>Fax Number:</b>	
<b>Federal Tax ID #:</b>	
<b>Alaska Business License Number:</b>	
<b>Company Contact Person Name:</b>	
<b>Title :</b>	
<b>Email Address:</b>	
<b>Phone Number:</b>	
<i>Alternate Company Contact Person:</i>	
<i>Title:</i>	
<i>Email Address:</i>	
<i>Phone Number:</i>	

## AMENDMENT ACKNOWLEDGEMENT

Offeror acknowledges receipt of the following amendments and has incorporated the requirements of such amendments into the proposal. *(List all amendments issued for this RFP):*

No.	Date	No.	Date	No.	Date
No.	Date	No.	Date	No.	Date

## OFFEROR CERTIFICATION

Acknowledge the following statements, conditions, and information by marking the space provided. Failure to comply with these items may cause the proposal to be determined nonresponsive and the proposal may be rejected, or the State may terminate the contract or consider the Contractor in default.

#	CONDITION/CERTIFICATION	RESPONSE
1	Offeror certifies that 100% of all development and implementation services provided under the resulting contract by the Offeror shall be performed in the United States or Canada. (RFP 3.11)	<input type="checkbox"/> YES <input type="checkbox"/> NO
2	Offeror complies with the laws of the State of Alaska. (RFP 1.07)	<input type="checkbox"/> YES <input type="checkbox"/> NO
3	Offeror complies with the applicable portion of the Federal Civil Rights Act of 1964. (RFP 1.07)	<input type="checkbox"/> YES <input type="checkbox"/> NO
4	Offeror complies with the Equal Employment Opportunity Act and the regulations issued thereunder by the federal government. (RFP 1.07)	<input type="checkbox"/> YES <input type="checkbox"/> NO
5	Offeror complies with the American with Disabilities Act of 1990 and the regulations issued thereunder by the federal government. (RFP 1.07)	<input type="checkbox"/> YES <input type="checkbox"/> NO
6	Offeror confirms that programs, services, and activities provided to the general public under the resulting contract conform to the Americans with Disabilities Act of 1990, and the regulations issued thereunder by the federal government. (RFP 1.07)	<input type="checkbox"/> YES <input type="checkbox"/> NO
7	Offeror complies with all terms and conditions set out in this RFP. (RFP 1.07)	<input type="checkbox"/> YES <input type="checkbox"/> NO
8	Offeror affirms that this response was independently arrived at, without collusion, under penalty of perjury. (RFP 1.07)	<input type="checkbox"/> YES <input type="checkbox"/> NO
9	Offeror response and cost proposal shall be valid and binding for 90 days following the response due date. (RFP 1.07)	<input type="checkbox"/> YES <input type="checkbox"/> NO
10	Offeror satisfies the minimum requirements and Prior Experience (RFP 1.03)	<input type="checkbox"/> YES <input type="checkbox"/> NO
11	Offeror acknowledges that their proposal and other material submitted become the property of the State of Alaska and is subject to the Alaska Public Records Act, AS Title 40, Chapter 25; and that the State may be required to disclose certain information in response to requests for public information under the Act. (RFP 7.08)	<input type="checkbox"/> YES <input type="checkbox"/> NO
12	Offeror has reviewed the RFP for defects and objectionable material and has provided comments to the Procurement Officer. (RFP 1.04)	<input type="checkbox"/> YES <input type="checkbox"/> NO
13	Offeror agrees to the State's Standard Agreements/Appendix H. <b>If the answer is NO, per RFP Section 1.05, any objections to the agreements must be identified in "Attachment D – Strategic Fit" in the Offeror's proposal. (per RFP Section 7.01)</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO
14	Offeror certifies that they are eligible to receive the Alaska Veteran Preference AS 36.30.175. (RFP 6.13)	<input type="checkbox"/> YES <input type="checkbox"/> NO
15	Offeror agrees to the insurance requirements Appendix B1. (Attachment J) <b>If the answer is NO, per Section 3.06, any objections to the agreements must be identified in "Attachment D – Strategic Fit" in the Offeror's proposal. (RFP 3.21)</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO

## FEDERAL REQUIREMENTS

Offeror is to identify all known federal requirements that apply to the proposal, the evaluation or the contract in the space provided below. (per RFP Section 1.08e)

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## CONFLICT OF INTEREST STATEMENT (MARK ONE)

One of the boxes below must be checked (by marking an “X”). If the second box is marked, indicating a possible conflict of interest, disclose the nature and full details of the conflict in the space provided. (per RFP Section 109 d )

	Neither the firm nor any individual proposed (including subcontractors or joint ventures) has a possible conflict of interest.
	The firm and/or an individual proposed (including subcontractors or joint ventures) has a possible conflict of interest. <b>Describe the nature of the conflict in the space below.</b>

## OFFEROR MINIMUM PRIOR EXPERIENCE REQUIREMENT

Offeror must demonstrate that the minimum requirement described in Section 1.03 of the RFP and listed below is clearly met. Offeror must clearly mark the affirmative box in the space provided. Failure to provide an affirmative response may cause the proposal to be determined to be nonresponsive and the proposal may be rejected.

Questions	Response
Does at least one member of the offeror’s management team meet the minimum prior experience requirements set out in the RFP ? (per RFP Section 1.03)	<input type="checkbox"/> YES <input type="checkbox"/> NO

## STATE OF ALASKA PREFERENCE

Please answer the following questions regarding the State of Alaska preference.

<b>Are you claiming the State of Alaska Bidder preference? (If “Yes”, please answer the questions below). (per RFP Section 6.12)</b>		<input type="checkbox"/> YES
#	Questions	
1	Do you currently hold an Alaska business license, and is the name submitted on the proposal the same name that appears on the Current Alaska Business License?	<input type="checkbox"/> YES <input type="checkbox"/> NO
2	Has your company maintained a place of business within the State of Alaska staffed by the Offeror or an employee of the Offeror for a period of six months immediately preceding the date of the proposal?	<input type="checkbox"/> YES <input type="checkbox"/> NO
3	Is your company incorporated or qualified to do business under the laws of the State, is a sole proprietorship and the proprietor is a resident of the State, is a limited liability company organized under AS 10.50 and all members are residents of the State, or is a partnership under former AS 32.05, AS 32.06, or AS 32.11 and all partners are residents of the State?	<input type="checkbox"/> YES <input type="checkbox"/> NO

## ATTACHMENT CHECKLIST

The following documents are required for this proposal. Acknowledge you have submitted each document in the proper format by clearly marking in the space provided. Each required document must be included in your proposal, as well as separate electronic files (PDF or required format).

	INSTRUCTIONS	INCLUDED?
<b>Attachment A</b>	Complete the “Administrative Requirements” forms and place it first within your proposal. (per RFP Section 5.02)	<input type="checkbox"/> YES <input type="checkbox"/> NO
<b>Attachment B</b>	Complete the “Prior Experience” form and place second within your proposal. (per RFP Section 1.03 and 5.03)	<input type="checkbox"/> YES <input type="checkbox"/> NO
<b>Attachment C</b>	Complete the “Company Qualifications” form and place third within your proposal. (per RFP Section 5.04)	<input type="checkbox"/> YES <input type="checkbox"/> NO
<b>Attachment D</b>	Complete the “Data Security and Confidentiality” form and place fourth within your proposal. (per RFP Section 5.05)	<input type="checkbox"/> YES <input type="checkbox"/> NO
<b>Attachment E</b>	Complete the “Client References” form, and place last in your proposal. (per RFP Section 5.06)	<input type="checkbox"/> YES <input type="checkbox"/> NO
<b>Attachment F</b>	Complete the “Cost Proposal” form and place in a separate sealed envelope or separate email attachment. (per RFP Section 4.04 and 5.07)	<input type="checkbox"/> YES <input type="checkbox"/> NO

## PROPOSAL SIGNATURE

All responses must be signed by a duly constituted official legally authorized to bind the Offeror to its response, including the cost schedule.

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

**Signed:** \_\_\_\_\_

**Name (printed):** \_\_\_\_\_

**Title:** \_\_\_\_\_