STATE OF ALASKA RFP NUMBER 2523S022
AMENDMENT NUMBER ONE (1)

AMENDMENT ISSUING OFFICE:

Department of Transportation & Public Facilities
Statewide Contracting & Procurement
P.O. Box 112500
(3132 Channel Drive, Room 350)
Juneau, Alaska 99811-2500

THIS IS NOT AN ORDER **DATE AMENDMENT ISSUED: September 2, 2022**

RFP TITLE: ISM ISO 9001 SMS Consultant for AMHS

DUE DATE: September 16, 2022 at 2:00 PM. (Alaska Time)

This is a mandatory return Amendment. *Your bid may be considered non-responsive if this signed amendment is not received [in addition to your bid] by the date and time bids are due.*

Vendor Signature: _____ Date: _____

Printed Name: _____

Offerors Name: _____

The purpose of this Amendment #1 is to:

- **Revise RFP Section 1.04 Prior Experience**
- **Provide Revised Attachment #4 Demonstration of Required Minimum Prior Experience Form**
- **Provide Answers To Questions Received**

RFP Section 1.04 Prior Experience is deleted in its entirety and replaced with the following:

Sec. 1.04 PRIOR EXPERIENCE

In order for offers to be considered responsive offerors must meet these minimum prior experience requirements.

1. Consultant must have experience with Safety Management Systems of over 5 ferry companies.
2. Consultant must have over 10 years of experience in the Maritime Industry.
3. The consultant team and/or consultant to collectively hold ISO:9001 and ISM Code Maritime Assessor/Lead Assessor, Risk Assessment /Accident and Investigation certifications.

These minimum prior experience requirements will be demonstrated by submission of resumes and Attachment #4 Demonstration of Required Minimum Prior Experience Form with their proposal.
An offeror's failure to meet these minimum prior experience requirements and provide the documentation listed will cause their proposal to be considered non-responsive and rejected.

Included with this Amendment #1 is a revised Attachment #4 Demonstration of Required Minimum Prior Experience Form.

Question 1.
RFP Section 1.08 Item Federal requirements," The offeror must identify all known federal requirements that apply to the proposal, the evaluation, or the contract."

This passage is under the heading of Proposal Contents – so it would appear that offerors need to make the identification within their proposals. This is a blanket statement expected to mirror this language acceptable to satisfy this item? (company name redacted) believes that all offerors would be hard-pressed to identify known federal requirements at this stage of engagement.

We would suggest an alternative for clarity… For example -- "The offeror is responsible to maintain awareness of, and compliance with, all known federal requirements that apply to the proposal, the evaluation, or the contract." (company name redacted) would propose to insert this language into the proposal submittal letter to address this RFP requirement. Please advise if this is an acceptable approach.

Answer 1. The State does not agree to the requested language change.

Question 2. RFP Section 1.04, Item 3, Consultants must have ISO:9001 and ISM Code Maritime Assessor/Lead Assessor, Risk Assessment/Accident and Investigation Certifications. This passage suggests that each consultant working under the contract would be required to have these certifications. Is this the intention of AMHS or may other factors such as demonstrated competence and experience be considered as equivalent to certification?

By way of explanation note that ALL consultants employed by (company name redacted) have internal auditor training – though not ALL consultants have lead auditor certification. In addition, some have certification to ISO 14000 auditing while others may have 9001 of simply "quality management system" auditor training.

A. Would the AMHS consider altering the language of this item to allow for such equivalency?

B. If AMHS insists on these certifications, may additional time be afforded to ensure that all consultants who will be involved in work

Answer 2. A. See revision to RFP Section 1.04 Prior experience, and Revised Attachment #4 Demonstration of Required Minimum Prior Experience Form.

B. Extra time will not be needed.

Question 3. RFP Section 1.07 Return Instructions, Please advise whether each of the FOUR (4) hard copies of the proposal should be supported by a separately sealed cost proposal -- OR that just ONE (1) separately sealed hard copy cost proposal is required.

Answer 3. One (1) separately sealed hard copy cost proposal is needed.

Question 4. RFP Section 3.01 Scope of Work and deliverables, Task 1 Deliverables notes under item c. regarding the kickoff meeting that this meeting "will either be in person, by phone or other agreed upon electronic meeting method…"

As this RFP states "This contract is a firm fixed price contract" (Sec. 3.03). – What level of onsite/in-person consulting assistance is anticipated by AMHS?

NOTE - It would be advantageous to perform periodic onsite assessments within AMHS operations to inform revisions to the Safety Management Manual at appropriate intervals. (Company name redacted) experience suggests that onsite attendance is beneficial during initial, mid-term and final project phases to ensure that revisions are suitable for the client, accurately reflect operations, and consider pertinent end user feedback during formal and informal exchanges with key employees.

Answer 4. No level of in-person consultation is required. If the consultant wishes to meet with the project director in Ketchikan they may do so but again not required.

Question 5. RFP Section 3.01 Scope of Work and deliverables, Task 2 Deliverables states within the first paragraph "USCG 21 risk elements listed as an addendum to ISO code shall read fluidly and be located in the same section of the safety management manual system."

Please confirm that the reference to "USCG 21 risk elements" is a direct reference to USCG CVC-WI-004(2) US Flag Interpretations on the ISM Code section D., 1. Part A, subpart h. "ISM Code 8 – Emergency Preparedness" item 3). a) through u).

Answer 5. Yes this is a direct reference to USCG CVC-WI-004(2) US Flag Interpretations of the ISM Code.

Question 6. RFP Section 3.01 Scope of Work and deliverables, Task 2 One Volume Safety Management Manual Final Draft emphasizes the objective of the AMHS to consolidate the current documentation into one single reference. While this is understood that objectives of this RFP include revising the SMS from its current form with 11 volumes of policy and checklists, it is possible that the AMHS and its consultant may consider that separating some content into separate stand-alone volumes may make sense for sound reasons to enhance user friendliness.

Would the AMHS consider alternative documentation structures that exceed one single Safety Management Manual?

Examples of this may include a single manual to address ISO 9001 quality management system requirements affecting the shore-based organization, and a single manual to consolidate emergency response procedures to simplify and expedite access during drills and when responding to actual emergencies.

Answer 6. No, there will only be one pdf manual. These mention examples 'Ship Emergencies', and 'Quality Management' will be Chapters in the manual. Per additional requirements described the users of this manual require all policies to be searchable under one pdf.

Question 7. RFP Section 3.15 Insurance Requirements, as a note, Professional Liability (e.g. Errors and Omissions) coverage is not stated as a requirement within this section. It has been our experience that larger commercial clients and government agencies universally support this requirement. (company name redacted) maintains a policy to mitigate against this risk as well.

Answer 7. Professional Liability Insurance is not a requirement for this solicitation.

Signature: Chris Hunt Date: 9-2-22

Name: Chris Hunt
Title: Procurement Specialist 5

ATTACHMENT #4 DEMONSTRATION OF REQUIRED MINIMUM PRIOR EXPERIENCE FORM

SEC. 1.04 Mandatory Prior Experience Requirements

In order for offers to be found responsive, offerors must provide evidence in writing that clearly demonstrates how that they meet these minimum prior experience requirements: Proposers may attach additional pages if necessary to answer the questions posed. If additional pages are added, please add continuation to proposer's response and the item number for the continuation to the header of the additional pages.

1. Provide a description of how your firm specifically meets the following requirement: a. **Consultant must have experience with Safety Management Systems of over 5 ferry companies.**
Proposer's response to 1. Consultant must have experience with Safety Management Systems of over 5 ferry companies, item a above:

2. Provide a description of how your firm specifically meets the following requirement: a. Consultant must have over 10 years of experience in the Maritime Industry
Proposer's response to 2. Consultant must have over 10 years of experience in the Maritime Industry, items a above:

3. Provide a description of how your firm specifically meets the following requirement: a. The consultant team and/or consultant to collectively hold ISO:9001 and ISM Code Maritime Assessor/Lead Assessor, Risk Assessment /Accident and Investigation certifications. Are copies of the current certifications included with the proposal?
Proposer's response to 3. The consultant team and/or consultant to collectively hold ISO:9001 and ISM Code Maritime Assessor/Lead Assessor, Risk Assessment /Accident and Investigation certifications., **item a and b above:**

An offeror's failure to clearly demonstrate they meet these mandatory prior experience requirements will cause their proposal to be found non-responsive and rejected.