

STATE OF ALASKA REQUEST FOR PROPOSALS



SEX OFFENDER MANAGEMENT PROGRAM INSTITUTIONAL & COMMUNITY SERVICES

RFP# 2023-2000-0039

ISSUED SEPTEMBER 21, 2022

ISSUED BY:

DEPARTMENT OF CORRECTIONS
DIVISION OF HEALTH & REHABILITATION SERVICES

PRIMARY CONTACT:

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OFFERORS ARE NOT REQUIRED TO RETURN THIS FORM.

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TABLE OF CONTENTS

| | |
|--|-----------|
| SECTION 1. INTRODUCTION & INSTRUCTIONS | 4 |
| SEC. 1.01 PURPOSE OF THE RFP..... | 4 |
| SEC. 1.02 BUDGET..... | 4 |
| SEC. 1.03 DEADLINE FOR RECEIPT OF PROPOSALS..... | 4 |
| SEC. 1.04 PRIOR EXPERIENCE..... | 4 |
| SEC. 1.05 REQUIRED REVIEW..... | 4 |
| SEC. 1.06 QUESTIONS PRIOR TO DEADLINE FOR RECEIPT OF PROPOSALS..... | 5 |
| SEC. 1.07 RETURN INSTRUCTIONS..... | 5 |
| SEC. 1.08 PROPOSAL CONTENTS..... | 5 |
| SEC. 1.09 ASSISTANCE TO OFFERORS WITH A DISABILITY..... | 6 |
| SEC. 1.10 AMENDMENTS TO PROPOSALS..... | 6 |
| SEC. 1.11 AMENDMENTS TO THE RFP..... | 7 |
| SEC. 1.12 RFP SCHEDULE..... | 7 |
| SEC. 1.13 ALTERNATE PROPOSALS..... | 7 |
| SEC. 1.14 NEWS RELEASES..... | 7 |
| SECTION 2. BACKGROUND INFORMATION | 8 |
| SEC. 2.01 BACKGROUND INFORMATION..... | 8 |
| SECTION 3. SCOPE OF WORK & CONTRACT INFORMATION | 9 |
| SEC. 3.01 SCOPE OF WORK..... | 9 |
| SEC. 3.02 CONTRACT TERM AND WORK SCHEDULE..... | 12 |
| SEC. 3.03 DELIVERABLES..... | 13 |
| SEC. 3.04 CONTRACT TYPE..... | 13 |
| SEC. 3.05 PROPOSED PAYMENT PROCEDURES..... | 13 |
| SEC. 3.06 PROMPT PAYMENT FOR STATE PURCHASES..... | 13 |
| SEC. 3.07 CONTRACT PAYMENT..... | 13 |
| SEC. 3.08 LOCATION OF WORK..... | 13 |
| SEC. 3.09 THIRD-PARTY SERVICE PROVIDERS..... | 14 |
| SEC. 3.10 SUBCONTRACTORS..... | 14 |
| SEC. 3.11 JOINT VENTURES..... | 15 |
| SEC. 3.12 RIGHT TO INSPECT PLACE OF BUSINESS..... | 15 |
| SEC. 3.13 CONTRACT PERSONNEL..... | 15 |
| SEC. 3.14 INSPECTION & MODIFICATION - REIMBURSEMENT FOR UNACCEPTABLE DELIVERABLES..... | 15 |
| SEC. 3.15 CONTRACT CHANGES - UNANTICIPATED AMENDMENTS..... | 15 |
| SEC. 3.16 NONDISCLOSURE AND CONFIDENTIALITY..... | 16 |
| SEC. 3.17 INDEMNIFICATION..... | 16 |
| SEC. 3.18 INSURANCE REQUIREMENTS..... | 17 |
| SEC. 3.19 TERMINATION FOR DEFAULT..... | 17 |
| SECTION 4. PROPOSAL FORMAT AND CONTENT | 18 |
| SEC. 4.01 PROPOSAL FORMAT AND CONTENT..... | 18 |
| SEC. 4.02 INTRODUCTION..... | 18 |
| SEC. 4.03 UNDERSTANDING OF THE PROJECT..... | 18 |
| SEC. 4.04 METHODOLOGY USED FOR THE PROJECT..... | 18 |
| SEC. 4.05 MANAGEMENT PLAN FOR THE PROJECT..... | 19 |
| SEC. 4.06 EXPERIENCE AND QUALIFICATIONS..... | 19 |
| SEC. 4.07 COST PROPOSAL..... | 19 |
| SEC. 4.08 EVALUATION CRITERIA..... | 20 |
| SECTION 5. EVALUATION CRITERIA AND CONTRACTOR SELECTION | 21 |

| | | |
|-------------------|--|-----------|
| SEC. 5.01 | UNDERSTANDING OF THE PROJECT (10%)..... | 21 |
| SEC. 5.02 | METHODOLOGY USED FOR THE PROJECT (10%) | 21 |
| SEC. 5.03 | MANAGEMENT PLAN FOR THE PROJECT (10%)..... | 21 |
| SEC. 5.04 | EXPERIENCE AND QUALIFICATIONS (20%) | 22 |
| SEC. 5.05 | CONTRACT COST (40%)..... | 22 |
| SEC. 5.06 | ALASKA OFFEROR PREFERENCE (10%) | 22 |
| SECTION 6. | GENERAL PROCESS INFORMATION..... | 23 |
| SEC. 6.01 | INFORMAL DEBRIEFING | 23 |
| SEC. 6.02 | ALASKA BUSINESS LICENSE AND OTHER REQUIRED LICENSES..... | 23 |
| SEC. 6.03 | SITE INSPECTION | 23 |
| SEC. 6.04 | CLARIFICATION OF OFFERS | 24 |
| SEC. 6.05 | DISCUSSIONS WITH OFFERORS..... | 24 |
| SEC. 6.06 | EVALUATION OF PROPOSALS | 24 |
| SEC. 6.07 | CONTRACT NEGOTIATION | 24 |
| SEC. 6.08 | FAILURE TO NEGOTIATE..... | 25 |
| SEC. 6.09 | OFFEROR NOTIFICATION OF SELECTION | 25 |
| SEC. 6.10 | PROTEST | 25 |
| SEC. 6.11 | APPLICATION OF PREFERENCES | 26 |
| SEC. 6.12 | ALASKA BIDDER PREFERENCE..... | 26 |
| SEC. 6.13 | ALASKA VETERAN PREFERENCE | 27 |
| SEC. 6.14 | ALASKA OFFEROR PREFERENCE | 27 |
| SEC. 6.15 | FORMULA USED TO CONVERT COST TO POINTS..... | 27 |
| SEC. 6.16 | EXAMPLES: CONVERTING COST TO POINTS & APPLYING PREFERENCES | 28 |
| SECTION 7. | GENERAL LEGAL INFORMATION | 30 |
| SEC. 7.01 | STANDARD CONTRACT PROVISIONS | 30 |
| SEC. 7.02 | QUALIFIED OFFERORS | 30 |
| SEC. 7.03 | PROPOSAL AS PART OF THE CONTRACT..... | 30 |
| SEC. 7.04 | ADDITIONAL TERMS AND CONDITIONS | 30 |
| SEC. 7.05 | HUMAN TRAFFICKING | 30 |
| SEC. 7.06 | RIGHT OF REJECTION | 31 |
| SEC. 7.07 | STATE NOT RESPONSIBLE FOR PREPARATION COSTS..... | 31 |
| SEC. 7.08 | DISCLOSURE OF PROPOSAL CONTENTS | 31 |
| SEC. 7.09 | ASSIGNMENTS..... | 32 |
| SEC. 7.10 | DISPUTES | 32 |
| SEC. 7.11 | SEVERABILITY | 32 |
| SEC. 7.12 | SUPPLEMENTAL TERMS AND CONDITIONS..... | 32 |
| SEC. 7.13 | SOLICITATION ADVERTISING | 32 |
| SEC. 7.14 | FEDERALLY IMPOSED TARIFFS | 32 |
| SECTION 8. | ATTACHMENTS..... | 34 |
| SEC. 8.01 | ATTACHMENTS..... | 34 |

SECTION 1. INTRODUCTION & INSTRUCTIONS

SEC. 1.01 PURPOSE OF THE RFP

The Department of Corrections, Division of Health & Rehabilitation Services, is soliciting proposals for the provision of community-based and institutional sex offender management and treatment services for individuals under the supervision of the Department's field probation office in Juneau, Alaska.

SEC. 1.02 BUDGET

Funds have been identified for the initial period of performance. Funds are limited and negotiations may be necessary depending upon the cost of proposals submitted. Approval or continuation of a contract resulting from this RFP is contingent upon legislative appropriation.

SEC. 1.03 DEADLINE FOR RECEIPT OF PROPOSALS

Proposals must be received no later than **2:30 PM** prevailing Alaska Time on **October 12, 2022**. Late proposals or amendments will be disqualified and not opened or accepted for evaluation.

SEC. 1.04 PRIOR EXPERIENCE

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

1. Master's Degree or Higher in Social Science
2. Must be licensed in the respective clinical field. The following Alaska Professional licenses are acceptable:
 - Psychiatrist
 - Psychologist
 - Psychological Associate
 - Social Worker
 - Marital & Family Therapist
 - Professional Counselor

An offeror's failure to meet these minimum prior experience requirements will cause their proposal to be considered non-responsive and rejected.

Prior to contract award, all individuals who provide direct treatment services within the Sex Offender Management Program (SOMP) must be approved by the department. Individuals who have been reviewed and approved are classified as "approved providers" for sex offender treatment services. See Alaska Administrative Code Title 22, Chapter 30 - Sex Offender Treatment Providers.

NOTE: If the highest ranked offeror is unable to be approved as an approved provider, the department may rescind award and work with the next highest ranked offeror.

SEC. 1.05 REQUIRED REVIEW

Offerors should carefully review this solicitation for defects and questionable or objectionable material. Comments concerning defects and questionable or objectionable material should be made in writing and received by the procurement officer at least ten days before the deadline for receipt of proposals. This will allow time for

the issuance of any necessary amendments. It will also help prevent the opening of a defective proposal and exposure of offeror's proposals upon which award could not be made.

SEC. 1.06 QUESTIONS PRIOR TO DEADLINE FOR RECEIPT OF PROPOSALS

All questions must be in writing and directed to the procurement officer. The interested party must confirm telephone conversations in writing.

Two types of questions generally arise. One may be answered by directing the questioner to a specific section of the RFP. These questions may be answered over the telephone. Other questions may be more complex and may require a written amendment to the RFP. The procurement officer will make that decision.

PROCUREMENT OFFICER: Maria Ostlie – PHONE 907-465-3337 - EMAIL maria.ostlie@alaska.gov

SEC. 1.07 RETURN INSTRUCTIONS

Offerors must submit one hard copy of their proposal, in writing, to the procurement officer in a sealed package. The cost proposal included with the package must be sealed separately from the rest of the proposal and must be clearly identified. The sealed proposal package(s) must be addressed as follows:

*Department of Corrections
Attention: Maria Ostlie
RFP Number: 2023-2000-0039
RFP Title: SOMP Institutional & Community Services
PO BOX 112000
JUNEAU, AK 99811*

If submitting a proposal via email, the technical proposal and cost proposal must be saved as separate PDF documents and emailed to maria.ostlie@alaska.gov as separate, clearly labeled attachments, such as “Vendor A – Technical Proposal.pdf” and “Vendor A – Cost Proposal.pdf” (Vendor A is the name of the offeror). The email must contain the RFP number in the subject line.

The **maximum** size of a single email (including all text and attachments) that can be received by the state is **20mb (megabytes)**. If the email containing the proposal exceeds this size, the proposal must be sent in multiple emails that are each less than 20 megabytes and each email must comply with the requirements described above.

Please note that email transmission is not instantaneous. Similar to sending a hard copy proposal, if you are emailing your proposal, the state recommends sending it enough ahead of time to ensure the email is delivered by the deadline for receipt of proposals.

It is the offeror’s responsibility to contact the issuing agency at 907-465-3337 to confirm that the proposal has been received. The state is not responsible for unreadable, corrupt, or missing attachments.

SEC. 1.08 PROPOSAL CONTENTS

The following information must be included in all proposals.

(a) AUTHORIZED SIGNATURE

All proposals must be signed by an individual authorized to bind the offeror to the provisions of the RFP. Proposals must remain open and valid for at least 90-days from the date set as the deadline for receipt of proposals.

(b) OFFEROR'S CERTIFICATION

By signature on the proposal, offerors certify that they comply with the following:

- A. the laws of the State of Alaska;
- B. the applicable portion of the Federal Civil Rights Act of 1964;
- C. the Equal Employment Opportunity Act and the regulations issued thereunder by the federal government;
- D. the Americans with Disabilities Act of 1990 and the regulations issued thereunder by the federal government;
- E. all terms and conditions set out in this RFP;
- F. a condition that the proposal submitted was independently arrived at, without collusion, under penalty of perjury; and
- G. that the offers will remain open and valid for at least 90 days.

If any offeror fails to comply with [a] through [g] of this paragraph, the state reserves the right to disregard the proposal, terminate the contract, or consider the contractor in default.

(c) VENDOR TAX ID

A valid Vendor Tax ID must be submitted to the issuing office with the proposal or within five days of the state's request.

(d) CONFLICT OF INTEREST

Each proposal shall include a statement indicating whether or not the firm or any individuals working on the contract has a possible conflict of interest (e.g., currently employed by the State of Alaska or formerly employed by the State of Alaska within the past two years) and, if so, the nature of that conflict. The procurement officer reserves the right to **consider a proposal non-responsive and reject it** or cancel the award if any interest disclosed from any source could either give the appearance of a conflict or cause speculation as to the objectivity of the contract to be performed by the offeror.

(e) FEDERAL REQUIREMENTS

The offeror must identify all known federal requirements that apply to the proposal, the evaluation, or the contract.

SEC. 1.09 ASSISTANCE TO OFFERORS WITH A DISABILITY

Offerors with a disability may receive accommodation regarding the means of communicating this RFP or participating in the procurement process. For more information, contact the procurement officer no later than ten days prior to the deadline for receipt of proposals.

SEC. 1.10 AMENDMENTS TO PROPOSALS

Amendments to or withdrawals of proposals will only be allowed if acceptable requests are received prior to the deadline that is set for receipt of proposals. No amendments or withdrawals will be accepted after the deadline unless they are in response to the state's request in accordance with 2 AAC 12.290.

SEC. 1.11 AMENDMENTS TO THE RFP

If an amendment is issued, it will be provided to all who were notified of the RFP and to those who have registered with the procurement officer after receiving the RFP from the State of Alaska Online Public Notice website.

SEC. 1.12 RFP SCHEDULE

The RFP schedule set out herein represents the State of Alaska's best estimate of the schedule that will be followed. If a component of this schedule, such as the deadline for receipt of proposals, is delayed, the rest of the schedule may be shifted accordingly. All times are Alaska Time.

- Issue RFP – SEPTEMBER 21, 2022
- Deadline for Receipt of Proposals – OCTOBER 12, 2022,
- Proposal Evaluation Committee complete evaluation by OCTOBER 19, 2022,
- State of Alaska issues Notice of Intent to Award a Contract OCTOBER 24, 2022,
- State of Alaska issues contract NOVEMBER 4, 2022,
- Contract start JANUARY 1, 2023.

This RFP does not, by itself, obligate the state. The state's obligation will commence when the contract is approved by the Commissioner of the Department of Corrections, or the Commissioner's designee. Upon written notice to the contractor, the state may set a different starting date for the contract. The state will not be responsible for any work done by the contractor, even work done in good faith, if it occurs prior to the contract start date set by the state.

SEC. 1.13 ALTERNATE PROPOSALS

Offerors may only submit one proposal for evaluation.

In accordance with 2 AAC 12.830 alternate proposals (proposals that offer something different than what is asked for) will be rejected.

SEC. 1.14 NEWS RELEASES

News releases related to this RFP will not be made without prior approval of the project director.

SECTION 2. BACKGROUND INFORMATION

SEC. 2.01 BACKGROUND INFORMATION

The Alaska Department of Corrections provides a variety of services to sex offenders that are focused on enhancing public safety. The department recognizes that optimum management of sex offenders occurs along a continuum of care, beginning with assessment after sentencing, including both institutional and community treatment. Comprehensive assessment of risks and needs is a critical element in managing and treating sex offenders.

It is essential that the department enhance specialized management and supervision of sex offenders. By including caseload caps for sex offender probation officers, sex offender-specific treatment and the use of polygraph examination, the department will be adhering to best practices in the field of sex offender management. A thorough assessment of sex offenders, including risk assessment, prior to release is a critical part of enhancing their management within communities in Alaska. However, the department may determine that assessment should occur sooner during the offender's period of incarceration.

The department will provide assessments prior to the offender's release. Regulation, supervision, and management of sex offenders in the community are inherently high-risk endeavors and it is critical that the maximum amount of information be available regarding these offenders prior to release.

Sex offenders are an extremely heterogeneous group. Treatment and management issues are specific to the individual offender. Comprehensive sex offender assessment can identify the particular indicators of a potential re-offense and the potential harm of a re-offense, providing a picture of the risk that each offender presents as well as a template for managing the offender. Sex offenders with lower risk may require less intense treatment and management. Comprehensive assessment is the cornerstone of the containment model. An accurately done and timely assessment will identify indicators of likely re-offense, the degree of harm they may be expected to cause, and the maladaptive ways that they may attempt to manipulate the system. It will also identify specific treatment and supervision targets as well as provide information relevant to polygraph assessment.

SECTION 3. SCOPE OF WORK & CONTRACT INFORMATION

SEC. 3.01 SCOPE OF WORK

The department is seeking the services of a contractor to provide sex offender treatment and management services at the Lemon Creek Correctional Center (LCCC) in Juneau and at the Juneau Probation Office (JPO). The existing LCCC residential program offers cognitive behavioral specific sex offender treatment in a therapeutic setting to men convicted of a sexual offense. This intense treatment program can take from 18 to 24 months for participants to complete. The contractor is projected to have a case load of up to 28 offenders. Additionally, the contractor will provide sex offender treatment to up to 15 offenders under the supervision of the Juneau Probation Office. These services can be provided at the Juneau Probation Office or at the contractor's office space.

The contractor will work directly with, and receive clinical supervision from, the onsite Mental Health Clinician III (State employee) in charge of the LCCC treatment program. The SOMP Criminal Justice Planner, Anchorage Central Office (Project Manager) retains overall responsibility for establishing and monitoring contract funding and program priorities. Services will be provided at the correctional facility. The department will provide adequate workspace and necessary office equipment and supplies for use at the facility.

The contractor will be part of a multi-disciplinary team that has incorporated principles of the Containment Model, including polygraph assessment, into their treatment plans. A trained professional under a separate contract will provide polygraph assessments. The contractor will be expected to be an expert on sex offender treatment and make recommendations on sex offenders in the program regarding amenability to treatment, need for further treatment, and risk to re-offend once released into the community.

Treatment services are to be provided as specified in the department's Standards of Sex Offender Management Plan (formerly Sex Offender Treatment Programs Standards of Care). These services may include intake/assessment, individual and family counseling, group counseling, high risk educational classes, denial groups, and program consultation services as needed or as required by statute(s) or the department. In addition to the basic assessment and treatment services specified in the Standards, the contract treatment provider will be expected to provide clinical expertise in consultations with the polygraph examiner and to incorporate knowledge gained through the polygraph into treatment.

Offerors must propose to provide services that meet the minimum requirements in this RFP. Services in excess of those established by the department (or in excess of those approved under the finalized contract) must be approved in writing and in advance by the DOC.

Contractors are allowed to provide services to more than the number of individuals stated above if such services meet the minimum requirements established in the Standards of Sex Offender Management and will not result in a cost overrun of the contractual agreement.

(a) Program Participation:

Referrals will be made through the contractor's on-site clinical supervisor, the LCCC Mental Health Clinician III assigned to the program.

Final Decision on Program Participation: The contractor will be required to accept all program participants referred to the programs for treatment services unless the decision not to allow participation is based on specific clinical justification. If the contractor refuses to treat a specific participant (or elect to have a specific participant removed from treatment), a program discharge report must be completed.

- All cases of program discharge and/or refusal to admit to treatment program will be reviewed and

a decision rendered by the treatment team. If the treatment team determines that refusal/discharge is inappropriate, the Contractor will be required to admit/readmit the participant into the treatment program. The Contractor may appeal the decision of the treatment team by preparing a detailed justification and submitting the appeal to the Project Manager located at the DOC Anchorage Central Office, or designee.

The community group size shall not exceed 15 offenders and shall not be less than 10. Community Group treatment shall be held at least once per week, with time periods of 90 minutes. Individual treatments shall be held at least once per month, with time periods of 30 minutes.

- (b) Reporting Requirements: Reporting and coordination requirements for community program participants are delineated in the Standards of Sex Offender Management. The contractor will be required to provide reports on standardized forms (as available) provided by the Department. The required reports include:
- (1) Intake Summaries – will be completed on all program participants within 120 days of admission into the treatment program.
 - (2) Progress Summaries – will be completed on all active program participants on a monthly basis.
 - (3) Discharge Summaries – will be completed on all program participants at the conclusion of treatment, upon termination from the program, or when a transfer occurs.
 - (4) Monthly Attendance Reports – will be submitted to the supervising probation officer, or designee, for all program participants in the community component.
 - (5) Contractors will provide all required data for offender follow-up and program evaluation on forms developed by DOC.
- (c) Coordination Requirements:
- (1) Case review meetings will take place with appropriate probation office personnel a minimum of once per month.
 - (2) Contract staff will promptly contact the appropriate Probation Officer whenever they perceive that a community program participant is at immediate risk of re-offense or has violated conditions of probation or parole (including no-shows).
 - (3) The contractor will coordinate with the polygraph examiner to provide information required for polygraph assessment.
 - (4) In addition to the above specified requirements, the contractor will ensure that a team approach is maintained with Department staff and contract agents who also provide program/rehabilitative services to program participants. The contractor will develop and maintain any other mechanisms necessary to share information relating to program participants with pertinent Department staff and contract agents.
- (d) Statutory Requirements: The contractor will be required to assist in the Department's compliance with provisions of AS 12.55.015(a)(10); AS 12.55.100(a)(5&6); and AS 33.30.011(6) as they apply to the provision of sex offender treatment services under the terms of this contract. Specifically, the successful Contractor will be required to:
- (1) Provide a written explanation to the probation officer, in the case of an individual who has been denied admittance to a court-ordered rehabilitation program by the treatment provider, even though the individual meets the written eligibility criteria and has requested to enter the program;

- (2) Develop a written, individualized treatment plan for each offender who participates in the program or treatment;
 - (3) Provide an on-going roster of the names of offenders currently participating in the program or treatment;
 - (4) Provide a discharge summary to the offender's probation officer within thirty (30) days of the resident's discharge from the program or treatment. The discharge summary shall describe the status of the resident's discharge as one of the following:
 - Treatment complete
 - Administrative discharge (due to factors beyond the offender's control - such as end of sentence)
 - Transfer from the program (because of separate orders; physical incapacitation; etc.)
 - Non-compliance
 - (5) Provide the offender with a non-compliance discharge notice (this will be on a standardized DOC form) if the resident is discharged for non-compliance;
 - (6) Ensure that copies of the treatment plan, discharge summary and non-compliance discharge notice are placed in the offender's case record.
- (e) Compliance with Standards: The contractor will be required to adhere to contract conditions and program requirements cited in the Standards of Sex Offender Management (attached). Contractor compliance with any revisions to the Standards as currently presented will also be required.
- (f) Risks, Needs & Responsivity Model: Providers must adhere to the Risk, Needs and Responsivity (RNR) model when providing sex offender treatment. Each provider shall base the dosage of treatment on the offender's risk to reoffend using the STATIC or stable risk assessment tool. The time spent in treatment and the frequency of treatment should be higher for high risk offenders and taper down for lower risk offenders. Additionally, each provider should have a low risk/aftercare sex offender treatment track to allow them to be treated separately from higher risk offenders for a shorter duration.
- Community sex offender treatment contracts currently provide services primarily to male offenders but may additionally include services to female offenders if needed. Gender numbers are not fixed but may vary throughout the term of the contract. If provided, services to female offenders must be provided separately from services to male offenders.
- (g) State Approved Curriculum: Contractors agree to use the Department of Corrections' designated sex offender curriculum. The curriculum is in accordance with the evidence-based training developed by the University of Cincinnati Research Institute.
- (h) Association for the Treatment of Sexual Abusers (ATSA) Conference: It is highly encouraged and recommended that all SOMP contractors attend the annual Association for the Treatment of Sexual Abusers (ATSA) conference. For all SOMP contractors who are willing to utilize this valuable resource, the department will repay actuals for the cost of the conference for up to a maximum of \$1,200.00. Contractors who have less than 6 months left on their contract term will not be reimbursed unless approved by the project manager.

All contractors interested in attending the conference must give as much notice as possible and contact the project manager within 60 days prior to the start of the conference. Contractor will be required to take all recommended classes as prescribed by the department in order to be reimbursed. The department will inform the contractor which classes are required in advance of the conference. Required classes may be adjusted based on the contractor's approved SOMP level.

All contractors who attend the ATSA conference will be required to provide proof of attending the required classes. Copies of certificate of completion for each required class would be sufficient proof of attendance. Cancellation of any required ATSA classes prior to or during the conference will be considered as long as it can be verified by the ATSA. In order to be reimbursed the following is required to be submitted with your billings, but not limited to:

- Proof of Registration – maybe required prior to the conference
- Copies of Certificates of Completion for each required class
- Flights – *provide all receipt/s*
- Transportation – *provide all receipt/s*
- Accommodations– *provide all receipt/s*

Contractor will be required to make all arrangements for the annual conference and will pay all costs out of pocket up front. The State will not pre-pay any costs. Travel costs related to the ATSA conference will be paid in accordance to AAM 60. Per Sec. 3.08 TRAVEL. The state reserves the right not to reimburse any or part of the costs if the contractor fails to meet all requirements, and the provider will be responsible for all costs incurred.

SEC. 3.02 CONTRACT TERM AND WORK SCHEDULE

The length of the contract will be from the date of award, approximately January 1, 2023, through June 30, 2023, with optional renewal periods to be exercised at the sole discretion of the State up to December 31, 2025. Approval or continuation of a contract resulting from this RFP is contingent upon the legislative appropriation of funds.

- Initial Period: January 1, 2023 – June 30, 2023
- Renewal: July 1, 2023 – June 30, 2024
- Renewal: July 1, 2024 – June 30, 2025
- Renewal: July 1, 2025 – December 31, 2025

Unless otherwise provided in this RFP, the State and the successful offeror/contractor agree: (1) that any extension of the contract excluding any exercised renewal options, will be considered as a month-to-month extension, and all other terms and conditions shall remain in full force and effect and (2) the procurement officer will provide notice to the contractor of the intent to cancel such month-to-month extension at least 30 days before the desired date of cancellation. A month-to-month extension may only be executed by the procurement officer via a written contract amendment.

50% of the time in the community. 50% of the time in the institution for a full 40 hours of work per week. 48 weeks at 40 hours per week for 1,920 hours per year.

The agreement is projected to cover 28 offenders over 40 hours per month. Services are expected to be provided on a weekly basis. Services are to be split equally between service locations.

This is an estimate of work, and the department does not guarantee a maximum or minimum amount of hours. Additional hours may be requested by the department.

SEC. 3.03 DELIVERABLES

The contractor will be required to provide the following deliverables:

- A. Intake
- B. Group treatment
- C. Individual treatment
- D. Family treatment/ safety net
- E. Education classes
- F. Consultation (program, polygraph, etc.)

SEC. 3.04 CONTRACT TYPE

This contract is a fixed price contract.

SEC. 3.05 PROPOSED PAYMENT PROCEDURES

The state will make payments based on a negotiated payment schedule. Each billing must consist of an invoice and progress report. No payment will be made until the progress report and invoice has been approved by the project director.

SEC. 3.06 PROMPT PAYMENT FOR STATE PURCHASES

The state is eligible to receive a **5%** discount for all invoices paid within **15** business days from the date of receipt of the commodities or services and/or a correct invoice, whichever is later. The discount shall be taken on the full invoice amount. The state shall consider payment being made as either the date a printed warrant is issued or the date an electronic funds transfer (EFT) is initiated.

SEC. 3.07 CONTRACT PAYMENT

No payment will be made until the contract is approved by the Commissioner of the Department of Corrections or the Commissioner's designee. Under no conditions will the state be liable for the payment of any interest charges associated with the cost of the contract. The state is not responsible for and will not pay local, state, or federal taxes. All costs associated with the contract must be stated in U.S. currency.

Any single contract payment of \$1 million or higher must be accepted by the contractor via Electronic Funds Transfer (EFT).

SEC. 3.08 LOCATION OF WORK

The locations the work is to be performed, completed, and managed are at the below locations. The department may add or delete locations at the department's discretion.

- Lemon Creek Correctional Center – 2000 Lemon Creek Road, Juneau, AK 99801

- Juneau Probation Office – 2760 Sherwood Lane, Suite 2C, Juneau, AK 99801

The state may provide workspace at the Juneau Probation Office for the Community groups if needed.

The contractor should include in their price proposal: transportation, lodging, travel and per diem costs sufficient to pay for 1 person.

The contractor shall ensure any travel conducted under the resulting contract will be in accordance with the Alaska Administrative Manual, Section 60 Travel <http://doa.alaska.gov/dof/manuals/aam/resource/60t.pdf>

Travel frequency, Alaska location and duration are dependent upon the needs of the department.

The department will not pay for travel to and from the contractors place of business or residence and location of work.

By signature on their proposal, the offeror certifies that all services provided under this contract by the contractor and all subcontractors shall be performed in the United States.

If the offeror cannot certify that all work will be performed in the United States, the offeror must contact the procurement officer in writing to request a waiver at least 10 days prior to the deadline for receipt of proposals.

The request must include a detailed description of the portion of work that will be performed outside the United States, where, by whom, and the reason the waiver is necessary.

Failure to comply with these requirements may cause the state to reject the proposal as non-responsive, or cancel the contract.

SEC. 3.09 THIRD-PARTY SERVICE PROVIDERS

No third parties allowed.

SEC. 3.10 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.

SEC. 3.11 JOINT VENTURES

Joint ventures will not be allowed.

SEC. 3.12 RIGHT TO INSPECT PLACE OF BUSINESS

At reasonable times, the state may inspect those areas of the contractor's place of business that are related to the performance of a contract. If the state makes such an inspection, the contractor must provide reasonable assistance.

SEC. 3.13 CONTRACT PERSONNEL

Any change of the project team members or subcontractors named in the proposal must be approved, in advance and in writing, by the project director or procurement officer. Changes that are not approved by the state may be grounds for the state to terminate the contract.

SEC. 3.14 INSPECTION & MODIFICATION - REIMBURSEMENT FOR UNACCEPTABLE DELIVERABLES

The contractor is responsible for the completion of all work set out in the contract. All work is subject to inspection, evaluation, and approval by the project director. The state may employ all reasonable means to ensure that the work is progressing and being performed in compliance with the contract. The project director or procurement officer may instruct the contractor to make corrections or modifications if needed in order to accomplish the contract's intent. The contractor will not unreasonably withhold such changes.

Substantial failure of the contractor to perform the contract may cause the state to terminate the contract. In this event, the state may require the contractor to reimburse monies paid (based on the identified portion of unacceptable work received) and may seek associated damages.

The department reserves the right to seek services from other vendors if the contractor is unable to provide services.

SEC. 3.15 CONTRACT CHANGES - UNANTICIPATED AMENDMENTS

During the course of this contract, the contractor may be required to perform additional work. That work will be within the general scope of the initial contract. When additional work is required, the project director will provide the contractor a written description of the additional work and request the contractor to submit a firm time schedule for accomplishing the additional work and a firm price for the additional work. Cost and pricing data must be provided to justify the cost of such amendments per AS 36.30.400.

The contractor will not commence additional work until the procurement officer has secured any required state approvals necessary for the amendment and issued a written contract amendment, approved by the Commissioner of the Department of Corrections or the Commissioner's designee.

SEC. 3.16 NONDISCLOSURE AND CONFIDENTIALITY

Contractor agrees that all confidential information shall be used only for purposes of providing the deliverables and performing the services specified herein and shall not disseminate or allow dissemination of confidential information except as provided for in this section. The contractor shall hold as confidential and will use reasonable care (including both facility physical security and electronic security) to prevent unauthorized access by, storage, disclosure, publication, dissemination to and/or use by third parties of, the confidential information. "Reasonable care" means compliance by the contractor with all applicable federal and state law, including the Social Security Act and HIPAA. The contractor must promptly notify the state in writing if it becomes aware of any storage, disclosure, loss, unauthorized access to or use of the confidential information.

Confidential information, as used herein, means any data, files, software, information or materials (whether prepared by the state or its agents or advisors) in oral, electronic, tangible or intangible form and however stored, compiled or memorialized that is classified confidential as defined by State of Alaska classification and categorization guidelines provided by the state to the contractor or a contractor agent or otherwise made available to the contractor or a contractor agent in connection with this contract, or acquired, obtained or learned by the contractor or a contractor agent in the performance of this contract. Examples of confidential information include, but are not limited to: technology infrastructure, architecture, financial data, trade secrets, equipment specifications, user lists, passwords, research data, and technology data (infrastructure, architecture, operating systems, security tools, IP addresses, etc.).

If confidential information is requested to be disclosed by the contractor pursuant to a request received by a third party and such disclosure of the confidential information is required under applicable state or federal law, regulation, governmental or regulatory authority, the contractor may disclose the confidential information after providing the state with written notice of the requested disclosure (to the extent such notice to the state is permitted by applicable law) and giving the state opportunity to review the request. If the contractor receives no objection from the state, it may release the confidential information within 30 days. Notice of the requested disclosure of confidential information by the contractor must be provided to the state within a reasonable time after the contractor's receipt of notice of the requested disclosure and, upon request of the state, shall seek to obtain legal protection from the release of the confidential information.

The following information shall not be considered confidential information: information previously known to be public information when received from the other party; information freely available to the general public; information which now is or hereafter becomes publicly known by other than a breach of confidentiality hereof; or information which is disclosed by a party pursuant to subpoena or other legal process and which as a result becomes lawfully obtainable by the general public.

SEC. 3.17 INDEMNIFICATION

The contractor shall indemnify, hold harmless, and defend the contracting agency from and against any claim of, or liability for error, omission or negligent act of the contractor under this agreement. The contractor shall not be required to indemnify the contracting agency for a claim of, or liability for, the independent negligence of the contracting agency. If there is a claim of, or liability for, the joint negligent error or omission of the contractor and the independent negligence of the contracting agency, the indemnification and hold harmless obligation shall be

apportioned on a comparative fault basis. "Contractor" and "contracting agency", as used within this and the following article, include the employees, agents and other contractors who are directly responsible, respectively, to each. The term "independent negligence" is negligence other than in the contracting agency's selection, administration, monitoring, or controlling of the contractor and in approving or accepting the contractor's work.

SEC. 3.18 INSURANCE REQUIREMENTS

Without limiting contractor's indemnification, it is agreed that contractor shall purchase at its own expense and maintain in force at all times during the performance of services under this agreement the following policies of insurance. Where specific limits are shown, it is understood that they shall be the minimum acceptable limits. If the contractor's policy contains higher limits, the state shall be entitled to coverage to the extent of such higher limits.

Certificates of Insurance must be furnished to the procurement officer prior to beginning work and must provide for a notice of cancellation, non-renewal, or material change of conditions in accordance with policy provisions. Failure to furnish satisfactory evidence of insurance or lapse of the policy is a material breach of this contract and shall be grounds for termination of the contractor's services. All insurance policies shall comply with and be issued by insurers licensed to transact the business of insurance under AS 21.

Workers' Compensation Insurance: The contractor shall provide and maintain, for all employees engaged in work under this contract, coverage as required by AS 23.30.045, and; where applicable, any other statutory obligations including but not limited to Federal U.S.L. & H. and Jones Act requirements. The policy must waive subrogation against the State.

Commercial General Liability Insurance: covering all business premises and operations used by the Contractor in the performance of services under this agreement with minimum coverage limits of \$300,000 combined single limit per claim.

Commercial Automobile Liability Insurance: covering all vehicles used by the contractor in the performance of services under this agreement with minimum coverage limits of \$300,000 combined single limit per claim.

Professional Liability Insurance: covering all errors, omissions or negligent acts in the performance of professional services under this agreement with minimum coverage limits of \$300,000 per claim /annual aggregate.

SEC. 3.19 TERMINATION FOR DEFAULT

If the project director or procurement determines that the contractor has refused to perform the work or has failed to perform the work with such diligence as to ensure its timely and accurate completion, the state may, by providing written notice to the contractor, terminate the contractor's right to proceed with part or all of the remaining work.

This clause does not restrict the state's termination rights under the contract provisions of Appendix A, attached in **SECTION 8. ATTACHMENTS**.

SECTION 4. PROPOSAL FORMAT AND CONTENT

SEC. 4.01 PROPOSAL FORMAT AND CONTENT

The state discourages overly lengthy and costly proposals, however, in order for the state to evaluate proposals fairly and completely, offerors must follow the format set out in this RFP and provide all information requested.

SEC. 4.02 INTRODUCTION

Proposals must include the complete name and address of offeror's firm and the name, mailing address, and telephone number of the person the state should contact regarding the proposal.

Proposals must confirm that the offeror will comply with all provisions in this RFP; and, if applicable, provide notice that the firm qualifies as an Alaskan bidder. Proposals must be signed by a company officer empowered to bind the company. An offeror's failure to include these items in the proposals may cause the proposal to be determined to be non-responsive and the proposal may be rejected.

The proposal should be presented in the order set forth below. Each section should be numbered and titled with the corresponding number and titled section, with all relevant material included. Each page should be numbered consecutively, and supplemental materials should be presented as labeled appendices, each of which is referenced in the text of its respective section.

- 1) Table of Contents
- 2) Introduction
 - Offeror Information and Assurance Form
 - Licensing Requirements
 - Conflict of Interest Statement
- 3) Technical Proposal
 - Understanding of the Project
 - Methodology Used for the Project
 - Management Plan for the Project
 - Experience and Qualifications
- 4) Cost Proposal – must be sealed separately
- 5) Alaska Preferences Certifications – if applicable

SEC. 4.03 UNDERSTANDING OF THE PROJECT

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

SEC. 4.04 METHODOLOGY USED FOR THE PROJECT

Offerors must provide comprehensive narrative statements that set out the methodology they intend to employ and illustrate how the methodology will serve to accomplish the work and meet the state's project schedule.

Offerors must provide a short time management plan as to when they'll conduct their work. This plan is to detail the following:

- a. Which days of the week work will be performed.
- b. What hours the contractor proposes to work.
- c. How much time will be spent during each group session and individual session.
- d. Offeror's must propose how they will adequately service multiple contracts if the offeror holds other contracts with State, Federal or local governments.

SEC. 4.05 MANAGEMENT PLAN FOR THE PROJECT

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 and meet the state's project schedule.

SEC. 4.06 EXPERIENCE AND QUALIFICATIONS

Offerors must provide an organizational chart specific to 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 actually work on the contract and provide the following information about each person listed:

- title,
- resume,
- location(s) where work will be performed,
- itemize the total cost and the number of estimated hours for each individual named above.

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

Any proposed subcontractors must provide documentation of training pertinent to the portion of the work that they will perform. Documentation may be included in resumes/curriculum vitae or may be provided through a supplemental document.

SEC. 4.07 COST PROPOSAL

Offerors must complete and submit this Submittal Form in order to be found responsive. Offerors shall not make changes to the form. Proposed costs must include all direct and indirect costs associated with the performance of the contract, including, but not limited to, total number of hours at various hourly rates, direct expenses, payroll, supplies, overhead assigned to each person working on the project, percentage of each person's time devoted to the project, travel to and from the place of business, profit, overhead, etc. The costs identified on the cost proposal are the total amount of costs to be paid by the state. No additional charges shall be allowed.

The quantities on Table A of the cost proposal are the department's best estimate of services needed. Table B of the cost proposal represent the departments anticipated growth in the need for community service treatment over the contract period.

SEC. 4.08 EVALUATION CRITERIA

All proposals will be reviewed to determine if they are responsive. Proposals determined to be responsive will be evaluated using the criterion that is set out in **SECTION 5. EVALUATION CRITERIA AND CONTRACTOR SELECTION**.

An evaluation may not be based on discrimination due to the race, religion, color, national origin, sex, age, marital status, pregnancy, parenthood, disability, or political affiliation of the offeror.

SECTION 5. EVALUATION CRITERIA AND CONTRACTOR SELECTION

THE TOTAL NUMBER OF POINTS USED TO SCORE THIS PROPOSAL IS 1000

SEC. 5.01 UNDERSTANDING OF THE PROJECT (10%)

Proposals will be evaluated against the questions set out below:

- 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?

SEC. 5.02 METHODOLOGY USED FOR THE PROJECT (10%)

Proposals will be evaluated against the questions set out below:

- 1) How comprehensive is the methodology and does it depict a logical approach to fulfilling the requirements of the RFP?
- 2) How well does the methodology match and achieve the objectives set out in the RFP?
- 3) Does the methodology interface with the time schedule in the RFP?

SEC. 5.03 MANAGEMENT PLAN FOR THE PROJECT (10%)

Proposals will be evaluated against the questions set out below:

- 1) How well does the management plan support all of the project requirements and logically lead to the deliverables required in the RFP?
- 2) How well is accountability completely and clearly defined?
- 3) Is the organization of the project team clear?
- 4) How well does the management plan illustrate the lines of authority and communication?
- 5) To what extent does the offeror already have the hardware, software, equipment, and licenses necessary to perform the contract?
- 6) Does it appear that the offeror can meet the schedule set out in the RFP?
- 7) Has the offeror gone beyond the minimum tasks necessary to meet the objectives of the RFP?
- 8) To what degree is the proposal practical and feasible?
- 9) To what extent has the offeror identified potential problems?

SEC. 5.04 EXPERIENCE AND QUALIFICATIONS (20%)

Proposals will be evaluated against the questions set out below:

1) Questions regarding the personnel:

- a) Do the individuals assigned to the project have experience on similar projects?
- b) Are resumes complete and do they demonstrate backgrounds that would be desirable for individuals engaged in the work the project requires?
- c) How extensive is the applicable education and experience of the personnel designated to work on the project?

2) Questions regarding the firm and subcontractor (if used):

- a) How well has the firm demonstrated experience in completing similar projects on time and within budget?
- b) How successful is the general history of the firm regarding timely and successful completion of projects?
- c) Has the firm provided letters of reference from previous clients?
- d) If a subcontractor will perform work on the contract, how well do they measure up to the evaluation used for the offeror?

SEC. 5.05 CONTRACT COST (40%)

Overall, a minimum of 40% of the total evaluation points will be assigned to cost. The cost amount used for evaluation may be affected by one or more of the preferences referenced under Section 6.11.

Converting Cost to Points

The lowest cost proposal will receive the maximum number of points allocated to cost. The point allocations for cost on the other proposals will be determined through the method set out in Section 6.15.

SEC. 5.06 ALASKA OFFEROR PREFERENCE (10%)

If an offeror qualifies for the Alaska Bidder Preference, the offeror will receive an Alaska Offeror Preference. The preference will be 10% of the total available points. This amount will be added to the overall evaluation score of each Alaskan offeror.

SECTION 6. GENERAL PROCESS INFORMATION

SEC. 6.01 INFORMAL DEBRIEFING

When the contract is completed, an informal debriefing may be performed at the discretion of the project director. If performed, the scope of the debriefing will be limited to the work performed by the contractor.

SEC. 6.02 ALASKA BUSINESS LICENSE AND OTHER REQUIRED LICENSES

Prior to the award of a contract, an offeror must hold a valid Alaska business license. However, in order to receive the Alaska Bidder Preference and other related preferences, such as the Alaska Veteran Preference and Alaska Offeror Preference, an offeror must hold a valid Alaska business license prior to the deadline for receipt of proposals. Offerors should contact the **Department of Commerce, Community and Economic Development, Division of Corporations, Business, and Professional Licensing, PO Box 110806, Juneau, Alaska 99811-0806**, for information on these licenses. Acceptable evidence that the offeror possesses a valid Alaska business license may consist of any one of the following:

- copy of an Alaska business license;
- certification on the proposal that the offeror has a valid Alaska business license and has included the license number in the proposal;
- a canceled check for the Alaska business license fee;
- a copy of the Alaska business license application with a receipt stamp from the state's occupational licensing office; or
- a sworn and notarized statement that the offeror has applied and paid for the Alaska business license.

You are not required to hold a valid Alaska business license at the time proposals are opened if you possess one of the following licenses and are offering services or supplies under that specific line of business:

- fisheries business licenses issued by Alaska Department of Revenue or Alaska Department of Fish and Game,
- liquor licenses issued by Alaska Department of Revenue for alcohol sales only,
- insurance licenses issued by Alaska Department of Commerce, Community and Economic Development, Division of Insurance, or
- Mining licenses issued by Alaska Department of Revenue.

Prior the deadline for receipt of proposals, all offerors must hold any other necessary applicable professional licenses required by Alaska Statute.

SEC. 6.03 SITE INSPECTION

The state may conduct on-site visits to evaluate the offeror's capacity to perform the contract. An offeror must agree, at risk of being found non-responsive and having its proposal rejected, to provide the state reasonable access to relevant portions of its work sites. Individuals designated by the procurement officer at the state's expense will make site inspection.

SEC. 6.04 CLARIFICATION OF OFFERS

In order to determine if a proposal is reasonably susceptible for award, communications by the procurement officer or the proposal evaluation committee (PEC) are permitted with an offeror to clarify uncertainties or eliminate confusion concerning the contents of a proposal. Clarifications may not result in a material or substantive change to the proposal. The evaluation by the procurement officer or the PEC may be adjusted as a result of a clarification under this section.

SEC. 6.05 DISCUSSIONS WITH OFFERORS

The state may conduct discussions with offerors in accordance with AS 36.30.240 and 2 AAC 12.290. The purpose of these discussions will be to ensure full understanding of the requirements of the RFP and proposal. Discussions will be limited to specific sections of the RFP or proposal identified by the procurement officer. Discussions will only be held with offerors who have submitted a proposal deemed reasonably susceptible for award by the procurement officer. Discussions, if held, will be after initial evaluation of proposals by the procurement officer or the PEC. If modifications are made as a result of these discussions they will be put in writing. Following discussions, the procurement officer may set a time for best and final proposal submissions from those offerors with whom discussions were held. Proposals may be reevaluated after receipt of best and final proposal submissions.

If an offeror does not submit a best and final proposal or a notice of withdrawal, the offeror's immediate previous proposal is considered the offeror's best and final proposal.

Offerors with a disability needing accommodation should contact the procurement officer prior to the date set for discussions so that reasonable accommodation can be made. Any oral modification of a proposal must be reduced to writing by the offeror.

SEC. 6.06 EVALUATION OF PROPOSALS

The procurement officer, or an evaluation committee made up of at least three state employees or public officials, will evaluate proposals. The evaluation will be based solely on the evaluation factors set out in **SECTION 5. EVALUATION CRITERIA AND CONTRACTOR SELECTION**.

After receipt of proposals, if there is a need for any substantial clarification or material change in the RFP, an amendment will be issued. The amendment will incorporate the clarification or change, and a new date and time established for new or amended proposals. Evaluations may be adjusted as a result of receiving new or amended proposals.

SEC. 6.07 CONTRACT NEGOTIATION

After final evaluation, the procurement officer may negotiate with the offeror of the highest-ranked proposal. Negotiations, if held, shall be within the scope of the request for proposals and limited to those items which would not have an effect on the ranking of proposals. If the highest-ranked offeror fails to provide necessary information for negotiations in a timely manner, or fails to negotiate in good faith, the state may terminate negotiations and negotiate with the offeror of the next highest-ranked proposal. If contract negotiations are commenced, they may be held in the conference room on the 2nd floor of the Douglas Island Building in Juneau, Alaska.

If the contract negotiations take place in Juneau, Alaska, the offeror will be responsible for their travel and per diem expenses.

SEC. 6.08 FAILURE TO NEGOTIATE

If the selected offeror

- fails to provide the information required to begin negotiations in a timely manner; or
- fails to negotiate in good faith; or
- indicates they cannot perform the contract within the budgeted funds available for the project; or
- if the offeror and the state, after a good faith effort, simply cannot come to terms,

the state may terminate negotiations with the offeror initially selected and commence negotiations with the next highest ranked offeror.

SEC. 6.09 OFFEROR NOTIFICATION OF SELECTION

After the completion of contract negotiation, the procurement officer will issue a written Notice of Intent to Award and send copies of that notice to all offerors who submitted proposals. The notice will set out the names of all offerors and identify the offeror selected for award.

SEC. 6.10 PROTEST

AS 36.30.560 provides that an interested party may protest the content of the RFP.

An interested party is defined in 2 AAC 12.990(a) (7) as "an actual or prospective bidder or offeror whose economic interest might be affected substantially and directly by the issuance of a contract solicitation, the award of a contract, or the failure to award a contract."

If an interested party wishes to protest the content of a solicitation, the protest must be received, in writing, by the procurement officer at least ten days prior to the deadline for receipt of proposals.

AS 36.30.560 also provides that an interested party may protest the award of a contract or the proposed award of a contract.

If an offeror wishes to protest the award of a contract or the proposed award of a contract, the protest must be received, in writing, by the procurement officer within ten days after the date the Notice of Intent to Award the contract is issued.

A protester must have submitted a proposal in order to have sufficient standing to protest the proposed award of a contract. Protests must include the following information:

- the name, address, and telephone number of the protester;
- the signature of the protester or the protester's representative;
- identification of the contracting agency and the solicitation or contract at issue;
- a detailed statement of the legal and factual grounds of the protest including copies of relevant documents; and the form of relief requested.

Protests filed by telex or telegram are not acceptable because they do not contain a signature. Fax copies containing a signature are acceptable.

The procurement officer will issue a written response to the protest. The response will set out the procurement officer's decision and contain the basis of the decision within the statutory time limit in AS 36.30.580. A copy of the decision will be furnished to the protester by certified mail, fax or another method that provides evidence of receipt.

All offerors will be notified of any protest. The review of protests, decisions of the procurement officer, appeals, and hearings, will be conducted in accordance with the State Procurement Code (AS 36.30), Article 8 "Legal and Contractual Remedies."

SEC. 6.11 APPLICATION OF PREFERENCES

Certain preferences apply to all contracts for professional services, regardless of their dollar value. The Alaska Bidder, Alaska Veteran, and Alaska Offeror preferences are the most common preferences involved in the RFP process. Additional preferences that may apply to this procurement are listed below. Guides that contain excerpts from the relevant statutes and codes, explain when the preferences apply and provide examples of how to calculate the preferences are available at the **Department of Administration, Division of Shared Service's** web site:

<http://doa.alaska.gov/dgs/pdf/pref1.pdf>

- Alaska Products Preference - AS 36.30.332
- Recycled Products Preference - AS 36.30.337
- Local Agriculture and Fisheries Products Preference - AS 36.15.050
- Employment Program Preference - AS 36.30.321(b)
- Alaskans with Disabilities Preference - AS 36.30.321(d)

The Division of Vocational Rehabilitation in the Department of Labor and Workforce Development keeps a list of qualified employment programs and individuals who qualify as persons with a disability. As evidence of a business' or an individual's right to the Employment Program or Alaskans with Disabilities preferences, the Division of Vocational Rehabilitation will issue a certification letter. To take advantage of these preferences, a business or individual must be on the appropriate Division of Vocational Rehabilitation list prior to the time designated for receipt of proposals. Offerors must attach a copy of their certification letter to the proposal. **An offeror's failure to provide this certification letter with their proposal will cause the state to disallow the preference.**

Sec. 6.12 ALASKA BIDDER PREFERENCE

An Alaska Bidder Preference of 5% will be applied to the price in the proposal. The preference will be given to an offeror who:

- 1) holds a current Alaska business license prior to the deadline for receipt of proposals;
- 2) submits a proposal for goods or services under the name appearing on the offeror's current Alaska business license;
- 3) has maintained a place of business within the state staffed by the offeror, or an employee of the offeror, for a period of six months immediately preceding the date of the proposal;

- 4) is 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 (LLC) 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; and
- 5) if a joint venture, is composed entirely of ventures that qualify under (1)-(4) of this subsection.

Alaska Bidder Preference Certification Form

In order to receive the Alaska Bidder Preference, the proposal must include the Alaska Bidder Preference Certification Form attached to this RFP. An offeror does not need to complete the Alaska Veteran Preference questions on the form if not claiming the Alaska Veteran Preference. An offeror's failure to provide this completed form with their proposal will cause the state to disallow the preference.

SEC. 6.13 ALASKA VETERAN PREFERENCE

An Alaska Veteran Preference of 5%, not to exceed \$5,000, will be applied to the price in the proposal. The preference will be given to an offeror who qualifies under AS 36.30.990(2) as an Alaska bidder and is a:

- A. sole proprietorship owned by an Alaska veteran;
- B. partnership under AS 32.06 or AS 32.11 if a majority of the partners are Alaska veterans;
- C. limited liability company organized under AS 10.50 if a majority of the members are Alaska veterans; or
- D. corporation that is wholly owned by individuals, and a majority of the individuals are Alaska veterans.

In accordance with AS 36.30.321(i), the bidder must also add value by actually performing, controlling, managing, and supervising the services provided, or for supplies, the bidder must have sold supplies of the general nature solicited to other state agencies, other government, or the general public.

Alaska Veteran Preference Certification

In order to receive the Alaska Veteran Preference, the proposal must include the Alaska Bidder Preference Certification Form attached to this RFP. An offeror's failure to provide this completed form with their proposal will cause the state to disallow the preference.

SEC. 6.14 ALASKA OFFEROR PREFERENCE

2 AAC 12.260(e) provides Alaska offerors a 10% overall evaluation point preference. Alaska bidders, as defined in AS 36.30.990(2), are eligible for the preference. An Alaska offeror will receive 10 percent of the total available points added to their overall evaluation score as a preference.

SEC. 6.15 FORMULA USED TO CONVERT COST TO POINTS

The distribution of points based on cost will be determined as set out in 2 AAC 12.260(c). The lowest cost proposal will receive the maximum number of points allocated to cost. The point allocations for cost on the other proposals will be determined using the formula:

$$[(\text{Price of Lowest Cost Proposal}) \times (\text{Maximum Points for Cost})] \div (\text{Cost of Each Higher Priced Proposal})$$

SEC. 6.16 EXAMPLES: CONVERTING COST TO POINTS & APPLYING PREFERENCES

(a) FORMULA USED TO CONVERT COST TO POINTS

STEP 1

List all proposal prices, adjusted where appropriate by the application of applicable preferences claimed by the offeror.

| | |
|------------|----------|
| Offeror #1 | \$40,000 |
| Offeror #2 | \$42,750 |
| Offeror #3 | \$47,500 |

STEP 2

In this example, the RFP allotted 40% of the available 100 points to cost. This means that the lowest cost will receive the maximum number of points.

Offeror #1 receives 40 points.

The reason they receive that amount is because the lowest cost proposal, in this case \$40,000, receives the maximum number of points allocated to cost, 40 points.

Offeror #2 receives 37.4 points.

$\$40,000$ lowest cost \times 40 maximum points for cost = 1,600,000 \div $\$42,750$ cost of Offeror #2's proposal = 37.4

Offeror #3 receives 33.7 points.

$\$40,000$ lowest cost \times 40 maximum points for cost = 1,600,000 \div $\$47,500$ cost of Offeror #3's proposal = 33.7

(b) ALASKA OFFEROR PREFERENCE

STEP 1

Determine the number of points available to qualifying offerors under this preference.

100 Total Points Available in RFP \times 10% Alaska Offeror preference = 10 Points for the preference

STEP 2

Determine which offerors qualify as Alaska bidders and thus, are eligible for the Alaska Offeror preference. For the purpose of this example, presume that all of the proposals have been completely evaluated based on the evaluation criteria in the RFP. The scores at this point are:

| | | | |
|------------|-----------|---------------------------|-----------|
| Offeror #1 | 83 points | No Preference | 0 points |
| Offeror #2 | 74 points | Alaska Offeror Preference | 10 points |
| Offeror #3 | 80 points | Alaska Offeror Preference | 10 points |

STEP 3

Add the applicable Alaska Offeror preference amounts to the offerors' scores:

| | | |
|-------------------|------------------|--------------------------------|
| Offeror #1 | 83 points | |
| Offeror #2 | 84 points | (74 points + 10 points) |
| Offeror #3 | 90 points | (80 points + 10 points) |

STEP 4

Offeror #3 is the highest scoring offeror and would get the award, provided their proposal is responsive and responsible.

SECTION 7. GENERAL LEGAL INFORMATION

SEC. 7.01 STANDARD CONTRACT PROVISIONS

The contractor will be required to sign and submit the State's Standard Agreement Form for Professional Services Contracts (form SAF.DOC/Appendix A). This form is attached in **SECTION 8. ATTACHMENTS** for your review. The contractor must comply with the contract provisions set out in this attachment. No alteration of these provisions will be permitted without prior written approval from the Department of Law. Objections to any of the provisions in Appendix A must be set out in the offeror's proposal in a separate document. Please include the following information with any change that you are proposing:

1. Identify the provision the offeror takes exception with.
2. Identify why the provision is unjust, unreasonable, etc.
3. Identify exactly what suggested changes should be made.

SEC. 7.02 QUALIFIED OFFERORS

Per 2 AAC 12.875, unless provided for otherwise in the RFP, to qualify as an offeror for award of a contract issued under AS 36.30, the offeror must:

- 1) Add value in the contract by actually performing, controlling, managing, or supervising the services to be provided; or
- 2) Be in the business of selling and have actually sold on a regular basis the supplies that are the subject of the RFP.

If the offeror leases services or supplies or acts as a broker or agency in providing the services or supplies in order to meet these requirements, the procurement officer may not accept the offeror as a qualified offeror under AS 36.30.

SEC. 7.03 PROPOSAL AS PART OF THE CONTRACT

Part of all of this RFP and the successful proposal may be incorporated into the contract.

SEC. 7.04 ADDITIONAL TERMS AND CONDITIONS

The state reserves the right to add terms and conditions during contract negotiations. These terms and conditions will be within the scope of the RFP and will not affect the proposal evaluations.

SEC. 7.05 HUMAN TRAFFICKING

By signature on their proposal, the offeror certifies that the offeror is not established and headquartered or incorporated and headquartered in a country recognized as Tier 3 in the most recent United States Department of State's Trafficking in Persons Report.

The most recent United States Department of State's Trafficking in Persons Report can be found at the following website: <https://www.state.gov/trafficking-in-persons-report/>

Failure to comply with this requirement will cause the state to reject the proposal as non-responsive, or cancel the contract.

SEC. 7.06 RIGHT OF REJECTION

Offerors must comply with all of the terms of the RFP, the State Procurement Code (AS 36.30), and all applicable local, state, and federal laws, codes, and regulations. The procurement officer may reject any proposal that does not comply with all of the material and substantial terms, conditions, and performance requirements of the RFP.

Offerors may not qualify the proposal nor restrict the rights of the state. If an offeror does so, the procurement officer may determine the proposal to be a non-responsive counter-offer and the proposal may be rejected.

Minor informalities that:

- do not affect responsiveness;
- are merely a matter of form or format;
- do not change the relative standing or otherwise prejudice other offers;
- do not change the meaning or scope of the RFP;
- are trivial, negligible, or immaterial in nature;
- do not reflect a material change in the work; or
- do not constitute a substantial reservation against a requirement or provision;

may be waived by the procurement officer.

The state reserves the right to refrain from making an award if it determines that to be in its best interest.

A proposal from a debarred or suspended offeror shall be rejected.

SEC. 7.07 STATE NOT RESPONSIBLE FOR PREPARATION COSTS

The state will not pay any cost associated with the preparation, submittal, presentation, or evaluation of any proposal.

SEC. 7.08 DISCLOSURE OF PROPOSAL CONTENTS

All proposals and other material submitted become the property of the State of Alaska and may be returned only at the state's option. AS 40.25.110 requires public records to be open to reasonable inspection. All proposal information, including detailed price and cost information, will be held in confidence during the evaluation process and prior to the time a Notice of Intent to Award is issued. Thereafter, proposals will become public information.

The Office of Procurement and Property Management (OPPM), or their designee recognizes that some information an offeror submits might be confidential under the United States or the State of Alaska Constitution, a federal statute or regulation, or a State of Alaska statute: i.e., might be confidential business information (CBI). *See, e.g.*, article 1, section 1 of the Alaska Constitution; AS 45.50.910 – 45.50.945 (the Alaska Uniform Trade Secrets Act); *DNR v. Arctic Slope Regional Corp.*, 834 P.2d 134, 137-39 (Alaska 1991). For OPPM or their designee to treat information an offeror submits with its proposal as CBI, the offeror must do the following when submitting their proposal: (1) mark the specific information it asserts is CBI; and (2) for each discrete set of such information, identify, in writing, each authority the offeror asserts make the information CBI. If the offeror does not do these things, the information will become public after the Notice of Intent to Award is issued. If the offeror does these things, OPPM or their designee will evaluate the offeror's assertion upon receiving a request for the information.

If OPPM or their designee reject the assertion, they will, to the extent permitted by federal and State of Alaska law, undertake reasonable measures to give the offeror an opportunity to object to the disclosure of the information.

SEC. 7.09 ASSIGNMENTS

Per 2 AAC 12.480, the contractor may not transfer or assign any portion of the contract without prior written approval from the procurement officer. Proposals that are conditioned upon the state's approval of an assignment will be rejected as non-responsive.

SEC. 7.10 DISPUTES

A contract resulting from this RFP is governed by the laws of the State of Alaska. If the contractor has a claim arising in connection with the agreement that it cannot resolve with the State by mutual agreement, it shall pursue the claim, if at all, in accordance with the provisions of AS 36.30.620 – AS 36.30.632. To the extent not otherwise governed by the preceding, the claim shall be brought only in the Superior Court of the State of Alaska and not elsewhere.

SEC. 7.11 SEVERABILITY

If any provision of the contract is found to be invalid or declared by a court to be illegal or in conflict with any law, the validity of the remaining terms and provisions will not be affected; and, the rights and obligations of the parties will be construed and enforced as if the contract did not contain the particular provision held to be invalid.

SEC. 7.12 SUPPLEMENTAL TERMS AND CONDITIONS

Proposals must comply with **SEC. 7.06 RIGHT OF REJECTION**. However, if the state fails to identify or detect supplemental terms or conditions that conflict with those contained in this RFP or that diminish the state's rights under any contract resulting from the RFP, the term(s) or condition(s) will be considered null and void. After award of contract:

if conflict arises between a supplemental term or condition included in the proposal and a term or condition of the RFP, the term or condition of the RFP will prevail; and

if the state's rights would be diminished as a result of application of a supplemental term or condition included in the proposal, the supplemental term or condition will be considered null and void.

SEC. 7.13 SOLICITATION ADVERTISING

Public notice has been provided in accordance with 2 AAC 12.220.

SEC. 7.14 FEDERALLY IMPOSED TARIFFS

Changes in price (increase or decrease) resulting directly from a new or updated federal tariff, excise tax, or duty, imposed after contract award may be adjusted during the contract period or before delivery into the United States via contract amendment.

- **Notification of Changes:** The contractor must promptly notify the procurement officer in writing of any new, increased, or decreased Federal excise tax or duty that may result in either an increase or decrease in the contact price and shall take appropriate action as directed by the procurement officer.

- **After-imposed or Increased Taxes and Duties:** Any federal excise tax or duty for goods or services covered by this contract that was exempted or excluded on the contract award date but later imposed on the contractor during the contract period, as the result of legislative, judicial, or administrative action may result in a price increase provided:
 - a) The tax or duty takes effect after the contract award date and isn't otherwise addressed by the contract;
 - b) The contractor warrants, in writing, that no amount of the newly imposed federal excise tax or duty or rate increase was included in the contract price, as a contingency or otherwise.
- **After-relieved or Decreased Taxes and Duties:** The contract price shall be decreased by the amount of any decrease in federal excise tax or duty for goods or services under the contract, except social security or other employment [taxes](#), that the contractor is required to pay or bear, or does not obtain a refund of, through the contractor's fault, negligence, or failure to follow instructions of the procurement officer.
- **State's Ability to Make Changes:** The state reserves the right to request verification of Federal excise tax or duty amounts on goods or services covered by this contract and increase or decrease the contract price accordingly.
- **Price Change Threshold:** No adjustment shall be made in the contract price under this clause unless the amount of the adjustment exceeds \$250.

SECTION 8. ATTACHMENTS

SEC. 8.01 ATTACHMENTS

Attachments:

- 1) Proposal Responsiveness Checklist
- 2) Cost Proposal Form
- 3) Proposal Evaluation Form
- 4) Conflict of Interest Form
- 5) Offeror Information and Assurance Form
- 6) Alaska Bidder Preference Certification
- 7) Request for Clearance
- 8) PREA Employment Disclosure Forms
- 9) Department Policies and Procedures 202.01 and 202.15
- 10) Standard Agreement Form - Appendix A
- 11) SOMP Standards