

Request for Information



State of Alaska
Office of the Lieutenant Governor

Date Issued: November 29, 2022

PUBLISHING SERVICES FOR THE ALASKA ADMINISTRATIVE CODE (AAC) AND ALASKA ADMINISTRATIVE REGISTER (AAR)

Introduction:

Office of the Lieutenant Governor is seeking information to publish the Alaska Administrative Code (ACC) and Alaska Administrative Register (AAR) in accordance with generally accepted specification of the law book publishing industry.

Background Information:

The Alaska Administrative Code (AAC), required by AS 44.62.130 – AS 44.62.160, consists of 23 Titles and contains all the permanent and emergency regulations adopted by agencies of the State of Alaska (State) in accordance with the most current edition of the Drafting Manual for Administrative Regulations. The Alaska Administrative Register (AAR) consists of a quarterly volume containing all the permanent and emergency regulations adopted by the agencies of the State of Alaska (State) in accordance with the most current edition of the Drafting Manual for Administrative Regulations adopted after the printing of the prior AAC or AAR volumes. This supplement to the AAC will be referred to as “the quarterly AAR service”.

The State requires an established publisher whose operations are supervised by a qualified legal staff consisting of legal text editor(s) and attorney(s). The publisher shall provide editing, indexing and proofreading. All work shall be supervised by one or more experienced attorney(s). The publisher shall print, market and distribute the AAC and AAR. The publisher shall also produce a merger master file/PC computer readable copy of the AAC text, including images, tables, graphs and index for the State of Alaska, Legislative Affairs Agency staff to load into various databases. The publisher shall produce a PC Computer readable copy of the quarterly AAR text by title for distribution by the State to state agencies.

Response Information:

All information responses should include a transmittal letter that included the following, at a minimum:

- The complete name and address of offeror’s firm and name, mailing address, and telephone number of the person the state should contact regarding the response.
- Indication if the offeror intends to use subcontractors, and if so, should have specific detail in their part of the work performed in the project.
- A statement confirming that the offeror firm meets a minimum of five (5) years of experience of prior legal publishing experience as a legal publisher of statutes, regulations or ordinances.
- A narrative statement that illustrates their understanding of the requirements of the project.

- A narrative statement that sets out the methodology they intend to employ and illustrate how the methodology will serve to accomplish the work.

Procurement Officer contact information:

Interested parties must submit a written response by **December 9, 2022**, at **2:00** p.m. Alaska Standard Time. Responses may be sent by U.S. mail or E-mail to the addresses listed below.

All questions must be directed to the person listed below writing via email.

Office of the Lieutenant Governor
Attn: Dottie Whitehead, Procurement Officer
240 Main Street, Suite 300
Juneau, AK 99801
(907) 465-1182
Dottie.Whitehead@alaska.gov