

STATE OF ALASKA

Department of Military and Veterans Affairs
Division of Administrative Services
Procurement Section



MANDATORY RETURN AMENDMENT

Cadet Work Experience in Vocational Trades

RFP NUMBER 230000012

Amendment #2

ISSUE DATE February 16, 2023

This MANDATORY RETURN amendment is being issued to correct apparent misunderstandings about cost to be entered on the Cost Proposal for RFP 230000012; to require submittal of the Revised Cost Proposal attached to this amendment; and to allow for submittal of new technical proposal(s).

NEW DEADLINE for RECEIPT OF PROPOSALS: 2:00 p.m. prevailing Alaska time on Friday, February 24, 2023

State of Alaska Regulation 2 AAC 12.295 allows the Procurement Officer to amend a Request for Proposals after receipt of proposals if there is a need for any substantial clarification of or material change in the Request for Proposals. The amendment must incorporate the clarification or change and establish a new date and time for receipt of new or amended proposals.

After receipt of proposals submitted in response to RFP 230000012, Cadet Work Experience in Vocational Trades, the Procurement Officer noted there was an apparent misunderstanding of the cost to be entered on the Cost Proposal. The cost to be entered on the Cost Proposal is the cost for only 1 cadet to attend the offered class(es) and not the cost for any average or estimated number above 1. Out of fairness to offerors, and to clear up any misunderstanding on the cost to be entered, the Procurement Officer is issuing Amendment 2 to RFP 230000012.

Previous Offerors. Attached to this amendment is a **Revised Cost Proposal**. Offerors who have already submitted a proposal in response to the RFP **MUST complete and submit this Revised Cost Proposal** within the New Deadline for Receipt of Proposals. You do not need to resubmit your technical proposal. However, those offerors who wish to submit new technical proposal(s) may do so at their sole discretion. If a new technical proposal is not submitted, the procurement officer will evaluate the technical proposal that was previously received. If a new technical proposal is submitted, the procurement officer will withdraw the previously submitted technical proposal and evaluate the new technical proposal.

Revised Cost Proposals and any new technical proposal(s) must be received in their entirety by the DMVA/DAS Procurement office no later than **2:00 p.m. prevailing Alaska time on Friday, February 24, 2023**. Late offers will be considered non-responsive and will not be evaluated.

Other Interested Offerors. Offerors who HAVE NOT submitted a proposal in response to this RFP may submit technical proposal(s) and the Revised Cost Proposal attached to this amendment at their sole discretion. Your Revised Cost Proposal and technical proposal(s) must be received in their entirety by the DMVA/DAS Procurement Office no later than **2:00 p.m. prevailing Alaska time on Friday, February 24, 2023**. Late offers will be considered non-responsive and will not be evaluated.

All Offerors. Revised Cost and Technical Proposals are to be submitted in a sealed proposal package and must be addressed as follows:

Department of Military and Veterans Affairs
Division of Administrative Services
Procurement Section
Attention: Jim Sonnier
Request for Proposal (RFP) Number: 230000012
RFP Title: Cadet Work Experience in Vocational Trades

If using the **U.S. mail**, please use the following address:

PO Box 5308
Joint Base Elmendorf-Richardson, AK 99505

If using a **delivery service**, please use the following address:

49000 Army Guard Road, Suite B105B
Joint Base Elmendorf-Richardson, AK 99505

Proposals may be submitted via email. If submitting a proposal via email, the technical proposal and cost proposal must be saved as separate PDF documents and emailed to MvaDasProcurement@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 907-428-7224 to confirm that the proposal has been received. The state is not responsible for unreadable, corrupt, or missing attachments.

Important Note to Offerors: You must sign and return this page of the amendment document with your proposal. Failure to do so may result in the rejection of your proposal. Only the RFP terms and conditions referenced in this amendment are being changed. All other terms and conditions of the RFP remain the same.

Late proposals or amendments will be disqualified and not opened or accepted for evaluation.

//SIGNED COPY ON FILE//

James Sonnier

Procurement Specialist II

Phone: (907) 428-7224

Email: MvaDasProcurement@alaska.gov

COMPANY SUBMITTING PROPOSAL

AUTHORIZED SIGNATURE

DATE

Attachments:

1. Revised Cost Proposal

Offeror's Checklist:

The following documents must be received in the DMVA/DAS Procurement Office no later than 2:00 p.m. on Friday, February 24, 2023:

1. Completed and signed page 3 of this amendment; and
2. Completed and signed Attachment 1, Revised Cost Proposal, attached to this amendment; and
3. Technical Proposal(s) if offeror desires to submit one in response to this amendment. Review Previous Offerors and New Offerors paragraphs above for more information.

AMENDMENT 2 TO RFP 230000012, CADET WORK EXPERIENCE IN VOCATIONAL TRADES

ATTACHMENT 1: REVISED COST PROPOSAL

Offerors must complete and submit this Revised Cost Proposal form as directed in Amendment 2. This **Revised Cost Proposal** form **must be signed** and **must be received** by DMVA/DAS Procurement **no later than 2:00 p.m. prevailing Alaska time on Friday, February 24, 2023**, for your proposal to be considered responsive. Offeror must identify each Category that was identified in their technical proposal(s) within the cost proposal with their offered cost. Enter NO BID, a zero (0), or leave blank in those Categories for which no technical proposal was submitted.

The Unit Cost for One Cadet is the cost for ONLY ONE CADET to attend the class. The cost offered must include all DIRECT costs associated in the performance of the contract, including but not limited to direct expenses, payroll, administrative costs, supplies, equipment, certificates, overhead, profit and travel. No indirect costs are allowed.

The Unit Cost for One Cadet shown below for each Category is the cost that will be evaluated by DMVA/DAS Procurement.

CATEGORY	UNIT COST FOR ONE CADET
Category 1 - American Red Cross Lifeguard Certification Course.	\$
Category 2 - Introductory Welding Course.	\$
Category 3 - Security Officer Training.	\$
Category 4 - Introduction to Certified Nursing Assistant.	\$
Category 5 - Introduction to Maritime.	\$
Category 6 – OSHA 10 Certification Training.	\$
Category 7 – First Aid/CPR/AED Training.	\$
Category 8 – Driver’s Education Training.	\$
Category 9 – Introduction to Carpentry.	\$
Category 10 – Introduction to Sheetmetal Work/HVAC.	\$
Category 11 – Introduction to Plumbing and Pipefitting.	\$
Category 12 – Flagger Training.	\$
Category 13 – Introduction to Building Maintenance.	\$
Category 14 – Introduction to Heavy Equipment Operations.	\$
Category 15 – Introduction to Crane Operations.	\$
Category 16 – Introduction to Heavy Duty Mechanics.	\$
Category 17 – Scaffold Use/Fall Protection.	\$
Category 18 – Trades Math.	\$

Category 19 – Optical Instruments.	\$
Category 20 – Barista Training.	\$

Conflict of Interest Statement

As required by Section 1.08(e) of this RFP: **Each proposal shall include a statement indicating whether or not the company 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.

1. By signature on this Cost Proposal I certify that the company or any individuals working on the contract
DO or DO NOT (Circle One) have a possible conflict of interest as required by Section 1.08(e).

2. If the Company or any individuals working on the contract DO have a possible conflict of interest, the nature of that conflict is (attach additional page or pages if necessary):

Offeror: _____

Physical Address: _____

City: _____ State: _____ Zip: _____

Contact Person: _____

Business Phone: _____ Email Address: _____

Submitted by:

Authorized Representative's Printed Name

Authorized Representative's Signature

Date Signed

--END OF ATTACHMENT 1 to AMENDMENT 2 to RFP 230000012--