

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 #3

ISSUE DATE February 21, 2023

This MANDATORY RETURN amendment is being issued to answer a question asked by a potential offeror; 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 Wednesday, March 1, 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 issuance of Amendment 2 to RFP 230000012 on February 16, 2023, a question was asked by a potential offeror. This amendment is being issued to answer the question.

Question: Is there a minimum number of students that we can count on per class? In submitting a per student bid instead of a per class bid, we want to ensure that this will be cost effective.

Answer: As stated within the RFP, the number of Cadets will vary between classes. The Alaska Military Youth Academy (AMYA) plans for no more than 20 Cadets per CWE training class, depending on where the Cadets are academically in the program and in their behavior. However, AMYA cannot guarantee the minimum number of cadets eligible for CWE training in any class. The Academy understands this may pose a problem for offerors and will pay a minimum cost up to a number set by the Offeror within their Cost Proposal, or a maximum of 10 cadets, whichever is lower, to cover the offeror's costs.

Classes filled with more than the minimum number of cadets specified within the Offeror's proposal, or a maximum of 10 cadets, whichever is lower, will be paid at the Unit Cost Per Cadet shown within the offeror's Cost Proposal.

The number 10 is selected as the median of the maximum number of cadets AMYA plans for a class. The offeror may specify a number lower than 10, however, any number specified higher than 10 will cause your proposal to be considered non-responsive and it will be rejected.

For example, the successful offeror states a minimum of 6 cadets per class at a cost of \$2000.00 on their Cost proposal. The actual number attending is 3 cadets. AMYA will pay \$2000.00 for the class, even though the actual number is less than the offeror's minimum.

Another example, the successful offeror states a minimum of 10 cadets per class at \$3000.00 and \$150.00 per cadet on their Cost proposal. The actual number attending is 15. AMYA will pay the cost agreed to cost for 10 cadets (\$3000.00) plus \$150 per cadet for the other 5 cadets, or a total class cost of \$3750.00.

Offeror is to specify in the space provided below the last Category on the Cost Proposal the minimum number of Cadets at a fixed cost per class. This cost must remain firm for the initial term of the contract and all renewal periods. Any number specified above 10 cadets will cause your proposal to be considered non-responsive and it will be rejected.

Previous Offerors. Attached to this amendment is a **Revised Cost Proposal**. Offerors who have already submitted a proposal in response to the RFP or Amendment 2 to this 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 Wednesday, March 1, 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 Wednesday, March 1, 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 for Amendment 3

Offeror's Checklist:

The following documents must be received in the DMVA/DAS Procurement Office no later than 2:00 p.m. on Wednesday, March 1, 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. Completed and signed page 3 of Amendment 2 issued for this RFP; and
4. 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 3 TO RFP 230000012, CADET WORK EXPERIENCE IN VOCATIONAL TRADES

ATTACHMENT 1: REVISED COST PROPOSAL FOR AMENDMENT 3

Offerors must complete and submit this Revised Cost Proposal form as directed in Amendment 3. 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 Wednesday, March 1, 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 Estimated Quantity shown is an estimate only and will be used only for award and evaluation purposes.**

As stated within the RFP, the number of Cadets will vary between classes. The Alaska Military Youth Academy (AMYA) plans for no more than 20 Cadets per CWE training class, depending on where the Cadets are academically in the program and in their behavior. However, AMYA cannot guarantee the minimum number of cadets eligible for CWE training in any class. The Academy understands this may pose a problem for offerors and will pay a minimum cost up to a number set by the Offeror within their Cost Proposal, or a maximum of 10 cadets, whichever is lower, to cover the offeror's costs. Classes filled with more than the minimum number of cadets specified within the Offeror's proposal, or a maximum of 10 cadets, whichever is lower, will be paid at the Unit Cost Per Cadet shown within the offeror's Cost Proposal.

The number 10 is selected as the median of the maximum number of cadets AMYA plans for a class. The offeror may specify a number lower than 10, however, any number specified higher than 10 will cause your proposal to be considered non-responsive and it will be rejected.

For example, the successful offeror states a minimum of 6 cadets per class at a fixed cost of \$2000.00 on their Cost proposal. The actual number attending is 3 cadets. AMYA will pay \$2000.00 for the class, even though the actual number is less than the offeror's minimum.

Another example, the successful offeror states a minimum of 10 cadets per class at a fixed cost of \$3000.00 and \$150.00 unit cost per cadet on their Cost proposal. The actual number attending is 15. AMYA will pay the cost agreed to cost for 10 cadets (\$3000.00) plus \$150 per cadet for the other 5 cadets, or a total class cost of \$3750.00.

Offeror is to specify in the space provided below the last Category on the Cost Proposal the minimum number of Cadets at a fixed cost per class. This cost must remain firm for the initial term of the contract and all renewal periods. Any number specified above 10 cadets will cause your proposal to be considered non-responsive and it will be rejected.

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 Total Cost shown below for each Category is the cost that will be evaluated by the State. This cost is an estimated cost and will be used only for evaluation and award purposes.

CATEGORY	UNIT COST PER CADET	ESTIMATED QUANTITY	TOTAL COST
Category 1 - American Red Cross Lifeguard Certification Course.	\$	10	\$
Category 2 - Introductory Welding Course.	\$	10	\$
Category 3 - Security Officer Training.	\$	10	\$
Category 4 - Introduction to Certified Nursing Assistant.	\$	10	\$
Category 5 - Introduction to Maritime.	\$	10	\$
Category 6 – OSHA 10 Certification Training.	\$	10	\$
Category 7 – First Aid/CPR/AED Training.	\$	10	\$
Category 8 – Driver’s Education Training.	\$	10	\$
Category 9 – Introduction to Carpentry.	\$	10	\$
Category 10 – Introduction to Sheetmetal Work/HVAC.	\$	10	\$
Category 11 – Introduction to Plumbing and Pipefitting.	\$	10	\$
Category 12 – Flagger Training.	\$	10	\$
Category 13 – Introduction to Building Maintenance.	\$	10	\$
Category 14 – Introduction to Heavy Equipment Operations.	\$	10	\$
Category 15 – Introduction to Crane Operations.	\$	10	\$
Category 16 – Introduction to Heavy Duty Mechanics.	\$	10	\$
Category 17 – Scaffold Use/Fall Protection.	\$	10	\$
Category 18 – Trades Math.	\$	10	\$
Category 19 – Optical Instruments.	\$	10	\$
Category 20 – Barista Training.	\$	10	\$

OFFEROR’S MINIMUM

The minimum number of Cadets per class our company will need to bill AMYA for to be cost effective is _____ cadets at a fixed cost of \$_____ per class. We understand that should more than the minimum number of cadets shown in this section attend the class we will paid at the Unit Cost Per Cadet shown in the Cost Proposal offered with our proposal. We also understand this cost must remain firm for the initial contract period and any renewal options.

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 3 to RFP 230000012--