

# REQUEST FOR PROPOSALS

## AED UNITS AND ACCESSORIES

Issued by  
**THE STATE OF ALASKA**



In collaboration with



**SOLICITATION NUMBER 2023-0200-5173**



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## RFP SUMMARY

### I. OVERVIEW

This Request for Proposal (RFP) is being issued by the State of Alaska (“Lead State”) in collaboration with the NASPO ValuePoint cooperative purchasing program. The purpose of this RFP is to establish competitive contract(s) for use by participating entities to obtain AED Units and Accessories. This solicitation may result in multiple awards. The objective of this RFP is to obtain best value, and in some cases achieve more favorable pricing, than is obtainable by an individual state or local government entity because of the collective volume of potential purchases by numerous state and local government entities.

NASPO ValuePoint is a division of the National Association of State Procurement Officials (NASPO), a non-profit association dedicated to advancing public procurement through leadership, excellence, and integrity. In accordance with NASPO ValuePoint’s Lead State™ model, the Lead State is issuing this RFP, evaluating responses, and establishing Master Agreements with the support and assistance of a Multistate Sourcing Team™ composed of individuals from other member states, representing a broad range of perspectives that ensure the RFP incorporates best practices recognized by public entities across the country.

NASPO ValuePoint does not charge fees to NASPO members or other potential users, including state departments, institutions, agencies, and political subdivisions, federally recognized tribes, and other eligible public and nonprofit entities in the 50 states, the District of Columbia, and U.S. territories, to use NASPO ValuePoint Master Agreements. By leveraging the collective volume of potential purchases nationwide, NASPO ValuePoint is able to offer customers the best value in cooperative contracting while giving vendors the opportunity to reach multiple markets through a single solicitation. In 2021, contractors recorded a combined \$16.9 billion in sales through NASPO ValuePoint Master Agreements awarded through cooperative solicitations like this RFP, including a combined \$257 million in sales since 2014.

More information about NASPO and NASPO ValuePoint can be found at [www.naspo.org](http://www.naspo.org) and [www.naspovaluepoint.org](http://www.naspovaluepoint.org).

### II. GENERAL INFORMATION AND INSTRUCTIONS

**A. RFP Contact.** The following individual is the sole contact for this RFP:

Joshua Hartman  
Contracting Officer III  
State of Alaska  
[joshua.hartman@alaska.gov](mailto:joshua.hartman@alaska.gov)

**B. Important Dates.**

1. **RFP Advertisement Date:** May 23, 2023
2. **RFP Pre-proposal Conference:** June 8, 2023, at 10:00 a.m. AKDST
3. **RFP Q&A Deadline:** June 19, 2023, at 10:00 a.m. AKDST
4. **RFP Close Date:** July 3, 2023, at 10:00 a.m. AKDST

Attendance at the RFP Pre-proposal Conference to be held through MS Teams is optional. Vendors that want to attend must register to receive the meeting link.

Dates and deadlines are subject to change. Offerors should continue checking the RFP Website for the most up-to-date information.

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**C. RFP Website.** The following website is the sole official source for RFP information and updates:

<https://aws.state.ak.us/OnlinePublicNotices/>

**IMPORTANT NOTICE:** YOU MUST REGISTER WITH THE PROCUREMENT OFFICER LISTED IN THIS DOCUMENT TO RECEIVE NOTIFICATION OF SUBSEQUENT AMENDMENTS. IN ORDER TO REGISTER YOU MUST SEND AN EMAIL TO [JOSHUA.HARTMAN@ALASKA.GOV](mailto:JOSHUA.HARTMAN@ALASKA.GOV) AND INCLUDE CONTACT NAME, COMPANY NAME, EMAIL ADDRESS, AND PHONE NUMBER.

**D. RFP Documents.** This RFP consists of this RFP Summary, the following attachments, and any information or materials posted by the Lead State to the RFP Website, as amended:

1. Attachment A, RFP Terms and Conditions
2. Attachment B, Scope of Work
3. Attachment C, RFP Evaluation Plan
4. Attachment D, Potential Participation
5. Attachment E, Protest Information
6. Attachment F, Offeror Information, Acknowledgements, and Certifications
7. Attachment G, Offeror Response Worksheet
8. Attachment H, Cost Proposal
9. Attachment I, Proposed Modifications to Sample Master Agreement
10. Attachment J, Sample Master Agreement
11. Attachment K, Claim of Business Confidentiality
12. Attachment L, Approved Distributor List

**E. How to Ask Questions.**

For questions about the content of this RFP, submit any questions in writing via e-mail to the RFP Contact listed above. Questions must reference the specific section (page and paragraph) of the RFP to which the question relates.

**F. How to Respond.**

1. **Read and review this RFP, including all attachments, exhibits, and amendments.**
2. Prepare a proposal that:
  - a. Follows the requested format;
  - b. Includes the Solicitation Number on all materials making up the proposal;
  - c. Addresses each question and request for a response in this RFP, including all questions in Attachment G, Offeror Response Worksheet;
  - d. Clearly demonstrates your ability to meet the Scope of Work described in Attachment B; and
  - e. Includes all required submissions identified in Section IV of this attachment.

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**3. Submit your proposal by the RFP Close Date via email.**

**a. Email Submittal Instructions**

When submitting a proposal via email, the technical proposal and cost proposal must be saved as separate PDF documents and emailed to [joshua.hartman@alaska.gov](mailto:joshua.hartman@alaska.gov) as separate, clearly labeled attachments, such as "Vendor name – Technical Proposal.pdf" and "Vendor name– Cost Proposal.pdf" 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 submitting with adequate time to ensure the email is delivered by the deadline for receipt of proposals. Late proposals will not be accepted!

It is the offeror's responsibility to contact the procurement officer of record to confirm that the proposal has been received. The state is not responsible for unreadable, corrupt, late, or missing attachments.

**III. SCOPE OF WORK**

A detailed description of the Deliverables being sought through this RFP is attached as Attachment B, Scope of Work.

The initial term of the Master Agreement(s) resulting from this RFP is anticipated to be two (2) years, with the option to exercise renewals totaling up to an additional three (3) years following the initial term, upon mutual agreement by the Lead State and Contractor.

**IV. OFFEROR RESPONSE**

**A. Required Submissions.** The following must be submitted with your proposal, failure to submit these documents may result in the proposal being deemed non-responsive:

1. Completed and signed Attachment F, Offeror Information, Acknowledgements, and Certifications.
2. Completed Attachment G, Offeror Response Worksheet.
3. Completed Attachment H, Cost Proposal, and a separate list of all products being offered with this proposal with their original pricing in addition to the catalog discounted pricing. These must be submitted as separate documents and separate files, when submitting electronically, from the technical proposal.
4. Completed Attachment I, Proposed Modifications to Sample Master Agreement J (if any).
5. Completed and signed Attachment K, Claim of Business Confidentiality.
6. Redacted copy of proposal clearly marked as such, if claiming confidential, proprietary, or protected information.

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**B. Other Documents.** The following are informational only and do **not** need to be submitted with your proposal:

1. Attachment A, RFP Terms and Conditions
2. Attachment B, Scope of Work
3. Attachment C, RFP Evaluation Plan
4. Attachment D, Potential Participation
5. Attachment E, Protest Information
6. Attachment J, Sample Master Agreement

**V. EVALUATION AND AWARD PROCESS**

**A.** Proposals will be sealed until the RFP Close Date. Proposals will then be evaluated in stages as set forth in this section and further detailed in Attachment C, RFP Evaluation Plan.

1. **Stage 1: Initial Responsiveness.** Proposals will be reviewed for completeness and initial responsiveness.
2. **Stage 2: Mandatory Minimum Requirements.** Complete and responsive proposals will be reviewed for compliance with mandatory minimum requirements.
3. **Stage 3: Technical Criteria.** Proposals meeting or exceeding the Mandatory Minimum Requirements will be evaluated against the Technical Criteria set forth in Attachment C, RFP Evaluation Plan.
4. **Stage 4: Cost.** Cost will be evaluated per the factors set forth in Attachment C, RFP Evaluation Plan.

**B.** After evaluations are completed, the Lead State and Multistate Sourcing Team will determine which proposals are most advantageous to the Lead State and potential Participating and Purchasing Entities.

**C.** Prior to announcement of awards and execution of Master Agreements, the Lead State will present an award recommendation to the Alaska CPO, and then the NASPO ValuePoint for approval of the proposed awards.

**D.** Following approval of NASPO ValuePoint, the Lead State will post the Notice of Intent to Award on the Alaska OPN for 10 days, following which it will finalize all Master Agreements with the awarded vendor(s).