

STATE OF ALASKA

Department of Administration
Office of Procurement and Property
Management



Driver's License and Identification Card Production and Image Capture and Verification

RFP 02-108-23 2023-0200-0194

Amendment Five

Issued: June 8, 2023

This amendment is being issued to provide:

- 1) Question and Answer; and
- 2) Remove and Replace.

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.

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COMPANY SUBMITTING PROPOSAL

AUTHORIZED SIGNATURE

DATE

Questions submitted by potential offerors and answers from the state:

Question 1: SEC. 7.01 ATTACHMENTS, 5) Submittal Form G – Cost Proposal,

In the past, USPS rates are a pass through, but I see that they should be part of the “Produce and Deliver” line in the pricing table. Am I correct? We should identify price per card AND postage via current USPS rates?

Answer 1: On Submittal Form G – Cost Proposal, on the “Produce and Deliver” line item, identify the price per card without postage. A separate line item has been added to the Cost Proposal where postage via current USPS rates can be entered independently. USPS postage will not be included for evaluation purposes and will be paid on actual United States Postal Service rates.

See Change 1: Remove and Replace below.

Changes to the RFP:

Change 1:

REMOVE: SEC. 7.01 ATTACHMENTS, 5) Submittal Form G – Cost Proposal (two pages)

REPLACE: Replace with Amendment Five Attachment One: Submittal Form G – Revised Cost Proposal (two pages)

Change 2:

REMOVE: SEC. 3.02 CONTRACT TERM AND WORK SCHEDULE (page 12):

The length of the contract will be from the date of award, approximately August 1, 2023, through June 30, 2026, with seven one-year renewal options at the state’s discretion. The contract awarded from this RFP may be awarded prior to a current contract, for the same services, expiration date to allow for delivery, installation, and training of the new system.

Initial Contract Schedule:

- Hardware and software delivery and installation
 - o Rolled out and operational in all offices no later than December 31, 2023; and
- Training to include OIT staff and DMV employees, managers, and Business Partners. All training must occur prior to implementation:
 - o OIT training completed December 2023
 - o DMV employee and manager training completed December 2023
 - o Business Partner training completed during November and December 2023

REPLACE: SEC. 3.02 CONTRACT TERM AND WORK SCHEDULE (page 12):

The length of the contract will be from the date of award, approximately September 1, 2023, through August 31, 2026, with seven one-year renewal options at the state's discretion. The contract awarded from this RFP may be awarded prior to a current contract, for the same services, expiration date to allow for delivery, installation, DMV user testing and training of the new system.

Initial Contract Schedule:

- Hardware and software delivery, installation, testing, and rollout:
 - o Structured internal DMV user testing, prior to rollout, starting September 30, 2024.
 - o Rolled out and operational in all offices no later than October 31, 2024.
 - Training to include DMV OIT staff and DMV employees, managers, and Business Partners. DMV OIT training must occur prior to the structured internal DMV user testing. All other training must occur prior to implementation:
 - o DMV OIT training completed prior to August 2024.
 - o DMV employee and manager training completed September 2024.
 - o Business Partner training completed approximately September/October 2024.
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REMOVE: SEC. 3.03 DELIVERABLES, Items 5) and 6) (page 13):

5) The contractor rollout / implementation schedule must be provided at least 30-days prior to rollout to allow DMV and Business Partner location preparation. Schedule must be approved by DMV.

6) The contractor must provide full-service support for all equipment and software for the full term of the contract. Full service includes all service, repair, parts, and maintenance necessary to keep the equipment operating in a manner that meets the manufacturer's published performance specifications and the requirements of this RFP.

REPLACE: SEC. 3.03 DELIVERABLES, Items 5) and 6) (page 13):

5) The contractor rollout / implementation schedule must be provided at least 60-days prior to rollout to allow DMV and Business Partner location preparation. Schedule must be approved by DMV.

6) The contractor training schedule must be provided at least 30-days prior to initial training to allow DMV and Business Partner location scheduling. Schedule must be approved by DMV.

7) The contractor must provide full-service support for all equipment and software for the full term of the contract. Full service includes all service, repair, parts, and maintenance necessary to keep the equipment operating in a manner that meets the manufacturer's published performance specifications and the requirements of this RFP.

End of Amendment