

Request for Information (RFI)



State of Alaska
Department of Transportation & Public Facilities
Division of Administrative Services

Date Issued: October 11, 2023

RFI #2524S042 MARITIME SECURITY CONSULTATION

Introduction:

The Alaska Department of Transportation and Public Facilities (DOT&PF), Alaska Marine Highway System (AMHS) is requesting information from Alaska based vendors with no subcontractors, capable of providing contractual assistance in the following areas:

1. Vessel and Terminal Yearly Security Audits
2. Vessel and Terminal Security Assessments every 5 years
3. Vessel Security Plan and Terminal Security Plan Renewal every 5 years
4. Security Training for Vessels and Fleet
5. Vessel Fleet and Terminal Yearly Security Exercises

Background Information:

To remain in compliance with United States Federal Code of Regulations and USCG regulations 33 CFR Part 104 and 33 CFR Part 105, AMHS is required to maintain a Vessel Security Plan (VSP) for all 9 vessels and a Facility Security Plan (FSP) and 18 manned ferry terminals. Both plans require yearly in person security audits, yearly security drills/exercises and in person 5 year assessments in conjunction with each plans 5 year renewal and USCG approval.

Required Tasks and Deliverables:

1. Every 5 years the consultant shall assist the Quality Manager of Alaska Marine Highway System renew the VSP and FSP Renewal with the USCG.
2. Every 5 years the consultant shall assist the Quality Manager of Alaska Marine Highway System renew the VSP and FSP Plan Assessments with the USCG.
3. Every year the consultant shall assist the office of AMHS in conducting Terminal and Vessel internal security audits.
4. Every year the consultant shall assist the Quality Manager in a Fleet and Terminal wide security exercise.
5. As needed the consultant shall assist the Quality Manager in VSPs and FSP require amendments as needed throughout the 5 year VSP and FSP Plan renewal period.
6. Each year the consultant shall assist the Quality Manager and Training Specialist in creating security training.

Important Notice:

DOT&PF will not award a contract from this RFI, nor will DOT&PF be financially responsible for the preparation, or administrative costs incurred in developing responses to this RFI. All costs associated with responding will be solely at the interested party's expense. Not responding to this RFI does not preclude participation in any future solicitation, if any is issued. DOT&PF may or may not choose to meet with potential offerors to get further clarification of potential capability to meet requirements

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This RFI does not extend any rights to prospective vendors or obligate the state to conduct a solicitation or purchase any goods or services.

It is the responsibility of the interested party to follow up with the Procurement Officer listed to ensure your response was received prior to the time and date specified.

Response Information:

Interested parties are invited to submit responses to this RFI. At a minimum, responses must address the following:

1. Identify the individual or firm name (including the business website address is applicable) with a contact person and their phone number/email address responding to this RFI.
2. Provide a detailed description of your company's capabilities and experience related to providing assistance with each Required Task and Deliverable listed in this RFI, including how your company meets each of the proposed minimum qualifications.
3. Provide a narrative describing your experience with each of the following:
 - Firm's experience with renewals of, or assistance with the renewals of VSP and FSP with the USCG in the State of Alaska
 - Firm's experience with creating, or assisting with the creation of VSP and FSP Plan Assessments with the USCG in the State of Alaska.
 - Firm's experience conducting, or assisting with Terminal and Vessel internal security audits in the State of Alaska.
 - Firm's experience with conducting, or assisting with Fleet and Terminal wide security exercises in the State of Alaska.
 - Firm's experience with drafting, or assisting with the drafting of VSPs and FSP and any required amendments for a VSP and FSP Plan during a renewal period.
 - Firm's experience with creating, or assisting with the creation of a security training.
4. What is the firm's course of action for addressing growing cyber security concerns in client VSPs and FSPs?
5. Provide a list of three (3) firms your company has provided or assisted with similar tasks and deliverables. Please provide the following for each firm:
 - Firm Name
 - Contact Name
 - Phone Number, and
 - Project Title

Responses to this RFI are for informational purposes only and award will not be made as a result of this RFI.

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Procurement Officer contact information:

Interested parties must submit a written response to the Procurement Officer no later than 3:00 pm Alaska Time, October 17, 2023:

Chris Hunt
Procurement Officer
Department of Transportation & Public Facilities
Division of Administrative Services

Phone: (907) 465-8448

Email: chris.hunt@alaska.gov

Emailed or hard copy responses are acceptable. If sending a hard copy response, send the response to the following address:

U.S. Mail:

P.O. Box 112500
Juneau, AK 99811-2500

Delivery Service (FedEx, UPS):
3132 Channel Drive
Juneau, AK 99801

ELECTRONIC SUBMISSION

Responses for this RFI may be submitted electronically, please see electronic submission guidance provided below.

ELECTRONIC SUBMISSION GUIDANCE: The RFI response may be emailed to the following:

BID SUBMISSION EMAIL ADDRESS: dotstatewideprocurement@alaska.gov

Subject Line for Email Submission:
RFI 2524H042 Maritime Security Consultation

NOTE: The following file size guidance must be considered when submitting the RFI Response. 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 bid exceeds this size, the bid must be sent in multiple emails that are each less than 20 megabytes and each email must comply with the requirements described above. If sending multiple emails due to response file size, please add the number of emails being sent.

Example: Email 1 of 3; Email 2 of 3; Email 3 of 3.

Please note that email transmission is not instantaneous. Similar to sending a hard copy bid, the state recommends sending it enough ahead of time to ensure the email is delivered by the deadline for RFI Submission.

It is the respondent's responsibility to contact the issuing agency at 907-465-8447 to confirm that the bid has been received. The state is not responsible for unreadable, corrupt, or missing attachments.