

**STATE OF ALASKA ITB NUMBER 2524H050  
AMENDMENT NUMBER TWO (2)**

***AMENDMENT ISSUING OFFICE:***



Department of Transportation & Public Facilities  
Statewide Contracting & Procurement  
P.O. Box 112500  
(3132 Channel Drive, Room 350)  
Juneau, Alaska 99811-2500

**ITB 2524H050 Crash Data Entry Services**

**THIS IS NOT AN ORDER**

**DATE AMENDMENT ISSUED: April 9, 2024**

**DUE DATE:** April 24, 2024 at 2:00 PM. (Alaska Time)

**This is a mandatory return Amendment.** *Your bid may be considered non-responsive if this signed amendment is not received [in addition to your bid] by the date and time bids are due.*

Vendor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Offerors Name: \_\_\_\_\_

**The purpose of this Amendment is to:**

- **Provide Answers to Questions Received from the vendor community.**

**Questions and answers**

**Question #1:**

Does the following statement from the ITB mean that items 2 and 3 could sometimes be paired forms in the system that pertain to only 1 crash report?

*Key in specific fields from Item 2, Manual Crash Form, Law Enforcement Form 12-200 and Item 3, Manual Crash Form, Driver Form 12-209 into the DOT&PF's CDES. These two forms shall be processed concurrently, not sequentially. This requires manual data entry and geo-locating the crash on a map within the CDES. Items 2 and 3 shall be processed in the order defined above.*

**Answer #1:**

Yes, sometimes paired forms in the system that pertains to only 1 crash report

**Question #1 a.:**

a. Are there cases where only one report exists?

**Answer #1 a.**

Yes, there are cases when there is only one crash report per event.

**Question #2:**

What are your accuracy requirements? Are the fields highlighted below considered critical data fields that we should prioritize, which carry more weight?

**Incomplete Data Entry or Missing forms:** DOT&PF will conduct frequent spot checks to determine if **crash location, severity, number of vehicles, number of occupants** match crash reports. If DOT&PF identifies inconsistencies, the Project Manager will contact the Contractor immediately to remedy.

**Answer #2:**

Ideally we want 100% accuracy.

The reports have to be geo-located except when the crash location is not provided in the report.

Crash date/time

The total number of vehicles, occupants and non-motorist should be completed.

Severity crash should be complete and correct.

Add the crash diagram when it is provided in report.

Yes, the items highlighted including **crash diagrams** are critical data fields.

Crash location and severity carry the most weight.

**Question #3:**

If a partially completed record is returned back to DOT&PF Manager due to legibility issues, will these records still be considered as part of completed records by the Contractor?

**Item 3: Manual Crash Data Entry – Driver Form 12-209:** DOT&PF will provide the manual entry 12-209 forms to the contractor by uploading pdf crash reports provided to DOT&PF by the State of Alaska, Department of Administration, Division of Motor Vehicles into the CDES crash report list. These forms are generally handwritten. **If the Contractor encounters difficulty in reading the form, the Contractor will identify the Crash Number or the SR Number and shall notify the DOT&PF Project Manager by email regarding the issue. DOT&PF will complete the entry.**

**Answer #3:**

YES, starting on July 2023, only the 5% of Driver Reports Forms 12-209 provided by the DMV are handwritten, the rest of the 12-209 forms are received from an electronic form as PDF file simplifying the data entry reducing the number of cases where the contractor cannot complete a report for having difficulty in reading the form.

**Question #4:**

What are your turnaround time requirements?

**Answer #4:**

See Amendment 1 - Question and Answer #6

**Question #5:**

Would you be able to share any historical data on the following data points?

- a) Current pricing by unit?
- b) Average completion time per record entry?
- c) Distribution of records with 1-2 vehicles involved vs. records with 3 or more vehicles?

**Answer #5:**

**a. - Current pricing by unit.** Based on the last invoice:

- 12-200-Manual Reports – 7.58
- 12-200-Electronic Reports – 6.75
- 12-209 Manual Reports – 6.75

**b. - Average completion time per record entry?**

It may vary **depending** on the number of pages in the report but average 10 minutes.

**c. - Distribution of records with 1-2 vehicles involved vs. records with 3 or more vehicles?**

Average 90% with 1-2 vehicles involved / 10% with more than 3 vehicles

**Question #6:**

Could we please confirm the contract period?

- a) Is the initial term only for approx. 4 months? May 6 to Sep 30, 2024, with an option to renew for five (5) additional one (1) year term? Hence, 5 years and 4 months potential total duration?
- b) Are we supposed to complete the 10,000 volume within the timeframe of June 6 to September 30, 2024 (excluding the 30-day start-up period)?

**SEC. 2.02 CONTRACT TERM**

*The length of the contract will be from the date of award, approximately May 6, 2024 through September 30, 2024 with the option to renew for five (5) additional one (1) year terms under the same terms and conditions as the original contract. Renewals will be exercised at the sole discretion of the state.*

- c) The CPI though mentions that contract prices will remain firm through September 30, 2025, which means whatever we have agreed during the initial term will remain for 1 year and 4 months?

**SEC. 2.06 CONTRACT PRICE ADJUSTMENTS**

*A contract resulting from this ITB will include the following price adjustment clause:*

**Consumer Price Index (CPI):** Contract prices will remain firm through **September 30, 2025.**

- d) If the contract term could be extended up to 5 years, should the multiplier in the Bid Schedule table be 5 instead of 4?

**Answer #6:**

- a. YES.
- b. No, this should be prorated for the short initial term.
- c. YES.
- d. The numbers in the Bid Schedule are estimated quantities and are for evaluation purposes only. The cost per record is the evaluated number.

**Question #7:**

Kindly please confirm whether the monthly volume for Item Two and Item Three should be 342 and 292 respectively, based on the annual volume estimates?

**Annual Forms:** *The state anticipates approximately 10,000 forms will require entry on an annual basis. For each form type described above, the following are the estimated annual volume to be entered.*

**Item One: Electronic Crash Data Form 12-200: Law Enforcement Form:** *The estimated annual volume is 2,400 or approximately 200 per month.*

**Item Two: Manual Crash Data Form 12-200: Law Enforcement Form:** *The estimated annual volume is 4,100 or approximately 425 per month.*

**Item Three: Manual Crash Entry Form 12-209: Driver Report Form:** *The estimated annual volume is 3,500 or approximately 375 per month*

**Answer #7:**

YES.

**Question #8:**

Is there a provision in the system that would allow us to conduct QC/review on keyed forms before submitting as final?

**Answer #8:**

See Amendment 1 Question and Answer #5

**Question #9:**

Does the budget of \$600K cover the 5-year term; hence, the approx. annual budget would be equivalent to around \$120K?

**SEC. 1.02 BUDGET**

*Department of Transportation & Public Facilities, Division of Alaska Highway Safety Office, estimates a budget of \$600,000.00 dollars for this contract. Bids priced at more than \$600,000.00 will be considered non-responsive.*

**Answer #9:**

Department of Transportation & Public Facilities, Division of Alaska Highway Safety Office, estimates a budget of \$600,000.00 dollars for this contract. Bids priced at more than \$600,000.00 will be considered non-responsive. There is no minimum or maximum of form entries annually.

**Contingent Upon Federal Funding:** The award of grant funding is subject to the availability of Federal funding. The AHSO reserves the right to incrementally fund any awarded grant at any time during the grant period.

**End of questions and answers.**

**Bids received after the Due Date and Time will be considered Non-responsive.**

Signature: Paul DiCarlo

Date: 4/9/2024

Name: Paul DiCarlo

Title: Procurement Specialist