

AMENDMENT TWO, ATTACHMENT ONE

State of Alaska
Department of Administration

RFP 2020-0200-0172
Alaska Care Surgery/Travel Coordination and
Virtual Physical Therapy Services

**CHANGE 1: REMOVE RFP page 22, SEC 5.01 SUMMARY OF EVALUATION PROCESS
AND
REPLACE WITH THE ATTACHMENT ONE.**

To ensure compliance with AS 36.30, 2AAC 12, and Chapters 81 and 82 of the Alaska Administrative Manual, the following process shall be followed during the evaluation of RFP 2024-0200-0172, AlaskaCare Surgery/Travel Coordination and Virtual Physical Therapy Services.

1. DRB to provide Contracting Officer the names of the PEC members.
2. Proposals received by Contracting Officer by May 24, 2024 @ 2:00 P.M AKST.
3. Contracting Officer independently reviews the proposal(s) for responsiveness under section 1.04 and checks for all mandatory forms.
4. Pre-PEC meeting-Once the Contracting Officer has determined the responsive proposals, Contracting Officer shall set up the initial PEC Meeting. During this meeting, the Contracting Officer shall inform the PEC and Segal of the vendor names. During the initial PEC meeting as described above, the Contracting Officer shall provide non-conflict of interest forms to the PEC and Segal for execution. At this point in the initial PEC meeting, the Contracting Officer shall review the Procurement Evaluation Committee Guide and discuss the scoring process with the PEC and Segal. At the end of the initial PEC meeting, the Contracting Officer shall request the PEC and Segal return the non-conflict of interest forms to the Contracting Officer.
5. Upon receipt of the non-conflict of interest forms the Contracting Officer shall send the PEC Evaluator Guide, evaluation score sheets, and the responsive technical proposals to the PEC members for scoring. Per the Evaluator Guide, all PEC members must independently score each proposal. No discussions between the individual PEC members or Segal shall occur.
6. Shortly after item 5 above is complete, the Contracting Officer shall send the technical and cost proposal(s) to Segal for cost evaluation and technical proposal review.
7. Once each PEC member has completed their independent scoring of each technical proposal, each PEC member shall submit the evaluation score form to the Contracting Officer at least one day prior to the PEC meeting. The PEC meeting is conducted under 2AAC 12.260 (h).

The PEC meeting should include all PEC members and Segal as the technical consultant. The PEC meeting provides an opportunity for the PEC to discuss the merits of each technical proposal and PEC members may adjust their initial technical score based on the discussion. Scoring must remain independent for each PEC member. Cost must not be a discussion item during this meeting.

The Contracting Officer is responsible for running this meeting. Any changes to scores shall be justified on each PEC members score sheet. If scores are changed as a result of this discussion, the initial technical score should be removed and the new score entered with justification. All score changes shall be documented by the Contracting Officer.

8. At the end of the PEC meeting, the PEC must submit the final technical proposal scores to the Contracting Officer. At this point, the Contracting Officer shall determine which Offerors shall move forward into the Interview/Demo phase of the evaluation in accordance with RFP Section 5.08.

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9. Once the Interview/Demo phase scoring is complete, the PEC shall provide their Interview/Demo scores to the Contracting Officer. If needed, the PEC could also hold a new PEC meeting to allow discussion regarding the Interview/Demo Phase scoring. If held, this PEC discussion shall be limited to the scores awarded specifically for the Interview/Demo scoring phase. As with the first PEC meeting, all PEC members and Segal as the technical consultant should be in attendance.

Like the first PEC meeting, the PEC has the opportunity to discuss the merits of each interview and demonstration and PEC members may adjust their initial interview and demonstration score based on the discussion. Scoring must remain independent for each PEC member. Cost must not be a discussion item during this meeting.

The Contracting Officer is responsible for running this meeting. Any changes to scores shall be justified on each PEC members score sheet. If scores are changed as a result of this discussion, the interview and demonstration initial score should be removed and the new score entered, with justification. All score changes shall be documented by the Contracting Officer.

At the end of the PEC meeting for the Interview/Demo phase of the scoring is over, PEC members shall provide all score sheets to the Contracting Officer to final tabulation.

10. Once the Technical, Interview, Demonstration scores are complete, the Contracting Officer shall tally the scores for each evaluation category to include applicable preferences.
11. Tabulated costs for each Offeror will be provided by Segal and the Contracting Officer will apply preferences and determine points allocated for each Offeror's cost proposal using the State provided formula.
12. At the time Segal provides the cost tabulation to the Contracting Officer, Segal should also provide a listing of issues and concerns to the Contracting Officer.
13. After the final scoring of all criteria's, the Contracting Officer shall determine which Offerors are considered reasonable susceptible for award.
14. For Offerors that are reasonably susceptible for award, the Contracting Officer shall draft clarification questions based on the listing of issues and concerns developed by Segal and submitted to the Contracting Officer under item 12 above. It is also permitted for the PEC members to submit issues and concerns to the Contracting Officer for clarification purposes. It is important to note that the questions for each Offeror may or may not be the same. In general, the clarification questions usually relate to the technical proposal, but there is nothing preventing the state from asking the Offerors to sharpen their pencil and submit a revised cost proposal as well.

At this point, cost is still confidential and should not be disclosed to the PEC.

15. Once the clarification questions are developed for each Offeror that is reasonably susceptible for award, the Contracting Officer shall provide the questions to each Offeror and provide a deadline for the submission of a best and final proposal. This process is completed under the authority of 2AAC 12.285. Generally, it is a good idea to give the Offerors 24-72 hours to consider the questions posed to ensure the state provides a good opportunity for the Offerors to develop well thought out responses to the questions posed.
16. If needed, or desired, the team could also choose to utilize 2AAC 12.290, Proposal Discussions with Individual Offerors in conjunction with item 14 above and 2AAC 12.285.

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It is important to note that the Offerors are only permitted to clarify and discuss portions of the proposal that surround the questions provided to them. They do not get to further supplement any other sections.

17. Once the Contracting Officer has received the Best and Final Proposals from each of the susceptible Offerors, the technical portions are sent to the PEC for independent consideration. The Best and Final technical and cost (if applicable) submissions are also sent to Segal for consideration. While the PEC is under no obligation to modify a score based on the Best and Final submission, a PEC member may do so if the additional information leads them to a change in score, however PEC member must provide a justification.

If an Offeror submits a Best and Final Cost proposal, Segal will be required to re-tabulate the cost portion for the final evaluation.

18. Similar to items 7 and 9 above, if needed, a new PEC meeting may be convened to discuss the Best and Final proposals. Like above, if scores are changed based on the discussion of the Best and Final submissions, the initial technical score should be removed and the new score entered with justification.

At the completion of this meeting, the PEC shall provide the final technical scores to the Contracting Officer. If costs were altered during the Best and Final process, Segal shall provide the new tabulated scores to the Contracting Officer.

19. Once the final scores are provided, the Contracting Officer shall finalize all the scores using the State formulas and apply any preferences for each Offeror that was determined to be reasonably susceptible for award and determine the apparent awardee. Once determined, the Contracting Officer will notify the Project Manager of the result and provide the Project Manager the Best and Final cost proposal for consideration.
20. If needed, the Contracting Officer will contact the apparent awardee and move into negotiations in accordance with RFP section 6.07. During negotiation, the PEC members may discuss their expectation of the services, deliverables.
21. Once negotiations are complete, the Contracting Officer will issue the Notice of Intent to Award. Once the NOIA is issued, the 10 day protest period starts.
22. Contract will be issued after the 10 days protest period ends.