

SUBMITTAL FORM A – Offeror Information

PROJECT INFORMATION

RFP NUMBER: _____
PROJECT NAME: _____

OFFEROR INFORMATION

Company Name: _____
Address: _____
Tax ID: _____
Alaska Business License #: _____

CONTACT INFORMATION

Provide contact information for the individual that can be contacted for clarification regarding this proposal:

Name _____
Title _____
Address _____
Email _____
Telephone _____

CRITICAL TEAM MEMBERS

Provide the names of all critical team members that will be assigned to this contract (add as necessary). Note: These individuals cannot be removed or replaced from this project, or their positions, unless approved in writing the project director or procurement officer.

Primary Project Manager _____
Name of Position 2 _____
Name of Position 3 _____
Name of Position 4 _____

ADDENDA ACKNOWLEDGEMENT

The offeror acknowledges receipt of the following amendments and has incorporated the requirements of such amendments into their proposal. Failure to identify and sign for all amendments may subject the offeror to disqualification. The offeror must list all amendments (by number), then initial and date to confirm that you have received and incorporated them into your proposal (add more rows as necessary).

| Number | Initials & Date |
|--------|-----------------|
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| Number | Initials & Date |
|--------|-----------------|
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| | |

| Number | Initials & Date |
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| | |

CERTIFICATIONS - CIRCLE true or false as appropriate.

| No | Criteria | Response* |
|----|---|--------------|
| 1 | The offeror is presently engaged in the business of providing the services & work required in this RFP. | True False |
| 2 | The offeror confirms that it has the financial strength to perform and maintain the services required under this RFP. | True False |
| 3 | The offeror accepts the terms and conditions set out in the RFP and agrees not to restrict the rights of the state. | True False |
| 4 | The offeror confirms that they can obtain and maintain all necessary insurance as required on this project. | True False |
| 5 | The offeror certifies that all services provided under this contract by the contractor and all subcontractors shall be performed in the United States. | True False |
| 6 | The offeror is not established and headquartered or incorporated and headquartered, in a country recognized as Tier 3 in the most recent United States Department of State's Trafficking in Persons Report. | True False |
| 7 | Offeror complies with the American with Disabilities Act of 1990 and the regulations issued thereunder by the federal government. | True False |
| 8 | Offeror complies with the Equal Employment Opportunity Act and the regulations issued thereunder by the federal government. | True False |
| 9 | Offeror complies with the applicable portion of the Federal Civil Rights Act of 1964. | True False |
| 10 | The offeror can provide (if requested) financial records for the organization for the past three years. | True False |
| 11 | The offeror has not had any contracts terminated by the State of Alaska (within the past five years) for performance issues. | True False |
| 12 | The offeror certifies that neither it nor its principles are not currently debarred, suspended, proposed for debarment, or declared ineligible for award by any federal or other government entity. | True False |
| 13 | The offeror certifies that they do not have any governmental or regulatory action against their organization that might have a bearing on their ability to provide services to the state. | True False |
| 14 | The offeror certifies, within the last five years, they have not been convicted or had judgment rendered against them for: fraud, embezzlement, theft, forgery, bribery, falsification or destruction of records, false statements, or tax evasion. | True False |
| 15 | The offeror does not have any judgments, claims, arbitrations, or suits pending/outstanding against your company in which an adverse outcome would be material to the company. | True False |
| 16 | The offeror is not (now or in the past) been involved in bankruptcy or reorganized proceeding. | True False |
| 17 | Offeror certifies they comply with the laws of the State of Alaska. | True False |
| 18 | Offeror certifies under penalty of perjury that the proposal submitted was independently arrived at without collusion. | True False |
| 19 | Offeror confirms their proposal will remain valid and open for at least ninety (90) days. | True False |
| 20 | Offeror confirms that they have and will maintain the hardware, software, equipment, and licenses necessary to perform the duties described in this RFP. | True False |

* Failure to answer or answering "False" may be grounds for disqualification. For any "False" responses, provide clarification (up to 250 word maximum for each "False" clarification) below (add rows as necessary).

| Section | Clarification |
|---------|---------------|
| | |

ALASKA PREFERENCES

If you wish to claim any Alaska Preferences, please complete the Alaska Bidder Preference Certification Form that follows the below signature section.

SIGNATURE

This proposal must be signed by a company officer empowered to bind the company.

Printed Name _____

Title _____

Date _____

Signature _____



ALASKA BIDDER PREFERENCE CERTIFICATION

AS 36.30.321(A) / AS 36.30.990(2)

BUSINESS NAME: Click or tap here to enter text.

| | |
|--|--|
| Alaska Bidder Preference: Do you believe that your firm qualifies for the Alaska Bidder Preference? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Alaska Veteran Preference: Do you believe that your firm qualifies for the Alaska Veteran Preference? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Please list any additional Alaska Preferences below that you believe your firm qualifies for. | |
| 1. | 2. |
| 3. | 4. |
| 5. | 6. |

To qualify for and claim the Alaska Bidder Preference you must answer **YES** to all questions below in the Alaska Bidder Preference Questions section. To qualify for and claim the Alaska Veteran Preference, you must answer **YES** to these questions as well as answer **YES** to all the questions in the Alaska Veteran Preference section. A signed copy of this form must be included with your bid or proposal no later than the deadline set for receipt of bids or proposals.

If you are submitting a bid or proposal as a **JOINT VENTURE**, all members of the joint venture must complete and submit this form before the deadline set for receipt of bids or proposals. [AS 36.30.990\(2\)\(E\)](#)

If the procuring agency is unable to verify a response, the preference may not be applied. Knowingly or intentionally making false or misleading statements on this form, whether it succeeds in deceiving or misleading, constitutes misrepresentation per [AS 36.30.687](#) and may result in criminal penalties.

Alaska Bidder Preference Questions:

- 1) Does your business hold a current Alaska business license per [AS 36.30.990\(2\)\(A\)](#)?
 YES **NO**
 If **YES**, enter your current **Alaska business license number:** Click or tap here to enter text.
- 2) Is your business submitting a bid or proposal under the name appearing on the Alaska business license noted in **Question 1** per [AS 36.30.990\(2\)\(B\)](#)?
 YES **NO**
- 3) Has your business maintained a **place of business** within the state **staffed by the bidder or offeror** or an employee of the bidder or offeror for a period of six months immediately preceding the date of the bid or proposal per [AS 36.30.990\(2\)\(C\)](#)?
 YES **NO**
 If **YES**, please complete the following information:

 A. **Place of Business**
 Street Address: Click or tap here to enter text.
 City: Click or tap here to enter text.
 ZIP: Click or tap here to enter text.

“**Place of business**” is defined as a location at which normal business activities are conducted, services are rendered, or goods are made, stored, or processed; a post office box, mail drop, telephone, or answering service does not, by itself, constitute a place of business per [2 AAC 12.990\(b\)\(3\)](#).

Do you certify that the **Place of Business** described in **Question 3A** meets this definition?

YES **NO**

B. The bidder or offeror, or at least one employee of the bidder or offeror, must be a resident of the state under [AS 16.05.415\(a\)](#) per [2 AAC 12.990\(b\)\(7\)](#).

1) Do you certify that the bidder or offeror OR at least one employee of the bidder or offeror is physically present in the state with the intent to remain in Alaska indefinitely and to make a home in the state per [AS 16.05.415\(a\)\(1\)](#)?

YES **NO**

2) Do you certify that that the resident(s) used to meet this requirement has maintained their domicile in Alaska for the 12 consecutive months immediately preceding the deadline set for receipt of bids or proposals per [AS 16.05.415\(a\)\(2\)](#)?

YES **NO**

3) Do you certify that the resident(s) used to meet this requirement is claiming residency ONLY in the state of Alaska per [AS 16.05.415\(a\)\(3\)](#)?

YES **NO**

4) Do you certify that the resident(s) used to meet this requirement is NOT obtaining benefits under a claim of residency in another state, territory, or country per [AS 16.05.415\(a\)\(4\)](#)?

YES **NO**

4) Per [AS 36.30.990\(2\)\(D\)](#), is your business (**CHOOSE ONE**):

A. **Incorporated** or **qualified to do business under the laws of the state?**

YES **NO**

If **YES**, enter your current **Alaska corporate entity number**: [Click or tap here to enter text.](#)

B. A **sole proprietorship** AND the proprietor is a resident of the state?

YES **NO**

C. A **limited liability company** organized under AS 10.50 **AND** all members are residents of the state?

YES **NO**

Please identify each member by name: [Click or tap here to enter text.](#)

D. A **partnership** under former AS 32.05, AS 32.06, or AS 32.11 **AND** all partners are residents of the state?

YES **NO**

Please identify each member by name: [Click or tap here to enter text.](#)

Alaska Veteran Preference Questions:

1) Per [AS 36.30.321\(F\)](#), is your business (**CHOOSE ONE**):

A. A **sole proprietorship** owned by an Alaska veteran?

YES **NO**

B. A **partnership** under AS 32.06 or AS 32.11 **AND** a majority of the partners are Alaska veterans?

YES **NO**

- C. A **limited liability company** organized under AS 10.50 **AND** a majority of the members are Alaska veterans?
 YES **NO**
- D. A **corporation** that is wholly owned by individuals, **AND** a majority of the individuals are Alaska veterans?
 YES **NO**

Per [AS 36.30.321\(F\)\(3\)](#) “**Alaska veteran**” is defined as an individual who:

(A) Served in the

- (i) Armed forces of the United States, including a reserve unit of the United States armed forces; or
- (ii) Alaska Territorial Guard, the Alaska Army National Guard, the Alaska Air National Guard, or the Alaska Naval Militia; and

(B) Was separated from service under a condition that was not dishonorable.

Do you certify that the individual(s) indicated in **Question 1A, 1B, 1C, or 1D** meet this definition and can provide documentation of their service and discharge if necessary?

YES **NO**

SIGNATURE

By signature below, I certify under penalty of law that I am an authorized representative of [Click or tap here to enter text.](#) and all information on this form is true and correct to the best of my knowledge.

Printed Name _____

Title _____

Date _____

Signature _____

SUBMITTAL FORM B – Experience and Qualifications

SPECIAL REQUIREMENTS: This Submittal Form must not identify the offeror's proposed costs and must not exceed ten (10) pages (reference RFP section 4.02).

SUBMITTAL FORM C – Understanding of the Project

SPECIAL REQUIREMENTS: This Submittal Form must not identify the offeror's proposed costs and must not exceed three (3) pages (reference RFP section 4.02).

SUBMITTAL FORM D – Methodology Used for the Project

SPECIAL REQUIREMENTS: This Submittal Form must not identify the offeror’s proposed costs and must not exceed ten (10) pages (reference RFP section 4.02).

Empty box for methodology details.

SUBMITTAL FORM E – Management Plan for the Project

SPECIAL REQUIREMENTS: This Submittal Form must not identify the offeror's proposed costs and must not exceed five (5) pages (reference RFP section 4.02).

A large, empty rectangular box with a thin black border, occupying most of the page below the header. It is intended for the submission of the Management Plan for the Project.

SUBMITTAL FORM F – Mandatory Requirements

The following are mandatory requirements. The offeror **must** confirm they meet each requirement and provide an explanation (up to 500 word maximum for each requirement) in the Explanation section at the end of this document to demonstrate their acknowledgement and how they meet each related requirement. **A “No” selection or failure to provide an explanation will cause the proposal to be deemed non-responsive.** Make sure to indicate start and end dates for any requirements that have time requirements and provide sufficient detail to ensure the procurement officer can adequately determine the requirements are met.

Mandatory Requirements

| NUMBER | CRITERIA | RESPONSE |
|--------|--|--|
| 1. | The successful offeror must be able to do daily work during Alaska business hours (8:00 a.m. – 4:30 p.m. prevailing Alaska time). | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 2. | Certify in writing at least five (5) years of experience within the last ten (10) years conducting qualitative research and writing summary reports using, at minimum, the following tools: focus groups and key informant interviews. | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 3. | Provide a list of qualitative research projects conducted in the last five (5) years. | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 4. | Certify in writing at least five (5) years of experience within the last ten (10) years conducting quantitative research, which includes survey design, pre-testing, data collection, and data analysis (including weighting). This experience must include using, at minimum, the following tools: survey samples; questionnaires; telephone surveys using computer assisted telephone interviews (CATI); and online surveys. | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 5. | Provide a list of quantitative research projects conducted in the last five (5) years. | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 6. | Provide at least three (3) letters of reference from previous clients that describe experience conducting qualitative and quantitative research on time and within budget. | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 7. | Provide resumes for key personnel. | <input type="checkbox"/> Yes <input type="checkbox"/> No |

Explanation

| NUMBER | Explanation |
|--------|-------------|
| 1. | |
| 2. | |
| 3. | |
| 4. | |
| 5. | |
| 6. | |
| 7. | |

