

STATE OF ALASKA REQUEST FOR PROPOSALS



TOBACCO PREVENTION AND STATEWIDE SUPPORT

RFP 2024-1600-0275

ISSUED 8/23/2024

THE DEPARTMENT OF HEALTH, DIVISION OF PUBLIC HEALTH, IS SOLICITING PROPOSALS FOR A CONTRACT TO EXPAND THE STATE TPC PROGRAM'S SUPPORT AND TECHNICAL ASSISTANCE TO COMMUNITIES TO IMPACT SOCIAL NORMS AND ENVIRONMENTAL CHANGE.

ISSUED BY:

DEPARTMENT OF HEALTH
DIVISION OF PUBLIC HEALTH

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OFFERORS ARE NOT REQUIRED TO RETURN THIS FORM.

IMPORTANT NOTICE: IF YOU RECEIVED THIS SOLICITATION FROM THE STATE OF ALASKA'S "ONLINE PUBLIC NOTICE" WEB SITE, YOU MUST REGISTER WITH THE PROCUREMENT OFFICER LISTED IN THIS DOCUMENT TO RECEIVE NOTIFICATION OF SUBSEQUENT AMENDMENTS. FAILURE TO CONTACT THE PROCUREMENT OFFICER MAY RESULT IN THE REJECTION OF YOUR OFFER.

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SECTION 1. INTRODUCTION & INSTRUCTIONS

SEC. 1.01 PURPOSE OF THE RFP

The Department of Health, Division of Public Health, is soliciting proposals for a contract to expand the state Tobacco Prevention and Control (TPC) program’s support and technical assistance to communities to impact social norms and environmental change. Over time, these changes will help the program to reduce youth vaping in schools, reduce youth use of e-cigarettes and other tobacco and nicotine products, reduce exposure to

secondhand smoke, increase quit attempts and cessation among adults and teens, and decrease tobacco-related disparities.

SEC. 1.02 BUDGET

Department of Health, Division of Public Health, estimates a budget ranging up to \$400,000 per year for up to 5 years for completion of this project. Proposals priced at more than \$2,000,000.00 will be considered non-responsive.

Payment for the contract is subject to funds already appropriated and identified.

SEC. 1.03 DEADLINE FOR RECEIPT OF PROPOSALS

Proposals must be received no later than 1:00 PM prevailing Alaska Time on September 13, 2024. Late proposals or amendments will be disqualified and not opened or accepted for evaluation.

SEC. 1.04 MANDATORY REQUIREMENTS

To be considered responsive for this RFP, an offeror must meet the mandatory minimum experience requirements that are provided in **Submittal Form F – Mandatory Requirements**. Failure to meet all these requirements will result in immediate disqualification.

SEC. 1.05 REQUIRED REVIEW

Offerors should carefully review this solicitation for defects and questionable or objectionable material. Comments concerning defects and questionable or objectionable material should be made in writing and received by the procurement officer at least ten days before the deadline for receipt of proposals. This will allow time for the issuance of any necessary amendments. It will also help prevent the opening of a defective proposal and exposure of offeror's proposals upon which award could not be made.

SEC. 1.06 QUESTIONS PRIOR TO DEADLINE FOR RECEIPT OF PROPOSALS

All questions must be in writing and directed to the procurement officer and least ten days before the deadline for receipt of proposals. The interested party must confirm telephone conversations in writing.

Two types of questions generally arise. One may be answered by directing the questioner to a specific section of the RFP. These questions may be answered over the telephone. Other questions may be more complex and may require a written amendment to the RFP. The procurement officer will make that decision.

SEC. 1.07 RETURN INSTRUCTIONS

Offerors must submit their proposals via email. The technical proposal and cost proposal must be saved as separate documents and emailed to doh.procurement.proposals@alaska.gov as separate, clearly labeled attachments. The email must contain the RFP number in the subject line.

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 proposal exceeds this size, the proposal must be sent in multiple emails that are each less than 20 megabytes.

Please note that email transmission is not instantaneous. Similar to sending a hard copy proposal, if you are emailing your proposal, the state recommends sending it enough ahead of time to ensure the email is delivered by the deadline for receipt of proposals.

It is the offeror's responsibility to contact the above email address to confirm that the proposal has been received. The state is not responsible for unreadable, corrupt, or missing attachments.

SEC. 1.08 ASSISTANCE TO OFFERORS WITH A DISABILITY

Offerors with a disability may receive accommodation regarding the means of communicating this RFP or participating in the procurement process. For more information, contact the procurement officer no later than ten days prior to the deadline for receipt of proposals.

SEC. 1.09 AMENDMENTS TO PROPOSALS

Amendments to or withdrawals of proposals will only be allowed if acceptable requests are received prior to the deadline that is set for receipt of proposals. No amendments or withdrawals will be accepted after the deadline unless they are in response to the state's request in accordance with 2 AAC 12.290.

SEC. 1.10 AMENDMENTS TO THE RFP

If an amendment is issued before the deadline for receipt of proposals, it will be provided to all who were notified of the RFP and to those who have registered with the procurement officer after receiving the RFP from the State of Alaska Online Public Notice website.

After receipt of proposals, if there is a need for any substantial clarification or material change in the RFP, an amendment will be issued. The amendment will incorporate the clarification or change, and a new date and time established for new or amended proposals. Evaluations may be adjusted as a result of receiving new or amended proposals.

SEC. 1.11 RFP SCHEDULE

RFP schedule set out herein represents the state's best estimate of the schedule that will be followed. If a component of this schedule, such as the deadline for receipt of proposals, is delayed, the rest of the schedule may be shifted accordingly. All times are Alaska Time.

| ACTIVITY | TIME | DATE |
|---|---------|------------|
| Issue Date / RFP Released | | 8/23/2024 |
| Deadline to Submit Questions | 1:00 PM | 9/02/2024 |
| Deadline for Receipt of Proposals / Proposal Due Date | 1:00 PM | 9/13/2024 |
| Proposal Evaluations Complete | | 9/27/2024 |
| Notice of Intent to Award | | 10/04/2024 |
| Contract Issued | | 10/21/2024 |

This RFP does not, by itself, obligate the state. The state's obligation will commence when the contract is approved by the Commissioner of the Department of Health, or the Commissioner's designee. Upon written notice to the contractor, the state may set a different starting date for the contract. The state will not be responsible for any work done by the contractor, even work done in good faith, if it occurs prior to the contract start date set by the state.

SEC. 1.12 ALTERNATE PROPOSALS

Offerors may only submit one proposal for evaluation. In accordance with 2 AAC 12.830 alternate proposals (proposals that offer something different than what is asked for) will be rejected.

SEC. 1.13 NEWS RELEASES

News releases related to this RFP will not be made without prior approval of the project director.

SECTION 2. BACKGROUND INFORMATION

SEC. 2.01 BACKGROUND INFORMATION

Tobacco remains a leading cause of preventable death and disease in Alaska. Each year, about 600 people in Alaska die prematurely because of smoking. In the last 5-year report of Alaska’s Cancer Registry, more than 1,871 Alaska adults had been diagnosed with lung or bronchus cancer, a majority of which were caused by smoking or secondhand smoke exposure.¹ Smoking-related health care costs were estimated at \$438 million in 2009.² Due to inflation and rising health care costs, this is very likely an underestimate of tobacco-related health care costs in Alaska. Alaska loses an estimated \$400 million per year because of smoking-related illness effects on workers and people being able to do their usual activities.³ In 2016, Alaska Medicaid faced \$192 million in tobacco-related health care costs.⁴ In FY2022, long term forecasts of Medicaid spending in Alaska showed that reducing tobacco use beginning with 0.25% in FY2023 and growing to 5.0% by FY2042 would reduce save \$6,713,542 by FY2027.⁵

The Tobacco Prevention and Control Program is grounded in CDC Best practices for Comprehensive Tobacco Control Programs. This comprehensive approach has been shown to be effective in reducing smoking among adults and youth in Alaska. Smoking prevalence among adults has declined significantly, from 27% in 1997 to 19% in 2020 in Alaska. While cigarette smoking prevalence among adults has declined, cigarette smoking prevalence is relatively greater among some populations, including Alaska Native adults, people ages 30-54, people experiencing frequent mental distress, people of lower socioeconomic status, people with less educational attainment, people unable to work or unemployed, and residents of the Northern and the Southwest regions of the state that progress is has been threatened by high prevalence of e-cigarette use by youth at 26% in 2019.⁶ Smoking rates have similarly declined among high school students from 37% in 1995 to 8% in 2019.⁶ That progress continues to be threatened by high prevalence of e-cigarette use among Alaska high school students. 1 in 4 Alaska high school students reported current use e-cigarettes in 2019 while almost half had tried them.⁶ According to the Department of Education and Early Development’s data, tobacco related suspensions have increased from 414 suspensions statewide in 2015-2016 school year to over 1,400 students receiving suspension due to tobacco and e-cigarette related incidents in the 2022-2023 school year. The program’s education and outreach to provide evidence-based tobacco health education, support tobacco-free school policies with alternatives to suspension, tobacco-free school policies, and other population-based youth prevention policies are critical to help prevent students from using e-cigarettes and to decrease time away from school due to tobacco use.

As part of a comprehensive approach, the Tobacco Prevention & Control (TPC) program awarded eight (8) regional tobacco prevention policy and development grants and seven (7) health systems change grants statewide. Each regional tobacco prevention policy and development grantee implements community interventions to address the four primary goals of the TPC Program: prevent youth initiation of tobacco, protect the public from exposure to secondhand smoke, promote cessation of tobacco use among youth and adults, and identify and eliminate tobacco-related disparities and achieve health equity. Social and environmental change strategies are essential to achieve these goals.

The offeror will provide the eight (8) regional Grantees with training and technical assistance on evidence-based tobacco control policy and coalition development. The offeror will coordinate efforts with the State of Alaska, school districts, and community members to help assess needs, develop resources, and coordinate trainings to build capacity for alternative to suspension and school-based tobacco cessation programs for youth. The offeror will also serve as a member of the TPC Strategic Team, providing subject matter expertise in social and environmental change during program coordination and planning activities. The TPC Strategic Team consists of

statewide vendors with subject matter expertise in the following tobacco prevention strategies: youth engagement, social and environmental change, tobacco cessation and health communications. Each vendor can only be awarded one statewide contract for this program to ensure diverse perspectives working on this project.

Sources

1. Alaska Department of Health and Social Services, Division of Public Health, Health Analytics and Vital Records Section. (2023). Incidence of Cancers Associated with Screening and Modifiable Risk Factors. Anchorage: Alaska Department of Health and Social Services.
2. CDC (2023, January 27). Smoking and Tobacco Use: State Fact Sheets. Retrieved from <https://www.cdc.gov/tobacco/stateandcommunity/state-fact-sheets/alaska/>
3. Shrestha, S. S. (2022). Cost of Cigarette Smoking-Attributable Productivity Losses. *American Journal of Preventative Medicine*, 478-485.
4. Alaska Department of Health and Social Services, Division of Public Health, Section of Chronic Disease Prevention and Health Promotion. The cost of eight chronic conditions on Alaska's Medicaid Program. Report prepared by Evergreen Economics, October 18, 2017. Accessed March 20, 2023. Available at: https://dhss.alaska.gov/dph/Chronic/Documents/Publications/2017_CostOfChronicConditions_EvergreenEconomics_web.pdf
5. Alaska Department of Health and Social Services, Long-Term Forecast of Medicaid Enrollment and Spending in Alaska: FY2022- FY2024, January 24, 2022. Accessed June 22, 2024. Available at: <https://health.alaska.gov/fms/Documents/Medicaid-Forecast/AK-Long-Term-Medicaid-Forecast-FY2022-FY2042.pdf>
6. Alaska Department of Health and Social Services, Division of Public Health, Section of Chronic Disease Prevention and Health Promotion. Alaska Tobacco Facts - 2022 Update. Published 2022. Accessed December 20, 2023. https://health.alaska.gov/dph/Chronic/Documents/Tobacco/PDF/2022_AKTobaccoFacts.pdf
7. Alaska Department of Health, Division of Public Health, Section of Chronic Disease Prevention and Health Promotion. Alaska Tobacco Prevention and Control Program 2023 Annual Report. Published 2024. Accessed June 22, 2024. Available at: <https://health.alaska.gov/dph/Chronic/Documents/Tobacco/PDF/TobaccoARFY23.pdf>

SECTION 3. SCOPE OF WORK & CONTRACT INFORMATION

SEC. 3.01 SCOPE OF WORK

The Department of Health, Division of Public Health, is soliciting proposals to provide support and subject matter expertise to the Tobacco Prevention & Control (TPC) program, grantees, and to help develop resources in school districts and communities with higher burdens from tobacco use and fewer resources. This contractor will help implement the TPC Strategic Plan and goals to support TPC efforts to impact social and environmental interventions. The contractor will use [CDC Best Practices](#), the [evidence-based public health framework](#), and their experience with evidence-based strategies such as coalition building and educating decision makers about policy change. Contractor will provide training to TPC Grantees on strategies to identify and reach out to potential partners for coalition efforts using resources such as [CDC Best Practices for Partnerships](#) in Tobacco Prevention and Control. The contractor will coordinate with the project manager to support training and consultation upon request by communities which have higher burdens from tobacco use and are underserved by commercial tobacco prevention and control. A portion of the budget will be used for travel to communities for technical assistance, or for community members to attend training opportunities.

Alaska has implemented a Communities of Practice (CoP) Framework to provide networking and collaborative learning opportunities for TPC community grantees to deepen their expertise in evidence-based strategies, while sharing and distributing resources with peers. These communities foster networking and exchanging of ideas between peers to advance evidence-based strategies statewide. CoPs meet monthly or bimonthly and each focus on evidence-based strategies within youth prevention policy, youth engagement, clean indoor air laws and policies, emerging trends, cessation, and health equity efforts. This contractor will facilitate Communities of Practice relating to smokefree air policies, youth prevention policies, and emerging trends in tobacco prevention and control policies. The contractor will provide additional, individualized technical assistance to three (3) TPC grantees to identify and implement interventions based on an assessment of community needs. A portion of the budget may also be used to travel onsite for the purpose of providing technical assistance and training within the grantee's service area.

The TPC Strategic Team consists of statewide vendors with subject matter expertise in the following areas: youth engagement, social and environmental change strategies, tobacco cessation, and health communications. This contractor will participate with the TPC Strategic Team in the implementation of the TPC Strategic Plan to support social and environmental interventions.

SEC. 3.02 DELIVERABLES

The contractor will be required to provide the following deliverables:

Deliverable 1:

Provide individualized technical assistance to a minimum of three (3) TPC grantees annually to enhance existing or develop new environmental change goals and strategies. (i.e., smokefree policies, tobacco free school policies with alternative to suspension, tobacco price increases, and policies restricting youth access). The contractor will integrate CDC Best Practices for partnerships into all technical assistance activities to help community grantees develop and maintain coalitions and to engage affected community members when developing these goals and strategies. Provide additional, onsite technical assistance during 1-3 grant site visits per year upon request by TPC staff and grantees. Site visits are coordinated and overseen by TPC staff, who schedule and plan agendas with TPC grantee organizations and relevant technical assistance contractors.

Deliverable 2:

Provide consultation and facilitation to the statewide tobacco prevention and control coalition in revising and developing a strategic plan.

- a) Facilitate meetings to support the coalition’s revising process.
- b) Provide consultation on building partnerships with an emphasis on engaging and empowering impacted communities.
- c) Coordinate resources for facilitation of a strategic planning process with the goal of developing a sustainable, five-year strategic plan.
- d) Provide training to coalition workgroup leads on group facilitation as needed.

Deliverable 3:

Coordinate efforts with the State of Alaska, school districts, and community members to help assess needs, identify, and adapt evidence-based resources such as curriculum, and coordinate resources and trainings to build capacity for alternative to suspension and school-based tobacco cessation programs for youth. The contractor will travel to communities when assessing needs whenever possible.

Deliverable 4:

As a member of the TPC Strategic Team, assist with the implementation of the program’s strategic plan by providing consultation and expertise on evidence-based social and environmental change interventions at monthly meetings. As part of this team, the contractor will coordinate with state staff and peers to help ensure that assigned work plan activities, trainings, and outreach are well coordinated with each component of the comprehensive tobacco control program.

Deliverable 5:

Contractor will facilitate a maximum of eighteen (18), online, one-hour Communities of Practice (CoPs) for grantees. Contractor will:

- a) Facilitate online CoPs on topics such as youth prevention policy, smokefree policies, and emerging trends in tobacco prevention and control. Frequency, focus, and timeframes of the Communities of Practice will be determined in coordination with attendees, the TPC Strategic Team, and project manager at the start of each contract year.
- b) Hold CoPs via webinar.
- c) The contractor will outline sessions and content for each CoPs based on an assessment of attendee needs and TPC core competencies.
- d) Facilitate group efforts to gather, help develop and disseminate resources to help advance evidence-based tobacco prevention and control interventions.

Deliverable 6:

The contractor will provide TPC staff with consultation on social and environmental change strategies when developing communication tools such as Fact Sheets, Annual Reports, and related tool kits. Contractor will support dissemination of materials to communities and partners.

Deliverable 7:

Provide technical assistance and consultation in the planning, development and implementation stages for evidence-based tobacco prevention and control policies for a minimum of three (3) communities which are underserved by commercial tobacco prevention and control strategies. The contractor will work collaboratively with the project manager and TPC team to identify communities each contract year. The contractor will develop annual travel opportunities for community members to participate in trainings relevant to the identified needs and priorities of their communities.

Deliverable 8:

Coordinate with TPC staff and TPC Strategic Team in the planning and coordination of the behavioral health policy activities within the TPC Strategic Plan. The contractor will:

- a) Provide consultation on model tobacco-free campus policies as well as best practices during the planning, development, and implementation stages.
- b) Participate in 1-2 presentations for behavioral health and mental health providers on public health research and best practices for implementing tobacco-free policies within substance use treatment, mental health, and behavioral health treatment centers.
- c) Help identify and disseminate relevant resources, materials, and toolkits for clinics when implementing tobacco-free campus policies.

Deliverable 9:

Participate in the planning and implementation of an annual Tobacco Prevention and Control conference (Anchorage). The contractor will host a minimum of one session on how to approach decision makers, facilitate coalitions, and support community education and engagement in comprehensive tobacco control policies.

Deliverable 10:

Ensure Project Management and administration.

Upon full execution of the contract, the offeror and the project manager will meet to discuss the project. The offeror will submit a detailed work plan to the project manager within 30 days of the start of the contract. The offeror will be available by phone and for meetings during regular business hours, generally 8 a.m. – 4:30 p.m. Alaska prevailing time. The offeror and project manager will agree upon a reporting structure, but at minimum it will include monthly verbal reports. The offeror will elevate urgent issues immediately to the project manager.

The offeror will develop and provide progress reports and documents as negotiated in collaboration with the project manager and monitor the project budget. The offeror will prepare and submit quarterly invoices and reports on contract activities in a form approved by the project manager.

For this project, all contact lists and materials created by the offeror are the property of the State of Alaska. At the end of the contract period or when requested, the offeror will provide a jump drive or hard drive of all files in their original format. The offeror will not use the Department or Division logos without approval from the Project Manager. The resources available will meet agreed upon ADA accessibility criteria.

SEC. 3.03 CONTRACT TERM

The initial contract will be for one (1) year term starting from the date of award, with four (4), one (1) year optional renewal options to be executed at the sole discretion of the State. The total term, if the renewals are executed, will be five (5) years.

Unless otherwise provided in the RFP, any extension of the contract beyond the exercised renewal options will be upon mutual agreement between the State and the contractor and effected with a contract amendment processed by the procurement officer and signed by both parties. All other terms and conditions of the contract, including those previously amended, shall remain in full force and effect. Unless otherwise agreed to by both parties, the procurement officer will provide written notice to the contractor of the intent to cancel an extension at least 30 days before the desired date of cancellation.

SEC. 3.04 CONTRACT TYPE

This contract is a firm fixed price contract as identified in Submittal Form H- Cost Proposal.

SEC. 3.05 PAYMENT PROCEDURES

The state will make payments based on a negotiated payment schedule. The State will make progress payments based upon deliverables. Each billing must consist of an invoice and progress report. No payment will be made until the progress report and invoice has been approved by the project director.

SEC. 3.06 CONTRACT PAYMENT

No payment will be made until the contract is approved by the Commissioner of the Department of Health or the Commissioner's designee. Under no conditions will the state be liable for the payment of any interest charges associated with the cost of the contract. The state is not responsible for and will not pay local, state, or federal taxes. All costs associated with the contract must be stated in U.S. currency.

Any single contract payment of \$1 million or higher must be accepted by the contractor via Electronic Funds Transfer (EFT).

SEC. 3.07 LOCATION OF WORK

The location(s) the work is to be performed, completed and managed at the contractor's workspace.

The state will not provide workspace for the contractor. The contractor must provide its own workspace.

Travel will be required for work on this contract. Travel must be conducted in accordance with the State of Alaska Travel Guidelines, provided below.

State Approved Travel Guidelines

Costs associated with travel are included in this contract per the criteria below. Expenses above these criteria must be approved in advance by the Program Manager.

- **Air Travel:** copies of receipts and boarding passes for flights must be submitted with the invoice. The State will reimburse for coach travel only.
 - **Hotel:** copies of original hotel receipts at commercial facilities must be submitted with the invoice. Actual lodging expenses that exceed \$300 room rate per night, excluding taxes, must be approved in advance by the Program Manager.
 - **Rental Car:** copies of the rental car receipt and agreement must be submitted with the invoice. Rental should be for a mid-size or less car (unless approved in advance) and the rental period is to cover the business travel period only.
 - **Ground Transportation:** between the Contractor's home and the airport, and the destination airport and hotel; via airport shuttle, courtesy van, or taxi service.
 - **Per Diem:** the maximum amount for food and all other travel related incidentals in Alaska is \$60 per day, per person.
- Note:** Costs of parking violations will not be reimbursed.

**Travel will be required in the performance of the services for this contract. Of the annual contract amount, the budget will not exceed 10% to cover travel expenses. The exact instances of required travel will be determined as the services begin and communities are identified for support. Out of state travel for professional development of key project staff will be limited to 1 trip per year with prior approval from the project director. All travel must receive prior approval from the project director. **

By signature on their proposal, the offeror certifies that all services provided under this contract by the contractor and all subcontractors shall be performed in the United States.

If the offeror cannot certify that all work will be performed in the United States, the offeror must contact the procurement officer in writing to request a waiver at least 10 days prior to the deadline for receipt of proposals.

The request must include a detailed description of the portion of work that will be performed outside the United States, where, by whom, and the reason the waiver is necessary.

Failure to comply with these requirements may cause the state to reject the proposal as non-responsive or cancel the contract.

SEC. 3.08 SUBCONTRACTORS

Subcontractors may be used to perform work under this contract. If an offeror intends to use subcontractors, the offeror must complete the Submittal Form identified in Section 4.02 of this RFP.

An offeror's failure to provide this information with their proposal may cause the state to consider their proposal non-responsive and reject it.

Subcontractor experience shall be considered in determining whether the offeror meets the requirements set forth in **SEC. 1.04 PRIOR EXPERIENCE**.

If a proposal with subcontractors is selected, the state may require a signed written statement from each subcontractor that clearly verifies the subcontractor is committed to provide the good or services required by the contract.

The substitution of one subcontractor for another may be made only at the discretion and prior written approval of the project director or procurement officer.

Note that if the subcontractor will not be performing work within Alaska, they will not be required to hold an Alaska business license.

SEC. 3.09 JOINT VENTURES

Joint ventures will not be allowed.

SEC. 3.10 RIGHT TO INSPECT PLACE OF BUSINESS

At reasonable times, the state may inspect those areas of the contractor's place of business that are related to the performance of a contract. If the state makes such an inspection, the contractor must provide reasonable assistance.

SEC. 3.11 CONTRACT PERSONNEL

Any change of the project team members or subcontractors named in the proposal must be approved, in advance and in writing, by the project director or procurement officer. Changes that are not approved by the state may be grounds for the state to terminate the contract.

SEC. 3.12 INSPECTION & MODIFICATION - REIMBURSEMENT FOR UNACCEPTABLE DELIVERABLES

The contractor is responsible for the completion of all work set out in the contract. All work is subject to inspection, evaluation, and approval by the project director. The state may employ all reasonable means to ensure that the work is progressing and being performed in compliance with the contract. The project director or procurement officer may instruct the contractor to make corrections or modifications if needed to accomplish the contract's intent. The contractor will not unreasonably withhold such changes.

Substantial failure of the contractor to perform the contract may cause the state to terminate the contract. In this event, the state may require the contractor to reimburse monies paid (based on the identified portion of unacceptable work received) and may seek associated damages.

SEC. 3.13 CONTRACT CHANGES - UNANTICIPATED AMENDMENTS

During the course of this contract, the contractor may be required to perform additional work. That work will be within the general scope of the initial contract. When additional work is required, the project director will provide the contractor a written description of the additional work and request the contractor to submit a firm time schedule for accomplishing the additional work and a firm price for the additional work. Cost and pricing data must be provided to justify the cost of such amendments per AS 36.30.400.

The contractor will not commence additional work until the procurement officer has secured any required state approvals necessary for the amendment and issued a written contract amendment, approved by the Commissioner of the Department of Health or the Commissioner's designee.

SEC. 3.14 NONDISCLOSURE AND CONFIDENTIALITY

Contractor agrees that all confidential information shall be used only for purposes of providing the deliverables and performing the services specified herein and shall not disseminate or allow dissemination of confidential information except as provided for in this section. The contractor shall hold as confidential and will use reasonable care (including both facility physical security and electronic security) to prevent unauthorized access by, storage, disclosure, publication, dissemination to and/or use by third parties of, the confidential information. "Reasonable care" means compliance by the contractor with all applicable federal and state law, including the Social Security Act and HIPAA. The contractor must promptly notify the state in writing if it becomes aware of any storage, disclosure, loss, unauthorized access to or use of the confidential information.

Confidential information, as used herein, means any data, files, software, information or materials (whether prepared by the state or its agents or advisors) in oral, electronic, tangible or intangible form and however stored, compiled or memorialized that is classified confidential as defined by State of Alaska classification and categorization guidelines provided by the state to the contractor or a contractor agent or otherwise made available to the contractor or a contractor agent in connection with this contract, or acquired, obtained or learned by the contractor or a contractor agent in the performance of this contract. Examples of confidential information

include, but are not limited to: technology infrastructure, architecture, financial data, trade secrets, equipment specifications, user lists, passwords, research data, and technology data (infrastructure, architecture, operating systems, security tools, IP addresses, etc).

If confidential information is requested to be disclosed by the contractor pursuant to a request received by a third party and such disclosure of the confidential information is required under applicable state or federal law, regulation, governmental or regulatory authority, the contractor may disclose the confidential information after providing the state with written notice of the requested disclosure (to the extent such notice to the state is permitted by applicable law) and giving the state opportunity to review the request. If the contractor receives no objection from the state, it may release the confidential information within 30 days. Notice of the requested disclosure of confidential information by the contractor must be provided to the state within a reasonable time after the contractor's receipt of notice of the requested disclosure and, upon request of the state, shall seek to obtain legal protection from the release of the confidential information.

The following information shall not be considered confidential information: information previously known to be public information when received from the other party; information freely available to the general public; information which now is or hereafter becomes publicly known by other than a breach of confidentiality hereof; or information which is disclosed by a party pursuant to subpoena or other legal process and which as a result becomes lawfully obtainable by the general public.

SEC. 3.15 INDEMNIFICATION

The contractor shall indemnify, hold harmless, and defend the contracting agency from and against any claim of, or liability for error, omission or negligent act of the contractor under this agreement. The contractor shall not be required to indemnify the contracting agency for a claim of, or liability for, the independent negligence of the contracting agency. If there is a claim of, or liability for, the joint negligent error or omission of the contractor and the independent negligence of the contracting agency, the indemnification and hold harmless obligation shall be apportioned on a comparative fault basis. "Contractor" and "contracting agency", as used within this and the following article, include the employees, agents and other contractors who are directly responsible, respectively, to each. The term "independent negligence" is negligence other than in the contracting agency's selection, administration, monitoring, or controlling of the contractor and in approving or accepting the contractor's work.

SEC. 3.16 INSURANCE REQUIREMENTS

Without limiting contractor's indemnification, it is agreed that contractor shall purchase at its own expense and maintain in force at all times during the performance of services under this agreement the following policies of insurance. Where specific limits are shown, it is understood that they shall be the minimum acceptable limits. If the contractor's policy contains higher limits, the state shall be entitled to coverage to the extent of such higher limits.

Certificates of Insurance must be furnished to the procurement officer prior to beginning work and must provide for a notice of cancellation, non-renewal, or material change of conditions in accordance with policy provisions. Failure to furnish satisfactory evidence of insurance or lapse of the policy is a material breach of this contract and shall be grounds for termination of the contractor's services. All insurance policies shall comply with and be issued by insurers licensed to transact the business of insurance under AS 21.

Workers' Compensation Insurance: The contractor shall provide and maintain, for all employees engaged in work under this contract, coverage as required by AS 23.30.045, and; where applicable, any other

statutory obligations including but not limited to Federal U.S.L. & H. and Jones Act requirements. The policy must waive subrogation against the State.

Commercial General Liability Insurance: covering all business premises and operations used by the Contractor in the performance of services under this agreement with minimum coverage limits of \$300,000 combined single limit per claim.

Commercial Automobile Liability Insurance: covering all vehicles used by the contractor in the performance of services under this agreement with minimum coverage limits of \$300,000 combined single limit per claim.

SEC. 3.17 TERMINATION FOR DEFAULT

If the project director or procurement officer determines that the contractor has refused to perform the work or has failed to perform the work with such diligence as to ensure its timely and accurate completion, the state may, by providing written notice to the contractor, terminate the contractor's right to proceed with part or all of the remaining work.

This clause does not restrict the state's termination rights under the contract provisions of Appendix A, attached in **SECTION 7. ATTACHMENTS**.

SECTION 4. PROPOSAL FORMAT AND CONTENT

SEC. 4.01 RFP SUBMITTAL FORMS

This RFP contains Submittal Forms, which must be completed by the offeror and submitted as their proposal. An electronic copy of the forms is posted along with this RFP. Offerors shall not re-create these forms, create their own forms, or edit the format structure of the forms unless permitted to do so.

Unless otherwise specified in this RFP, the Submittal Forms shall be the offeror’s entire proposal. Do not include any marketing information in the proposal.

Any proposal that does not follow these requirements may be deemed non-responsive and rejected.

SEC. 4.02 SPECIAL FORMATTING REQUIREMENTS

The offeror must ensure that their proposal meets all special formatting requirements identified in this section.

Documents and Text: All attachment documents must be written in the English language, be single sided, and be single spaced with a minimum font size of 10. Pictures or graphics may be used if the offeror feels it is necessary to communicate their information, however, be aware of the below requirements for page limits.

Page Limits: Some Submittal Forms listed below have maximum page limit requirements. Offerors must not exceed the maximum page limits. Note, the page limit applies to the front side of a page only (for example, ‘1 Page’ implies that the offeror can only provide a response on one side of a piece of paper).

| Submittal Form | Maximum Page Limits |
|--|---------------------|
| Submittal Form A – Offeror Information and Certifications | N/A |
| Submittal Form B – Experience and Qualifications | 10 |
| Submittal Form C – Understanding of the Project | 8 |
| Submittal Form D – Methodology Used for the Project | 7 |
| Submittal Form E – Management Plan for the Project | 5 |
| Submittal Form F – Mandatory Requirements | N/A |
| Submittal Form G – Subcontractors | N/A |
| Submittal Form H – Cost Proposal | N/A |

Any Submittal Form that is being evaluated and does not follow these instructions may receive a ‘1’ score for the evaluated Submittal Form, or the entire response may be deemed non-responsive and rejected. Failure to submit any of the Submittal Forms will result in the proposal being deemed non-responsive and rejected.

SEC. 4.03 OFFEROR INFORMATION AND CERTIFICATIONS (SUBMITTAL FORM A)

The offeror must complete and submit this Submittal Form. The form must be signed by an individual authorized to bind the offeror to the provisions of the RFP.

By signature on the form, the offeror certifies they comply with the items listed in the Certifications section of the Submittal Form. If the offeror fails to comply with these items, the state reserves the right to disregard the proposal, consider the contractor in default, or terminate the contract.

The Submittal Form also requests the following information:

- a) The complete name and address of offeror's firm along with the offeror's Tax ID.
- b) Information on the person the state should contact regarding the proposal.
- c) Names of critical team members/personnel.
- d) Addenda acknowledgement.
- e) Conflict of interest statement.
- f) Federal requirements.
- g) Alaska preference qualifications.

An offeror's failure to provide this information may cause the proposal to be determined to non-responsive and rejected.

SEC. 4.04 EXPERIENCE AND QUALIFICATIONS (SUBMITTAL FORM B)

Offerors must provide detail on their specific experience in the following:

- Providing group and individualized technical assistance and training to community organizations to support population-based interventions to support environmental change.
- Implementing population-based interventions to support environmental change
- Building and facilitating coalitions
- Providing training and consultation to schools and community organizations to plan and implement alternative to suspension models
- Providing consultation and training to behavioral health and/or mental health facilities on planning, developing, and implementing policy, systems, and environmental change interventions.

Offerors must also provide detail on the primary project manager's specific experience in projects of a similar nature along with the directly related experience of the overall project team identified in Submittal Form A. Offerors must provide three letters of support from community organizations which demonstrate the offeror's success in providing consultation on policy development, analysis, and implementation. Offerors must provide additional letters of support from community members, community organizations, educators, and/or school health professionals and administrators. Offerors must also provide resumes which demonstrate specific areas of expertise for key staff as outlined above. Letters of support and resumes will not count against the set page limit in the submittal form as mentioned in Section 4.02.

For both above, this can include other specific areas of expertise, including Policy, Systems, and Environmental Change (PSE) Interventions, Evidence-Based Public Health, CDC Best Practices for Commercial Tobacco Prevention and Control, cultural humility, alternative to suspension models, facilitating adult learning, and health topics such as adolescent substance use, health harms of tobacco and nicotine use, mental and behavioral health, and social determinants of health.

Finally, offerors must provide a description of the organization of the project team and the individual(s) responsible and accountable for the completion each component and deliverable of the RFP.

SPECIAL NOTE: The offeror shall not disclose their costs in this Submittal Form and cannot exceed the page limit (as described in Section 4.02).

SEC. 4.05 UNDERSTANDING OF THE PROJECT (SUBMITTAL FORM C)

Offerors must provide detail that demonstrates their understanding of the requirements of the project and how to meet the state's needs.

SPECIAL NOTE: The offeror shall not disclose their costs in this Submittal Form and cannot exceed the page limit (as described in Section 4.02).

SEC. 4.06 METHODOLOGY USED FOR THE PROJECT (SUBMITTAL FORM D)

Offerors must provide detail that demonstrates the methodology they will employ and how the methodology will serve to accomplish the work and meet the state's needs.

SPECIAL NOTE: The offeror shall not disclose their costs in this Submittal Form and cannot exceed the page limit (as described in Section 4.02).

SEC. 4.07 MANAGEMENT PLAN FOR THE PROJECT (SUBMITTAL FORM E)

Offerors must provide detail that demonstrates the management plan they intend to follow and how the plan will serve to accomplish the work and meet the state's needs.

Offerors must also identify any potential issues, risks, or problems they foresee with this project and how they will address them.

SPECIAL NOTE: The offeror shall not disclose their costs in this Submittal Form and cannot exceed the page limit (as described in Section 4.02).

SEC. 4.08 MANDATORY REQUIREMENTS (SUBMITTAL FORM F)

Offerors must complete and submit this Submittal Form.

SEC. 4.09 SUBCONTRACTORS (SUBMITTAL FORM G)

If using subcontractors, the offeror must complete and submit this Submittal Form.

SEC. 4.10 COST PROPOSAL (SUBMITTAL FORM H)

Offerors must complete and submit this Submittal Form. Proposed costs must include all direct and indirect costs associated with the performance of the contract, including, but not limited to, all direct and indirect expenses, payroll, supplies, overhead assigned to each person working on the project, and profit. The costs identified on the cost proposal are the total amount of costs to be paid by the state. No additional charges shall be allowed.

SECTION 5. EVALUATION CRITERIA AND CONTRACTOR SELECTION

SEC. 5.01 SUMMARY OF EVALUATION PROCESS

The state will use the following steps to evaluate and prioritize proposals:

- 1) Proposals will be assessed for overall responsiveness. Proposals deemed non-responsive will be eliminated from further consideration.
- 2) A proposal evaluation committee (PEC), made up of at least three state employees or public officials, will evaluate specific parts of the responsive proposals.
- 3) The Submittal Forms, from each responsive proposal, will be sent to the PEC. No cost information will be shared or provided to the PEC.
- 4) The PEC will independently evaluate and score the documents based on the degree to which they meet the stated evaluation criteria.
- 5) After independent scoring, the PEC will have a meeting, chaired by the procurement officer, where the PEC may have a group discussion prior to finalizing their scores.
- 6) The evaluators will submit their final individual scores to the procurement officer, who will then compile the scores and calculate awarded points as set out in Section 5.03.
- 7) The procurement officer will calculate scores for cost proposals as set out in Section 5.08 and add those scores to the awarded points along with factoring in any Alaska preferences.
- 8) The procurement officer may ask for best and final offers from offerors susceptible for award and revise the cost scores accordingly.
- 9) The state will then conduct any necessary negotiations with the highest scoring offeror and award a contract if the negotiations are successful.

SEC. 5.02 EVALUATION CRITERIA

Proposals will be evaluated based on their overall value to state, considering both cost and non-cost factors as described below. Note: An evaluation may not be based on discrimination due to the race, religion, color, national origin, sex, age, marital status, pregnancy, parenthood, disability, or political affiliation of the offeror.

| Overall Criteria | Weight |
|--|-----------|
| Responsiveness | Pass/Fail |
| Mandatory Requirements Compliance (Submittal Form F) | |

| Qualifications Criteria | | Weight |
|----------------------------------|--------------------|--------|
| Experience and Qualifications | (Submittal Form B) | 130 |
| Understanding of the Project | (Submittal Form C) | 130 |
| Methodology Used for the Project | (Submittal Form D) | 125 |
| Management Plan for the Project | (Submittal Form E) | 115 |
| | Total | 500 |

| Cost Criteria | | Weight |
|---------------|--------------------|--------|
| Cost Proposal | (Submittal Form H) | 400 |

Total 400

| Preference Criteria | Weight |
|---|--------|
| Alaska Offeror Preference (if applicable) | 100 |
| Total | 100 |

TOTAL EVALUATION POINTS AVAILABLE: 1000

SEC. 5.03 SCORING METHOD AND CALCULATION

The PEC will evaluate responses against the questions set out in Sections 5.04 through 5.07 and assign a single score for each section. Offerors’ responses for each section may be rated comparatively against one another with each PEC member assigning a score of 1, 5, or 10 (with 10 representing the highest score, 5 representing the average score, and 1 representing the lowest score). Responses that are similar or lack dominant information to differentiate the offerors from each other will receive the same score. Therefore, it is the offeror’s responsibility to provide dominant information and differentiate themselves from their competitors.

After the PEC has scored each section, the scores for each section will be totaled and the following formula will be used to calculate the amount of points awarded for that section:

- 1) Maximum Points Available / Maximum Combined PEC Score Possible
- 2) Combined PEC Score x Result of 1)

Example (Maximum Points Available for the Section = 100):

| | PEC Member 1 Score | PEC Member 2 Score | PEC Member 3 Score | PEC Member 4 Score | Combined Total Score | Points Awarded |
|------------------|--------------------|--------------------|--------------------|--------------------|----------------------|----------------|
| Offeror 1 | 10 | 5 | 5 | 10 | 30 | 75 |
| Offeror 2 | 5 | 5 | 5 | 5 | 20 | 50 |
| Offeror 3 | 10 | 10 | 10 | 10 | 40 | 100 |

Offeror 1 was awarded 75 points:

$$\frac{\text{Maximum Points Available (100)}}{\text{Maximum Combined PEC Score Possible (40)}} = 2.5$$

$$\text{Combined PEC Score (30)} \times 2.5 = \text{Points Awarded (75)}$$

Offeror 2 was awarded 50 points:

$$\frac{\text{Maximum Points Available (100)}}{\text{Maximum Combined PEC Score Possible (40)}} = 2.5$$

Combined PEC Score (20) x 2.5 = Points Awarded (50)

Offeror 3 was awarded 100 points:

Maximum Points Available (100)

_____ = 2.5

Maximum Combined PEC Score Possible (40)

Combined PEC Score (40) x 2.5 = Points Awarded (100)

SEC. 5.04 EXPERIENCE AND QUALIFICATIONS

This portion of the offeror’s proposal will be evaluated against the following questions:

- 1) How well has the offeror demonstrated a thorough understanding of and experience implementing policy, systems, and environmental change interventions, policy analysis, and best practices for Commercial Tobacco Prevention and Control programs in Alaska communities through the following?
- 2) How well has the offeror demonstrated examples of previous, related work such as:
 - Building and facilitating coalitions.
 - Providing training and technical assistance to community organizations.
 - Planning, developing and implementing alternative to suspension models and youth cessation programs.
 - Planning, developing, and implementing policy, systems, and environmental change interventions within behavioral health settings.
- 3) How extensive is the applicable education and experience of the personnel designated to work on the project.
- 4) How well did the offeror detail the primary project manager’s experience in projects of a similar nature and the directly related experience of the overall project team?
- 5) To what degree did the offeror include other specific areas of expertise such as Policy, Systems, and Environmental Change (PSE) Interventions, Evidence-Based Public Health, CDC Best Practices for Commercial Tobacco Prevention and Control, cultural humility, alternative to suspension models, facilitating adult learning, and health topics such as adolescent substance use, health harms of tobacco and nicotine use, mental and behavioral health, and social determinants of health.
- 6) How did the offeror describe the organization of the project team and the individual(s) responsible for and accountable for the completion of each component and deliverable of the RFP?
- 7) If a subcontractor will perform work on the contract, how well do they measure up to the evaluation used for the offeror?
- 8) How successful is the general history of the firm regarding timely and successful completion of similar projects?

SEC. 5.05 UNDERSTANDING OF THE PROJECT

This portion of the offeror’s proposal will be evaluated against the following questions:

- 1) How well did the offeror demonstrate their understanding of the project requirements and how to meet the state’s needs?
- 2) How well has the offeror demonstrated a thorough understanding of the purpose and scope of the project?
- 3) To what degree has the offeror demonstrated an understanding of the deliverables the state expects it to provide?
- 4) How well has the offeror demonstrated an understanding of how they can work with the TPC program to support grantees?
- 5) To what degree has the offeror demonstrated available resources and ability to develop that can be used to achieve goals in social and environmental change?
- 6) How well has the offeror identified pertinent issues and potential problems related to the project?

SEC. 5.06 METHODOLOGY USED FOR THE PROJECT

This portion of the offeror’s proposal will be evaluated against the following questions:

1. How well did the offeror demonstrate the methodology they will employ and how the methodology will serve to accomplish the work and meet the state’s needs?
2. How well does the methodology match and achieve the objectives set out in the RFP?
3. How well did the offeror describe their process to provide group and individualized training and technical assistance to community grantees?
4. How well did the offeror detail how they would plan, host, maintain, and facilitate online Communities of Practice?
5. Did the offeror clearly describe how they will coordinate with the state TPC staff and the TPC Strategic Team to plan and implement project deliverables?
6. Did the offeror clearly describe how they will provide consultation and facilitation to the statewide tobacco prevention and control coalition in revisioning and developing a strategic plan?
7. How well did the offeror describe their methodology to coordinate with schools, communities, and key partners to assess needs and coordinate resources and trainings to build capacity for alternative to suspension and school-based tobacco cessation programs for youth?
8. Does the methodology interface with the time schedule in the RFP?

SEC. 5.07 MANAGEMENT PLAN FOR THE PROJECT

This portion of the offeror’s proposal will be evaluated against the following questions:

- 1) How well does the offeror’s explanation of the role of the staff involved align with the tasks and deliverables of the RFP?
- 2) How well does the offeror explain the accountability of the project staff and subcontractors?
- 3) How well does the offeror clearly define the communication among the project staff, subcontractors, and the state’s project manager?
- 4) How well did the offeror demonstrate their management plan and how that plan will service to accomplish the work and meet the state’s needs?
- 5) How well does the management plan support all of the project requirements and logically lead to the deliverables required in the RFP?
- 6) Is the organization of the project team clear, and does it illustrate the lines of authority and communication?
- 7) To what degree is the proposal practical and feasible?
- 8) Did the offeror identify any additional tasks not listed in the RFP that are necessary to meet the objectives?
- 9) To what extent did the offeror identify potential issues, risks, or problems they foresee with this project and how they will address them?

SEC. 5.08 CONTRACT COST (COST PROPOSAL)

Overall, a minimum of 40% of the total evaluation points will be assigned to cost. After the procurement officer applies any applicable preferences, the offeror with the lowest total cost will receive the maximum number of points allocated to cost per 2 AAC 12.260(c). The point allocations for cost on the other proposals will be determined using the following formula:

$$[(\text{Price of Lowest Cost Proposal}) \times (\text{Maximum Points for Cost})] \div (\text{Cost of Each Higher Priced Proposal})$$

Example (Max Points for Contract Cost = 400):

Step 1

List all proposal prices, adjusted where appropriate by the application of applicable preferences claimed by the offeror.

| | |
|------------|----------|
| Offeror #1 | \$40,000 |
| Offeror #2 | \$42,750 |
| Offeror #3 | \$47,500 |

Step 2

In this example, the RFP allotted 40% of the available 1,000 points to cost. This means that the lowest cost will receive the maximum number of points.

Offeror #1 receives 400 points.

The reason they receive that amount is because the lowest cost proposal, in this case \$40,000, receives the maximum number of points allocated to cost, 400 points.

Offeror #2 receives 374.3 points.

$\$40,000 \text{ lowest cost} \times 400 \text{ maximum points for cost} = 16,000,000 \div \$42,750 \text{ cost of Offeror \#2's proposal} = 374.3$

Offeror #3 receives 336.8 points.

$\$40,000 \text{ lowest cost} \times 400 \text{ maximum points for cost} = 16,000,000 \div \$47,500 \text{ cost of Offeror \#3's proposal} = 336.8$

SEC. 5.09 APPLICATION OF PREFERENCES

Certain preferences apply to all state contracts, regardless of their dollar value. The Alaska Bidder, Alaska Veteran, and Alaska Offeror preferences are the most common preferences involved in the RFP process. Additional preferences that may apply to this procurement are listed below. Guides that contain excerpts from the relevant statutes and codes, explain when the preferences apply and provide examples of how to calculate the preferences are available at the following website:

<http://doa.alaska.gov/dgs/pdf/pref1.pdf>

- Alaska Products Preference - AS 36.30.332
- Recycled Products Preference - AS 36.30.337
- Local Agriculture and Fisheries Products Preference - AS 36.15.050
- Employment Program Preference - AS 36.30.321(b)
- Alaskans with Disabilities Preference - AS 36.30.321(d)
- Alaska Veteran's Preference - AS 36.30.321(f)
- Alaska Military Skills Program Preference – AS 36.30.321(l)

The Division of Vocational Rehabilitation in the Department of Labor and Workforce Development keeps a list of qualified employment programs and individuals who qualify as persons with a disability. As evidence of a business' or an individual's right to the Employment Program or Alaskans with Disabilities preferences, the Division of Vocational Rehabilitation will issue a certification letter. To take advantage of these preferences, a business or individual must be on the appropriate Division of Vocational Rehabilitation list prior to the time designated for receipt of proposals. Offerors must attach a copy of their certification letter to the proposal. **An offeror's failure to provide this certification letter with their proposal will cause the state to disallow the preference.**

SEC. 5.10 ALASKA BIDDER PREFERENCE

An Alaska Bidder Preference of 5% will be applied to the price in the proposal. The preference will be given to an offeror who:

- 1) holds a current Alaska business license prior to the deadline for receipt of proposals;
- 2) submits a proposal for goods or services under the name appearing on the offeror's current Alaska business license;

- 3) has maintained a place of business within the state staffed by the offeror, or an employee of the offeror, for a period of six months immediately preceding the date of the proposal;
- 4) is incorporated or qualified to do business under the laws of the state, is a sole proprietorship and the proprietor is a resident of the state, is a limited liability company (LLC) organized under AS 10.50 and all members are residents of the state, or is a partnership under AS 32.06 or AS 32.11 and all partners are residents of the state; and
- 5) if a joint venture, is composed entirely of ventures that qualify under (1)-(4) of this subsection.

Alaska Bidder Preference Certification Form

In order to receive the Alaska Bidder Preference, the proposal must include the Alaska Bidder Preference Certification Form attached to this RFP. An offeror does not need to complete the Alaska Veteran Preference questions on the form if not claiming the Alaska Veteran Preference. An offeror's failure to provide this completed form with their proposal will cause the state to disallow the preference.

SEC. 5.11 ALASKA VETERAN PREFERENCE

An Alaska Veteran Preference of 5%, not to exceed \$5,000, will be applied to the price in the proposal. The preference will be given to an offeror who qualifies under AS 36.30.990(2) as an Alaska bidder and is a:

- A. sole proprietorship owned by an Alaska veteran;
- B. partnership under AS 32.06 or AS 32.11 if a majority of the partners are Alaska veterans;
- C. limited liability company organized under AS 10.50 if a majority of the members are Alaska veterans; or
- D. corporation that is wholly owned by individuals, and a majority of the individuals are Alaska veterans.

In accordance with AS 36.30.321(i), the bidder must also add value by actually performing, controlling, managing, and supervising the services provided, or for supplies, the bidder must have sold supplies of the general nature solicited to other state agencies, other government, or the general public.

Alaska Veteran Preference Certification

In order to receive the Alaska Veteran Preference, the proposal must include the Alaska Bidder Preference Certification Form attached to this RFP. An offeror's failure to provide this completed form with their proposal will cause the state to disallow the preference.

SEC. 5.12 ALASKA MILITARY SKILLS PROGRAM PREFERENCE

An Alaska Military Skills Program Preference of 2%, not to exceed \$5,000, will be applied to the price in the proposal. The preference will be given to an offeror who qualifies under AS 36.30.990(2) as an Alaska bidder and:

- A. Employs at least one person who is currently enrolled in, or within the previous two years graduated from, a United States Department of Defense SkillBridge or United States Army career skills program for service members or spouses of service members that offers civilian work experience through specific industry training, pre-apprenticeships, registered apprenticeships, or internships during the last 180 days before a service member separates or retires from the service; or
- B. Has an active partnership with an entity that employs an apprentice through a program described above.

Alaska Military Skills Program Preference Certification

In order to receive the Alaska Military Skills Program Preference, the proposal must include the Alaska Bidder Preference Certification Form attached to this RFP. An offeror's failure to provide this completed form with their proposal will cause the state to disallow the preference.

SEC. 5.13 ALASKA OFFEROR PREFERENCE

Per 2 AAC 12.260, if an offeror qualifies for the Alaska Bidder Preference, the offeror will receive an Alaska Offeror Preference. The preference will be 10% of the total available points, which will be added to the offeror's overall evaluation score.

Example:

Step 1

Determine the number of points available to qualifying offerors under this preference:

1000 Total Points Available in RFP x 10% Alaska Offeror preference = 100 Points for the preference

Step 2

Determine which offerors qualify as Alaska bidders and thus, are eligible for the Alaska Offeror preference. For the purpose of this example, presume that all proposals have been completely evaluated based on the evaluation criteria in the RFP. The scores at this point are:

| | | | |
|------------|------------|---------------------------|------------|
| Offeror #1 | 830 points | No Preference | 0 points |
| Offeror #2 | 740 points | Alaska Offeror Preference | 100 points |
| Offeror #3 | 800 points | Alaska Offeror Preference | 100 points |

Step 3

Add the applicable Alaska Offeror preference amounts to the offerors' scores:

| | |
|-------------------|---|
| Offeror #1 | 830 points |
| Offeror #2 | 840 points (740 points + 100 points) |
| Offeror #3 | 900 points (800 points + 100 points) |

Offeror #3 is the top scoring offeror.

SEC. 5.14 OFFEROR NOTIFICATION OF SELECTION

After the completion of contract negotiation, the procurement officer will issue a written Notice of Intent to Award and send copies of that notice to all offerors who submitted proposals. The notice will list the names of all offerors and identify the offeror selected for award.

SECTION 6. GENERAL PROCESS AND LEGAL INFORMATION

SEC. 6.01 INFORMAL DEBRIEFING

When the contract is completed, an informal debriefing may be performed at the discretion of the project director or procurement officer. If performed, the scope of the debriefing will be limited to the work performed by the contractor.

SEC. 6.02 ALASKA BUSINESS LICENSE AND OTHER REQUIRED LICENSES

Prior to the award of a contract, an offeror must hold a valid Alaska business license. However, in order to receive the Alaska Bidder Preference and other related preferences, such as the Alaska Veteran Preference and Alaska Offeror Preference, an offeror must hold a valid Alaska business license prior to the deadline for receipt of proposals. Offerors should contact the **Department of Commerce, Community and Economic Development, Division of Corporations, Business, and Professional Licensing** for information on these licenses. Acceptable evidence that the offeror possesses a valid Alaska business license may consist of any one of the following:

- copy of an Alaska business license;
- certification on the proposal that the offeror has a valid Alaska business license and has included the license number in the proposal;
- a canceled check for the Alaska business license fee;
- a copy of the Alaska business license application with a receipt stamp from the state's occupational licensing office; or
- a sworn and notarized statement that the offeror has applied and paid for the Alaska business license.

You are not required to hold a valid Alaska business license at the time proposals are opened if you possess one of the following licenses and are offering services or supplies under that specific line of business:

- fisheries business licenses issued by Alaska Department of Revenue or Alaska Department of Fish and Game,
- liquor licenses issued by Alaska Department of Revenue for alcohol sales only,
- insurance licenses issued by Alaska Department of Commerce, Community and Economic Development, Division of Insurance, or
- Mining licenses issued by Alaska Department of Revenue.

Prior the deadline for receipt of proposals, all offerors must hold any other necessary applicable professional licenses required by Alaska Statute.

SEC. 6.03 STANDARD CONTRACT PROVISIONS

The contractor will be required to sign the state's Standard Agreement Form for Professional Services Contracts (form SAF.DOC/Appendix A). This form is attached with the RFP for your review. The contractor must comply with the contract provisions set out in this attachment. No alteration of these provisions will be permitted without prior written approval from the Department of Law, and the state reserves the right to reject a proposal that is non-compliant or takes exception with the contract terms and conditions stated in the Agreement. Any requests

to change language in this document (adjust, modify, add, delete, etc.), must be set out in the offeror's proposal in a separate document. Please include the following information with any change that you are proposing:

- 1) Identify the provision that the offeror takes exception with.
- 2) Identify why the provision is unjust, unreasonable, etc.
- 3) Identify exactly what suggested changes should be made.

SEC. 6.04 QUALIFIED OFFERORS

Per 2 AAC 12.875, unless provided for otherwise in the RFP, to qualify as an offeror for award of a contract issued under AS 36.30, the offeror must:

- 1) Add value in the contract by actually performing, controlling, managing, or supervising the services to be provided; or
- 2) Be in the business of selling and have actually sold on a regular basis the supplies that are the subject of the RFP.

If the offeror leases services or supplies or acts as a broker or agency in providing the services or supplies in order to meet these requirements, the procurement officer may not accept the offeror as a qualified offeror under AS 36.30.

SEC. 6.05 PROPOSAL AS PART OF THE CONTRACT

Part of all of this RFP and the successful proposal may be incorporated into the contract.

SEC. 6.06 ADDITIONAL TERMS AND CONDITIONS

The state reserves the right to add terms and conditions during contract negotiations. These terms and conditions will be within the scope of the RFP and will not affect the proposal evaluations.

SEC. 6.07 HUMAN TRAFFICKING

By signature on their proposal, the offeror certifies that 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.

The most recent United States Department of State's Trafficking in Persons Report can be found at the following website: <https://www.state.gov/trafficking-in-persons-report/>

Failure to comply with this requirement will cause the state to reject the proposal as non-responsive or cancel the contract.

SEC. 6.08 RIGHT OF REJECTION

Offerors must comply with all of the terms of the RFP, the State Procurement Code (AS 36.30), and all applicable local, state, and federal laws, codes, and regulations. The procurement officer may reject any proposal that does not comply with all of the material and substantial terms, conditions, and performance requirements of the RFP.

Offerors may not qualify the proposal nor restrict the rights of the state. If an offeror does so, the procurement officer may determine the proposal to be a non-responsive counter-offer and the proposal may be rejected.

Minor informalities that:

- do not affect responsiveness;
- are merely a matter of form or format;
- do not change the relative standing or otherwise prejudice other offers;
- do not change the meaning or scope of the RFP;
- are trivial, negligible, or immaterial in nature;
- do not reflect a material change in the work; or
- do not constitute a substantial reservation against a requirement or provision;

may be waived by the procurement officer.

The state reserves the right to refrain from making an award if it determines that to be in its best interest. **A proposal from a debarred or suspended offeror shall be rejected.**

SEC. 6.09 STATE NOT RESPONSIBLE FOR PREPARATION COSTS

The state will not pay any cost associated with the preparation, submittal, presentation, or evaluation of any proposal.

SEC. 6.10 DISCLOSURE OF PROPOSAL CONTENTS

All proposals and other material submitted become the property of the State of Alaska and may be returned only at the state's option. AS 40.25.110 requires public records to be open to reasonable inspection. All proposal information, including detailed price and cost information, will be held in confidence during the evaluation process and prior to the time a Notice of Intent to Award is issued. Thereafter, proposals will become public information.

Trade secrets and other proprietary data contained in proposals may be held confidential if the offeror requests, in writing, that the contracting officer does so, and if the contracting officer agrees, in writing, to do so. The offeror's request must be included with the proposal, must clearly identify the information they wish to be held confidential, and include a statement that sets out the reasons for confidentiality. Unless the contracting officer agrees in writing to hold the requested information confidential, that information will also become public after the Notice of Intent to Award is issued.

SEC. 6.11 ASSIGNMENT

Per 2 AAC 12.480, the contractor may not transfer or assign any portion of the contract without prior written approval from the procurement officer.

SEC. 6.12 DISPUTES

A contract resulting from this RFP is governed by the laws of the State of Alaska. If the contractor has a claim arising in connection with the agreement that it cannot resolve with the State by mutual agreement, it shall pursue the claim, if at all, in accordance with the provisions of AS 36.30.620 – AS 36.30.632. To the extent not otherwise governed by the preceding, the claim shall be brought only in the Superior Court of the State of Alaska and not elsewhere.

SEC. 6.13 SEVERABILITY

If any provision of the contract or agreement is declared by a court to be illegal or in conflict with any law, the validity of the remaining terms and provisions will not be affected; and, the rights and obligations of the parties will be construed and enforced as if the contract did not contain the particular provision held to be invalid.

SEC. 6.14 SUPPLEMENTAL TERMS AND CONDITIONS

Proposals must comply with Section 6.08 Right of Rejection. However, if the state fails to identify or detect supplemental terms or conditions that conflict with those contained in this RFP or that diminish the state's rights under any contract resulting from the RFP, the term(s) or condition(s) will be considered null and void. After award of contract:

If conflict arises between a supplemental term or condition included in the proposal and a term or condition of the RFP, the term or condition of the RFP will prevail; and

If the state's rights would be diminished as a result of application of a supplemental term or condition included in the proposal, the supplemental term or condition will be considered null and void.

SEC. 6.15 SOLICITATION ADVERTISING

Public notice has been provided in accordance with 2 AAC 12.220.

SEC. 6.16 SITE INSPECTION

The state may conduct on-site visits to evaluate the offeror's capacity to perform the contract. An offeror must agree, at risk of being found non-responsive and having its proposal rejected, to provide the state reasonable access to relevant portions of its work sites. Individuals designated by the procurement officer at the state's expense will make site inspection.

SEC. 6.17 CLARIFICATION OF OFFERS

In order to determine if a proposal is reasonably susceptible for award, communications by the procurement officer or the proposal evaluation committee (PEC) are permitted with an offeror to clarify uncertainties or eliminate confusion concerning the contents of a proposal. Clarifications may not result in a material or substantive change to the proposal. The evaluation by the procurement officer or the PEC may be adjusted as a result of a clarification under this section.

SEC. 6.18 DISCUSSIONS WITH OFFERORS

The state may conduct discussions with offerors in accordance with AS 36.30.240 and 2 AAC 12.290. The purpose of these discussions will be to ensure full understanding of the requirements of the RFP and proposal. Discussions will be limited to specific sections of the RFP or proposal identified by the procurement officer. Discussions will only be held with offerors who have submitted a proposal deemed reasonably susceptible for award by the procurement officer. Discussions, if held, will be after initial evaluation of proposals by the procurement officer or the PEC. If modifications are made as a result of these discussions they will be put in writing. Following discussions, the procurement officer may set a time for best and final proposal submissions from those offerors with whom discussions were held. Proposals may be reevaluated after receipt of best and final proposal submissions.

If an offeror does not submit a best and final proposal or a notice of withdrawal, the offeror's immediate previous proposal is considered the offeror's best and final proposal.

Offerors with a disability needing accommodation should contact the procurement officer prior to the date set for discussions so that reasonable accommodation can be made. Any oral modification of a proposal must be reduced to writing by the offeror.

SEC. 6.19 CONTRACT NEGOTIATION

After final evaluation, the procurement officer may negotiate with the offeror of the highest-ranked proposal. Negotiations, if held, shall be within the scope of the request for proposals and limited to those items which would not have an effect on the ranking of proposals.

If the selected offeror:

- fails to provide the information required to begin negotiations in a timely manner; or
- fails to negotiate in good faith; or
- indicates they cannot perform the contract within the budgeted funds available for the project; or
- if the offeror and the state, after a good faith effort, simply cannot come to terms,

The state may terminate negotiations with the offeror initially selected and commence negotiations with the next highest ranked offeror.

SEC. 6.20 FEDERALLY IMPOSED TARIFFS

Changes in price (increase or decrease) resulting directly from a new or updated federal tariff, excise tax, or duty, imposed after contract award may be adjusted during the contract period or before delivery into the United States via contract amendment.

- **Notification of Changes:** The contractor must promptly notify the procurement officer in writing of any new, increased, or decreased federal excise tax or duty that may result in either an increase or decrease in the contact price and shall take appropriate action as directed by the procurement officer.
- **After-imposed or Increased Taxes and Duties:** Any federal excise tax or duty for goods or services covered by this contract that was exempted or excluded on the contract award date but later imposed on the contractor during the contract period, as the result of legislative, judicial, or administrative action may result in a price increase provided:
 - a) The tax or duty takes effect after the contract award date and isn't otherwise addressed by the contract;
 - b) The contractor warrants, in writing, that no amount of the newly imposed federal excise tax or duty or rate increase was included in the contract price, as a contingency or otherwise.
- **After-relieved or Decreased Taxes and Duties:** The contract price shall be decreased by the amount of any decrease in federal excise tax or duty for goods or services under the contract, except social security or other employment [taxes](#), that the contractor is required to pay or bear, or does not obtain a refund of, through the contractor's fault, negligence, or failure to follow instructions of the procurement officer.

- **State’s Ability to Make Changes:** The state reserves the right to request verification of federal excise tax or duty amounts on goods or services covered by this contract and increase or decrease the contract price accordingly.
- **Price Change Threshold:** No adjustment shall be made in the contract price under this clause unless the amount of the adjustment exceeds \$250.

SEC. 6.21 PROTEST

AS 36.30.560 provides that an interested party may protest the content of the RFP.

An interested party is defined in 2 AAC 12.990(a) (7) as "an actual or prospective bidder or offeror whose economic interest might be affected substantially and directly by the issuance of a contract solicitation, the award of a contract, or the failure to award a contract."

If an interested party wishes to protest the content of a solicitation, the protest must be received, in writing, by the procurement officer at least ten days prior to the deadline for receipt of proposals.

AS 36.30.560 also provides that an interested party may protest the award of a contract or the proposed award of a contract.

If an offeror wishes to protest the award of a contract or the proposed award of a contract, the protest must be received, in writing, by the procurement officer within ten days after the date the Notice of Intent to Award the contract is issued.

A protester must have submitted a proposal in order to have sufficient standing to protest the proposed award of a contract. Protests must include the following information:

- the name, address, and telephone number of the protester;
- the signature of the protester or the protester's representative;
- identification of the contracting agency and the solicitation or contract at issue;
- a detailed statement of the legal and factual grounds of the protest including copies of relevant documents; and the form of relief requested.

Protests filed by telex or telegram are not acceptable because they do not contain a signature. Fax copies containing a signature are acceptable.

The procurement officer will issue a written response to the protest. The response will set out the procurement officer's decision and contain the basis of the decision within the statutory time limit in AS 36.30.580. A copy of the decision will be furnished to the protester by certified mail, fax or another method that provides evidence of receipt.

All offerors will be notified of any protest. The review of protests, decisions of the procurement officer, appeals, and hearings, will be conducted in accordance with the State Procurement Code (AS 36.30), Article 8 "Legal and Contractual Remedies."

SECTION 7. ATTACHMENTS

SEC. 7.01 ATTACHMENTS

Attachments:

- 1) Cost Proposal
- 2) Submittal Forms A – G
- 3) Standard Agreement Form - Appendix A
- 4) 2024 TPC Core Competencies Chart