

STATE OF ALASKA

Department of Fish and Game
Division of Administrative Services



DWC Meeting Facilitator Services

2025-1100-0125

Amendment 3

10/21/24

This amendment is being issued to *include attachment 5 document "Prior Experience Checklist" listed on page 33 Section 7 and address 1 question.*

Important Note to Offerors: You must sign and return this page of the amendment document with your proposal. Failure to do so may result in the rejection of your proposal. Only the RFP terms and conditions referenced in this amendment are being changed. All other terms and conditions of the RFP remain the same.

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COMPANY SUBMITTING PROPOSAL

AUTHORIZED SIGNATURE

DATE

Questions submitted by potential offerors and answers from the state:

Question 1: Under SEC. 3.09 LOCATION OF WORK, paragraph #3, it states " The contractor should include in their price proposal: transportation, lodging, and per diem costs sufficient to pay for one person to make **two round trip(s)** to Anchorage, AK, **for each workshop**. Travel to other locations will not be required." The cost proposal attachment language doesn't seem to say that two trips per workshop are needed, but I have included estimated costs for two trips as instructed in Sec 3.09. **Please confirm if you can with the project leads that two trips will be required.**

Answer: One trip should be sufficient.

Question 2: I am using the standard RFP submission form found on the SOA website since it is a fillable MSWord document. Can you confirm that this form (submitted in .pdf format) with the necessary attachments per this RFP is acceptable? A copy is attached. The AK bidder form and questions seem the same as in the RFP .pdf but just wanted to confirm so that my packet is not rejected.

Answer: You don't need to include an RFP submissions form with your proposal, if one is used it will be accepted, but it is not necessary.

Changes to the RFP:

Change 1: Including attachment 5 "Prior Experience Checklist (Mandatory to be considered responsive)"

Prior Experience Checklist

For a proposal to be considered responsive and be considered, offerors must show and detail how they meet these minimum prior experience requirements:

1. Experience facilitating and managing complex discussions in a large formal group setting.
2. Strong knowledge of Alaskan wildlife management, or a proven track record of successfully facilitating discussions on Alaska wildlife management challenges.
3. Previous experience organizing, negotiating logistics, and coordinating with a diverse group of participants to set up meetings, meeting space, and the services associated with the successful execution of a multi-day workshop.
4. Minimum 2-3 years of experience writing detailed scientific or technical reports, meeting minutes, and capturing the critical components and discussion of proceedings.

By signing this document, you certify that you meet the above requirements.

Name/Title:

Company Name:

Signature:

Date: