

STATE OF ALASKA INVITATION TO BID (ITB)



DIVISION OF PUBLIC ASSISTANCE PRINTING AND MAILING SERVICES

ITB 2025-1600-0292

ISSUED 3/24/2025

THE STATE OF ALASKA, DEPARTMENT OF HEALTH, DIVISION OF PUBLIC ASSISTANCE (DPA), SYSTEMS OPERATION, IS SEEKING TO ESTABLISH A CONTRACT TO PROVIDE COMPREHENSIVE PRINTING AND MAILING SERVICES.

ISSUED BY:

DEPARTMENT OF HEALTH
DIVISION OF PUBLIC ASSISTANCE

PRIMARY CONTACT:

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PROCUREMENT OFFICER
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BIDDERS 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 ITB

The Department of Health, Division of Public Assistance, System Operations, is seeking bids for a comprehensive service contract including processing, printing, folding, inserting, and postage rates for all applicable mailings. These mailings include daily mail-out services for notices, routine mid-month services, warrants, EBT cards, Medicaid cards, and occasional special mailings.

The Division is required by state and federal regulation to send out notices for programs it administers. These notices are to be mailed to applicants and recipients regularly to communicate program eligibility and requirements. The mailings may contain Health Insurance Portability and Accountability Act (HIPAA) related data, which may contain Protected Health Information (PHI), and/or Personally Identifiable Information (PII). Therefore, the State is seeking a vendor that can provide HIPAA compliant services.

SEC. 1.02 BUDGET

The Department of Health, Division of Public Assistance, estimates a budget of between \$1,700,000 and \$2,250,000 dollars annually for this contract. Bids priced at more than \$2,250,000 annually of \$18,000,000 for all eight (8) years will be considered non-responsive.

Approval or continuation of a contract resulting from this ITB is contingent upon legislative appropriation or federal funding.

SEC. 1.03 DEADLINE FOR RECEIPT OF BIDS

Bids must be received no later than **2:00PM** Alaska Time on **April 14, 2025**, at which time they will be publicly opened. Late bids or amendments will be considered non-responsive and will not be opened or accepted for evaluation.

SEC. 1.04 MANDATORY REQUIREMENTS

To be considered responsive for this ITB, a bidder must meet the mandatory minimum requirements that are provided in the mandatory requirements section of **ITB 2025-1600-0292: Submittal Form - Mandatory Requirements**. Failure to meet all these requirements will result in immediate disqualification.

SEC. 1.05 REQUIRED REVIEW

Bidders shall carefully review this ITB for defects and questionable or objectionable material. Comments concerning defects and questionable or objectionable material in the ITB should be made in writing and received by the procurement officer at least ten days before the deadline for receipt of bids. This will allow time for an amendment to be issued if one is required. It will also help prevent the opening of a defective bid, upon which award cannot be made, and the resultant exposure of bidders' prices.

SEC. 1.06 QUESTIONS PRIOR TO DEADLINE FOR RECEIPT OF BIDS

All questions must be in writing and directed to the procurement officer. 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 ITB. These questions may be answered over the telephone. Other questions may be more complex and may require a written amendment to the ITB. The procurement officer will make that decision.

SEC. 1.07 BID RETURN INSTRUCTIONS

Bidders must submit their bids via email to: doh.procurement.proposals@alaska.gov. The bid must contain the ITB 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 25mb (megabytes). If the email containing the bid exceeds this size, the bid must be sent in multiple emails that are each less than 25 megabytes.

Please note that email transmission is not instantaneous. Similar to sending a hard copy bid, if you are emailing your bid, the state recommends sending it enough ahead of time to ensure the email is delivered by the deadline for receipt of bids. It is the bidder's responsibility to contact the above email address to confirm that the bid has been received. The state is not responsible for unreadable, corrupt, or missing attachments.

SEC. 1.08 BID SUBMITTAL FORMS

Bidders shall use the **ITB 2025-1600-0292 Submittal Forms** and any other forms identified in this ITB for submitting bids. The form must be signed by an individual authorized to bind the bidder to the provisions of the ITB.

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

The form also requests the following information:

- a) The complete name and address of bidder's company along with the bidder's Tax ID.
- b) Information on the person the state should contact regarding the bid.
- c) Addenda acknowledgement.
- d) Conflict of interest statement.
- e) Alaska preference qualifications.

A bidder's failure to provide this information may cause the bid to be considered non-responsive and rejected.

SEC. 1.09 ASSISTANCE TO BIDDERS WITH A DISABILITY

The State of Alaska complies with Title II of the Americans with Disabilities Act of 1990. Individuals with disabilities who may need auxiliary aids, services, and/or special modifications to submit a bid should contact the procurement officer no later than ten days prior to the closing of the bid to make any necessary arrangements.

SEC. 1.10 AMENDMENTS TO BIDS

Amendments to or withdrawals of bids will only be allowed if acceptable requests are received prior to the deadline that is set for receipt of bids, in accordance with 2 AAC 12.140. No amendments or withdrawals will be accepted after the deadline unless the delay is due to an error of the contracting agency, in accordance with 2 AAC 12.160.

SEC. 1.11 AMENDMENTS TO THE ITB

If an amendment is issued before the deadline for receipt of bids, the amendment will be posted on the State of Alaska Online Public Notice (OPN) website. The link to the posting of the amendment will be provided to all who were notified of the ITB and to those who have registered with the procurement officer after receiving the ITB from the OPN.

SEC. 1.12 ITB SCHEDULE

The ITB schedule below represents the State of Alaska’s best estimate of the schedule that will be followed. If a component of this schedule, such as the deadline for receipt of bids, is delayed, the rest of the schedule may be shifted accordingly. All times are Alaska Time.

ACTIVITY	DATE
Issue Date	3/24/2025
Deadline for Receipt of Bids / Bid Due Date	4/14/2025
Bid Evaluations Complete	4/15/2025
Notice of Intent to Award	4/16/2025
Contract Issued	4/28/2025

This ITB 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. 1.13 ALTERNATE BIDS

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

SEC. 1.14 FIRM, UNQUALIFIED, AND UNCONDITIONAL OFFER

To be responsive a bid must constitute a definite, firm, unqualified and unconditional offer to meet all the material terms of the ITB. Material terms are those that could affect the price, quantity, quality, or delivery. Also included as material terms are those which are clearly identified in the ITB, and which must be complied with at risk of bid rejection for non-responsiveness.

SEC. 1.15 SUPPORTING INFORMATION

Provided a bid meets the requirements for a definite, firm, unqualified, and unconditional offer, the state reserves the right to request supplemental information or product samples from the bidder, after the bids have been opened, to ensure that the products or services offered completely meet the ITB requirements. The requirement

for such supplemental information will be at the reasonable discretion of the state and may include the requirement that a bidder will provide a sample product(s) so that the state can make a first-hand examination and determination.

A bidder's failure to provide this supplemental information or the product sample(s), within the time set by the state, may cause the state to consider the offer non-responsive and reject the bid.

SECTION 2. SCOPE OF WORK AND CONTRACT INFORMATION

SEC. 2.01 SCOPE OF WORK AND SPECIFICATIONS

A. Forms Made Physically Available to Clients:

The Policy & Program Development team revises and maintains several forms for the Division of Public Assistance (DPA), which are federally required to be made physically available to clients. The forms include the Application for Services (GEN 50C), Eligibility Review Form (GEN 72), Senior Benefits Application (GEN 152), Application for Medical Assistance for Adults and Children with Long Term Care Needs (MED 4), SNAP Makes America Stronger pamphlet (FSP 313), two SNAP flyers for our partner Foodbank of Alaska, and Heating Assistance Application (HAP-1).

The contractor will be required to print these forms and deliver to their appropriate locations and at certain times of the year. Details on ordering schedules are dependent on the individual form and the federal requirements for their availability to clients.

Specifications

Form Descriptions

GEN 50C (06-3860) – Application for Services

1. 28-page application
2. Finished Size: 8.5 x11”
3. Paper: 70# White Offset
4. Binding: Inserting Sigs Saddleback, Wire Stitching Saddleback, Perforated all pages.
5. Printing: Double-sided, # angle folds, 3 ½ signatures. Trimming booklets 3 sides.
6. Ink: Black and 072
7. File: PDF
8. See attached copy of the GEN 50C.

GEN 72 (06-3670) – Eligibility Review Form

1. 14-page application
2. Finished Size: 8.5 x 11”
3. Paper: 20# Yellow
4. Binding: Bound at the top, thin glue line at the top as the binding
5. Printing: Double-sided. Pages 1-5 printed head to foot. Page 6 is intentionally blank. Pages 7-8 printed head to foot. Pages 9-14 head to head.
6. Ink: Black
7. File: PDF
8. See attached copy of the GEN 72.

GEN 152 (06-3944) – Senior Benefits Application

1. 6-page application
2. Finished Size: 8.5 x 11”
3. Paper: 24# White

4. Printing: Double-sided. Pages 1-4 printed head to foot. Pages 5-6 printed head to head.
5. Binding: Bound at the top, thin glue line at the top as the binding
6. Ink: Black
7. File: PDF
8. See attached copy of the GEN 152.

MED 4 (06-8363) – Medicaid Application for Adults and Children with Long Term Care Needs

1. 10-page application
2. Finished Size: 8.5 x 11"
3. Paper: 50# Cream Offset
4. Binding: Inserting Sigs Saddleback, Wire Stitching Saddleback.
5. Printing: Double-sided, except pages 5 and 10 are one-sided. 1.5 Signatures. Trimming Booklets 3 sides.
6. Ink: Black
7. File: PDF
8. See attached copy of the MED 4.

FSP 313 (06-3959) – SNAP Makes America Stronger

1. 2-page pamphlet
2. Finished Size: 8.5 x 11"
3. Paper: 100# Gloss Text
4. Binding: N/A
5. Printing: Double-sided, 3-panel fold, full bleed trim
6. Ink: Black and PMS 1935
7. File: PDF
8. See attached copy of the FSP 313.

SNAP Flyer #1 – Half-page

1. 1-page, half page
2. Finished Size: 5.5 x 8.5"
3. Paper: 60# Text weight
4. Binding: N/A
5. Printing: Single-sided
6. Ink: Color
7. File: PDF
8. See attached copy of the SNAP Flyer Half Page.

SNAP Flyer #2 – Poster

1. 1-page, full page
2. Finished Size: 8.5 x 11"
3. Paper: 60# Text weight
4. Binding: N/A
5. Printing: Single-sided
6. Ink: Color
7. File: PDF

8. See attached copy of the SNAP Flyer Poster.

HAP 1 (06-3637) – Application for Heating Assistance

1. 16-page application
2. Finished size: 8.5”x11”
3. Paper: 50# white, uncoated book weight
4. Binding: Saddle stitch and fold
5. Printing: Double-sided. Pages 1-5 of actual application, voter registration information and application, and work statements are to be tear offs perforated along left side.
6. File: high resolution PDF
7. Ink: 2 color, Pantone 301 U and Pantone 179 U
8. See attached copy of the HAP 1 form.

General Overview of Process

The Chief of Policy or designated staff, from Policy & Program Development unit, will contact the contractor with revised copies of the forms, if they have been revised. The contractor will email the proofs to the Chief of Policy or designated staff for review and work with them to revise the proofs until the proofs are approved. The Policy unit will send the contractor the mailing address or distribution list (if applicable), including the requested quantities. The contractor will calculate the cost and send an official quote to the Policy unit for review. The Policy unit will submit the purchase order request with the estimate to Division financial leadership for approval. Once the Division financial leadership approves the purchase order, the Policy unit will notify the contractor that the order can be put into production.

Artwork

The State will furnish camera ready artwork in electronic format to successful bidder at the appropriate time each year. Any original copy supplied or generated as a result of this bid shall become or remains the property of the State and shall be returned alone with the job if requested.

Proofing

The above listed forms and documents are subject to revision. The Policy and Program Development unit will provide the contractor a revised copies of the forms in a PDF document. The contractor must provide a proof of the form prior to production. The proof must be approved in writing by the Chief of Policy or designated staff in the Policy unit. Failure to obtain written approval for the proof will result in rejection of the order at the contractor’s expense. In addition, the contractor will be required to reprint and/or reship the job and be responsible for any associated costs incurred by the State due to delivery delay. Send the proof to the Chief of Policy or designated via email.

Every year, the HAP 1 (06-3637) “Application for Heating Assistance” is revised with up-to-date information applicable for the next Heating Assistance season. The Policy and Program Development unit will provide the contractor a revised copy of the HAP 1 form in a PDF document during the month of June every year. The contractor must provide a proof of the form prior to production. The proof must be approved in writing by the Chief of Policy or designated staff in the Policy unit. Failure to obtain written approval for the proof will result in rejection of the order at the contractor’s expense. In addition, the contractor will be required to reprint and/or

reship the job and be responsible for any associated costs incurred by the State due to delivery delay. Send the proof to the Chief of Policy or designated staff in the Policy unit.

Prices stipulated includes cost of all negatives, proofs, composition fees, typesetting fees, etc. Proofs shall be returned to the Division upon completion of the job if requested.

Workmanship and Materials

All work shall be performed in a thorough and accurate manner. Unless otherwise specified, presswork and composition shall be of excellent quality as indicated in the Franklin Catalog, producing a clean, clear, sharp impression. The contractor shall be held responsible for the quality of the finished work. If any job is rejected because of error attributed to the contractor or subcontractor, or less quality than called for, the State shall, at its option, receive a no cost reprint, or negotiate a lower price if product is usable.

Shipping and Handling

The shipping and handling should be included in the official vendor quote, and it should be on a separate line from the printing costs. Once the order has been mailed or if there are delays in the order, the contractor will notify the Chief of Policy or designated staff in the Policy unit.

Order & Delivery Schedule

The following schedules outline when the Policy unit will contact the contractor to order the forms and initiate the ordering process. The distribution lists may be subject to change depending on changes to office(s) location and mailing address. The contractor should be sure to base their estimate and mailing list for orders based on what the Policy unit submits to the contractor at the time of the order. If there are any major revisions to the forms, the Policy unit will contact the contractor a week or two prior to give them time to produce the proof and for Policy to review it.

GEN 50C

- Order Frequency: Quarterly
- Order Schedule: see table

Quarter	Date Policy Unit Contacts Printer to Order Forms	Date Forms are Delivered
Q3 – July - September	3 rd Week of June – Week of June 17 th	July
Q4 – October - December	3 rd Week of September – Week of September 17 th	October
Q1 – January - March	3 rd Week of December – Week of December 17 th	January
Q2 – April - June	3 rd Week of March – Week of March 17 th	April

- Delivery: Various DPA offices in Alaska.

Anchorage Office University Center 4001 Ingra Street, Ste 131 Anchorage, AK 99503	Arctic Slope Native Association PO Box 1232 Utqiagvik, AK 99723	Bethel Office PO Box 365 Bethel, AK 99559
Fairbanks Office 675 7 th Ave, Station E Fairbanks, AK 99701	Homer Office 3670 Lake Street, Ste 200 Homer, AK 99603	Policy Office PO Box 110640 Juneau, AK 99811-0640
Juneau Office PO Box 110642 Juneau, AK 99811-0642	Kenai Office 11312 Kenai Spur Hwy, Ste 2 Kenai, AK 99611	Ketchikan Office 2030 Seal Level Dr, Ste 301 Ketchikan, AK 99901
Kodiak Office 211 Mission Road, Ste 101 Kodiak, AK 99615	Nome Office PO Box 2110 Nome, AK 99762	Sitka Office 304 Lake Street, Ste 101 Sitka, AK 99835
Wasilla Office 855 W. Commercial Dr Wasilla, AK 99654		

GEN 72

- Order Frequency: Quarterly
- Order Schedule: see table

Quarter	Date Policy Unit Contacts Printer to Order Forms	Date Forms are Delivered
Q3 – July - September	3 rd Week of June – Week of June 17 th	July
Q4 – October - December	3 rd Week of September – Week of September 17 th	October
Q1 – January - March	3 rd Week of December – Week of December 17 th	January
Q2 – April - June	3 rd Week of March – Week of March 17 th	April

- Delivery: Various DPA offices in Alaska.

Anchorage Office University Center 4001 Ingra Street, Ste 131 Anchorage, AK 99503	Arctic Slope Native Association PO Box 1232 Utqiagvik, AK 99723	Bethel Office PO Box 365 Bethel, AK 99559
Fairbanks Office 675 7 th Ave, Station E Fairbanks, AK 99701	Homer Office 3670 Lake Street, Ste 200 Homer, AK 99603	Policy Office PO Box 110640 Juneau, AK 99811-0640
Juneau Office PO Box 110642 Juneau, AK 99811-0642	Kenai Office 11312 Kenai Spur Hwy, Ste 2 Kenai, AK 99611	Ketchikan Office 2030 Seal Level Dr, Ste 301 Ketchikan, AK 99901
Kodiak Office 211 Mission Road, Ste 101 Kodiak, AK 99615	Nome Office PO Box 2110 Nome, AK 99762	Sitka Office 304 Lake Street, Ste 101 Sitka, AK 99835
Wasilla Office 855 W. Commercial Dr Wasilla, AK 99654		

GEN 152

- Order Frequency: Quarterly
- Order Schedule: see table

Quarter	Date Policy Unit Contacts Printer to Order Forms	Date Forms are Delivered
Q3 – July - September	3 rd Week of June – Week of June 17 th	July
Q4 – October - December	3 rd Week of September – Week of September 17 th	October
Q1 – January - March	3 rd Week of December – Week of December 17 th	January
Q2 – April - June	3 rd Week of March – Week of March 17 th	April

- Delivery: Various DPA offices in Alaska.

Anchorage Office University Center 4001 Ingra Street, Ste 131 Anchorage, AK 99503	Arctic Slope Native Association PO Box 1232 Utqiagvik, AK 99723	Bethel Office PO Box 365 Bethel, AK 99559
Fairbanks Office 675 7 th Ave, Station E Fairbanks, AK 99701	Homer Office 3670 Lake Street, Ste 200 Homer, AK 99603	Policy Office PO Box 110640 Juneau, AK 99811-0640
Juneau Office PO Box 110642 Juneau, AK 99811-0642	Kenai Office 11312 Kenai Spur Hwy, Ste 2 Kenai, AK 99611	Ketchikan Office 2030 Seal Level Dr, Ste 301 Ketchikan, AK 99901
Kodiak Office 211 Mission Road, Ste 101 Kodiak, AK 99615	Nome Office PO Box 2110 Nome, AK 99762	Sitka Office 304 Lake Street, Ste 101 Sitka, AK 99835
Wasilla Office 855 W. Commercial Dr Wasilla, AK 99654		

MED 4

- Order Frequency: Quarterly
- Order Schedule: see table

Quarter	Date Policy Unit Contacts Printer to Order Forms	Date Forms are Delivered
Q3 – July - September	3 rd Week of June – Week of June 17 th	July
Q4 – October - December	3 rd Week of September – Week of September 17 th	October
Q1 – January - March	3 rd Week of December – Week of December 17 th	January

Q2 – April - June	3 rd Week of March – Week of March 17 th	April
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- Delivery: Various DPA offices in Alaska.

Anchorage Office University Center 4001 Ingra Street, Ste 131 Anchorage, AK 99503	Arctic Slope Native Association PO Box 1232 Utqiagvik, AK 99723	Bethel Office PO Box 365 Bethel, AK 99559
Fairbanks Office 675 7 th Ave, Station E Fairbanks, AK 99701	Homer Office 3670 Lake Street, Ste 200 Homer, AK 99603	Policy Office PO Box 110640 Juneau, AK 99811-0640
Juneau Office PO Box 110642 Juneau, AK 99811-0642	Kenai Office 11312 Kenai Spur Hwy, Ste 2 Kenai, AK 99611	Ketchikan Office 2030 Seal Level Dr, Ste 301 Ketchikan, AK 99901
Kodiak Office 211 Mission Road, Ste 101 Kodiak, AK 99615	Nome Office PO Box 2110 Nome, AK 99762	Sitka Office 304 Lake Street, Ste 101 Sitka, AK 99835
Wasilla Office 855 W. Commercial Dr Wasilla, AK 99654		

FSP 313

- Order Frequency: Annual
- Order Schedule: September
- Delivery: Various DPA offices in Alaska, including some partners.

Anchorage Office University Center 4001 Ingra Street, Ste 131 Anchorage, AK 99503	Arctic Slope Native Association PO Box 1232 Utqiagvik, AK 99723	Bethel Office PO Box 365 Bethel, AK 99559
Fairbanks Office	Homer Office	Policy Office

675 7 th Ave, Station E Fairbanks, AK 99701	3670 Lake Street, Ste 200 Homer, AK 99603	PO Box 110640 Juneau, AK 99811-0640
Juneau Office PO Box 110642 Juneau, AK 99811-0642	Kenai Office 11312 Kenai Spur Hwy, Ste 2 Kenai, AK 99611	Ketchikan Office 2030 Seal Level Dr, Ste 301 Ketchikan, AK 99901
Kodiak Office 211 Mission Road, Ste 101 Kodiak, AK 99615	Nome Office PO Box 2110 Nome, AK 99762	Sitka Office 304 Lake Street, Ste 101 Sitka, AK 99835
Wasilla Office 855 W. Commercial Dr Wasilla, AK 99654	Fraud Control Unit 3601 C Street, Ste 200 Anchorage, AK 99503	Quality Assessment 3601 C Street, Ste 214 Anchorage, AK 99503
Foodbank of Alaska 2192 Viking Dr Anchorage, AK 99501	Family Nutrition Services PO Box 110612 Juneau, AK 99811-0612	

SNAP Flyer #1 – Half-page

- Order Frequency: Annual
- Order Schedule: Late August / Early September
- Delivery: Foodbank of Alaska

SNAP Flyer #2 – Poster

- Order Frequency: Annual
- Order Schedule: Late August / Early September
- Delivery: Foodbank of Alaska

HAP 1

- Order Frequency:
- Order Schedule: see table below

Step	Date
Policy unit contacts Printer w/ revised HAP form PDF version	Week of June 17 th

Policy unit provides Printer w/ form quantities and distribution lists for Job 1 and Job 2	Week of June 17 th
Contractor mails out Job 2	Last week of August
Contractor mails out Job 1 for Elderly & Disabled group	Between 09/23/XX and 09/30/XX
Contractor mails out Job 1 for Families with Young Children	Between 10/01/XX and 10/08/XX
Contractor mails out Job 1 for Other Clients	Between 10/11/XX and 10/15/XX

A general overview of the HAP form order process is as follows.

The Policy unit will contact the contractor with a revised copy of the HAP 1 form, and the Policy unit will send the contractor the form quantities and distribution lists for Job 1 and Job 2. The contractor will create a proof and send it to the Policy unit for review and approval. Once the contractor receives written approval for the proof, the contractor will calculate the cost and send the official quote to the Policy unit. The Policy unit will send the quote and order to DPA’s Administrative Services team for approval, who will determine if the order requires further approvals. Once the Administrative Services team gives approval for the order, the Policy unit will notify the contractor and the order can be put into production.

- Delivery: Various DPA offices in Alaska.

Office Address
Anchorage DPA Office: University Center, 4001 Ingra Street, Suite 131, Anchorage, AK 99503
Arctic Slope Native Association: PO Box 1232, Utqiagvik, AK 99723
Bethel DPA Office: PO Box 365, Bethel, AK 99559
Fairbanks DPA Office: 675 7th Ave Station E, Fairbanks, AK 99701
Homer DPA Office: 3670 Lake Street, STE 200, Homer, AK 99603
DPA Director’s Office: PO Box 110640, Juneau, AK 99811-0640
Juneau DPA Office: PO Box 110642, Juneau, AK 99811-0642
Kenai DPA Office: 11312 Kenai Spur Hwy, STE 2, Kenai, AK 99611
Ketchikan DPA Office: PO Box 5560, Ketchikan, AK 99901
Kodiak DPA Office: 211 Mission Road, STE 101, Kodiak, AK 99615
Nome DPA Office: PO Box 2110, Nome, AK 99762
Sitka DPA Office: 304 Lake Street, STE 101, Sitka, AK 99835
Wasilla DPA Office: 855 W. Commercial Drive, Wasilla, AK 99654
Alaska Village Electric Coop, Inc.: 4831 Eagle Street, Anchorage, AK 99503
ENSTAR Natural Gas Company: (Street) 3000 Spenard Road, Anchorage, AK 99503 (Mailing) PO Box 190288, Anchorage, AK 99519
Chugach Electric Association: 5601 Electron Dr., Anchorage, AK 99519
Homer Electric Association, Inc.: 3977 Lake Street, Homer, AK 99603

Matanuska Electric Association: (Street) 163 E. Industrial Way, Palmer, AK 99645 (Mailing) PO Box 2929, Palmer, AK 99645
ENSTAR Natural Gas Company: 36255 Kenai Spur Hwy, Soldotna, AK 99669
ENSTAR Natural Gas Company: 3351 Palmer/Wasilla Hwy, Wasilla, AK 99654

The order will be split between two (2) jobs with different quantities for each job. The State reserves the right to adjust the quantity if necessary. Because wording of the form will change every year, the contractor **must not** print the entire contract lifetime form quantities in one single production

Job 1

This job provides the previous season’s HAP recipients a copy of the current application. Not all recipients of the previous season are sent a HAP application for the new season. Distribution is broken into three groups: 1) Elderly and disabled, 2) Families with young children, and 3) Other Clients. These three mailing list groups are confidential, and they will only be provided to the vendor once the order is placed.

1. Job 1 has a different copy on ply 1 with bulk rate permit on right hand corner and text printed across the bottom of the page;
2. Job 1 is to be USPS bulk mailed as flats;
3. The State will provide an electronic file with names and addresses divided into three groups for staggered mailings: 1) Elderly and disabled, 2) Families with young children, 3) Other Vulnerable. **This is information will be provided to the printer no later than July 1.**
4. State will sort names alphabetically by zip code for each group;
5. Contractor will cast certified addresses, print addresses, and tray for delivery to USPS.

Contractor must account for all forms and ensure that forms are delivered to the U.S. Post Office for staggered mailing on the following dates.

- 1) Elderly and Disabled – between 09/23/XX and 09/30/XX;
- 2) Families with Young Children – between 10/01/XX and 10/08/XX; and
- 3) Other Clients – between 10/11/XX and 10/15/XX.

Job 2

This job provides a supply of HAP applications to the DPA offices across the state and some heating assistance vendors to have them readily available for incoming clients and applicants. The applications are packaged in cases (500 per case).

1. Packaged as flats in 500 per case;
2. Delivery required at the following destinations during the last week of August; and
3. The distribution list and quantities ordered will be updated each year when the actual order is placed. See below for example of distribution list.

For an estimated quantity on orders See Attachment 5. 4.cc. 2024 Quantity for Forms Available to Clients

B. Card Stock:

The Systems Operations team at the Division of Public Assistance revises and maintains several forms. The forms include the Denali KidCare ID Cards and Mailers (MED 31), DenaliCare ID Cards and Mailers (MED 38), non-standard Medicaid Cards and Mailers, and FS ID

The contractor will print these forms and deliver to their appropriate locations and at certain times of the year. Details on ordering schedules are dependent on the individual form.

Specifications

Starting Number: XXXXXXXX – Denali KidCare ID Cards and Mailers; MED 31

Style: Pressure Seal

Parts: One part

Stock: Form is 28#, White

Ink: Heat Resistant

PMS 293 Blue and Process Magenta printed on face and back

1. Construction

- a. 8 – ½" x 14" Cut sheet; and
- b. Eccentric Z fold pressure seal.

2. Perfs

- a. One marginal perf located ½" from left and right edge.

3. Fold Perfs

- a. Special fold perf placement to accommodate 3 – ¾" short panel; and
- b. 5 full width perfs: from top edge, located 3 – ¼", 3 – ¾", 4 – ¼", 8 – 7/8", and 13 – ½".

4. Numbering

One Standard Red Ink Press on Face:

- a. MED 31 – letter prefix K in Heat Resistant Blue PMS 293;
- b. Ending document number: depends on "breaks" in printing run;
- c. A missing number list is required; and
- d. Prior to shipment of the order, a copy of the inventory sheet along with a missing number list shall be sent to the "ship to" address.

5. Card Patch

Integrated 3 – 3/8" x 2 – ¼" image-able punch out card patch on middle panel:

- a. Card must have toner receptive varnish laminate on front and back.

6. Cohesive Pattern

Special non-blocking roll-to-roll pattern:

- a. 3/8" x 3/16" blocks horizontally located 3 – 3/16" and 13 – ¾" from left and right edges;
- b. 3/8" x 1/8" blocks horizontally located 1/16" and 7 – ¼" from top edge on back;

- c. 3/8" x 1/8" blocks vertically starting 3 – 9/16" from top and bottom AND 1/16" inside left and right edge on face; and
- d. 3/8" x 1/8" blocks vertically starting 1/16" from top to 7 – 1/2" AND 15/16" inside left and right edge on back.

7. The FACE and BACK Includes

- a. Two color printing: MED 31 – PMS 293 Blue and Magenta.

8. The FACE Includes

- a. Upper 3 – 3/4" panel;
 - 1. Denali KidCare Form, "See Reverse Side for Opening Instructions".
- b. Center 5 – 1/8" panel; and
 - 1. Card Patch as described above; and
 - 2. Prefix K in Heat resistant Blue PMS 293 followed by a six (6) – digit number pressed in red on the bottom left.
- c. Lower 5 – 1/8" Panel.
 - 1. MED 31 - 067048 (REV 3/18).

9. The BACK Includes

- a. Upper 5 – 1/8" panel.
 - 1. Opening instructions step 1 and 2;
 - 2. Large Denali KidCare Logo; and
 - 3. State of Alaska Dept. of Health and web address in red.

10. Middle 5-1/8" Panel

Return Postal Address:

(Denali KidCare Logo)

P.O. BOX 240127

ANCHORAGE, ALASKA 99524-0127

Postage permit number box:

Center: "Insuring Alaska's Children and Our Future" between return address and postal indicia using size 18 font, brush script MT.

"RETURN SERVICE REQUESTED"

Back of Card patch with text as per sample.

11. Lower 3 – 3/4" Panel

- a. Security panel shaded 50%.

12. Carton Packaging

- a. Each carton of 1,500 documents shall be clearly labeled with:
 - 1. The beginning and ending numbers of the forms contained in each carton;
 - 2. The carton number;
 - 3. The form number and title;
 - 4. Quantity contained; and
 - 5. The Delivery Order number.

- b. Each carton shall be shipped with appropriate shims to compensate for card thickness;
- c. All printed matter shall be securely packaged in cartons of 275# test in a manner that will protect the contents from damage;
- d. Damaged contents will not be paid for;
- e. With each shipment, a packaging slip showing actual quantities delivered accompany the shipments; and
- f. Missing numbers must be provided on a list and marked on each box of 1,500 documents.

13. Special Packaging

- a. Wrapped in 125 forms per package – 12 packages per carton; and
- b. Face up with low numbers on top.

14. Special Considerations

- a. Price stipulated includes – cartons are to be stored by vendor in a heated and secure warehouse to be delivered at the request of an authorized Dept. of Health Representative;
- b. Inventory Spreadsheet required monthly;
- c. Delivery time not to exceed 48 hours from time of request; and
- d. Completed inventory of box numbers and forms is to be kept, and reported monthly to a Dept. of Health Representative.

15. Usage

Finished form compatible for use on the following equipment:

- a. Nuvera 288 (b & w) and Xerox 700 (color) digital press high-speed laser printer; and
- b. Moore LM-15 pressure sealer.

16. Workmanship and Materials

- a. All work shall be performed in a thorough and workmanship-like manner;
- b. Unless otherwise specified, presswork and composition shall be of excellent quality as indicated in the Franklin Catalog, producing a clean, clear, and sharp impression;
- c. The contractor shall be held responsible for the quality of the finished work; and
- d. If any job is rejected because of error attributed to the contractor or subcontractor, or less quality than called for; the State shall at its option, receive a no cost reprint, or negotiate a lower price if product is usable.

17. Artwork

- a. Any original copy supplied or generated as a result of this bid shall become or remain the property of the State of Alaska and shall be returned along with the job; and
- b. Copies of artwork to be supplied by division upon award of order.

18. Alterations

The contractor shall obtain the approval of the Procurement Specialist;

- a. In writing, prior to performing any requested alterations, which are not within the scope of the specifications contained herein; and
- b. Any extra charges for alterations not approved by the Procurement Specialist shall be denied.

19. Over / Under Run

- a. A 5% over-run or under-run is allowable.

20. Proofs and Negatives

- a. Approved proof by requesting division will be required prior to printing;
- b. Price stipulated includes costs of all proofs, negatives, composition fees, typesetting fees, etc.; and
- c. Proofs and Negatives shall be returned to the requesting division upon completion of the job.

21. Storage

- a. Store boxes in descending numerical order, starting with the highest numbered box.
- b. Boxes are to be stacked at the site by the contractor in numerical order. and
- c. Stack the boxes in ascending numerical order, with the highest numbered box at the bottom and box number 1 at the top.

Starting Number: XXXXXXX – DenaliCare ID Cards and Mailers; MED 38

Style: Pressure Seal

Parts: One part

Stock: Form is 28#, White

Ink: Heat Resistant

PMS 301 Blue and PMS 124 Gold printed on face and back

1. Construction

- a. 8 – ½” x 14” Cut sheet; and
- b. Eccentric Z fold pressure seal.

2. Perfs

- a. One marginal perf located ½” from left and right edge.

3. Fold Perfs

- a. Special fold perf placement to accommodate 3 – ¾” short panel;
- b. 5 full width perfs: From top edge, located 3 – ¼”, 3 – ¾”, 4 – ¼”, 8 – 7/8” and 13 – ½”.

4. Numbering

One Standard Red Ink Press on Face.

- a. MED 38 – letter prefix D in Heat Resistant Blue PMS 301;
- b. Ending document number: depends on “breaks” in printing run;
- c. A missing number list is required; and
- d. Prior to shipment of the order, a copy of the inventory sheet along with a missing number list shall be sent to the “ship to” address.

5. Card Patch

Integrated 3 – 3/8” x 2 – ¼” image-able punch out card patch on middle panel.

- a. Card must have toner receptive varnish laminate on front and back.

6. Cohesive Pattern

Special non-blocking roll-to-roll pattern:

- a. 3/8" x 3/16" blocks horizontally located 3 – 3/16" and 13 – 3/4" from left and right edges;
- b. 3/8" x 1/8" blocks horizontally located 1/16" and 7 – 1/4" from top edge on back;
- c. 3/8" x 1/8" blocks vertically starting 3 - 9/16" from top and bottom AND 1/16" inside left and right edge on face; and
- d. 3/8" x 1/8" blocks vertically starting 1/16" from top to 7 – 1/2" AND 15/16" inside left and right edge on back.

7. The FACE and BACK Includes

- a. Two color printing: MED 38 – PMS 301 Blue and PMS 124 Gold.

8. Face Includes

- a. Upper 3 – 3/4" panel;
 1. DenaliCare Form, "See Reverse Side for Opening Instructions".
- b. Center 5 – 1/8" panel;
 1. Card Patch as described above; and
 2. Prefix D in Heat resistant Blue PMS 301 followed by a six (6) digit number pressed in red on the bottom left.
- c. Lower 5 – 1/8" panel.
 1. MED 38 – 064025 (REV 3/18).

9. The Back Includes

- a. Upper 5 – 1/8" panel.
 1. Opening instructions steps 1 and 2;
 2. Large DenaliCare Logo; and
 3. State of Alaska, Dept. of Health and web address in blue.

10. Middle 5 – 1/8" Panel

Return Postal Address:

(DenaliCare Logo)

P.O. BOX 240127

ANCHORAGE, ALASKA 99524-0127

Postage permit number box:

Center: "Insuring the Health of Alaskans" between return address and postal indicia using size 18 font, brush script MT.

"RETURN SERVICE REQUESTED"

Back of Card patch with text as sample.

11. Lower 3 – 3/4" Panel

- a. Security panel shaded 50%.

12. Carton Packaging

- a. Each carton of 1,500 documents shall be clearly labeled with:
 1. The beginning and ending numbers of the forms contained in each carton;

2. The carton number;
 3. The form number and title;
 4. Quantity contained; and
 5. The Delivery Order number.
- b. Each carton shall be shipped with appropriate shims to compensate for card thickness;
 - c. All printed matter shall be securely packaged in cartons of 275# test in a manner that will protect the contents from damage;
 - d. Damaged contents will not be paid for;
 - e. With each shipment, a packaging slip showing actual quantities delivered accompany the shipments; and
 - f. Missing numbers must be provided on a list and marked on each box of 1,500 documents.

13. Special Packaging

- a. Wrapped in 125 forms per package – 12 packages per carton; and
- b. Face up with low numbers on top.

14. Special Considerations

- a. Price stipulated includes – cartons are to be stored by vendor in a heated and secure warehouse to be delivered at the request of an authorized Department of Health Representative;
- b. Inventory Spreadsheet required monthly;
- c. Delivery time not to exceed 48 hours from time of request; and
- d. Completed inventory of box numbers and forms is to be kept, and reported monthly to a Department of Health Representative.

15. Usage

Finished form compatible for use on the following equipment:

- a. Nuvera 288 (b & w) and Xerox 700 (color) digital press high-speed laser printer; and
- b. Moore LM-15 pressure sealer.

16. Workmanship and Materials

- a. All work shall be performed in a thorough and workmanship-like manner;
- b. Unless otherwise specified, presswork and composition shall be of excellent quality as indicated in the Franklin Catalog, producing a clean, clear, and sharp impression;
- c. The contractor shall be held responsible for the quality of the finished work; and
- d. If any job is rejected because of error attributed to the contractor or subcontractor, or less quality than called for; the State shall at its option, receive at no cost reprint, or negotiate a lower price if product is usable.

17. Artwork

- a. Any original copy supplied or generated as a result of this bid shall become or remain the property of the State of Alaska and shall be returned along with the job; and
- b. Copies of artwork to be supplied by division upon award of order.

18. Alterations

The contractor shall obtain the approval of the Procurement Specialist;

- a. In writing, prior to performing any requested alterations, which are not within the scope of the specifications contained herein; and
- b. Any extra charges for alterations not approved by the Procurement Specialist shall be denied.

19. Over / Under Run

- a. A 5% over-run or under-run is allowable.

20. Proofs and Negatives

- a. Approved proof by requesting division will be required prior to printing;
- b. Price stipulated includes costs of all proofs, negatives, composition fees, typesetting fees, etc.; and
- c. Proofs and Negatives shall be returned to the requesting division upon completion of the job.

21. Storage

- a. Store boxes in descending numerical order, starting with the highest numbered box.
- b. Boxes are to be stacked at the site by the contractor in numerical order. and
- c. Stack the boxes in ascending numerical order, with the highest numbered box at the bottom and box number 1 at the top.

Starting Number: XXXXXX – Non-Standard Medicaid Cards and Mailers

Style: Pressure Seal

Parts: One part

Stock: Form is 28#, White

Ink: Heat Resistant

Color varies dependent on type of card to be issued (TBD)

1. Construction

- a. 8 – ½" x 14" Cut sheet; and
- b. Eccentric Z fold pressure seal.

2. Perfs

- a. One marginal perf located ½" from left and right edge.

3. Fold Perfs

- a. Special fold perf placement to accommodate 3 – ¾" short panel; and
- b. 5 full width perfs: from top edge, located 3 – ¼", 3 – ¾", 4 – ¼", 8 – 7/8", and 13 – ½".

4. Numbering

One Standard Purple Ink Press on Face:

- a. MED XX – letter prefix G in Heat Resistant (Color TBD)
- b. Ending document number: depends on "breaks" in printing run;
- c. A missing number list is required; and
- d. Prior to shipment of the order, a copy of the inventory sheet along with a missing number list shall be sent to the "ship to" address.

Below Specifications will be provided with an example copy of the coupon

5.

- a. The FACE and BACK Includes TBD
- b. The FACE Includes TBD
- c. The BACK Includes TBD

- d. Damaged contents will not be paid for;
- c. Price stipulated includes – cartons are to be stored by vendor in a heated and secure warehouse to be delivered at the request of an authorized Dept. of Health Representative;
- b. Inventory Spreadsheet required monthly;
- c. Completed inventory of box numbers and forms is to be kept, and reported monthly to a Dept. of Health Representative.

6. Usage

Finished form compatible for use on the following equipment:

- a. (b & w) and (color) digital press high-speed laser printer; and
- b. pressure sealer

7. Workmanship and Materials

- a. All work shall be performed in a thorough and workmanship-like manner;
- b. Unless otherwise specified, presswork and composition shall be of excellent quality as indicated in the Franklin Catalog, producing a clean, clear, and sharp impression;
- c. The contractor shall be held responsible for the quality of the finished work; and
- d. If any job is rejected because of error attributed to the contractor or subcontractor, or less quality than called for; the State shall at its option, receive a no cost reprint, or negotiate a lower price if product is usable.

8. Artwork

- a. Any original copy supplied or generated as a result of this bid shall become or remain the property of the State of Alaska and shall be returned along with the job;
- b. Examples of previously used cards will be supplied by the division for the contractor to duplicate; and
- b. Copies of artwork to be supplied by division upon award of order.

9. Alterations

The contractor shall obtain the approval of the Procurement Specialist;

- a. In writing, prior to performing any requested alterations, which are not within the scope of the specifications contained herein; and
- b. Any extra charges for alterations not approved by the Procurement Specialist shall be denied.

10. Over / Under Run

- a. A 5% over-run or under-run is allowable.

11. Proofs and Negatives

- a. Approved proof by requesting division will be required prior to printing.
- b. Price stipulated includes costs of all proofs, negatives, composition fees, typesetting fees, etc.; and
- c. Proofs and Negatives shall be returned to the requesting division upon completion of the job.

12. Storage (TBD)

- a. Store boxes in descending numerical order, starting with the highest numbered box.
- b. Boxes are to be stacked at the site by the contractor in numerical order. and
- c. Stack the boxes in ascending numerical order, with the highest numbered box at the bottom and box number 1 at the top.

Starting Number: XXXXXX – Food Stamp Identification (FSID)

An example of the Food Stamp Identification is provided as an example. When supply is needed, specifications will be provided. At this time the State has plenty of card stock and will provide it to the resultant vendor.

C. Printing, Folding, and Inserting Notices:

The contractor shall provide processing, printing main forms, folding, inserting, and postage rates for all applicable mailings. These mailings include daily mail-out services for notices, routine mid-month services, warrants, EBT cards, Medicaid cards, and occasional special mailing as described herein.

DPA mails notices to clients each state workday. On average there are between 100,000-120,000 notices per month

Specifications

1. **GEN 160** Daily EIS Rights and Responsibilities Notices (Form# 06-3687)-These notices represent the majority of the resultant contract work and are a single 8.5" X 11" 20# tri-folded page inserted into a #10 double window envelope; volume per annual is estimated to be 1,040,000. These notices are processed for postage through bulk mail facility and mailed out same day received.
2. **ARIES AUTO** system generated notices -The ARIES AUTO is printed with multiple variable page notices from 3 pages up to 7 pages, inserted into a double window envelope using 3 X 9 barcoding to determine proper number of pages to be inserted into an envelope, volume per annual is estimated to be 520,000. These notices require First Class postage per piece by weight, mailed out same day of receipt.
3. **ARIES FLAT** system generated notices - The ARIES FLAT is printed and has greater than 7 pages and are hand inserted into a 9" X 11-1/4" windowed envelope, volume per annual is estimated to be 19,500. These notices require First Class postage per piece by weight, mailed out same day of receipt.

Once all notices are inserted, vendor will deliver mail pieces to the post office for mailing at the current FIRST-CLASS rate. ARIES AUTO/FLAT (Deliverables 2 and 3) notices will not qualify for bulk mail due to various numbers of pages in each mailing and these will need to be posted accordingly by the contractor.

4. **GEN 72 Eligibility Review Notice (X004-X041)** Review form notice-is printed an estimated 120,000 notices per annual on a single 8.5" X 11" notice is inserted into a double window envelope along with two-part pre-folded yellow GEN 72 Eligibility Review form. In August and September, a group of these notices will include an additional PFD-1 insert. This group will be listed and separated out into a special group with number of notices that will receive the insert in presort order on a generated report called a PAVE report. This special group is estimated to be about 10,000 per month for August and September. This is a mid-month report and are to be mailed within three (3) full business days of receipt by contractor from the Public Assistance. The contractor will guarantee processing and delivery to the Anchorage Business Mail Entry Unit.

A system generated PAVE report and Postal-One paperwork for GEN160, GEN 72, X037(GEN 149) and GEN 152 (Deliverables 1, and 4-6 respectively) notice jobs, that detail the type and quantity for each presort

category of contractor processing and notice summary page for ARIES AUTO/FLAT notices will be provided to the contractor by the Public Assistance.

Presort categories are as follows:

1. Automated 3-digit presort,
 2. Automated basic presort,
 3. Non-automated presort
5. **PDF-1 insert-** The printed form will be included in notices X004 to X041, issued as PDFs in September and October. It is estimated that an additional 10,000 copies will be printed each month. Each two-page 8.5" x 11" notice is printed and inserted into a double-window envelope, along with a two-part pre-folded yellow GEN 72 Eligibility Review form. These notices are processed for postage through a bulk mail facility and mailed out on the same day they are received.
6. **Notice X037 (Gen 72 or Gen 149 notice)** -At this time Notice X037 on a single 8.5" X 11" notice is printed and inserted into a double window envelope along with two-part pre-folded yellow GEN 72 Eligibility Review form. Estimated total per annual of 72,000. They are tri-folded and inserted into a double window envelope, and one #9 return envelope with State of Alaska return address pre-printed. Note: Agency is not able to provide Gen 149 Denali Care Pre-Printed Renewal Form, but if able in future, it would replace the Gen 72 form insert and have the same expectations listed in this section. This is mailed at the first of the month and are to be mailed within three (3) full business days of receipt by contractor from the Public Assistance. The contractor will guarantee processing and delivery to the Anchorage Business Mail Entry Unit.
7. **GEN 152 Notice X034**-Senior Benefits Notices-Estimate about 144,000 notices per annual. One 8.5" X11" notice are printed and inserted into a double window envelope along with GEN 152 form. These are first of the month reports and are to be mailed within three (3) full business days of receipt by contractor from the Public Assistance. The contractor will guarantee processing and delivery to the Anchorage Business Mail Entry Unit.
8. **Auto Roll Letters** are a single 8.5" X 11" 20# tri-folded page inserted into a #10 double window envelope; volume per annual is estimated to be between 1,044,000. These notices are processed for postage through bulk mail facility and mailed out same day received.
9. **Heating Assistance Letters-** are a single 8.5" X 11" 20# tri-folded page, printed and inserted into a #10 double window envelope; volume per annual is estimated to be 5,750 (October - July). These notices are processed for postage through bulk mail facility and mailed out same day received.
10. **Special Mailings - These items may consist of letters, fliers or various other sizes/weights that are different than regular notice jobs** may occasionally be required, no average on special mailings. Treated the same way as EIS Daily Notices (Deliverable 7 and 18). Special mailings may occasionally be required; some could exceed 20,000 pieces. There are no averages on special mailings. The contractor completes the printing. These items may consist of 8.5"X1 1" printed flyers or various other size/weight that are different than notice jobs. Contractor will be notified in advance of special mailings. DPA and contractor will negotiate timeframes for processing and mailing on an individual job basis. Contractor will be provided with necessary stock, client mail listing, and postage (FIRST CLASS mail or Standard through Bulk Account #181) when these mailings are

necessary. Some printing and tabbing may also be needed in processing. No guarantee on minimums or maximums of quantity of special mailings exists, and pricing to be charged at the current contract rate. Special mailings will be invoiced separately from daily notices.

11. **Delayed Application Notice-** This notice is sent daily, may consist of 8.5" X 11" 20# tri folded double sided page and inserted into #10 double window envelope. This is a new notice and numbers are approximate. We anticipate 34,310 annually.
12. **Non-standard medical Card-** Print, pressure seal, fold and meter, this not a daily request print at least 2 or 3 times a week, with the highest volume being 15 cards at the end of the month or estimated total of 180 annual pieces of mail.
13. **DKC/DenaliCards-** Print, Pressure Seal, fold and Meter- these are printed using the special card stock handling 180,000 per annual. Printing and pressure sealing, folding, metering add postage and mailed with first class postage and mailed out on the same day.
14. **FSID-** Special ID card for Subsistence Hunting and Fishing households eligible to use SNAP benefits to purchase hunting and fishing equipment are issued a specially designated SNAP Identification Card. Print, pressure seal, fold and meter, this not a daily request print at least 2 or 3 times a week, with the highest volume being 15 cards at the end of the month or estimated total of 180 annual pieces of mail. This ID card is the same size as med card and are being handle/process like a Medicaid card.
15. **HIPAA notice-** The document titled 'Notice of Use of Private Health Care Information' is sent to all Medicaid recipients when benefits is authorized at least once every three years, printed on 8.5 x 11-inch, #20 paper, and does not exceed three pages. We print approximately 3,900 copies annually. These documents are loaded into the inserter machine, which folds and inserts them into envelopes. They are mailed out on an as-needed basis.
16. **Y040 & Y041 CITC review-** The notices are printed, folded, metered, and inserted with a white CITC Review form into a double-window #24 regular envelope. Each page is printed on 8.5"x11" paper and tri-folded. These review forms can be obtained from CITC and are prepared for mailing daily, with an estimated 2,600 mailings annually.
17. **EBT Quest Card-** prepare and print between 100-200 EBT card each day three times a week, estimated annual mail pieces of 31,200. Print the EBT cards and are added to emp ebt card and match them with white wove #24 regular envelopes, including the EBT material (How to Use Your Alaska Quest Card guideline) along with the EBT card. Load them into the inserter machine, which folds and inserts them into envelopes and mailed using First Class postage. Mailed every Mon, Tue & Thur.
18. **Quest Card Material (how to use your Alaska quest Card)-** may consist of 8.5" X 11" 20# tri folded double sided page and inserted into #10 double window envelope; volume per annual is estimated to be 250,000. These notices are processed for postage through bulk mail facility and mailed out same day received.

19. **Quest Card Material-(here is your Alaska quest card)** The card is attached to a single-page document called here is your Alaska quest card, printed on 8.5"x 11" #20 paper, double-sided. Printed approximately 5,000 copies monthly. These documents are loaded into the inserter machine, which folds and inserts them into envelopes. Typically prepare approximately 5-6 boxes in advance.
20. **Warrants** -Pick up warrants from the Anchorage Data Center and meter every Mon, Tue & Thur, tri-fold and insert in a brown # 10 window envelope estimated annual mail per pieces of 15,600.
- DPA anticipates that it will transition printing of warrants from the data center to the resultant vendor in the future. This will be handled by a contract amendment.
21. **FSP95 X 054 and Simplified x005-** occurs 15- 16th every month and ranges between 1000-2000 pcs of mail monthly. They are multiple 8.5 x11 pages of 20# paper, not exceed 3 pages. These are preprinted and folded using insert machine to go out with a notice X054 and X005.
22. **Daily EIS Notice job (verification, denial/closure letter)** -Monday-Friday-estimated 1,040,000 pieces of mail per annual-one single 8.5x11sheet of 20# paper, black and white, simplex (1 sided) into double window envelope. Print, insert and meter daily.

The Division of Public Assistance is not bound to delivery every business day and reserves the right to hold the stock if circumstances vary.

No mailing list may be formed from these names and addresses. On notices or in address files, all names, addresses, and information contained in these notices and/or special mailings are confidential and may not be released by contractor, nor used for any purpose other than the administration of this contract. All client address files will be returned to Division of Public Assistance and/or deleted.

SEC. 2.02 CONTRACT TERM

The length of the contract will be from the date of award, approximately 5/1/2025, for one (1) years, with the option to renew for seven (7) one -year periods at under the same terms and conditions as the original contract. Renewals will be exercised at the sole discretion of the state.

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. 2.03 CONTRACT TYPE

This contract is a firm fixed price contract.

SEC. 2.04 CONTRACT ADMINISTRATION

The administration of this contract is the responsibility of the procurement officer or person appointed by the Department of Health, Division of Public Assistance.

SEC. 2.05 CONTRACT PERFORMANCE LOCATION

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

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

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

If the bidder cannot certify that all work will be performed in the United States, the bidder must submit a request, set out in a separate document in their bid, that provides a detailed description of the portion of work that will be performed outside the United States, where, by whom, and the reason that is necessary.

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

SEC. 2.06 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.

SEC. 2.07 BILLING INSTRUCTIONS

The awarded contractor will submit monthly invoices detailing services performed.

All invoices produced by the contractor must contain the following information at a minimum:

1. Reference the contractor's name, address, and phone number
2. Reference the resultant contract number
3. Include an invoice number
4. Reference the Department of Health, Division of Public Assistance
5. Itemize the contractual services provided during the period invoiced

Invoices must be sent to the ordering agency's email address shown on the awarded contract. The state will make payment after it receives the goods or services and the invoice. Questions concerning payment must be addressed to the ordering agency.

SEC. 2.08 ELECTRONIC PAYMENTS

The State of Alaska prefers vendors receive payment via Electronic Funds Transfer (EFT). Bidders may review information concerning the EFT process and access the **Electronic Payment Agreement Form for Vendors** at the following link: <https://doa.alaska.gov/dof/vendor.html>. Method of payment is not a factor in the State's determination for award.

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

SEC. 2.09 CONTRACT PRICE ADJUSTMENTS

Consumer Price Index (CPI): Contract prices will remain firm through the first contract term.

The Contractor or State may request price adjustments, no sooner than 12 months from the Contract execution date, and no more than once per contract year. Contractors must submit a request to the State at least thirty (30) days prior to the end of the current term. All Requests must be in writing and must be received 30 days prior to the Contract renewal date.

- a. If the Contractor or State fail to request a CPI price adjustment 30 days prior to the Contract renewal date, the adjustment will be effective 30 days after the State or Contractor receives their written request.
- b. Price adjustments will be made in accordance with the percentage change in the U.S. Department of Labor, Bureau of Labor and Statistics, Consumer Price Index (CPI-U) for All Urban Consumers, All Items, Urban Alaska.
- c. The price adjustment rate will be determined by comparing the percentage difference between the CPI in effect for the base year reported HALF1 (January through June 2023) (depends on the timing, may be HALF2 for July-December); and each HALF1 (or HALF2) thereafter. The percentage difference between those two CPI issues will be the price adjustment rate. No retroactive contract price adjustments will be allowed. All price adjustments must be approved by the Procurement Officer prior to the implementation of the adjusted pricing. Approval shall be in the form of a Contract Amendment issued by the Procurement Officer.
- d. Approval for all price increases is dependent upon full compliance with the terms of the Contract including reporting requirements.

Note: The procurement officer may also, absent the contractor's request, effect the above CPI price adjustment on a contract renewal amendment.

SEC. 2.10 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 state 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 required state approvals necessary and issued a written contract amendment.

SEC. 2.11 CONTRACT CHANGES – ANTICIPATED AMENDMENTS

Any contract resulting from this ITB will contain a not-to-exceed dollar amount. Since the State anticipates these services to be billed upon actual printing and mailing needs and these amounts may fluctuate, it was determined that the contract will contain a clause that authorizes the State to increase the not-to-exceed amount of the contract if necessary. Any increases will be specific to the actual increase in printing and mailing needs, in accordance with the contract rates, and executed via a written contract amendment processed by the procurement officer and signed by the State and the contractor. Other potential changes include:

1. The State anticipates adding printing services for an estimate of about 15,600 warrants annually. The state may add these services and warrant and handling procedures through contract amendment. However, the state also reserves the right to procure these services through other means such as independent solicitation.
2. The State anticipates replacing DenaliCare ID Card and Mailers; MED 38 and DenaliKidCare ID Cards and Mailers with MED 31 polycard stock through contract amendment. Anticipated changes include:
 - One time set up fee for programming of forms and one time set up fee for postal set up
 - Printing 1/0, b&w, 20# white, 8.5"x11" (simplex/one-sided).
 - Printing 1/1, b&w, 20# white, 8.5"x11" (duplex/two-sided).
 - Medcards 4/4, color, 10 mil.poly cards, card 2"x3.25"; sheet is 8.5"x11". Prints 2 sided, color per individual card.
 - Inserting Medcard into #10 double window envelope. Seal and meter.
3. The Division of Public Assistance has an initiative to provide clients with the ability to receive communications electronically. This may cause a decrease in contractors workload and the not to exceed amount of the contract.

SEC. 2.12 THIRD-PARTY FINANCING AGREEMENTS NOT ALLOWED

Because of the additional administrative and accounting time required of the state when third party financing agreements are permitted, they will not be allowed under this contract.

SEC. 2.13 SUBCONTRACTORS

Subcontractors may be used to perform work under this contract. If a bidder intends to use subcontractors, the bidder must complete the Subcontractors section of **ITB 2025-1600-0292: Submittal Form- Subcontractors**. A bidder's failure to provide this information with their bid may cause the state to consider their bid non-responsive and reject it.

Subcontractor experience shall be considered in determining whether the offeror meets the requirements set forth in the mandatory requirements section of **ITB 2025-1600-0292: Submittal Form – Mandatory Requirements**.

Bidders must be specific in this section as to which subcontractor(s) defined in the subsequent subcontractors section of the Submittal Forms they are citing to meet the specific requirement listed in the mandatory requirements section.

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

SEC. 2.14 JOINT VENTURES

Joint ventures will not be allowed.

SEC. 2.15 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. 2.16 SHIPPING DAMAGE

The state will not accept or pay for damaged goods. The contractor must file all claims against the carrier(s) for damages incurred to items in transit from the point of origin to the ultimate destination. The state will provide the contractor with written notice when damaged goods are received. The state will deduct the cost of the damaged goods from the invoice prior to payment. The contractor must file all claims against the carrier(s) for reimbursement of the loss.

SEC. 2.17 INSPECTION BEFORE AWARD

Products offered (including for lease) may be subject to inspection and approval by the state prior to the award of the ITB. The equipment and attachments must be in good repair and capable of performing the work for which they were designed.

SEC. 2.18 INSPECTION & MODIFICATION - REIMBURSEMENT FOR UNACCEPTABLE DELIVERABLES

The contractor is responsible for providing all products or the completion of all work set out in the contract. All products or work is subject to inspection, evaluation, and approval by the state. The state may employ all reasonable means to ensure that the work is progressing and being performed in compliance with the contract. The state may instruct the contractor to make corrections or modifications if needed in order 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 products or work received) and may seek associated damages.

SEC. 2.19 DISCONTINUED ITEMS

In the event an item is discontinued by the manufacturer during the life of the contract, another item may be substituted, provided that the procurement officer makes a written determination that it is equal to or better than the discontinued item and if it is sold at the same price or less than the discontinued item.

SEC. 2.20 CONTINUING OBLIGATION OF CONTRACTOR

Notwithstanding the expiration date of a contract resulting from this ITB, the contractor is obligated to fulfill its responsibilities until warranty, guarantee, maintenance, and parts availability requirements have completely expired.

SEC. 2.21 ESTIMATED QUANTITIES

The estimated annual use quantities referenced in this ITB are only estimates and may vary more or less from the quantities actually purchased. The state will use the estimated annual use numbers for the evaluation and award of the ITB, but the state does not guarantee any minimum purchase. Orders will be issued throughout the contract period by various DOH sections on an as-needed basis.

SEC. 2.22 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.).

Additional information that the contractor shall hold as confidential during the performance of services under this contract include:

State's warrant handling and procedures

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. 2.23 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. 2.24 INSURANCE

Without limiting the contractor's indemnification, it is agreed that the 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 contract approval 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.

SECTION 3. EVALUATION AND CONTRACTOR SELECTION

SEC. 3.01 EVALUATION OF BIDS

After bid opening, the procurement officer will evaluate the bids for responsiveness. Bids deemed non-responsive will be eliminated from further consideration. An evaluation may not be based on discrimination due the race, religion, color, national origin, sex, age, marital status, pregnancy, parenthood, disability, or political affiliation of the bidder.

SEC. 3.02 APPLICATION OF PREFERENCES

Certain preferences apply to all state contracts, regardless of their dollar value. The Alaska Bidder and Alaska Veteran preferences are the most common preferences involved in the ITB 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:

<https://oppm.doa.alaska.gov/policy-oversight/policy-resources/user-guide-matrixes/>

- Alaska Military Skills Program Preference – AS 36.30.321(I)
- 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)

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. Bidders must attach a copy of their certification letter to the proposal. **A bidder's failure to provide this certification letter with their proposal will cause the state to disallow the preference.**

SEC. 3.03 ALASKA BIDDER PREFERENCE

An Alaska Bidder Preference of 5% will be applied to the total bid price. The preference will be given to a bidder who:

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

- 3) has maintained a place of business within the state staffed by the bidder, or an employee of the bidder, for a period of six months immediately preceding the date of the bid;
- 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

To receive the Alaska Bidder Preference, the bid must include the Alaska Bidder Preference Certification Form attached to this ITB. A bidder does not need to complete the Alaska Veteran Preference questions on the form if not claiming the Alaska Veteran Preference. A bidder's failure to provide this completed form with their bid will cause the state to disallow the preference.

SEC. 3.04 ALASKA VETERAN PREFERENCE

An Alaska Veteran Preference of 5%, not to exceed \$5,000, will be applied to the total bid price. The preference will be given to a bidder 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

To receive the Alaska Veteran Preference, the bid must include the Alaska Bidder Preference Certification Form attached to this ITB. A bidder's failure to provide this completed form with their bid will cause the state to disallow the preference.

SEC. 3.05 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.

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 Military Skills Program Preference Certification

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

In addition, proof of graduation of the qualifying employee from an eligible program as described in AS 36.30.321(l) must be provided to the procurement officer at time of bid submission. Bidders must provide clarification or additional information requested by the procurement officer related to the preference not later than 5:00 PM Alaska Time one (1) business day following the date of the request. Failure to provide sufficient documentation will result in the bidder not receiving the Military Skills Program Preference.

SEC. 3.06 USE OF LOCAL FOREST PRODUCTS

In a project financed by state money in which the use of timber, lumber and manufactured lumber is required, only timber, lumber and manufactured lumber products originating in this state from Alaska forests shall be used unless the use of those products has been determined to be impractical, in accordance with AS 36.15.010 and AS 36.30.322.

SEC. 3.07 LOCAL AGRICULTURAL AND FISHERIES PRODUCT PREFERENCE

When agricultural, dairy, timber, lumber, or fisheries products are purchased using state money, a seven percent (7%) preference shall be applied to the price of the products harvested in Alaska, or in the case of fisheries products, the products harvested or processed within the jurisdiction of Alaska, in accordance with AS 36.15.050.

SEC. 3.08 ALASKA PRODUCT PREFERENCE

A bidder that designates the use of an Alaska Product which meets the requirements of the ITB specifications and is designated as a Class I, Class II, or Class III Alaska Product by the Department of Community & Economic Development (DCCED) may receive a preference in the bid evaluation in accordance with AS 36.30.332 and 3 AAC 92.010.

To qualify for the preference, the product must have received certification from DCCED, be listed in the current published edition of the Alaska Products Preference List, and the bidder must provide the qualified product on a 100% basis. There are no provisions under Alaska Statutes or Regulations that allow for a product exchanges/substitutions or permit the product to be co-mingled with other products. Rather, AS 36.30.330 provides for a penalty for failing to use the designated Alaska products.

Products are classified in one of three categories:

- Class I products receive a 3% preference.
- Class II products receive a 5% preference.
- Class III products receive a 7% preference.

When the bids are evaluated, the preference percentage will be deducted from the product price. If a bidder fails to specify the brand being offered, no preference will be given. For more information on the Alaska Product Preference and to see the list of products currently on the Alaska Product Preference List, use the following web link:

<https://www.commerce.alaska.gov/web/dcra/AlaskaProductPreferenceProgram.aspx>

Brand Offered

If offering a product that qualifies for the Alaska Product Preference, the bidder must indicate the brand of product they intent to provide. If a bidder is not offering a product that qualifies for the Alaska Product Preference, the bidder does not need to indicate a product brand.

Brand of Product Changes

During the course of the contract including all renewal options, a contractor that offered a product that qualified for the Alaska Product Preference wishes to change the product brand, the contractor must first provide a written request, along with evidence that the replacement brand also qualifies for the Alaska Product Preference, for approval by the procurement officer. A contract amendment must be issued by the procurement officer to authorize the change.

If a bidder offers a product brand in the original bid that does not qualify for the Alaska Product Preference, a change in the product brand may be made at any time during the course of the contract, including all renewals, as long as the product band continues to meet the required specifications. A contract amendment is not required if the product brand originally offered did not qualify for the Alaska Product Preference.

SEC. 3.09 EMPLOYMENT PROGRAM PREFERENCE

If a bidder qualifies for the Alaska Bidder Preference and is offering goods or services through an employment program as defined under AS 36.30.990(12), an Employment Program Preference of 15% will be applied to the total bid price.

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.

SEC. 3.10 ALASKANS WITH DISABILITIES PREFERENCE

If a bidder qualifies for the Alaska Bidder Preference and is a qualifying entity as defined in AS 36.30.321(d), an Alaskans with Disabilities Preference of 10% will be applied to the total bid price.

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.

SEC. 3.11 PREFERENCE QUALIFICATION LETTER

Regarding the Employment Program Preference and the Alaskans with Disabilities Preference, the Division of Vocational Rehabilitation in the Department of Labor and Workforce Development maintains lists companies who qualify for those preferences. As evidence of a company's right to the preferences, the Division of Vocational Rehabilitation will issue a certification letter. To take advantage of the preferences, a bidder must be on the appropriate Division of Vocational Rehabilitation list at the time the bid is opened and must attach a copy of their certification letter to their bid. The bidder's failure to provide this certification letter with their bid will cause the state to disallow the preference.

SEC. 3.12 EXTENSION OF PRICES

In case of error in the extension of prices in the bid, the unit prices will govern; in a lot bid, the lot prices will govern.

SEC. 3.13 METHOD OF AWARD

Award will be made to the lowest responsive and responsible bidder. To be considered responsive, bidders must bid on all items.

SEC. 3.14 NOTICE OF INTENT TO AWARD

After the responses to this ITB have been opened and evaluated, the procurement officer will issue a written Notice of Intent to Award and send copies of the notice to all bidders who submitted bids. The notice will list the names of all the bidders and identify the bidder(s) selected for award.

SECTION 4. GENERAL PROCESS AND LEGAL INFORMATION

SEC. 4.01 INFORMAL DEBRIEFING

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

SEC. 4.02 ALASKA BUSINESS LICENSE AND OTHER REQUIRED LICENSES

Prior to the award of a contract, a bidder must hold a valid Alaska business license. However, to receive the Alaska Bidder Preference and other related preferences, such as the Alaska Veteran Preference and Alaskans with Disabilities Preference, a bidder must hold a valid Alaska business license prior to the deadline for receipt of bids. Bidders should contact the **Department of Commerce, Community and Economic Development, Division of Corporations, Business, and Professional Licensing, PO Box 110806, Juneau, Alaska 99811-0806**, for information on these licenses. Acceptable evidence that the bidder possesses a valid Alaska business license may consist of any one of the following:

- copy of an Alaska business license,
- certification on the bid that the bidder has a valid Alaska business license and has included the license number in the bid,
- 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 bidder has applied and paid for the Alaska business license.

You are not required to hold a valid Alaska business license at the time bids 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 bids, all bidders must hold any other necessary applicable professional licenses required by Alaska Statute.

SEC. 4.03 BUSINESS ASSOCIATE AGREEMENT (BAA)

The State has a standard BAA (see Attachment 3- HIPAA BAA below) that is included in contracts that involve Personal Health Information (PHI) covered under the Health Insurance Portability and Accountability (HIPAA) Act. This BAA will be included in the fully executed contract and is attached along with this RFP as HIPAA BAA. Any request to change language in this document must be set out in the bidder's bid in a separate document.

SEC. 4.04 COMPLIANCE

In the performance of a contract that results from this ITB, the contractor must comply with all applicable federal, state, and borough regulations, codes, and laws; be liable for all required insurance, licenses, permits and bonds; and pay all applicable federal, state, and borough taxes.

SEC. 4.05 SUITABLE MATERIALS

Unless otherwise specified in this ITB, all materials, supplies, or equipment offered by a bidder shall be new, unused, and of the latest edition, version, model, or crop and of recent manufacture.

SEC. 4.06 SPECIFICATIONS

Unless otherwise specified in this ITB, product brand names or model numbers specified in this ITB are examples of the type and quality of product required and are not statements of preference. If the specifications describing an item conflict with a brand name or model number describing the item, the specifications govern. Reference to brand name or number does not preclude an offer of a comparable or better product, if full specifications and descriptive literature are provided for the product. Failure to provide such specifications and descriptive literature may be cause for rejection of the offer.

SEC. 4.07 CONTRACTOR SITE INSPECTION

The state may conduct on-site visits to evaluate the bidder's capacity to perform the contract. A bidder must agree, at risk of being found non-responsive and having its bid 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. 4.08 ORDER DOCUMENTS

Except as specifically allowed under this ITB, an ordering agency will not sign any vendor contract. The state is not bound by a vendor contract signed by a person who is not specifically authorized to sign for the state under this ITB. Unless otherwise specified in this ITB, a State of Alaska purchase order or contract are the only order documents that may be used to place orders against the contract(s) resulting from this ITB.

SEC. 4.09 HUMAN TRAFFICKING

By signature on their bid, the bidder certifies that the bidder 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: <http://www.state.gov/j/tip/>

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

SEC. 4.10 RIGHT OF REJECTION

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

Bidders may not qualify the bid nor restrict the rights of the state. If a bidder does so, the procurement officer may determine the bid to be a non-responsive counteroffer and the bid 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 bidders,
- do not change the meaning or scope of the ITB,
- 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 is determined to be in the state's best interest.

A bid from a debarred or suspended bidder shall be rejected.

SEC. 4.11 STATE NOT RESPONSIBLE FOR PREPARATION COSTS

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

SEC. 4.12 DISCLOSURE OF BID CONTENTS

All bid prices become public information at the bid opening. After the deadline for receipt of bids, all other bid 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 other bid information will be held in confidence during the evaluation process and prior to the time a Notice of Intent to Award is issued. Thereafter, bids 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 procurement officer does so, and if the procurement 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 procurement 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. 4.13 ASSIGNMENTS

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. Bids that are conditioned upon the state's approval of an assignment will be rejected as non-responsive.

SEC. 4.14 FORCE MAJEURE (IMPOSSIBILITY TO PERFORM)

The parties to a contract resulting from this ITB are not liable for the consequences of any failure to perform, or default in performing, any of its obligations under the contract, if that failure or default is caused by any unforeseeable Force Majeure, beyond the control of, and without the fault or negligence of, the respective party.

For the purposes of this ITB, Force Majeure will mean war (whether declared or not); revolution; invasion; insurrection; riot; civil commotion; sabotage; military or usurped power; lightning; explosion; fire; storm; drought; flood; earthquake; epidemic; quarantine; strikes; acts or restraints of governmental authorities affecting the project or directly or indirectly prohibiting or restricting the furnishing or use of materials or labor required; inability to secure materials, machinery, equipment or labor because of priority, allocation or other regulations of any governmental authorities.

SEC. 4.15 DEFAULT

In case of default by the contractor, for any reason whatsoever, the state may procure the goods or services from another source and hold the contractor responsible for any resulting excess cost and may seek other remedies under law or equity.

SEC. 4.16 SEVERABILITY

If any provision of the contract or agreement is found to be invalid or 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. 4.17 CONTRACT CANCELLATION

The state reserves the right to cancel the contract at its convenience upon **thirty (30)** calendar days written notice to the contractor. The state is only liable for payment in accordance with the payment provisions of this contract for supplies or services provide before the effective date termination.

By signature on their bid, the bidder certifies that they will not support or participate in a boycott of the State of Israel. Failure to comply with this requirement may cause the state to reject the bid as non-responsive or cancel the contract.

SEC. 4.18 GOVERNING LAW; FORUM SELECTION

A contract resulting from this ITB 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. 4.19 QUALIFIED BIDDERS

Per 2 AAC 12.875, unless provided for otherwise in the ITB, to qualify as a bidder for award of a contract issued under AS 36.30, the bidder 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 ITB.

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

SEC. 4.20 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. 4.21 PROTEST

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

An interested party is defined in 2 AAC 12.990(a) (7) as "an actual or prospective bidder or bidder 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 bids.

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 a bidder 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 bid 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.

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 bidders 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 5. ATTACHMENTS

The following documents are attached separately to the State of Alaska Online Public Notice Website:

1. **ITB 2025-1600-0292 - Submittal Forms** (required with submission)
2. **ITB 2025-1600-0292 – Bid Schedule** (required with submission)
3. **HIPAA BAA**
4. **Example Forms for Reference:**
 - a. Application for Services (Gen 50C)
 - b. Eligibility Review Form (GEN72)
 - c. Senior Benefits Application (GEN152)
 - d. Application for Medical Assistance for Adults and Children with Long Term Care Needs (MED 4)
 - e. SNAP Makes America Stronger Pamphlet (FSP 313)
 - f. Two SNAP Flyer for Our Partner Food Bank of Alaska
 - g. Heating Assistance Application (HAP-1)
 - h. Denali KidCare ID Cards and Mailers (MED 31)
 - i. DenaliCare ID Cards and Mailers (MED 38)
 - j. Non-Standard Medicaid Cards and Mailers
 - k. Food Stamp Identification (FS ID)
 - l. GEN 160 Daily EIS Rights and Responsibilities Notices (FORM #06-3687)
 - m. PFD Report form (PFD -1)
 - n. DOH HIPAA Notice
 - o. 15. Quest EBT Card
 - p. Quest Card Material (How to Use Your Alaska Quest Card)
 - q. Quest Card Material (Here is Your Alaska Quest Card)
 - r. ARIES AUTO
 - s. ARIES FLAT
 - t. GEN 72 Eligibility Review Notice (X004-X041)
 - u. Notice X037
 - v. NOTICE X034
 - w. Auto Roll Letters
 - x. Heating Assistance Letters
 - y. Delayed Application Notice
 - z. X054 and X005 Notice Sample
 - aa. Daily EIS Notice Job Example
 - bb. Y040 and E041 Notice Sample
 - cc. 2024 Order Quantity for Forms Available to Clients