

**STATE OF ALASKA RFP NUMBER 2526H035
AMENDMENT NUMBER ONE (1)**

AMENDMENT ISSUING OFFICE:



Department of Transportation & Public Facilities
Statewide Contracting & Procurement
P.O. Box 112500
(3132 Channel Drive, Room 350)
Juneau, Alaska 99811-2500

THIS IS NOT AN ORDER

DATE AMENDMENT ISSUED: December 16, 2025

RFP TITLE: Administrative Support Services For The Alaska Highway Operations Board

DUE DATE: December 19, 2025, at 2:00 PM. (Alaska Time)

This is a mandatory return Amendment. *Your bid may be considered non-responsive if this signed amendment is not received [in addition to your bid] by the date and time bids are due.*

Vendor Signature: _____

Date: _____

Printed Name: _____

Offerors Name: _____

The purpose of this Amendment #1 is to:

- **Provide answers to questions received**
- **Modify sections of the RFP**
- **Provide a modified Attachment #1**

Questions and Answers

Question #1.

Section 3.09 notes that the contractor will need to "have presence to operate teleconference and streaming technology at in person meetings." Could you please clarify whether the contractor is required to attend AMHOB meetings in person, or if it would be acceptable to manage meeting logistics and technology remotely using appropriate telecommunication tools and platforms?

Answer #1.

Yes, a physical presence at the meetings is required.

Question #2.

Hours listed in Submittal Form F – Cost Proposal

The cost proposal form on Page 8 lists a fixed quantity of 100 hours. Given the scope of work, which includes year-round meeting administration, board support, compliance functions, document management, reporting, and coordination, 100 hours appears significantly below what would normally be required for a full-year contract.

Can you confirm whether the 100 hours is:

A placeholder value that can be replaced with a full-time annual estimate (e.g., 2,080 or 4,160 hours depending on one or two positions), or

The intended maximum level of effort for the entire contract term?

Answer #2.

The 100 Hours is for evaluation purposes only. The State guarantees no minimum or maximum order. The hourly rate proposed will be memorialized as the contracted rates for the resulting contract.

Question #3.

Positions referenced in Sections 5.08 and 5.12

- Section 5.08 (Interviews), Page 23, states that interviews will be conducted with the **Account Manager and Assistant Manager**.
- Section 5.12 (Interviews of Key Personnel), Page 25, lists only one required interview position: **Contract/Project Manager**.

Can you confirm which specific role(s) the State intends to interview?

- Contract/Project Manager only
- Account Manager and Assistant Manager
- All of the above

Answer #3.

See Modification to the RFP #1 and #2 Amendment #1 RFP 2526H035 Electronic Submittal Forms A-F provided with this Amendment #1.

End of Questions and Answers
Modifications

Modification #1

RFP Section 5.08 INTERVIEWS is removed in its entirety and replaced with the following:

Sec. 5.08 INTERVIEWS

The PEC will conduct interviews with the personnel assigned to fill the position and accomplish the work identified in the Scope of Services from the Offerors who have scored above the natural point break with the highest ranking. Offerors should plan for the **business representative subject matter expert** personnel assigned to fill the position to be available virtually for the interview. The state will not be responsible for reimbursing any costs incurred by Offerors for attending interviews.

The PEC will ask identical, pre-determined questions to all Offerors, and discussion will be moderated by the procurement officer to ensure equitable opportunity for discussion. All Offerors will be afforded the same amount of time for interviews.

The interview is a required part of the RFP process for those Offerors scoring above the natural point break. An Offeror's failure to respond to the requirements of this section shall cause their proposal to be determined non-responsive and rejected.

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

1. Tell us your experience assisting another government agency with communications and public meetings.
2. What kind of streaming, social, and telecom technology do you have experience with?
3. What special skillsets likely distinguish you from other providers?

Modification #2

RFP Section 5.12 INTERVIEWS OF KEY PERSONNEL is removed in its entirety and replaced with the following:

RFP Section 5.12 INTERVIEWS OF KEY PERSONNEL

The shortlisted offeror(s) based on the RFP proposal evaluation will be invited to participate in individual interviews.

Offerors must be available for interviews on dates listed in **Section 1.11, RFP Schedule**.

As part of this portion of the process, the State will conduct videoconference interviews with the **business representative subject matter expert personnel assigned to fill the position offered** from each of the shortlisted offerors, as identified below (the State reserves the right to request additional personnel):

The individuals that will be interviewed must be the same individuals that are identified in **Submittal Form B** of the offeror’s proposal.

Modification #3

Attachment #1 PROPOSAL EVALUATION FORM is removed in its entirety and replaced with the following included Attachment #1 PROPOSAL EVALUATION FORM.

End of modifications to sections of the RFP

Signature:  _____
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Date: 12/16/2025

Name: Chris Hunt
Title: Procurement Specialist 5

ATTACHMENT #1 PROPOSAL EVALUATION FORM

All proposals will be reviewed for responsiveness and then evaluated using the criteria set out herein.

Offeror Name: _____
Evaluator Name: _____
Date of Review: _____
RFP Number: 2526H035 _____

EVALUATION CRITERIA AND SCORING

THE TOTAL NUMBER OF POINTS USED TO SCORE THIS PROPOSAL IS 1000

5.04 Experience and Qualifications—100 Points

Proposals will be evaluated against the questions set out below:

1) *Questions regarding the personnel:*

- a) Do the individuals assigned to the project have experience on similar projects?

NOTES: _____

- b) Are resumes complete and do they demonstrate backgrounds that would be desirable for individuals engaged in the work the project requires?

NOTES: _____

- c) How extensive is the applicable education and experience of the personnel designated to work on the project?

NOTES: _____

2) **Questions regarding the firm**

- a) How well has the firm demonstrated experience in completing similar projects on time and within budget?

NOTES: _____

b) How successful is the general history of the firm regarding timely and successful completion of projects?

NOTES: _____

c) If a subcontractor will perform work on the contract, how well do they measure up to the evaluation used for the offeror?

NOTES: _____

EVALUATOR'S POINT TOTAL FOR EVALUATED SECTION 5.04: _____

5.05 Understanding of the Project—100 Points

Proposals will be evaluated against the questions set out below.

- 1) How well has the offeror demonstrated a thorough understanding of the purpose and scope of the project?

NOTES: _____

- 2) How well has the offeror identified pertinent issues and potential problems related to the project?

NOTES: _____

- 3) To what degree has the offeror demonstrated an understanding of the deliverables the state expects it to provide?

NOTES: _____

- 4) Has the offeror demonstrated an understanding of the state's time schedule and can meet it?

NOTES: _____

EVALUATOR'S POINT TOTAL FOR EVALUATED SECTION 5.05: _____

5.06 Methodology Uses for the Project—100 Points

Proposals will be evaluated against the questions set out below:

- 1) How comprehensive is the methodology and does it depict a logical approach to fulfilling the requirements of the RFP?

NOTES:

- 2) How well does the methodology match and achieve the objectives set out in the RFP?

NOTES:

- 3) Does the methodology interface with the time schedule in the RFP?

NOTES:

EVALUATOR'S POINT TOTAL FOR EVALUATED SECTION 5.06: _____

5.07 Management Plan for the Project—100 Points

Proposals will be evaluated against the questions set out below:

- 1) How well does the management plan support all of the project requirements and logically lead to the deliverables required in the RFP? To what degree is the proposal practical and feasible?

NOTES:

- 2) How well is accountability completely and clearly defined?

NOTES:

- 3) Is the organization of the project team clear?

NOTES:

- 4) How well does the management plan illustrate the lines of authority and communication?

NOTES:

- 5) To what extent does the offeror already have the hardware, software, equipment, and licenses necessary to perform the contract?

NOTES:

- 6) Does it appear that the offeror can meet the schedule set out in the RFP?

NOTES:

- 7) Has the offeror gone beyond the minimum tasks necessary to meet the objectives of the RFP?

NOTES:

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8) To what degree is the proposal practical and feasible?

NOTES: _____

9) To what extent has the offeror identified potential problems?

NOTES: _____

EVALUATOR'S POINT TOTAL FOR EVALUATED SECTION 5.07: _____

5.08 Interviews —100 Points

Proposals will be evaluated against the questions set out below:

1) Tell us your experience assisting another government agency with communications and public meetings.

NOTES: _____

2) What kind of streaming, social, and telecom technology do you have experience with?

NOTES: _____

3) What special skillsets likely distinguish you from other providers?

NOTES: _____

EVALUATOR'S POINT TOTAL FOR EVALUATED SECTION 5.08: _____

5.09 Contract Cost — 400 Points

Overall, a minimum of 40 percent of the total evaluation points will be assigned to cost.

Converting Cost to Points

The lowest cost proposal will receive the maximum number of points allocated to cost. The point allocations for cost on the other proposals will be determined through the method set out in SECTION 5.09.

5.10 Alaska Offerors Preference-100 Points

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