

STATE OF ALASKA REQUEST FOR PROPOSALS



VEHICLE LICENSE PLATES & REGISTRATION
TABS RFP#2026-0200-0169/02-106-26

ISSUED MARCH 27, 2026

THE DEPARTMENT OF ADMINISTRATION, DIVISION OF MOTOR VEHICLES, IS SOLICITING PROPOSALS TO PRODUCE AND DISTRIBUTE LICENSE PLATES, REGISTRATION TABS, DECALS, AND DOCUMENTS, AND TO FULFILL ONLINE REGISTRATION RENEWALS AND DUPLICATE REQUESTS FOR VARIOUS VEHICLE TYPES

ISSUED BY:
DEPARTMENT OF ADMINISTRATION
OFFICE OF PROCUREMENT AND
PROPERTY MANAGEMENT

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OFFERORS ARE NOT REQUIRED TO RETURN THIS FORM.

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

TABLE OF CONTENTS

SECTION 1.	INTRODUCTION & INSTRUCTIONS.....	4
SEC. 1.01	PURPOSE OF THE RFP	4
SEC. 1.02	BUDGET	4
SEC. 1.03	DEADLINE FOR RECEIPT OF PROPOSALS	4
SEC. 1.04	PRIOR EXPERIENCE	4
SEC. 1.05	REQUIRED REVIEW.....	5
SEC. 1.06	QUESTIONS PRIOR TO DEADLINE FOR RECEIPT OF PROPOSALS.....	5
SEC. 1.07	RETURN INSTRUCTIONS.....	6
SEC. 1.09	AMENDMENTS TO PROPOSALS	7
SEC. 1.10	AMENDMENTS TO THE RFP	7
SEC. 1.11	RFP SCHEDULE	7
SEC. 1.12	PRE-PROPOSAL TELECONFERENCE	8
SEC. 1.13	ALTERNATE PROPOSALS.....	8
SEC. 1.14	NEWS RELEASES.....	8
SECTION 2.	BACKGROUND INFORMATION.....	9
SEC. 2.01	BACKGROUND INFORMATION.....	9
SECTION 3.	SCOPE OF WORK & CONTRACT INFORMATION.....	10
SEC. 3.01	SCOPE OF WORK	10
SEC. 3.02	CONTRACT TERM AND WORK SCHEDULE	10
SEC. 3.03	DELIVERABLES	10
SEC. 3.04	CONTRACT TYPE	24
SEC. 3.05	PROPOSED PAYMENT PROCEDURES	24
SEC. 3.06	PROMPT PAYMENT FOR STATE PURCHASES	24
SEC. 3.07	CONTRACT PAYMENT	24
SEC. 3.08	ELECTRONIC PAYMENTS.....	25
SEC. 3.09	CONTRACT PRICE ADJUSTMENTS	25
SEC. 3.10	LOCATION OF WORK.....	26
SEC. 3.11	SUBCONTRACTORS.....	26
SEC. 3.12	JOINT VENTURES	27
SEC. 3.13	RIGHT TO INSPECT PLACE OF BUSINESS.....	27
SEC. 3.14	CONTRACT PERSONNEL.....	27
SEC. 3.15	INSPECTION & MODIFICATION - REIMBURSEMENT FOR UNACCEPTABLE DELIVERABLES.....	27
SEC. 3.16	DEFAULT OF CONTRACT	27
SEC. 3.17	CONTRACT CHANGES - UNANTICIPATED AMENDMENTS	27
SEC. 3.18	CONTRACT CHANGES – ANTICIPATED AMENDMENTS.....	28
SEC. 3.19	NONDISCLOSURE AND CONFIDENTIALITY	28
SEC. 3.20	INDEMNIFICATION	29
SEC. 3.21	INSURANCE REQUIREMENTS.....	30
SEC. 3.22	TERMINATION FOR DEFAULT.....	30
SECTION 4.	PROPOSAL FORMAT AND CONTENT	32
SEC. 4.01	RFP SUBMITTAL FORMS.....	32
SEC. 4.02	SPECIAL FORMATTING REQUIREMENTS.....	32
SEC. 4.03	OFFEROR INFORMATION AND CERTIFICATIONS (SUBMITTAL FORM A).....	33
SEC. 4.04	EXPERIENCE AND QUALIFICATIONS (SUBMITTAL FORM B1 through B4).....	34
SEC. 4.05	UNDERSTANDING OF THE PROJECT (SUBMITTAL FORM C1 through C4)	34
SEC. 4.06	METHODOLOGY USED FOR THE PROJECT (SUBMITTAL FORM D1 through D4).....	35
SEC. 4.07	MANAGEMENT PLAN FOR THE PROJECT (SUBMITTAL FORM E1 through E4).....	35
SEC. 4.08	SUBCONTRACTORS (SUBMITTAL FORM F1 through F4).....	35
SEC. 4.09	INTERVIEWS	36
SEC. 4.10	COST PROPOSAL (SUBMITTAL FORM G1, G2, G3 and G4).....	36
SECTION 5.	EVALUATION CRITERIA AND CONTRACTOR SELECTION	38
SEC. 5.01	SUMMARY OF EVALUATION PROCESS	38
SEC. 5.02	EVALUATION CRITERIA.....	39
SEC. 5.03	SCORING METHOD AND CALCULATION.....	39
SEC. 5.04	EXPERIENCE AND QUALIFICATIONS (SUBMITTAL FORM B1 and B2) BULK ISSUANCE LICENSE PLATES OR CENTRAL LICENSE ISSUANCE PLATES	40
SEC. 5.05	UNDERSTANDING OF THE PROJECT (SUBMITTAL FORM C1 and C2) BULK ISSUANCE LICENSE PLATES OR CENTRAL ISSUANCE LICENSE PLATES	41

SEC. 5.06	METHODOLOGY USED FOR THE PROJECT (SUBMITTAL FORM D1 and D2) BULK ISSUANCE LICENSE PLATES OR CENTRAL ISSUANCE LICENSE PLATES	42
SEC. 5.07	MANAGEMENT PLAN FOR THE PROJECT (SUBMITTAL FORM E1 and E2) BULK ISSUANCE LICENSE PLATES OR CENTRAL ISSUANCE LICENSE PLATES	42
SEC. 5.08	EXPERIENCE AND QUALIFICATIONS (SUBMITTAL FORM B3 and B4) BULK TABS AND REGISTRATION AND CENTRAL ISSUANCE TABS AND REGISTRATIONS	43
SEC. 5.09	UNDERSTANDING OF THE PROJECT (SUBMITTAL FORM C3 and C4) BULK TABS AND REGISTRATION AND CENTRAL ISSUANCE TABS AND REGISTRATIONS	44
SEC. 5.10	METHODOLOGY USED FOR THE PROJECT (SUBMITTAL FORM D3 and D4) BULK TABS AND REGISTRATION AND CENTRAL ISSUANCE TABS AND REGISTRATIONS	44
SEC. 5.11	MANAGEMENT PLAN FOR THE PROJECT (SUBMITTAL FORM E3 and E4) BULK TABS AND REGISTRATION AND CENTRAL ISSUANCE TABS AND REGISTRATIONS	44
SEC 5.12	INTERVIEWS	45
SEC. 5.13	CONTRACT COST (COST PROPOSAL SUBMITTAL FORM G1, G2, G3 and G4)	45
SEC. 5.14	ALASKA OFFEROR PREFERENCE	46
SECTION 6.	GENERAL PROCESS AND LEGAL INFORMATION	48
SEC. 6.01	INFORMAL DEBRIEFING	48
SEC. 6.02	ALASKA BUSINESS LICENSE AND OTHER REQUIRED LICENSES	48
SEC. 6.03	SITE INSPECTION	49
SEC. 6.04	CLARIFICATION OF OFFERS	49
SEC. 6.05	DISCUSSIONS WITH OFFERORS	49
SEC. 6.06	EVALUATION OF PROPOSALS	49
SEC. 6.07	CONTRACT NEGOTIATION	50
SEC. 6.08	FAILURE TO NEGOTIATE	50
SEC. 6.09	OFFEROR NOTIFICATION OF SELECTION	50
SEC. 6.10	PROTEST	50
SEC. 6.11	APPLICATION OF PREFERENCES	51
SEC. 6.12	ALASKA BIDDER PREFERENCE	52
SEC. 6.13	ALASKA VETERAN PREFERENCE	52
SEC. 6.14	ALASKA MILITARY SKILLS PROGRAM PREFERENCE	53
SEC. 6.15	STANDARD CONTRACT PROVISIONS	54
SEC. 6.16	QUALIFIED OFFERORS	54
SEC. 6.17	PROPOSAL AS PART OF THE CONTRACT	54
SEC. 6.18	ADDITIONAL TERMS AND CONDITIONS	54
SEC. 6.19	HUMAN TRAFFICKING	54
SEC. 6.20	RIGHT OF REJECTION	55
SEC. 6.21	STATE NOT RESPONSIBLE FOR PREPARATION COSTS	55
SEC. 6.22	DISCLOSURE OF PROPOSAL CONTENTS	55
SEC. 6.23	ASSIGNMENT	56
SEC. 6.24	FORCE MAJEURE (IMPOSSIBILITY TO PERFORM)	56
SEC. 6.25	DISPUTES	57
SEC. 6.26	SEVERABILITY	57
SEC. 6.27	SUPPLEMENTAL TERMS AND CONDITIONS	57
SEC. 6.28	SOLICITATION ADVERTISING	57
SEC. 6.29	FEDERALLY IMPOSED TARIFFS	57
SECTION 7.	ATTACHMENTS	59
SEC. 7.01	ATTACHMENTS	59

SECTION 1. INTRODUCTION & INSTRUCTIONS

SEC. 1.01 PURPOSE OF THE RFP

The Department of Administration, Division of Motor Vehicles (DMV), is soliciting proposals for qualified offerors to produce and distribute License Plates, Registration Tabs, Decals, and Registration Cards, including fulfilling online registration renewals and duplicate requests for various vehicle types. DMV may award one contract or multiple contracts to ensure complete fulfillment of all deliverables.

SEC. 1.02 BUDGET

The Department of Administration, Division of Motor Vehicles, estimates a budget of \$10,800,000.00 dollars for completion of this project for all categories. Proposals priced at more than **\$10,800,000.00** will be considered non-responsive for all categories.

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

SEC. 1.03 DEADLINE FOR RECEIPT OF PROPOSALS

Proposals must be received no later than **2:00:00 PM** prevailing Alaska Time on **April 17, 2026**, as indicated by email receipt timestamp and late proposals will not be considered.

SEC. 1.04 PRIOR EXPERIENCE

To be considered responsive, offerors must meet the following minimum prior experience requirements:

Offerors' Minimum Experience Requirements by Deliverable Category

1. License Plate Fulfillment options: BULK LICENSE PLATES MODEL OR CENTRAL ISSUANCE LICENSE PLATES MODEL

- Offerors must have a minimum of three years of experience manufacturing prenumbered and personalized license plates in a variety of sizes.
- Offerors must have a minimum of two years of experience parsing data from fixed-length files to produce vehicle registrations or similar standardized forms containing personalized information.

2. Registration materials fulfillment options: BULK TABS AND REGISTRATIONS MODEL OR CENTRAL ISSUANCE TABS AND REGISTRATIONS MODEL

- Offerors must have a minimum of three years of experience manufacturing vehicle registration tabs in a variety of sizes.
- Offerors must have a minimum of two years of experience parsing data from fixed-length files to produce vehicle registrations or similar standardized forms containing personalized information.

If an Offeror is submitting a proposal that utilizes Subcontractors, the Subcontractors' experience shall be considered in determining whether the Offeror meets the Prior Experience requirements described in the Offerors' Minimum Experience Requirements section above.

Subcontractor Minimum Prior Experience Requirements

Any Subcontractors proposed must meet or exceed the following minimum experience requirements:

1. Proposed subcontractors must have a minimum of three years of experience manufacturing prenumbered and personalized license plates in a variety of sizes.
or
2. Proposed subcontractors must have a minimum of three years of experience in manufacturing vehicle registration tabs in a variety of sizes.
or
3. Proposed subcontractors must have a minimum of two years of experience parsing data from fixed-length files to produce vehicle registrations or similar standardized forms containing personalized information.

NOTE: Subcontractors **may not perform more than 50%** of the work required under the scope of the resulting contract.

An offeror's failure to meet these minimum prior experience requirements will cause their proposal to be considered non-responsive and rejected.

SEC. 1.05 REQUIRED REVIEW

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

SEC. 1.06 QUESTIONS PRIOR TO DEADLINE FOR RECEIPT OF PROPOSALS

All questions must be in writing and directed to the procurement officer. The interested party must confirm telephone conversations in writing.

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

CONTRACTING OFFICER: Christine Mash; email: doa.oppm.procurement@alaska.gov

SEC. 1.07 RETURN INSTRUCTIONS

Offerors may submit multiple proposals (e.g. one proposal for each fulfillment model requested in the RFP), provided that each proposal is a complete and distinct submission which conforms to the requirements for submission. Offerors submitting more than one proposal must send each proposal in a separate email and clearly mark each submission in such a way as to identify the fulfillment model on the technical and cost proposal.

Proposals providing the required products and services under both models in one single submission shall be considered non-responsive and will be rejected. The state will not accept submission materials submitted only once but which are requested to be evaluated for multiple proposals. Alternate proposals (as defined in Section 1.13) are not acceptable.

Offerors must submit their proposals via email; the technical proposal and cost proposal must be saved as separate PDF documents and emailed to doa.oppm.procurement@alaska.gov as separate, clearly labeled attachments, such as

1. “Vendor A – Bulk Issuance License Plates Model Technical Proposal.pdf” and “Vendor A – Bulk Issuance License Plates Cost Proposal.pdf”.
2. “Vendor A – Central Issuance License Plates Model Technical Proposal.pdf” and “Vendor A – Central Issuance License Plates Cost Proposal.pdf”.
3. “Vendor A – Bulk Tabs and Registration Model Technical Proposal.pdf”, and “Vendor A – Bulk Tabs and Registration Model Cost Proposal.pdf”.
4. “Vendor A – Central Issuance Tabs and Registration Model Technical Proposal.pdf”, and “Vendor A – Central Issuance Tabs and Registration Model Cost Proposal.pdf”.

The email must contain the RFP number in the subject line. The State will not accept proposals, documents, or correspondence submitted through third-party portals, encrypted email services, or any platform requiring special access credentials or additional authentication. Proposals must not be password-protected, encrypted, or otherwise secured in a way that prevents agency access. All submissions must be made in accordance with the instructions provided in this RFP. An offeror’s failure to comply with these requirements will cause their proposal to be considered non-responsive and rejected.

The **maximum** size of a single email (including all text and attachments) that can be received by the state is **20mb (megabytes)**. If the email containing the proposal exceeds this size, the proposal must be sent in multiple emails that are each less than 20 megabytes, and each email must comply with the requirements described above.

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

It is the offeror’s responsibility to contact the issuing agency at doa.oppm.procurement@alaska.gov to confirm that the proposal has been received or to send emails with delivery receipt selected. The state is not responsible for unreadable, corrupt, or missing attachments.

SEC. 1.08 ASSISTANCE TO OFFERORS WITH A DISABILITY

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

SEC. 1.09 AMENDMENTS TO PROPOSALS

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

SEC. 1.10 AMENDMENTS TO THE RFP

If an amendment is issued before the deadline for receipt of proposals, 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 RFP and to those who have registered with the procurement officer after receiving the RFP from the OPN.

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

SEC. 1.11 RFP SCHEDULE

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

ACTIVITY	TIME	DATE
Issue Date / RFP Released		March 27, 2026
Pre-Proposal Conference	10:00:00 AM AKST	April 8, 2026
Last day for submittal of questions		April 9, 2026
Deadline for Receipt of Proposals / Proposal Due Date	2:00:00 PM AKST	April 17, 2026
Initial Proposal Evaluations Complete (approximately week of)		May 4, 2026
Interview (approximately week of)		May 18, 2026
Final Proposal Evaluations Complete (approximately week of)		May 25, 2026
Negotiations (approximately week of)		June 1, 2026
Notice of Intent to Award (approximately week of)		June 19, 2026
Contract Issued		July 1, 2026

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

SEC. 1.12 PRE-PROPOSAL TELECONFERENCE

A pre-proposal teleconference will be held at **10:00:00 A.M.**, Alaska Time, on **April 8, 2026**, via Microsoft Teams meeting. Approximately two days before it is scheduled to occur, registered offerors will be sent an email with details on how to join the teleconference. Attendance is not mandatory.

The purpose of the **TELECONFERENCE** is to discuss the work to be performed with the prospective offerors and allow them to ask questions concerning the RFP. Prospective Offerors are encouraged to send questions in writing to doa.oppm.procurement@alaska.gov prior to the teleconference. All questions raised during the meeting must be submitted in writing to the Procurement Officer and will be posted along with the answers on the Alaska Online Public Notice website as an Amendment to the RFP, as soon as possible after the teleconference.

Offerors with a disability needing accommodation should contact the procurement officer prior to the date set for the pre-proposal conference so that reasonable accommodation can be made. All interested offerors must register with the Contracting Officer via email at doa.oppm.procurement@alaska.gov.

SEC. 1.13 ALTERNATE PROPOSALS

Offerors may submit four proposals as defined in Section 1.04 Prior Experience and 3.03 Deliverables for evaluation. In accordance with 2 AAC 12.830 alternate proposals (proposals that offer something different than what is asked for) will be rejected.

SEC. 1.14 NEWS RELEASES

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

SECTION 2. BACKGROUND INFORMATION

SEC. 2.01 BACKGROUND INFORMATION

The Department of Administration, Division of Motor Vehicles (DMV), is soliciting proposals for the provision of essential goods and services currently covered under an existing agreement. These services are mandated by Alaska Statute 28.10.161 and are critical to ensuring compliance with vehicle registration laws for motor vehicles, boats, snowmachines, all-terrain vehicles (ATVs), and all-purpose vehicles (APVs).

The scope of the contract includes the production and distribution of:

- A. License Plates:** Standard issue, specialty, and personalized plates in two sizes, with weekly fulfillment of personalized plate orders via electronic data files. Personalized plates must be available for registrant selection as either a single plate or a set of two, depending on the registrant's request. In contrast, all generic plates, including those issued through duplicate services, must be ordered and delivered as single plates only.
- B. Registration Tabs and Decals:** Square, serialized, color-coded year and month tabs for vehicles and APVs; rectangular decals for snowmachines and ATVs; and square decals for boats, all with visible expiration dates and serial numbers. Proposals may include alternate designs (e.g., combined stickers) if they meet visibility and serialization requirements.
- C. Registration Documents:** Printed registration certificates for all applicable vehicle types.
- D. Online Registration Renewal and Duplicate Services:** Fulfillment of online renewal and duplicate requests, including printing and direct-to-consumer mailing of registration documents, tabs, and generic license plates. Vendors must also support online ordering and fulfillment of duplicate tabs and generic plates from a limited set of designs.

SECTION 3. SCOPE OF WORK & CONTRACT INFORMATION

SEC. 3.01 SCOPE OF WORK

The Department of Administration, Division of Motor Vehicles (DMV), is soliciting proposals from Offerors with the capability to produce and deliver License Plates, Registration Tabs, Decals, and Registration Cards on an as-needed basis with fulfillment timelines tied to operational requirements and statutory compliance.

Offerors must be able to deliver a modernized and streamlined process for issuing vehicle license plates, registration tabs, and other related documentation and materials (**as outlined in Section 3.03 Deliverables**).

The selected offeror must meet all existing service standards and ensure seamless continuity of operations to support the DMV's statutory obligations and customer service commitments (see Attachment Nine – License Plate Standard Edition).

The goal of this project is to promote operational efficiencies across DMV field offices, business partners, and commission agents, while maintaining product integrity for law enforcement and regulatory compliance.

SEC. 3.02 CONTRACT TERM AND WORK SCHEDULE

The length of the contract will be from date of award through June 30, 2027, with seven one-year renewal options to be exercised at the state's sole discretion. The contract awarded by this RFP may be awarded prior to the expiration of the current contract, to ensure continuity of service delivery during the implementation process for the new contract.

Unless otherwise provided in this RFP, the State and the successful offeror/contractor agree: (1) that any extension of the contract excluding any exercised renewal options, will be considered as a month-to-month extension, and all other terms and conditions shall remain in full force and effect and (2) the procurement officer will provide notice to the contractor of the intent to cancel such month-to-month extension at least 30 days before the desired date of cancellation. A month-to-month extension may only be executed by the procurement officer via a written contract amendment.

SEC. 3.03 DELIVERABLES

The Department of Administration, Division of Motor Vehicles (DMV) anticipates services under this contract will be performed on an ongoing, as-needed basis, with fulfillment timelines tied to operational requirements.

General Products and Services

1. Production and distribution of license plates
2. Production and distribution of registration tabs and decals
3. Production and distribution of registration paperwork and other documents

4. Fulfillment of online registration renewals and duplicate requests

Deliverable Categories

To provide the two categories:

1. License Plate Fulfillment
 - a. Bulk License Plates Model
 - b. Central Issuance License Plates Model
2. Tabs and Registration Fulfillment
 - a. Bulk Tabs and Registration Model
 - b. Central Issuance Tabs and Registration Model

DMV is accepting proposals for two distinct deliverable categories:

- (1) License Plate Fulfillment and (2) Tabs and Registration Fulfillment.

Within each distinct deliverable category, DMV will consider two possible delivery models: (a) Bulk Model or (b) Central Issuance Model

Offerors may propose under a single deliverable category or both deliverable categories,

and

Offerors may propose under a single fulfillment model or both fulfillment models.

DMV reserves the right to award one contract or multiple contracts to ensure complete fulfillment of all deliverables based on the evaluation of proposals as described in section 5.01. All proposals must ensure continuity of service, compliance with statutory requirements, and the ability to support DMV operational workflows under the selected models.

1. License Plates Fulfillment:

A. BULK LICENSE PLATE MODEL:

Under the Bulk License Plate Model, the contractor shall produce and ship license plates in bulk quantities to the Anchorage DMV offices for in-person distribution by DMV staff. This model must support the DMV's operational need to maintain localized inventory while minimizing overhead and ensuring product integrity for law enforcement and regulatory compliance.

The contractor shall ship bulk plate inventory to the Anchorage DMV Office for statewide distribution and must maintain accurate inventory tracking and serialized control of all plate series. All plates must meet DMV requirements for durability, legibility, and security. The contractor shall coordinate closely with DMV staff to ensure timely replenishment and continuity of service.

Although inventory is distributed in bulk, the contractor must also incorporate key elements of the Central Issuance License Plate Model. Specifically, the contractor must be capable of fulfilling

direct-to-customer requests for license plates including personalized plates, duplicate plates, and other plate types based on nightly data files transmitted by the DMV. These items must be produced, packaged, and mailed to the customer's address in a timely manner. The contractor must support flexible fulfillment workflows that accommodate both bulk and individual issuance scenarios.

Packaging for License Plates: The purpose of this section is to preclude the need for re-handling the vendor's order at destination. Shipments not properly organized may be rejected by the State.

- A. All packaging must be new and suitable for shipment and short-term warehouse storage.
- B. Each unit of plates must be supplied in a clear plastic envelope so that numbers/letters are visible or with a separator.
- C. The plates must be supplied in shipping cartons that must contain only one plate design per shipping carton and must contain 50 or 100 single plates.
- D. Shipping cartons must be strong enough to withstand mailing or reshipment without additional handling.
- E. Information on the plate type and design, and the beginning and ending numbers for each serial series shall be clearly marked on the outside of each shipping carton.
- F. All orders for 24 or more shipping cartons shall be palletized, (approximately 29" W x 29" L) and must fit through a 33" W door opening. The shipping cartons must be organized by plate type and design, and series, with the lowest number on the top left front, and the highest number on the bottom right rear.
- G. All pallets must be securely packaged and shrink-wrapped for shipping to and within the state of Alaska.
- H. Pallets must be marked with plate types and designs contained within, and the beginning and ending numbers for each serial series. Orders for multiple plate types and designs, comprising less than one pallet, may be grouped together to form rows with the lowest serial numbers in front.

B. CENTRAL ISSUANCE LICENSE PLATES MODEL

Under the Central Issuance License Plates Model, the contractor shall produce and mail license plates directly to customers based on nightly data files transmitted by the DMV. Each file will contain all necessary registration and mailing information, including plate number, plate type, and customer address. Upon receipt, the contractor shall generate the required inventory and mail it to the customer at the address provided.

The contractor must fulfill and ship all plates within a timeframe that ensures delivery within the 60-day validity period of the DMV-issued temporary permit. Timely and accurate fulfillment is essential to maintaining statutory compliance and customer service standards. The contractor must maintain serialized control of all issued plates and ensure that all materials meet DMV

requirements for durability, legibility, and security.

2. Tabs and Registration Fulfillment

A. BULK TABS AND REGISTRATION MODEL:

The contractor shall produce and ship registration tabs, decals, and registration documents in bulk quantities to the Anchorage DMV for in-person issuance by DMV staff. This model must support the DMV's operational need to maintain localized inventory while minimizing overhead and ensuring product integrity for law enforcement and regulatory compliance.

The contractor shall maintain accurate inventory tracking and serialized control of all registration materials and must ensure that all items meet DMV requirements for durability, legibility, and security. The contractor must support flexible fulfillment workflows that accommodate both bulk and individual issuance scenarios and shall coordinate closely with DMV staff to ensure continuity of service and timely replenishment.

Although inventory is distributed in bulk, the contractor must also incorporate key elements of the Central Issuance Model. Specifically, the contractor must be capable of fulfilling direct-to-customer requests for registration materials—including duplicate tabs, decals, and registration documents—based on nightly data files transmitted by the DMV. These items must be produced, packaged, and mailed to the customer's address in a timely manner.

Packaging for Vehicle and Off-Highway Tabs and Off-Highway Decals: The purpose of this section is to preclude the need for re-handling the vendor's order at destination. Shipments not properly organized may be rejected by the State.

- A. All packaging must be new and suitable for shipment and short-term warehouse storage.
- B. Each tab type should be separated in individual packaging in bundles of 100.
- C. Tabs should be bundled in sequential order.
- D. Packaging containing tabs should be clearly labeled for tab type and include the beginning and ending of the sequences found within.
- E. Tabs sent in boxes utilizing pallets must be on a pallet that fits through a 33" W doorway (approximately 29" W x 29" L)

Packaging for Boat Tabs: The purpose of this section is to preclude the need for re-handling the vendor's order at destination. Shipments not properly organized may be rejected by the State.

- A. All packaging must be new and suitable for shipment and short-term warehouse storage.
- B. Each tab type should be separated in individual packaging in bundles of 50.
- C. Tabs should be bundled in sequential order.
- D. Packaging containing tabs should be clearly labeled for tab type and include the

beginning and ending of the sequences found within.

E. Tabs sent in boxes utilizing pallets must be on a pallet that fits through a 33" W doorway (approximately 29" W x 29" L)

B. CENTRAL ISSUANCE TABS AND REGISTRATION MODEL:

The contractor shall fulfill and mail registration materials directly to customers based on nightly data files transmitted by the DMV. These files will contain all necessary registration and mailing information. Upon receipt, the contractor shall produce, package, and mail all required items, including registration tabs, decals, and registration documents, as well as personalized or duplicate items when applicable.

The contractor must fulfill and ship all registration materials within a timeframe that ensures delivery within the 60-day validity period of the DMV-issued temporary permit. Timely and accurate fulfillment is essential to maintaining statutory compliance and customer service standards. The contractor must maintain serialized control of all issued materials, ensure accurate tracking, and meet all DMV requirements for durability, legibility, and security.

In addition to the above general products, services, and delivery models, the Contractor must provide the following deliverables:

All deliverables must follow best practices and common industry standards, as defined by the American Association of Motor Vehicle Administrator and industry best practices.

Offerors may propose under a single deliverable category or both deliverable categories, and

Offerors may propose under a single fulfillment model or both fulfillment models.

If the contractor originally offered both deliverable categories and both fulfillment models in response to this RFP, the state reserves the right to request the contractor change from the awarded delivery model to the other delivery model. If this change is made, the cost offered by the contractor in response to this RFP shall become the basis of cost for the contract under the revised delivery model.

1. DELIVERABLE: LICENSE PLATE FULFILLMENT SPECIFICATIONS

a. Bulk License Plates Model and Central Issuance License Plates Model

i. **Description:** The reflectorized license plates must consist of retroreflective material applied to an approved aluminum substrate or other standard industry material. License plates must be manufactured in full conformance to industry's best practices, as defined by the American Association of Motor Vehicle Administrator (attachment eight).

ii. **Serial Number Alpha Numeric Embossed:** All license plates must have embossed (raised) serial number lettering. Zeroes (0), Os' (O), Ones (1), and Is' (I) need to be clearly differentiated from one another. The State will not consider flat license plates.

iii. **Designs:** During the life of the contract the State may adopt new designs or modify existing designs.

- DMV will provide the Contractor with an electronic graphic in jpg, tiff, gif, or other mutually agreed upon file format. For examples of the graphics currently being used on plates, see the DMV's website <https://dmv.alaska.gov/vehicle-services/license-plates/>. Whereas the website shows many graphics, the State is not limited to those currently shown and is provided for example only. The State reserves the right to add new graphics or modify existing graphics.
 - The Contractor must provide at least two sample plates in size large and small submitted to DMV for approval prior to production release.
 - The set-up fee for the preparation of these plates must be a fixed cost for each design.
- iv. **Personalized Plates:** Personalized plates are ordered individually by vehicle owners who select their own alphanumeric plate number. These plates are ordered every week in an electronic data file transmitted via common file transfer protocol. The plates must be packaged in DMV-approved mailing envelopes with the accompanying registration document and validation tabs (see below for specifications). The packages shall be individually mailed directly to the respective customers via USPS First Class Mail. An electronic file shall be transmitted each week to DMV confirming the mailing of the plates to the customers.
- The contractor responsible for producing personalized plates must coordinate directly with the tabs and registration vendor to ensure that each personalized plate order is fulfilled with:
- The correct, updated registration document,
 - The current month and year validation tabs, and
 - Tabs that match the vehicle's existing registration expiration date.
- This coordination is essential to ensure that customers receive a complete and accurate registration package and that all personalized plates are delivered with the proper, up-to-date materials required for lawful operation.
- v. **Plate Sizes:** The plates come in two sizes: 6" H x 12" W (large) and 4"H x 7"W (small). All standard issue plates must have six alphanumeric characters sequentially assigned. The characters must be 2.5-3/4" height, spacing of .25" and letter thickness shall be .2 - .4" to provide clear legibility for law enforcement.
- vi. **Tab Placement:** There must be room in the top left and top right corner for a year validation and month tab. The top right should say 'Year Sticker Here' and the top left should say 'Month Sticker Here' in the designated 1"W x 1"H area for these respective stickers.

TYPE 1: STANDARD USE PLATES, LARGE SIZE (ISSUED IN SINGLES)

1. **Design:** Currently, there are three standard types of plates used by the State; the bear, artistic and standard gold plates. DMV reserves the right to order any other license plate design it deems necessary in bulk orders.
2. **Size:** They are 6" H x 12" W plates that shall have four mounting holes, two at the top, two at the bottom, 5/16" in diameter on 7" centers horizontally and 4-3/4" centers vertically.
3. These plates are ordered in bulk with sequentially assigned alphanumeric serial numbers and shall

be specified by the DMV at the time of the order.

TYPE 2: STANDARD USE PLATES, SMALL SIZE (ISSUED IN SINGLES)

1. **Design:** Plate is identical to Type 1 plate with the exception that it is the small size (4" H x 7" W) and is issued as a single plate. Plate must not contain the flag graphic. Plate is used typically on motorcycles and small trailers.
2. **Size:** They are 4" H x 7" W plates that shall have four mounting holes, two at the top, two at the bottom, 1/4" in diameter on 5-3/4" centers horizontally and 2-3/4" vertically.
3. **Disability Parking version of this plate:** The plate must have five alphanumeric characters sequentially assigned. The universal wheelchair logo must be printed before the five characters.

TYPE 3: PERSONALIZED PLATES, LARGE SIZE (ISSUED IN SINGLES)**1. Standard Personalized Plates**

- a. The DMV offers several designs including but not limited to plain gold, bear, artistic, mountains, and caribou.
- b. Plates must not have graphics other than the background design.

2. Specialty Personalized Plates

- a. The main types are Veteran series, military insignia, university series, "Support Our Troops" and others subject to approval by legislation.
- b. The majority of plates shall have a logo on the left side of the plate, with the alphanumeric serial number printed to the right of the logo.
- c. The majority of plates shall have a slogan printed in letters approximately 7"/8" in height and centered from side to side and between the bottom edge of the plate and the bottom of the alpha numeric serial number.

TYPE 4: PERSONALIZED PLATES, LARGE SIZE (ISSUED IN PAIRS)**1. Standard Personalized Plates**

- a. The DMV offers several designs including but not limited to plain gold, bear, artistic, mountains, and caribou.
- b. Plates do not have graphics other than the background design.

2. Specialty Personalized Plates

- a. The main types are Veteran series, military insignia, university series, "Support Our Troops" and others approved in legislation.
- b. The majority of plates shall have a logo on the left side of the plate, with the alphanumeric serial number printed to the right of the logo.
- c. The majority of plates shall have a slogan printed in letters approximately 7"/8" in height and centered from side to side and between the bottom edge of the plate and the bottom of the alpha numeric serial number.

TYPE 5: PERSONALIZED PLATES, SMALL SIZE (ISSUED IN SINGLES)

1. These plates are identical to Type 3 plates, with the exception that they are smaller in size. The plates are 4”x 7” and are issued as a single plate.
2. These small, personalized plates are issued for motorcycles and small trailers.

TYPE 6: PERSONALIZED PLATES, SMALL SIZE (ISSUED IN PAIRS)

1. These plates are identical to Type plates, with the exception that they are smaller in size. The plates are 4”x 7” and are issued as a pair of plates.
2. These small, personalized plates are issued for motorcycles and small trailers.

ISSUE NEW LICENSE PLATES FOR VEHICLES WITH EXISTING REGISTRATION (ONLINE NEW PLATE REQUEST)

1. DMV will electronically transmit a daily file to the Contractor containing new license plate requests for vehicles, all-purpose vehicles, all-terrain vehicles, and snow machines that have current and existing registration. The file will include the ownership and vehicle information necessary to produce the license plate. Customers may select one of the following options:
 - a. A newly issued plate from one of the DMV’s standard designs (Gold Standard, Bear, or Artistic) or a standard Off-Highway Registration Decal.
 - b. A plate that mirrors the customer’s current license plate design and alphanumeric sequence.
2. The Contractor must coordinate directly with the Tabs and Registration Vendor to ensure that each plate order is fulfilled with:
 - a. The updated registration document,
 - b. The correct month and year validation tabs, and
 - c. Tabs that match the vehicle’s current registration expiration date.
3. The Contractor shall package the license plate in DMV-approved mailing envelopes together with the registration document and validation tabs provided by the Tabs and Registration Vendor.
4. Within one week of receiving the daily file, the Contractor must process and mail the completed plate package to the customer via USPS First Class Mail.
5. The Contractor shall transmit to DMV an electronic file each day confirming the mailing of the license plate, registration, and validation tabs for all orders shipped that day.
6. The record format for all file transfers must be agreed upon at contract signing. File transfer capability must be fully implemented within 60 days of contract execution.

2.DELIVERABLE: TABS AND REGISTRATION FULIFILLMENT SPECIFICATIONS

- a. Bulk Tabs and Registration Model and Central Issuance Tabs and Registration Model
 - i. **Sheeting Specifications:** The coefficient of retroreflection shall be measured on flat, clean

3M validation security sheeting and shall have the following minimum values of 25–60 cd/lx/m² at 0.2 degrees observation angle, expressed as candlepower per foot-candle per square foot of material. Measurements regarding retroreflection must adhere to best practice and industry standards. Sheeting must withstand many seasons of inclement weather and exposure to natural elements.

- ii. **Ink Specifications:** All printing must be finished with inks of the type recommended by the reflective sheeting manufacturer to provide satisfactory weather and wear resistance; it must adhere to best practice and industry standards.
- iii. **Registration Tab Deliverables:** For the Bulk Tabs and Registration Model, registration tabs must be produced and delivered in sufficient quantities for regular interval shipments that DMV can provide to 85 offices statewide. For the Central Issuance Tabs and Registration Model tabs will be mailed to the customer directly.

TYPE 1: PERMANENT REGISTRATION VEHICLE TAB

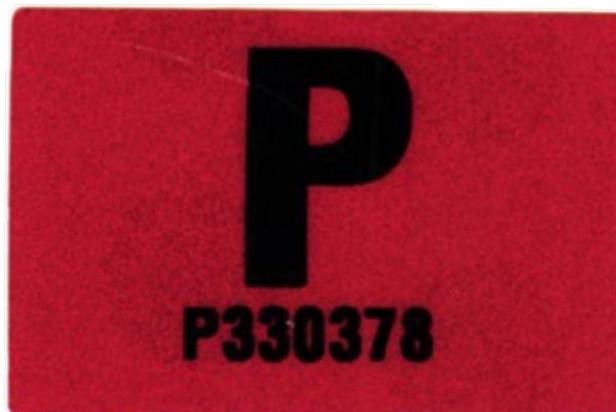
1. Vehicles that are permanently registered must be easily distinguishable. This is currently done with a singular “P” or “Z” letter and two-color variations, although other options are allowable. While the current “P” and “Z” tabs can be described as permanent, they are granted through different authorities and must be clearly distinguishable.

2. **Size and Layout:** The finished size for the permanent registration vehicle tab must be 1” W x1” H.

- a. The characters shall be printed approximately 1/8” from the sides of the tab to maximize visibility for law enforcement.

3. **Serial Numbering:** The serial number must be one letter followed by six numbers. The serial number series shall be specified by DMV at the time of the order.

- a. One of each serial-numbered sticker must be produced and must contain no missing numbers.
- b. There must be automation in place such as a scannable barcode to assist the DMV representative with inputting the information into DMV’s customer management system for the bulk distribution model.



TYPE 2: VEHICLE MONTH TAB

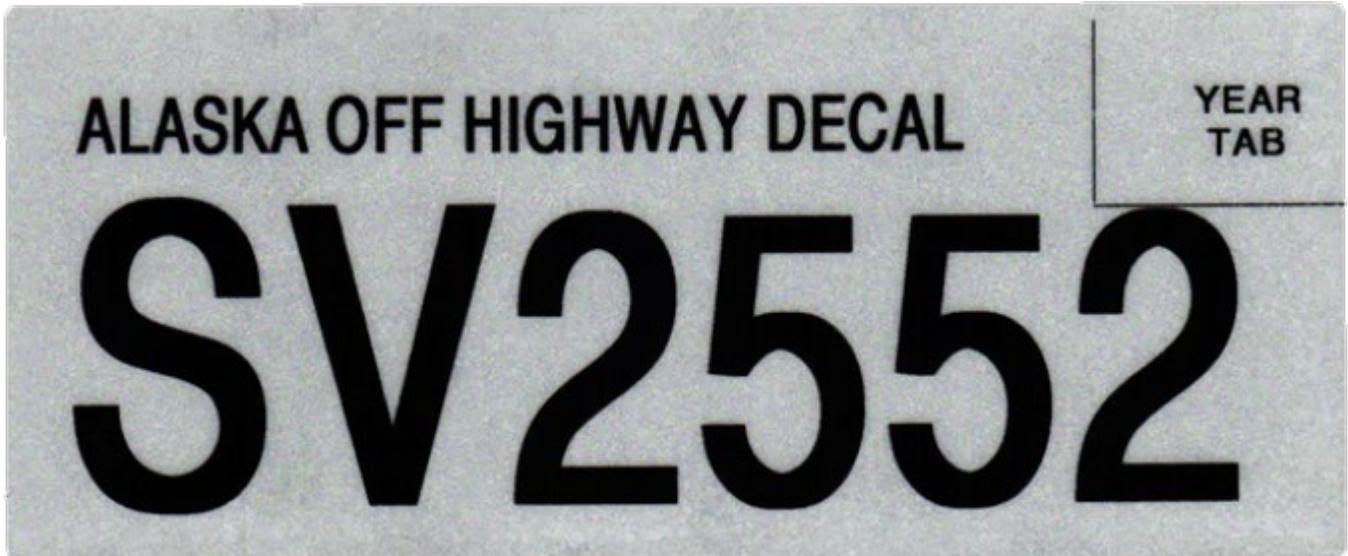
1. **Size and Layout:** The finished size must be a minimum of 1” W x 1” H.
 - a. The characters must be printed approximately 1/8” from the sides of the tab to maximize visibility for law enforcement.
2. **Serial Numbering:** None; however, there must be 12 different month designations.

**TYPE 3: YEAR VALIDATION TABS**

1. **Color:** The serial number and two-digit year must be in contrast with a colored background, clearly distinguishing the year of the tab. As an example: having a background that rotates between different colors for each year.
2. **Size and Layout:** The finished size must be 1” W x 1” H.
 - a. The characters must be printed approximately 1/8” from the sides of the tab to maximize visibility for law enforcement.
3. **Serial Numbering:** The serial number must be one letter followed by six numbers. The serial number series and year shall be specified by the DMV at the time of the order.
 - a. One of each serial-numbered sticker must be produced and must contain no missing numbers.
 - b. There must be automation in place such as a scannable barcode to assist the DMV representative with inputting the information into DMV’s customer management system for the bulk distribution model.

**TYPE 4: OFF-HIGHWAY REGISTRATION DECAL**

1. **Color:** The sheeting and characters must be clearly contrasted. This is currently done using white sheeting and black characters.
2. **Size and Layout:** The finished size of each decal shall be 6" W x 2.5" H.
 - a. The words "ALASKA OFF HIGHWAY DECAL", $\frac{1}{4}$ " in height, must be printed $\frac{1}{2}$ " below the top of the decal and centered in the left $4 - \frac{7}{8}$ " of the decal.
 - b. A right angle L shape must be printed in the upper right corner, each leg 1" long. The vertical leg shall start $\frac{1}{8}$ " from the top and $1 - \frac{1}{8}$ " from the right side. The horizontal leg shall start $\frac{1}{8}$ " from the right side and $1 - \frac{1}{8}$ " from the top. Reasonable modifications can be made to these measurements, as long as the tabs are retroactively compatible and clearly visible for law enforcement.
 - c. The words "YEAR TAB", $\frac{1}{16}$ " in height, must be printed in the center of the space created by the L shape.
 - d. Application instructions must be placed on the release liner of the stickers.
3. **Serial Numbering:** The serial number must begin with the letter 'S' followed by one letter and four numbers. The serial number series shall be specified by DMV at the time of the order

**TYPE 5: BOAT REGISTRATION DECALS**

1. **Color:** The sheeting must be white on a colored background, except for the serial numbers as detailed below. Decal colors are determined by the United States Coast Guard. The four colors are used in rotation and shown in the table below. The color shall be specified at the time of the order.
2. **Size and Layout:** Decals must be produced as a pair on the same liner. The finished size of each decal shall be 3" W x 3"H, with the overall size for a pair being 6" W x 6"H (see example below).
 - a. The words "ALASKA BOAT REGISTRATION DECAL", must be 3/16" in height, printed 1/4" below the top of each decal and centered horizontally.
 - b. The two-digit year, 11/16" in height, must be printed in the area 1-3/4" from the left side and 1/4" from the right side, centered vertically.
 - c. A map of Alaska, approximately 1-5/8" W x 1-1/8" H, shall be printed to the left of the serial number. The southeast portion of Alaska must extend slightly below the first digit of the year (see below for placement).
3. **Serial Numbering:** Serial numbers shall be 3/16" in height, printed in a white reverse block 1-1/4" W X 3/8" H, situated 1/8" from the bottom, right corner.
 - a. The two letters of the serial number must be the same color as the decal.
 - b. The five numerals of the serial number are black.
 - c. The serial number must be centered horizontally and vertically within the block. The words "DECAL NO.", 1/8" in height, must be printed to the left of the serial number reverse block.

2025	A	Green
2026	B	Blue
2027	C	White
2028	D	Red
2029	E	Green
2030	F	Blue



REGISTRATION DOCUMENTS AND PLATE REGISTRATION TABS ONLY (ONLINE RENEWALS WITHOUT PLATES)

1. DMV will electronically transmit a daily file to the Contractor with registration renewal data for vehicles, all purpose vehicles, all-terrain vehicles, snow machines, and boats. The file will contain the ownership and vehicle information necessary to create the vehicle registration document and the registration tab.
2. Registration Document shall include:
 - a. Owner’s name, residential address and mailing address
 - b. Expiration date of registration
 - c. Vehicle description
 - d. Itemization of fees
 - e. A PDF417, two-dimension (2d) barcode
 - f. The plate validation tab and month tab (if required), and instruction for affixing the tab(s) to the plate.
3. Registration tab must be consistent with all details provided under Section 3.03 A. REGISTRATION TABS of this document.

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4. Within two business days of receipt of the file, the Contractor must process and mail, to the customer, the registration renewals via USPS First Class Mail.
 5. The Contractor shall immediately transmit to DMV an electronic file containing such information, as necessary, confirming the mailing of the registration renewals and validation tabs to the customers for each daily order.
 6. The record format for file transfers must be agreed upon at the time of contract signing. Contractor must be ready to accept files and process renewals at the contract start date.

**DUPLICATE REGISTRATION DOCUMENTS AND PLATE REGISTRATION TABS ONLY
(ONLINE DUPLICATES WITHOUT PLATES)**

1. DMV will include in the electronically transmitted registration renewal daily file to the Contractor with duplicate registration data for vehicles, all purpose vehicles, all-terrain vehicles, snow machines, and boats. The file will contain the ownership and vehicle information necessary to create the vehicle registration document and a duplicate registration tab.
2. Registration Document shall include:
 - a. Owner's name, residential address and mailing address
 - b. Expiration date of registration
 - c. Vehicle description
 - d. Itemization of fees
 - e. A PDF417, two-dimension (2d) barcode
 - f. The plate validation tab and month tab (if requested), and instruction for affixing the tab(s) to the plate.
3. Registration tab must be consistent with all details provided under Section 3.03 A. REGISTRATION TABS of this document.
4. Within two business days of receipt of the file, the Contractor must process and mail, to the customer, the registration duplicates via USPS First Class Mail.
5. The Contractor shall immediately transmit to DMV an electronic file containing such information, as necessary, confirming the mailing of the registration renewals and validation tabs to the customers for each daily order.
6. The record format for file transfers must be agreed upon at the time of contract signing. File transfers must be within 60 days of contract signing.

ISSUE UPDATED REGISTRATION TABS AND DOCUMENTS FOR VEHICLES WITH EXISTING REGISTRATION (ONLINE NEW PLATE REQUEST)

1. DMV will electronically transmit a daily file to the Contractor containing new license plate requests for vehicles, all-purpose vehicles, all-terrain vehicles, snow machines, and boats that have current and existing registration. The file will include the ownership and vehicle information necessary to generate the updated registration document and the correct validation tabs.

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2. The Registration Document shall include:
 - a. Owner’s name, residential address, and mailing address
 - b. Expiration date of registration
 - c. Vehicle description
 - d. Itemization of fees
 - e. A PDF417 two-dimensional barcode
 - f. The plate validation tab and month tab, with instructions for affixing the tabs to the plate
 3. All validation tabs must comply with the specifications outlined in Section 3.03 A. REGISTRATION TABS of this document.
 4. The Contractor must coordinate directly with the License Plate Vendor to ensure that the updated registration document and the correct month and year tabs—matching the vehicle’s current registration expiration date—are included in each plate package mailed to the customer.
 5. Within one week of receiving the daily file, the Contractor must prepare and transmit the registration documents and validation tabs to the License Plate Vendor for final packaging and mailing.
 6. The Contractor shall transmit to DMV an electronic file each day confirming that the registration documents and validation tabs were produced and transferred to the License Plate Vendor for all orders processed that day.
 7. The record format for all file transfers must be agreed upon at contract signing. File transfer capability must be fully implemented within 60 days of contract execution.

SEC. 3.04 CONTRACT TYPE

This contract is a FIRM FIXED PRICE with price adjustment contract.

SEC. 3.05 PROPOSED PAYMENT PROCEDURES

The state will make payment to approved invoices for accepted deliverables throughout the life of the contract. Each billing must consist of an invoice and itemized detail of supporting services. No payment will be made until the progress report and invoice have been approved by the project director.

SEC. 3.06 PROMPT PAYMENT FOR STATE PURCHASES

The state is eligible to receive a **5%** discount for all invoices paid within **15** business days from the date of receipt of the commodities or services and/or a correct invoice, whichever is later. The discount shall be taken on the full invoice amount. The state shall consider payment being made as either the date a printed warrant is issued or the date an electronic funds transfer (EFT) is initiated.

SEC. 3.07 CONTRACT PAYMENT

No payment will be made until the contract is approved by the Commissioner of the Department of Administration 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.

Payment for agreements under \$500,000 for the undisputed purchase of goods or services provided to a state agency, will be made within 30 days of the receipt of a proper billing or the delivery of the goods or services to the location(s) specified in the agreement, whichever is later. A late payment is subject to 1.5% interest per month on the unpaid balance. Interest will not be paid if there is a dispute or if there is an agreement that establishes a lower interest rate or precludes the charging of interest.

SEC. 3.08 ELECTRONIC PAYMENTS

The State of Alaska prefers vendors receive payment via Electronic Funds Transfer (EFT). Offerors may review information concerning the EFT process and access the [Electronic Payment Agreement Form for Vendors](https://doa.alaska.gov/dof/vendor.html) 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 payment of \$1 million or higher must be accepted by the contractor via Electronic Funds Transfer (EFT).

SEC. 3.09 CONTRACT PRICE ADJUSTMENTS

Consumer Price Index (CPI): Contract prices will remain firm through June 30, 2027.

The Contractor or State may request price adjustments, after June 30, 2027, 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 2026); and each HALF1 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.
- e. Notwithstanding any approved price increase, the prices in effect at the date an order is placed shall remain applicable to that order regardless of shipment date. Subsequent price adjustments shall not affect confirmed orders submitted prior to the effective date of the increase.

SEC. 3.10 LOCATION OF WORK

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

The state WILL NOT provide workspace for the contractor. The contractor must provide its own workspace.

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

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

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

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

SEC. 3.11 SUBCONTRACTORS

Subcontractors may be used to perform up to 50 percent of the work under this contract. If an offeror intends to use subcontractors, the offeror must complete the Submittal Form identified in Section 4.02 of this RFP.

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

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

The offeror must provide the following information concerning each prospective subcontractor at time of proposal submission:

- complete name of the subcontractor.
- complete address of the subcontractor.
- type of work the subcontractor will be performing.
- percentage of work the subcontractor will be providing (**up to a total maximum of 50 percent for all subcontractors**).
- evidence that the subcontractor holds a valid Alaska business license.

If a subcontractor on the list is performing work within Alaska and did not have a valid Alaska business license at the close of the RFP, the Offeror may not use the subcontractor in the performance of the contract and shall replace the subcontractor with a subcontractor who had a valid Alaska business license at the close of the RFP.

- a written statement, signed by each proposed subcontractor that clearly verifies that the subcontractor is committed to rendering the services required by the contract.

An offeror's failure to provide this information at time of proposal submission will cause the state to

consider their proposal non-responsive and reject it. The substitution of one subcontractor for another that has already been approved prior to award may be made only at the discretion and prior written approval of the project director. Substitution propose after award may be made only upon mutual agreement and fully executed amendment to the contract.

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

SEC. 3.12 JOINT VENTURES

Joint ventures will not be allowed.

SEC. 3.13 RIGHT TO INSPECT PLACE OF BUSINESS

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

SEC. 3.14 CONTRACT PERSONNEL

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

SEC. 3.15 INSPECTION & MODIFICATION - REIMBURSEMENT FOR UNACCEPTABLE DELIVERABLES

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

SEC. 3.16 DEFAULT OF CONTRACT

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

SEC. 3.17 CONTRACT CHANGES - UNANTICIPATED AMENDMENTS

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

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

SEC. 3.18 CONTRACT CHANGES – ANTICIPATED AMENDMENTS

For the purposes of this contract, the following shall be considered anticipated amendments and shall be exercised solely at the state discretion.

1. Contract renewals as seen in section 3.02.
2. Postage Cost Increases (pass through cost only).

In the event the United States Postal Service (USPS) increases rates, the contractor may request an increase for postage costs. All postage increase requests must include official USPS documentation indicating the amount of the increase and when the increase will be effective. A request for Postage Increase must be submitted to the state at least 45 days in advance of the increase date as seen on the USPS documentation submitted with the request.

If the Contractor fails to request a Postage Increase 45 days prior to the date the Postage Increase officially goes into effect, the Postage Increase shall become effective 45 days after the date State receives the written request.

SEC. 3.19 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:

- **Personally Identifiable Information (PII):**

-
- Full name
 - License plate number
 - Registration tab number
 - Mailing address
 - Physical address
 - Lienholder information
 - **Technology and Security Data:**
 - Technology infrastructure and architecture
 - Operating systems and software configurations
 - Security tools and protocols
 - IP addresses
 - Passwords and access credentials
 - **Business and Operational Data:**
 - Financial data and payment records
 - Trade secrets and proprietary processes
 - Equipment specifications and system designs
 - Research data and analytical models
 - User lists and internal directories
 - **Contract-Related Materials:**
 - Any data, files, or materials prepared by the State of Alaska or its agents
 - Information classified as confidential under State of Alaska classification guidelines
 - Information obtained or learned in the performance of the contract

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

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

SEC. 3.20 INDEMNIFICATION

The contractor shall indemnify, hold harmless, and defend the contracting agency from and against any

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

SEC. 3.21 INSURANCE REQUIREMENTS

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

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

Workers' Compensation Insurance: The contractor shall provide and maintain, for all employees engaged in work under this contract, coverage as required by AS 23.30.045, and where applicable, any other statutory obligations including but not limited to Federal U.S.L. & H. and Jones Act requirements. The policy must waive subrogation against the State.

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

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

SEC. 3.22 TERMINATION FOR DEFAULT

- a. If the Project Director or Procurement Officer determines that the contractor has refused to perform the work or has failed to perform the work with such diligence as to ensure its timely and accurate completion, the state may, by providing written notice to the contractor, terminate the contractor's right to proceed with part or all the remaining work.
- b. The Procurement Officer may also, by written notice, terminate this contract under Administrative Order 352 if the contractor supports or participates in a boycott of the State of Israel.

This clause does not restrict the state's termination rights under the contract provisions of Appendix A,

attached in **SECTION 7. ATTACHMENTS.**

SECTION 4. PROPOSAL FORMAT AND CONTENT

SEC. 4.01 RFP SUBMITTAL FORMS

This RFP contains Submittal Forms, which must be completed by the offeror and submitted with their proposal. An electronic copy of the forms is posted along with this RFP.

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

As seen in this RFP, DMV will consider the delivery of these products and services under four different fulfillment options:

License Plates

- Option A: Bulk Issuance of License Plates
- Option B: Central Issuance of License Plates

License Tabs and Registration Documents

- Option A: Bulk Issuance of License Tabs and Registration Documents
- Option B: Central Issuance of License Tabs and Registration Documents

When completing the Cost Proposal Submittal Forms, Offerors must submit only the version of the Cost Proposal form for the fulfillment options they are proposing (e.g. if proposing the Bulk Issuance License Plates model, submit **only** Submittal Form G1 Bulk Issuance License Plates for your cost proposal).

If an Offeror is submitting proposals for both deliverable categories, License Plates and Registration materials, under both fulfillment models, Bulk and Central Issuance, as permitted in section 1.07, four complete proposals must be submitted separately and with the correct delivery fulfillment option selected for all forms required.

Proposals providing the required products and services under multiple fulfillment models in one single submission shall be considered non-responsive and will be rejected.

Any proposal that does not follow these requirements will be deemed non-responsive.

SEC. 4.02 SPECIAL FORMATTING REQUIREMENTS

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

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

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

on one side of a piece of paper). Any pages exceeding the maximum page limit will be discarded and will not be included in the evaluations (for example, the maximum page limit is 3 pages, but the Offeror submits 5 pages for that submittal form. Only pages 1-3 will be evaluated. Pages 4 and 5 would be discarded by the Procurement Officer before sending to the proposal evaluation committee for evaluation.).

Submittal Form	Maximum Page Limits
Submittal Form A – Offeror Information and Certifications	
Submittal Form B– Experience and Qualifications	5 pages
Submittal Form C– Understanding of the Project	5 pages
Submittal Form D– Methodology Used for the Project	5 pages
Submittal Form E– Management Plan for the Project	5 pages
Submittal Form F– Subcontractors	3 pages
Submittal Form G – Cost Proposal	

Any Submittal Form submitted as part of a proposal that is not compliant with the instructions above may be a basis for finding the proposal non-responsive and thus rejected.

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

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

By signature on the form, the offeror certifies they comply with the following:

- a) the laws of the State of Alaska;
- b) the applicable portion of the Federal Civil Rights Act of 1964;
- c) the Equal Employment Opportunity Act and the regulations issued thereunder by the federal government;
- d) the Americans with Disabilities Act of 1990 and the regulations issued thereunder by the federal government and certifies that programs, services, and activities provided to the general public on behalf of the State under a contract resulting from this solicitation comply with the Americans with Disabilities Act of 1990, 28 CFR, Part 35, Subpart B 35.130;
- e) all terms and conditions set out in this RFP;
- f) a condition that the proposal submitted was independently arrived at, without collusion, under penalty of perjury; and
- g) that the offers will remain open and valid for at least 90 days.

If any offeror fails to comply with [a] through [g] of this paragraph, the state reserves the right to disregard the proposal, terminate the contract, or consider the contractor in default.

The Submittal Form also requests the following information:

- a) The complete name and address of offeror’s firm along with the offeror’s Tax ID.

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- b) Information on the person the state should contact regarding the proposal.
 - c) Names of critical team members/personnel.
 - d) Addenda acknowledgement.
 - e) Conflict of interest statement.
 - f) Federal requirements.
 - g) Alaska preference qualifications.

An offeror's failure to address/respond/include these items may cause the proposal to be determined to be non-responsive and the proposal may be rejected.

SEC. 4.04 EXPERIENCE AND QUALIFICATIONS (SUBMITTAL FORM B1 through B4)

Offerors must provide a single proposal for any or all of the four acceptable fulfillment models per section 1.07 Return Instructions. Offerors must check mark all Submittal Forms for the model they are proposing. Proposals shall be considered non-responsive if multiple fulfillment models are proposed within one email attachment. See section 1.07 for Return Instructions.

Offerors must provide details on the personnel assigned to accomplish the work called for in this RFP; illustrate the lines of authority; designate the individual responsible and accountable for the completion of each component and deliverable of the RFP.

Offerors must provide a narrative description of the organization of the project team and a personnel roster that identifies each person who will actually work on the contract with their titles and location(s) where work will be performed.

Offerors must also include three Client Reference Forms (Attachment Five) for each fulfillment model, which provide reference names and phone numbers for similar projects the offeror's firm has completed. An offeror may use the same client as a reference between proposals but three Client Reference Forms must be included with each submitted proposal.

The offeror shall not disclose their costs in this Submittal Form. Submission forms shall not exceed the page limit (as described in Section 4.02). **Resumes and Clients Reference Forms are not counted in this page limit and must be submitted as separate attachments labeled with offeror's name.**

Any Submittal Form submitted as part of a proposal that does not comply with the instructions above shall be a basis for rejecting the proposal as non-responsive.

Offerors must provide resumes for those personnel with names and titles that will be assigned to complete the project as a separate attachment to Submittal Form B.

SEC. 4.05 UNDERSTANDING OF THE PROJECT (SUBMITTAL FORM C1 through C4)

Offerors must provide a single proposal for any or all of the four acceptable fulfillment models per section 1.07 Return Instructions. Offerors must check mark all Submittal Forms for the model they are proposing. Proposals shall be considered non-responsive if multiple fulfillment models are proposed within one email

attachment. See section 1.07 for Return Instructions.

Offerors must provide comprehensive narrative statements that illustrate their understanding of the requirements of the project and the project schedule.

The offeror shall not disclose their costs in this Submittal Form. Submission forms shall not exceed the page limit (as described in Section 4.02).

Any Submittal Form submitted as part of a proposal that does not comply with the instructions above shall be a basis for rejecting the proposal as non-responsive.

SEC. 4.06 METHODOLOGY USED FOR THE PROJECT (SUBMITTAL FORM D1 through D4)

Offerors must provide a single proposal for any or all of the four acceptable fulfillment models per section 1.07 Return Instructions. Offerors must check mark all Submittal Forms for the model they are proposing. Proposals shall be considered non-responsive if multiple fulfillment models are proposed within one email attachment. See section 1.07 for Return Instructions.

Offerors must provide comprehensive narrative statements that set out the methodology they intend to employ and illustrate how the methodology will serve to accomplish the work and meet the state's project schedule.

The offeror shall not disclose their costs in this Submittal Form. Submission forms shall not exceed the page limit (as described in Section 4.02).

Any Submittal Form submitted as part of a proposal that does not comply with the instructions above shall be a basis for rejecting the proposal as non-responsive.

SEC. 4.07 MANAGEMENT PLAN FOR THE PROJECT (SUBMITTAL FORM E1 through E4)

Offerors must provide a single proposal for any or all of the four acceptable fulfillment models per section 1.07 Return Instructions. Offerors must check mark all Submittal Forms for the model they are proposing. Proposals shall be considered non-responsive if multiple fulfillment models are proposed within one email attachment. See section 1.07 for Return Instructions.

Offerors must provide comprehensive narrative statements that set out the management plan they intend to follow and illustrate how the plan will serve to accomplish the work and meet the state's project schedule.

The offeror shall not disclose their costs in this Submittal Form. Submission forms shall not exceed the page limit (as described in Section 4.02).

Any Submittal Form submitted as part of a proposal that does not comply with the instructions above shall be a basis for rejecting the proposal as non-responsive.

SEC. 4.08 SUBCONTRACTORS (SUBMITTAL FORM F1 through F4)

Offerors must provide a single proposal for any or all of the four acceptable fulfillment models per section 1.07 Return Instructions. Offerors must check mark all Submittal Forms for the model they are proposing. Proposals shall be considered non-responsive if multiple fulfillment models are proposed within one email attachment. See section 1.07 for Return Instructions.

attachment. See section 1.07 for Return Instructions.

Offerors must identify what portion of work up to 50% is subcontracted.

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

A fully signed letter from the subcontractor showing their commitment to perform the work must be attached to the proposal.

SEC. 4.09 INTERVIEWS

The State will conduct two rounds of interviews with the offerors whose proposals have scored above the natural point break with the highest ranking after evaluation and scoring of technical proposals is completed.

There will be one round of interviews for License Plate Fulfillment and one round of interviews for Tabs and Registration Fulfillment.

Interviews will be held with all personnel detailed on **Submittal Form B1 through B4** and identified by name on Submittal Form A. The State reserves the right to request interviews with additional personnel.

Interviewees must be the same as those individuals identified by name on Submittal Form A as the critical team members. No substitutes or proxies will be allowed without State approval. Individuals who fail to attend the interview at the date and time scheduled will be given a “0” score.

Interviews for each individual will be scheduled for 30 minutes. Interviewees are prohibited from making any reference to the offeror’s proposed costs or fees. Interviewees may not bring notes, presentation materials, or handouts. The State will conduct individual interviews with each person the offeror has identified on its **Submittal Form B1 through B4**. Interviewees may be asked questions regarding their experience, knowledge and understanding of the scope of work, obstacles and challenges, strategies, and their plan/approach. The State may request additional information prior to interviews.

Interviews will be conducted via Microsoft Teams. If selected for an interview, the State will notify the offeror of the time and date the interview is scheduled. The State anticipates giving approximately five calendar days’ notice of interview date and time. The State will not pay any cost associated with the preparation, submittal, presentation, or evaluation of any proposal including interviews.

The State will strictly enforce the 30-minute time limit per interview. Offerors must be prepared to start the interview on time. If selected for the interview process the State will notify the offeror of the time and date.

SEC. 4.10 COST PROPOSAL (SUBMITTAL FORM G1, G2, G3 and G4)

Offerors must provide a single proposal for any or all of the four acceptable fulfillment models per section 1.07 Return Instructions. Offerors must check mark all Submittal Forms for the model they are proposing. Proposals shall be considered non-responsive if multiple fulfillment models are proposed within one email attachment. See section 1.07 for Return Instructions.

Offerors must complete and submit only the version of the Cost Proposal form for the fulfillment options they are proposing (e.g. if proposing the Bulk Issuance License Plates model, submit **only** Submittal Form G1 Bulk Issuance License Plates for your cost proposal).

Proposed costs must include all direct and indirect costs associated with the performance of the contract,

including, but not limited to, total number of hours at various hourly rates, direct expenses, payroll, supplies for processing and mailing, overhead assigned to each person working on the project, percentage of each person's time devoted to the project, and profit. The costs identified on the cost proposal are the total amount of costs to be paid by the state. No additional charges shall be allowed. Shipments not sent in the required layout will be returned at no cost to the State.

For any Model the postage cost will be considered pass through cost and no additional markups will be permitted or considered.

SECTION 5. EVALUATION CRITERIA AND CONTRACTOR SELECTION

SEC. 5.01 SUMMARY OF EVALUATION PROCESS

Regardless of the delivery model offered the state will use the following steps to evaluate and prioritize proposals submitted in response to this RFP:

- 1) Proposals will be assessed for overall responsiveness and responsibility. Proposals deemed non-responsive will be eliminated from further consideration.
- 2) A proposal evaluation committee (PEC), made up of at least three state employees or public officials, will evaluate the technical portion of all responsive proposals.
- 3) The Submittal Forms, from each responsive proposal, will be sent to the PEC. No cost information will be shared or provided to the PEC.
- 4) The PEC will independently evaluate and score the documents based on the degree to which they meet the stated evaluation criteria.
- 5) After independent scoring, the PEC will have a meeting, chaired by the procurement officer, where the PEC may have a group discussion prior to finalizing their scores.
- 6) The evaluators will submit their final technical individual scores to the procurement officer, who will then compile the scores and calculate awarded points as set out in Section 5.03.
- 7) The procurement officer will calculate scores for cost proposals as set out in Section 5.08 for Form G and add those scores to the awarded technical points along with factoring in any Alaska preferences and will identify the offerors who have scored above the natural point break with the highest ranking for Interviews in accordance with RFP Sec 4.09.
- 8) The State will conduct interviews as outlined in Sec 4.09.
- 9) PEC members will score each interviewee. If needed, the PEC may hold an additional PEC meeting to allow discussion regarding the interview scoring. If held, this PEC discussion shall be limited to the scores awarded specifically for the interview scoring phase. As with the initial PEC meeting, all PEC members should be in attendance.
- 10) Once the technical and interview scores are complete, the procurement officer will tally the scores for each evaluation category. After the final scoring of all criteria, the procurement officer will determine which offerors are considered reasonably susceptible for award for each fulfillment model and may enter into discussion with the offeror(s) per 2 AAC 12.290.
- 11) The procurement officer may ask for best and final offers from offerors susceptible for award and revise the cost scores accordingly.
- 12) Upon completion of all scoring and, after the application of all applicable preferences, the proposal with the highest overall score for each fulfillment model shall be deemed the most advantageous proposal and shall be considered the apparent awardee.
- 13) The state will then conduct any necessary negotiations with the highest scoring offerors and may award multiple contracts if the negotiations are successful.

SEC. 5.02 EVALUATION CRITERIA

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

Overall Criteria		Weight
Responsiveness		Pass/Fail
Subcontractors	Submittal Form F1-4	Pass/Fail
Qualifications Criteria		Weight
Experience and Qualifications	Submittal Form B1-4	140
Understanding of the Project	Submittal Form C1-4	140
Methodology Used for the Project	Submittal Form D1-4	140
Management Plan for the Project	Submittal Form E1-4	140
Interviews		140
	Total	700
Cost Criteria		Weight
Cost Proposal	Submittal Form G1-G4	200
	Total	200
Preference Criteria		Weight
Alaska Offeror Preference (if applicable)		100
	Total	100
Maximum Total Points for all Evaluation Criteria		1000

SEC. 5.03 SCORING METHOD AND CALCULATION

Each Proposal Evaluation Committee (PEC) member will individually evaluate and score each responsive proposal using the criteria set out in Sections 5.04 through 5.07 and assign a single score of 1 through 10, with 10 representing the highest score and 1 representing the lowest score.

Using only whole numbers, PEC members should start with a score of 5 on each section. The score may either increase or decrease depending on the offeror's response to each question for that section.

As an example, if the Offeror provided responses over and above the evaluation questions in a section, they would receive a higher score.

However, if the Offeror’s response fails to address all questions of a section or demonstrates some lack of understanding or competency as it relates to a question for that section, the Offeror would then receive a lower score.

After the PEC has scored, the scores for each section will be totaled and the following formula will be used to calculate the total amount of points awarded to each offeror for each technical section.

Offeror Score **Divided by** Highest Score **times** Maximum Points **equals** Points Awarded

Maximum Points: 100

	PEC 1	PEC 2	PEC 3	PEC 4	Combined Score	Points Awarded
Offeror 1	7	9	8	9	33	100.00
Offeror 2	6	8	7	8	29	87.87
Offeror 3	8	8	7	7	30	90.90

Offeror 1 was awarded 100 points as they were received the most points (33) during evaluation.

Offeror 2 was awarded 87.87 Points as they received 29 points during evaluation.

29 points divided by 33 points times 100 points equals 87.87 points

Offeror 3 was awarded 90.90 Points as they received 30 points during evaluation.

30 points divided by 33 points times 100 points equals 90.90 points

Offeror 1 was awarded 100 points.

SEC. 5.04 EXPERIENCE AND QUALIFICATIONS (SUBMITTAL FORM B1 and B2) BULK ISSUANCE LICENSE PLATES OR CENTRAL LICENSE ISSUANCE PLATES

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

1) Questions regarding the personnel:

- a)** How has each key individual previously supported contracts involving the production, serialization, packaging, and distribution of license plates or similar serialized inventory, and what roles, responsibilities, and outcomes can they demonstrate?
- b)** How do the education, training, and professional backgrounds of each proposed team member support their ability to meet the technical, operational, and compliance requirements for plate fulfillment?
- c)** What documented examples can the firm provide of past projects where serialized plate inventory or similar materials were successfully produced and distributed on time and within budget, and what were the scale and complexity of those projects?

- d)* How has the firm historically performed in meeting production timelines, inventory control requirements, and mailing deadlines for plate fulfillment, and what metrics or performance indicators support this?
- e)* What narrative summaries can the firm provide from client references for similar plate-related projects, including scope, fulfillment model, and assessments of timeliness, accuracy, and reliability?
- 2) Questions regarding the firm and subcontractor (if used): (Submittal form F1 and F2)**
- a)* Was the portion of subcontracted work clearly identified?
- b)* If subcontractors are proposed, what experience do they have producing or distributing serialized materials, managing fixed-length data files, or performing direct-to-consumer fulfillment, and how do these capabilities align with plate-related deliverables?
- c)* Which components of the plate fulfillment Scope of Work will be performed by subcontractors, and why are these tasks appropriate for subcontracted performance?
- d)* What tasks and workflows will be assigned to each subcontractor, and how will these integrate with the prime contractor’s plate operations?
- e)* What processes, quality controls, and communication methods will subcontractors use to complete their assigned plate-related tasks, including serialization, packaging standards, and nightly data file processing?
- f)* How will the firm monitor subcontractor performance, identify deficiencies, and implement corrective actions?
- g)* What strategies will the firm use to resolve operational issues such as production delays, data file errors, or mailing disruptions, and what response and resolution timeframes are expected?
- h)* How does the subcontractor’s letter of commitment demonstrate their obligations and commitment to plate fulfillment?

SEC. 5.05 UNDERSTANDING OF THE PROJECT (SUBMITTAL FORM C1 and C2) BULK ISSUANCE LICENSE PLATES OR CENTRAL ISSUANCE LICENSE PLATES

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

- a)* How does the offeror understand the DMV’s operational environment and statutory obligations for plate fulfillment, including serialized control, inventory accuracy, and timely delivery?
- b)* What challenges does the offeror identify in producing and distributing license plates, and what mitigation strategies are proposed?
- c)* How does the offeror understand the plate-related deliverables in Section 3.03, including production standards, packaging requirements, document coordination, and nightly data file processing?

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- d) How does the offeror understand the DMV’s required timelines for plate fulfillment, including temporary permit windows, weekly production cycles, and shipment requirements?

SEC. 5.06 METHODOLOGY USED FOR THE PROJECT (SUBMITTAL FORM D1 and D2) BULK ISSUANCE LICENSE PLATES OR CENTRAL ISSUANCE LICENSE PLATES

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

- a) What methodology will the offeror use to produce, package, track, and distribute license plates, and how does this workflow ensure accuracy, security, and compliance with Section 3 specifications?
- b) How does the proposed methodology align with the objectives of operational efficiency, serialized inventory control, timely fulfillment, and integration with DMV data file transmissions?
- c) How does the methodology support required schedules, including nightly data file processing, weekly production cycles, and shipment timelines?
- d) What operational, technical, or logistical issues might arise during plate production or fulfillment, and how will the offeror prevent, detect, and resolve these issues?
- e) If alternate plate-related design options are proposed, what methodology will be used to produce, test, and implement these designs while maintaining compliance with visibility, durability, and serialization requirements?

SEC. 5.07 MANAGEMENT PLAN FOR THE PROJECT (SUBMITTAL FORM E1 and E2) BULK ISSUANCE LICENSE PLATES OR CENTRAL ISSUANCE LICENSE PLATES

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

- a) How does the management plan support all plate-related deliverables in Section 3.03, including continuity of operations throughout the contract term?
- b) How is accountability structured within the project team, including roles, responsibilities, performance monitoring, and escalation procedures?
- c) How is the project team organized to support plate fulfillment workflows, including reporting lines and staffing levels?
- d) How will communication be managed between the offeror, subcontractors, and the DMV, including protocols for issue resolution, data file discrepancies, and urgent operational needs?
- e) What hardware, software, equipment, and licenses does the offeror possess to support plate production, serialization, data file processing, and mailing operations, and how do these resources meet the RFP’s technical requirements?
- f) How will the offeror meet the plate fulfillment schedule outlined in the RFP, including implementation timelines, production cycles, and mailing deadlines?

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- g) What enhancements, efficiencies, or value-added services does the offeror propose that exceed the minimum plate requirements?
 - h) How is the proposed approach practical, feasible, and sustainable over the full contract term, including optional renewal years?
 - i) What risks or operational challenges does the offeror identify for plate fulfillment, and what plans are in place to address them?

SEC. 5.08 EXPERIENCE AND QUALIFICATIONS (SUBMITTAL FORM B3 and B4) BULK TABS AND REGISTRATION AND CENTRAL ISSUANCE TABS AND REGISTRATIONS

1) Questions regarding the personnel:

- a) How has each key individual previously supported contracts involving the production, serialization, packaging, and distribution of registration tabs, decals, or registration documents, and what roles, responsibilities, and outcomes can they demonstrate?
- b) How do the education, training, and professional backgrounds of each proposed team member support their ability to meet the technical, operational, and compliance requirements for tab and registration fulfillment?
- c) What documented examples can the firm provide of past projects where serialized tab or decal inventory or registration documents were successfully produced and distributed on time and within budget?
- d) How has the firm historically performed in meeting production timelines, inventory control requirements, and mailing deadlines for registration materials, and what metrics support this?
- e) What narrative summaries can the firm provide from client references for similar tab and registration projects?

2) Questions regarding the firm and subcontractor (if used): (Submittal form F3 and F4)

- a) Was the portion of subcontracted work clearly identified?
- b) If subcontractors are proposed, what experience do they have producing or distributing serialized registration materials, managing fixed-length data files, or performing direct-to-consumer fulfillment, and how do these capabilities align with tab and registration deliverables?
- c) Which components of the tab and registration Scope of Work will be performed by subcontractors, and why are these tasks appropriate for subcontracted performance?
- d) What tasks and workflows will be assigned to each subcontractor, and how will these integrate with the prime contractor's registration operations?
- e) What processes, quality controls, and communication methods will subcontractors use to complete their assigned tasks, including serialization, packaging standards, and nightly data file processing?

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- f) How will the firm monitor subcontractor performance, identify deficiencies, and implement corrective actions?
 - g) What strategies will the firm use to resolve operational issues such as production delays, data file errors, or mailing disruptions, and what response and resolution timeframes are expected?
 - h) How does the subcontractor’s letter of commitment demonstrate their obligations and commitment to tab and registration fulfillment?

SEC 5.09 UNDERSTANDING OF THE PROJECT (SUBMITTAL FORM C3 and C4) BULK TABS AND REGISTRATION AND CENTRAL ISSUANCE TABS AND REGISTRATIONS

- a) How does the offeror understand the DMV’s operational environment and statutory obligations for tab and registration fulfillment, including serialized control, inventory accuracy, and timely delivery?
- b) What challenges does the offeror identify in producing and distributing registration tabs, decals, and registration documents, and what mitigation strategies are proposed?
- c) How does the offeror understand the tab and registration deliverables in Section 3.03, including packaging standards, document printing, and nightly data file processing?
- d) How does the offeror understand the DMV’s required timelines for tab and registration fulfillment, including temporary permit windows, production cycles, and shipment requirements?

SEC. 5.10 METHODOLOGY USED FOR THE PROJECT (SUBMITTAL FORM D3 and D4) BULK TABS AND REGISTRATION AND CENTRAL ISSUANCE TABS AND REGISTRATIONS

- a) What methodology will the offeror use to produce, package, track, and distribute registration tabs, decals, and registration documents, and how does this workflow ensure accuracy, security, and compliance with Section 3 specifications?
- b) How does the proposed methodology align with the objectives of operational efficiency, serialized inventory control, timely fulfillment, and integration with DMV data file transmissions?
- c) How does the methodology support required schedules, including nightly data file processing, production cycles, and shipment timelines?
- d) What operational, technical, or logistical issues might arise during tab and registration fulfillment, and how will the offeror prevent, detect, and resolve these issues?
- e) If alternate tab or decal design options are proposed, what methodology will be used to produce, test, and implement these designs while maintaining compliance with visibility, durability, and serialization requirements?

SEC. 5.11 MANAGEMENT PLAN FOR THE PROJECT (SUBMITTAL FORM E3 and E4) BULK TABS AND REGISTRATION AND CENTRAL ISSUANCE TABS AND REGISTRATIONS

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- a) How does the management plan support all tab and registration deliverables in Section 3.03, including continuity of operations throughout the contract term?
 - b) How is accountability structured within the project team, including roles, responsibilities, performance monitoring, and escalation procedures?
 - c) How is the project team organized to support tab and registration workflows, including reporting lines and staffing levels?
 - d) How will communication be managed between the offeror, subcontractors, and the DMV, including protocols for issue resolution, data file discrepancies, and urgent operational needs?
 - e) What hardware, software, equipment, and licenses does the offeror possess to support tab production, registration printing, serialization, data file processing, and mailing operations, and how do these resources meet the RFP's technical requirements?
 - f) How will the offeror meet the tab and registration fulfillment schedule outlined in the RFP, including implementation timelines, production cycles, and mailing deadlines?
 - g) What enhancements, efficiencies, or value-added services does the offeror propose that exceed the minimum tab and registration requirements?
 - h) How is the proposed approach practical, feasible, and sustainable over the full contract term, including optional renewal years?
 - i) What risks or operational challenges does the offeror identify for tab and registration fulfillment, and what plans are in place to address them

SEC 5.12 INTERVIEWS

The PEC will conduct interviews with the personnel assigned to fill the positions and accomplish the work identified on Submittal Form B from the offerors who have scored above the natural point break with the highest ranking.

For the purposes of evaluation, if an offeror submits a proposal for each of the fulfillment models, and, if multiple proposals have scored above the natural point break, the offeror shall be interviewed two times (eg: License Plate Fulfillment and Tabs and Registration Fulfillment) and each score will be awarded individually .

SEC. 5.13 CONTRACT COST (COST PROPOSAL SUBMITTAL FORM G1, G2, G3 and G4)

The procurement officer will separate cost proposals into fulfillment models based on the Cost Proposal submittal form version submitted (G1, or G2, or G3 or G4). Only cost proposals from the same fulfillment model will be evaluated against each other, resulting in up to four separate cost evaluations following the procedure outlined herein.

Overall, **20%** of the total evaluation points will be assigned to cost. After the procurement officer applies any applicable preferences, the offeror with the lowest total cost for each delivery method will receive the

maximum number of points allocated to cost per 2 AAC 12.260(c).

The point allocations for cost on the other proposals will be determined using the following formula:

Lowest Cost **Times** Max Points for Cost **Divided by** Next Highest Cost **Equals** Points Awarded

Example (Max Points for Contract Cost = 400):

Step 1

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

Offeror #1 \$40,000

Offeror #2 \$42,750

Offeror #3 \$47,500

Step 2

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

Offeror #1 receives 400 points.

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

Offeror #2 receives 374.3 points.

$\$40,000(\text{Offeror \#1 Cost}) \times 400 (\text{Max points}) = 16,000,000 \div \$42,750 (\text{Offeror \#2 cost}) = 374.3$

Offeror #3 receives 336.8 points.

$\$40,000(\text{Offeror \#1 Cost}) \times 400 (\text{Max points}) = 16,000,000 \div \$47,500 (\text{Offeror \#3 cost}) = 336.8$

If there is only one delivery method proposed by all offerors, the procurement officer will evaluate all proposals at once.

If both methods are proposed by offerors, the procurement officer will perform a separate bulk delivery method evaluation and central issuance evaluation, determining the lowest cost proposal for **each** method. Following the method above, the procurement officer will assign the maximum number of points to the lowest cost proposal for each method.

SEC. 5.14 ALASKA OFFEROR PREFERENCE

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

Example:

Step 1

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

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

Step 2

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

Offeror 1	830 Points	No Preference	0 Points
Offeror 2	740 Points	Alaska Offeror Preference	100 Points
Offeror 3	800 Points	Alaska Offeror Preference	100 Points

Step 3

Add the applicable Alaska Offeror preference point awards to the offerors' scores to establish the final evaluated score:

Offeror 1	830 Points
Offeror 2	840 Points (740 Points + 100 Preference Points)
Offeror 3	900 Points (800 Points + 100 Preference Points)

After the evaluation is complete, Offeror 3 is the apparent awardee and would get the award provided their proposal is responsive and responsible as their proposal has received the highest number of points.

SECTION 6. GENERAL PROCESS AND LEGAL INFORMATION

SEC. 6.01 INFORMAL DEBRIEFING

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

SEC. 6.02 ALASKA BUSINESS LICENSE AND OTHER REQUIRED LICENSES

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

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

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

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

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

SEC. 6.03 SITE INSPECTION

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

SEC. 6.04 CLARIFICATION OF OFFERS

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

SEC. 6.05 DISCUSSIONS WITH OFFERORS

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

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

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

SEC. 6.06 EVALUATION OF PROPOSALS

The procurement officer, or an evaluation committee made up of at least three state employees or public officials, will evaluate proposals. The evaluation will be based solely on the evaluation factors set out in **SECTION 5. EVALUATION CRITERIA AND CONTRACTOR SELECTION.**

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

new or amended proposals.

SEC. 6.07 CONTRACT NEGOTIATION

After final evaluation, the procurement officer may negotiate with the offeror(s) of the highest-ranked proposal(s). Negotiations, if held, shall be within the scope of the request for proposals and limited to those items which would not have an effect on the ranking of proposals. If the highest-ranked offeror(s) fails to provide necessary information for negotiations in a timely manner, or fails to negotiate in good faith, the state may terminate negotiations and negotiate with the offeror of the next highest-ranked proposal. If contract negotiations commence, they will be held via Microsoft Teams meeting.

Specific milestone dates, such as testing, implementation, and transition periods, must be finalized during contract negotiations and must align with DMV operational readiness and continuity of service.

SEC. 6.08 FAILURE TO NEGOTIATE

If the selected offeror(s)

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

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

SEC. 6.09 OFFEROR NOTIFICATION OF SELECTION

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

SEC. 6.10 PROTEST

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

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

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

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

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

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

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

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

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

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

SEC. 6.11 APPLICATION OF PREFERENCES

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

[Application Of Preferences](#)

- Alaska Products Preference - AS 36.30.332
- Recycled Products Preference - AS 36.30.337
- Local Agriculture and Fisheries Products Preference - AS 36.15.050
- Employment Program Preference - AS 36.30.321(b)
- Alaskans with Disabilities Preference - AS 36.30.321(d)

- Alaska Veteran’s Preference - AS 36.30.321(f)
- Alaska Military Skills Program Preference – AS 36.30.321(l)

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

SEC. 6.12 ALASKA BIDDER PREFERENCE

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

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

Alaska Bidder Preference Certification Form

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

SEC. 6.13 ALASKA VETERAN PREFERENCE

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

- A. sole proprietorship owned by an Alaska veteran;
- B. partnership under AS 32.06 or AS 32.11 if a majority of the partners are Alaska veterans;

- C. limited liability company organized under AS 10.50 if a majority of the members are Alaska veterans;
or
- D. corporation that is wholly owned by individuals, and a majority of the individuals are Alaska veterans.

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

Alaska Veteran Preference Certification

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

SEC. 6.14 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(k), 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 proposal must include the Alaska Bidder Preference Certification Form attached to this RFP. An offeror's failure to provide this completed form with their proposal will cause the state to disallow the preference.

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 proposal submission. Offerors 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 offeror not receiving the Military Skills Program Preference.

SEC. 6.15 STANDARD CONTRACT PROVISIONS

The contractor will be required to sign the state's Standard Contract Form for Goods and Non-Professional Services (form SCF.DOC/Appendix A). This form is attached with the RFP for your review. The contractor must comply with the contract provisions set out in this attachment. No alteration of these provisions will be permitted without prior written approval from the Department of Law, and the state reserves the right to reject a proposal that is non-compliant or takes exception with the contract terms and conditions stated in the Agreement. Any requests to change language in this document (adjust, modify, add, delete, etc.), must be set out in the offeror's proposal in a separate document. Please include the following information with any change that you are proposing:

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

SEC. 6.16 QUALIFIED OFFERORS

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

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

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

SEC. 6.17 PROPOSAL AS PART OF THE CONTRACT

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

SEC. 6.18 ADDITIONAL TERMS AND CONDITIONS

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

SEC. 6.19 HUMAN TRAFFICKING

By signature on their proposal, the offeror certifies that the offeror is not established and headquartered or incorporated and headquartered in a country recognized as Tier 3 in the most recent United States Department of State's Trafficking in Persons Report.

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

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

SEC. 6.20 RIGHT OF REJECTION

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

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

Minor informalities that:

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

The State reserves the right to refrain from making an award if it determines that it is not in the best interest of the State.

A proposal from a debarred or suspended offeror shall be rejected.

SEC. 6.21 STATE NOT RESPONSIBLE FOR PREPARATION COSTS

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

SEC. 6.22 DISCLOSURE OF PROPOSAL CONTENTS

This section governs the ownership, return, and disclosure of any offer or other record an offeror submits in response to this request for proposals. (Herein, any reference to “Record” includes all such records and the offer; any reference to “Law” includes any federal or State of Alaska (State) law, including any court or administrative order or rule.)

1. All Records belong to the State.
2. The State has sole discretion regarding whether to return any Record. In exercising this discretion, the State will comply with all Laws.

3. Unless a notice of intent to award is issued, the State will, to the extent permitted by Law, consider all Records confidential and not subject to the Alaska Public Records Act (APRA).
4. If and when a notice of intent to award is issued, the State will consider nonconfidential any Record unless, at the time of submission, the offeror undertook the following protective measures:
 - a. marked information confidential;
 - b. for any information marked confidential, identified the authority that makes that specific information confidential; and
 - c. committed, in writing, to explain in detail, including with affidavits and briefs, why each authority applies in any court or administrative proceeding in which any nondisclosure is challenged.
5. If the offeror did not undertake each protective measure, the State will not consider any information in a Record confidential: the State will disclose the entire Record without any redaction in response to an APRA or other request or, if it chooses, in the absence of a request and the State will disclose the entire Record without notifying the offeror.
6. If the offeror undertook each protective measure, the State will withhold the information marked confidential to the following extent:
 - a. the State agrees that the Law protects the information; and
 - b. if the nondisclosure is challenged, the offeror fulfills its commitment to explain, including with affidavits and briefs, how each authority applies to the information marked confidential.

SEC. 6.23 ASSIGNMENT

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

SEC. 6.24 FORCE MAJEURE (IMPOSSIBILITY TO PERFORM)

The parties to a contract resulting from this RFP 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 RFP, 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. 6.25 DISPUTES

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

SEC. 6.26 SEVERABILITY

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

SEC. 6.27 SUPPLEMENTAL TERMS AND CONDITIONS

Proposals must comply with Section 6.20 Right of Rejection. However, if the state fails to identify or detect supplemental terms or conditions that conflict with those contained in this RFP or that diminish the state's rights under any contract resulting from the RFP, the term(s) or condition(s) will be considered null and void. After award of contract:

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

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

SEC. 6.28 SOLICITATION ADVERTISING

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

SEC. 6.29 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:

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- 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.

SECTION 7. ATTACHMENTS

SEC. 7.01 ATTACHMENTS

Attachments:

- 1) Submittal Forms A - Offeror Information and Certifications (eight pages).
- 2) Submittal Forms B1 – F1 (six pages).
- 3) Submittal Forms B2-F2 (six pages).
- 4) Submittal Forms B3-F3 (six pages).
- 5) Submittal Forms B4-F4 (six pages).
- 6) Submittal Form G1 - Cost Proposal Bulk Issuance License Plates Model.
- 7) Submittal Form G2 – Cost Proposal Central Issuance License Plates Model.
- 8) Submittal Form G3 – Cost Proposal Bulk Tabs and Registration Model.
- 9) Submittal Form G4 – Cost Proposal Central Issuance Tabs and Registration Model.
- 10) Standard Contract Form for Goods and Non-Professional Services including Appendix C Scope and D Compensation (nine pages).
- 11) Client Reference Form for each fulfillment model (three pages).
- 12) Checklist for offerors (one page). and
- 13) License-Plate-Standard-Edition-3_final (46 pages).