

STATE OF ALASKA

REQUEST FOR PROPOSALS



COMMUNITY WILDFIRE PROTECTION PLAN (CWPP) DEVELOPMENT

MTNT Region: Communities of McGrath, Takotna, Nikolai, & Telida

RFP 2026-1000-0342

Issued 08/07/2026

DEPARTMENT OF NATURAL RESOURCES	
DIVISION OF FORESTRY & FIRE PROTECTION	COMPANY SUBMITTING BID
	AUTHORIZED SIGNATURE
PROCUREMENT OFFICER:	
MADELYN LOWE	PRINTED NAME
PHONE: (907) 761-6357	
EMAIL: madelyn.lowe@alaska.gov	DATE

IMPORTANT NOTICE: If you received this solicitation from the State of Alaska Online Public Notice website, you are strongly encouraged to register for solicitation updates using the online registration form below. Registration allows the Procurement Officer to provide courtesy notifications of amendments, responses to questions, and other solicitation updates. Failure to register may result in an offeror not receiving courtesy notifications; however, offerors remain responsible for monitoring the State of Alaska Online Public Notice website for official amendments.

REGISTRATION FORM: https://form.jotform.com/Madelyn_Lowe/RFP2026-1000-0342

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INTRODUCTION & INSTRUCTIONS

SEC. 1.01 PURPOSE OF THE RFP

The State of Alaska, Department of Natural Resources, Division of Forestry & Fire Protection (DFFP), is soliciting proposals for the development of a Community Wildfire Protection Plan (CWPP) for the communities of McGrath, Takotna, Nikolai, and Telida. (collectively, the “MTNT Region”).

The purpose of the CWPP is to identify wildfire risks, assess community vulnerabilities, prioritize fuels mitigation and wildfire preparedness projects, improve interagency coordination, and support long-term wildfire resilience planning within the MTNT Region. The resulting CWPP must align with applicable DFFP guidance and the federal Healthy Forest Restoration Act (HFRA) framework and must be suitable for public distribution and long-term operational use by DFFP and the participating communities.

SEC. 1.02 BUDGET

The Department of Natural Resources, Division of Forestry & Fire Protection, estimates a contract value between \$100,000 and \$200,000 dollars for completion of this project. Proposals priced at more than \$200,000 will be considered non-responsive.

Approval or continuation of a contract resulting from this RFP is contingent upon legislative appropriation.

SEC. 1.03 DEADLINE FOR RECEIPT OF PROPOSALS

Proposals must be received no later than **3:00PM** prevailing Alaska Standard Time on **SEPTEMBER 1, 2026**. Late proposals will not be considered.

SEC. 1.04 PRIOR EXPERIENCE

In order for offers to be considered responsive offerors must meet these minimum prior experience requirements:

- Demonstrated experience developing Community Wildfire Protection Plans (CWPPs), wildfire resilience plans, hazard mitigation plans, or closely related wildfire planning documents;
- Demonstrated experience working with rural or remote Alaska communities;
- Demonstrated experience coordinating with Tribal governments, local governments, and land management agencies;
- Demonstrated experience conducting wildfire risk assessments and fuels mitigation planning;
- Demonstrated capability to provide GIS mapping and spatial data deliverables compatible with the Esri ArcGIS platform; and
- Demonstrated capability to conduct meaningful public and stakeholder engagement in remote communities.

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 regarding this RFP shall be submitted through the State's designated online form:

https://form.jotform.com/Madelyn_Lowe/RFP2026-1000-0342

The online form is the State's preferred method for submitting questions and will be used to track inquiries, facilitate responses, and ensure all offerors receive consistent information. Questions submitted through other methods may, at the State's discretion, be redirected to the online form.

Questions must be received no later than **3:00PM** Alaska Time on **AUGUST 22, 2026**

Responses that require clarification of the solicitation will be issued by written amendment in accordance with Section 1.10. Oral interpretations or other informal communications shall not be binding upon the State.

SEC. 1.07 RETURN INSTRUCTIONS

Offerors are strongly encouraged to submit their proposal through the State's designated online submission form:

https://form.jotform.com/Madelyn_Lowe/RFP2026-1000-0342

The online form is the State's preferred method for proposal submission and will be used to collect offeror information, facilitate communication, and streamline the evaluation process.

Offerors who choose not to utilize the online form assume all risk associated with incomplete submissions, failure to receive amendments, or failure to provide information necessary for evaluation. The State reserves the right to request that an offeror resubmit administrative information through the online form for clarification or recordkeeping purposes.

If submitting a proposal via email, the Cost Proposal must be saved as a PDF document and emailed to madelyn.lowe@alaska.gov. The PDF document must be clearly labeled (for example, Vendor Name – Cost Proposal.pdf). The email subject line must include the RFP number.

The maximum size of a single email (including text and attachments) that can be received by the State is 20 MB. If the proposal exceeds this size, it must be transmitted in multiple emails, each complying with these requirements.

Please note that email transmission is not instantaneous. Offerors are encouraged to allow sufficient time to ensure their proposal is received before the proposal deadline.

If submitting proposals by U.S. Mail or commercial delivery service, offerors shall submit one hard copy of the proposal in a sealed package addressed to:

Department of Natural Resources
Division of Forestry & Fire Protection
Attention: Madelyn F. Lowe
RFP Number: 2026-1000-0342
Community Wildfire Protection Plan (CWPP) Development – MTNT Region
101 Airport Road
Palmer, Alaska 99645

It is the offeror's responsibility to confirm receipt of emailed or mailed proposals by contacting the issuing agency at (907) 761-6357 or madelyn.lowe@alaska.gov. The State is not responsible for unreadable, corrupt, incomplete, late, or missing submissions, regardless of the submission method used.

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.

Offerors who register using the online registration form identified in this solicitation will receive courtesy notifications when amendments are issued. Registration does not relieve offerors of their responsibility to monitor the State of Alaska Online Public Notice website for official solicitation amendments.

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 Standard Time.

ACTIVITY	TIME	DATE
Issue Date / RFP Released	N/A	08/07/2026
Questions Due	3:00 PM	08/22/2026
Deadline for Receipt of Proposals / Proposal Due Date	3:00 PM	09/01/2026
Anticipated Proposal Evaluations Complete	Week of	September 7 th
Anticipated Notice of Intent to Award	Week of	September 7 th
Anticipated Contract Issued	Week of	September 14 th

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 Natural Resources, or the Commissioner's designee. Upon written notice to the contractor, the state may set a different starting date for the contract. The state will not be responsible for any work done by the contractor, even work done in good faith, if it occurs prior to the contract start date set by the state.

SEC. 1.12 ALTERNATE PROPOSALS

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

SEC. 1.13 NEWS RELEASES

News releases related to this RFP will not be made without prior approval of the project manager or procurement officer.

SECTION 2. SCOPE OF WORK & CONTRACT INFORMATION

SEC. 2.01 BACKGROUND INFORMATION

The State of Alaska, Department of Natural Resources, Division of Forestry & Fire Protection (DFFP), provides wildland fire protection services across more than 150 million acres of State, private, municipal, and cooperatively protected lands. The Fire and Aviation Program's mission is to provide safe, cost-effective, and efficient fire protection services and related fire and aviation management activities.

The MTNT Region—comprising the communities of McGrath, Takotna, Nikolai, and Telida—consists of small, remote communities with limited road access, distinct cultural and subsistence traditions, and significant exposure to wildfire risk driven by surrounding boreal fuels, historic fire occurrence, and changing fire seasons. The region includes Tribal governments, Native organizations, private landowners, and federal and State land managers whose coordination is essential to any meaningful wildfire mitigation effort.

A Community Wildfire Protection Plan (CWPP) developed for the MTNT Region will provide the framework for prioritizing fuels mitigation and wildfire preparedness investments, support future eligibility for federal and State wildfire mitigation funding, and document community-supported wildfire resilience priorities. This RFP solicits the professional services necessary to develop that plan.

SEC. 2.02 SCOPE OF WORK

The Department of Natural Resources, Division of Forestry & Fire Protection, is soliciting proposals for professional planning services to develop a Community Wildfire Protection Plan (CWPP) for the MTNT Region.

The Contractor shall provide all personnel, supervision, travel, materials, equipment, technical expertise, and professional services necessary to develop a comprehensive CWPP that meets DFFP standards and applicable federal guidance under the Healthy Forest Restoration Act (HFRA). The Contractor shall perform all work in accordance with Attachment 3, Community Engagement Contractor Rubric, and Attachment 4, DFFP CWPP Micro-Rural Community Template. These attachments establish the minimum technical standards, community engagement expectations, planning process, and required final plan components for this project.

The resulting CWPP shall:

- Reflect community priorities and stakeholder input;
- Identify and prioritize wildfire mitigation opportunities;
- Support future eligibility for federal and State wildfire mitigation funding opportunities;
- Incorporate wildfire risk assessment, GIS analysis, and implementation recommendations; and
- Be suitable for public distribution and long-term operational use by DFFP and participating communities.

(A) TASK 1 – PROJECT MANAGEMENT AND COORDINATION

The Contractor shall:

- Coordinate with the DFFP Project Manager throughout the duration of the project;
- Develop a project schedule and communication plan;
- Conduct regular status meetings with DFFP;
- Coordinate logistics associated with community outreach and travel; and
- Provide quarterly progress updates documenting completed activities, upcoming milestones, risks, and schedule status.

(B) TASK 2 – COMMUNITY AND STAKEHOLDER ENGAGEMENT

The Contractor shall conduct a community engagement process designed to gather public input, improve wildfire awareness, and support development of a community-supported CWPP.

At a minimum, the Contractor shall:

- Coordinate all outreach activities with the DFFP Project Manager;
- Ensure that all personnel responsible for presenting project information attend scheduled public meetings in person unless otherwise approved in writing by the DFFP Project Manager;
- Obtain DFFP approval prior to distributing outreach materials, surveys, meeting notices, or public communications;
- Coordinate engagement activities to account for seasonal access, subsistence activities, and fire operations; and
- Document stakeholder feedback for incorporation into the final CWPP.

All additional community engagement requirements are contained in Attachment A and are incorporated into this contract by reference.

(C) TASK 3 – WILDFIRE RISK ASSESSMENT

The Contractor shall:

- Evaluate wildfire hazards and community vulnerabilities within the MTNT Region;
- Assess wildfire risk to residential areas, critical infrastructure, and identified values at risk;
- Review historic wildfire occurrence and fire behavior data;
- Identify defensible space concerns and structural ignition risks;
- Coordinate with DFFP and partner agencies regarding existing fuels data and wildfire planning information; and
- Identify and prioritize areas for future fuels mitigation and wildfire risk reduction projects.

(D) TASK 4 – GIS MAPPING AND SPATIAL ANALYSIS

The Contractor shall:

- Develop GIS-based maps supporting the CWPP;
- Incorporate available wildfire history, vegetation, fuels, infrastructure, and mitigation project data;
- Produce maps suitable for inclusion in the final CWPP and public presentations; and
- Provide GIS deliverables in a format compatible with the Esri ArcGIS platform.

(E) TASK 5 – CWPP DEVELOPMENT

The Contractor shall utilize Attachment 4 – DFFP CWPP Micro-Rural Community Template as the required organizational framework for the CWPP. Deviations from the required format or required content must receive prior written approval from the DFFP Project Manager.

The completed CWPP shall satisfy all applicable requirements of the Healthy Forests Restoration Act (HFRA), DFFP guidance, and the Community Wildfire Defense Grant requirements. The final document shall include all required analyses, maps, appendices, implementation recommendations, and supporting documentation identified within Attachment 4.

SEC. 2.03 CONTRACT TERM AND WORK SCHEDULE

The length of the contract will be from the date of award, for approximately eighteen (18) months until completion.

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. 2.04 DELIVERABLES

The Contractor will be required to provide the following deliverables:

- **Deliverable 1 – Project Management Plan:** Due within thirty (30) calendar days of Notice to Proceed. Shall include a project schedule, communication plan, outreach strategy, and key project milestones.
- **Deliverable 2 – Community Engagement Documentation:** Documentation demonstrating completion of the requirements contained in Attachment 3, including meeting summaries, attendance records, outreach materials, survey results, stakeholder comments, and quarterly engagement reports.
- **Deliverable 3 – GIS Deliverables:** Draft and final map products, spatial datasets, metadata, and geodatabase files compatible with ArcGIS.
- **Deliverable 4 – Draft CWPP:** The Contractor shall submit a draft CWPP to DFFP for technical review no later than thirty (30) calendar days prior to the final submission deadline. The State will provide consolidated comments for revision.
- **Deliverable 5 – Final CWPP:** One finalized Community Wildfire Protection Plan (CWPP) prepared in accordance with Attachment 4, including all required sections, maps, appendices, GIS products, editable source files, and a print-ready PDF.

SEC. 2.05 CONTRACT TYPE

This contract is a Firm Fixed Price contract.

SEC. 2.06 PROPOSED PAYMENT PROCEDURES

The state will make payments based upon completion and acceptance of negotiated project milestones. Each billing must consist of an invoice and progress report. No payment will be made until the progress report and invoice has been approved by the project manager.

SEC. 2.07 CONTRACT PAYMENT

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

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

SEC. 2.08 LOCATION OF WORK

The location(s) the work is to be performed, completed, and managed is at the contractors discretion. The state will not provide workspace for the contractor. The contractor must provide its own workspace. By signature on their proposal, the offeror certifies that all services provided under this contract by the contractor and all subcontractors shall be performed in the United States.

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

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

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

SEC. 2.09 SUBCONTRACTORS

Subcontractors may not be used to perform work under this contract.

SEC. 2.10 JOINT VENTURES

Joint ventures will not be allowed.

SEC. 2.11 RIGHT TO INSPECT PLACE OF BUSINESS

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

SEC. 2.12 CONTRACT PERSONNEL

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

SEC. 2.13 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 manager. The state may employ all reasonable means to ensure that the work is progressing and being performed in compliance with the contract. The project manager 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. 2.14 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 manager 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 Natural Resources or the Commissioner's designee.

SEC. 2.15 NONDISCLOSURE AND CONFIDENTIALITY

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

Confidential information, as used herein, means any data, files, software, information or materials (whether prepared by the state or its agents or advisors) in oral, electronic, tangible or intangible form and however stored, compiled or memorialized that is classified confidential as defined by State of Alaska classification and categorization guidelines provided by the state to the contractor or a contractor agent or otherwise made available to the contractor or a contractor agent in connection with this contract, or acquired, obtained or learned by the contractor or a contractor agent in the performance of this contract. Examples of confidential information include, but are not limited to: technology infrastructure, architecture, financial data, trade secrets, equipment specifications, user lists, passwords, research data, and technology data (infrastructure, architecture, operating systems, security tools, IP addresses, etc).

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

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

SEC. 2.16 INDEMNIFICATION

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

SEC. 2.17 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. 2.18 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 if the contractor violates the terms of Administrative Order 352.

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

SECTION 3. PROPOSAL FORMAT AND CONTENT

SEC. 3.01 INTRODUCTION

Proposals must include the complete name and address of offeror's firm and the name, mailing address, and telephone number of the person the state should contact regarding the proposal.

Proposals must confirm that the offeror will comply with all provisions in this RFP; and, if applicable, provide notice that the firm qualifies as an Alaskan bidder. Proposals must be signed by a company officer empowered to bind the company. An offeror's failure to include these items in the proposals may cause the proposal to be determined to be non-responsive and the proposal may be rejected.

The state discourages overly lengthy and costly proposals, however, in order for the state to evaluate proposals fairly and completely, offerors must follow the format set out in this RFP and provide all information requested.

SEC. 3.02 PROPOSAL CONTENTS

The following information must be included in all proposals.

(A) AUTHORIZED SIGNATURE

All proposals must be signed by an individual authorized to bind the offeror to the provisions of the RFP. Proposals must remain open and valid for at least 90-days from the date set as the deadline for receipt of proposals.

(B) OFFEROR'S CERTIFICATION

By signature on the proposal, offerors certify that 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;
- 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.

(C) VENDOR TAX ID

A valid Vendor Tax ID must be submitted to the issuing office with the proposal or within five days of the state's request.

(D) CONFLICT OF INTEREST

Each proposal shall include a statement indicating whether or not the firm or any individuals working on the contract have a possible conflict of interest (e.g., currently employed by the State of Alaska or formerly employed by the State of Alaska within the past two years) and, if so, the nature of that conflict. The procurement officer reserves the right to **consider a proposal non-responsive and reject it** or cancel the award if any interest disclosed from any source could either give the appearance of a conflict or cause speculation as to the objectivity of the contract to be performed by the offeror.

(E) FEDERAL REQUIREMENTS

The offeror must identify all known federal requirements that apply to the proposal, the evaluation, or the contract.

SEC. 3.03 EXPERIENCE AND QUALIFICATIONS

Offerors must provide an organizational chart specific to 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 and provide the following information about each person listed:

- title,
- resume,
- location(s) where work will be performed,
- itemize the total cost and the number of estimated hours for each individual named above.

Offerors must provide reference names and phone numbers for similar projects the offeror's firm has completed.

SEC. 3.04 UNDERSTANDING OF THE PROJECT

Offerors must provide comprehensive narrative statements demonstrating their understanding of the project objectives, the requirements contained in this RFP, Attachment 3 – Community Engagement Contractor Rubric, and Attachment 4 – DFFP CWPP Micro-Rural Community Template.

SEC. 3.05 METHODOLOGY USED FOR THE PROJECT

Offerors must provide comprehensive narrative statements describing the methodology they intend to employ to accomplish the work required by this RFP. The methodology shall demonstrate how the Offeror will satisfy the requirements of Attachment 3 – Community Engagement Contractor Rubric and develop a Community Wildfire Protection Plan consistent with Attachment 4 – DFFP CWPP Micro-Rural Community Template while meeting the State's project schedule.

SEC. 3.06 MANAGEMENT PLAN FOR THE PROJECT

Offerors must provide comprehensive narrative statements describing the management plan they intend to follow, including project organization, communication, quality control, and coordination with DFFP. The management plan shall demonstrate how the Offeror will effectively manage the work required by this RFP and the incorporated attachments while meeting the State's project schedule.

SEC. 3.07 COST PROPOSAL

Offerors must complete and submit the attached Cost Proposal form. 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, 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.

SEC. 3.08 EVALUATION CRITERIA

All proposals will be reviewed to determine if they are responsive. Proposals determined to be responsive will be evaluated using the criterion that is set out in **SECTION 4. EVALUATION CRITERIA AND CONTRACTOR SELECTION**.

SECTION 4. EVALUATION CRITERIA AND CONTRACTOR SELECTION

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

SEC. 4.01 SUMMARY OF EVALUATION PROCESS

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

- 1) Proposals will be assessed for overall responsiveness and responsibility. Proposals deemed non-responsive or non-responsible 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) Each responsive Technical 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 proposals based on the degree to which they meet the stated evaluation criteria.
- 5) After independent scoring, the PEC will have a meeting, chaired by the procurement officer, where the PEC may have a group discussion prior to finalizing their scores.
- 6) The evaluators will submit their final individual scores to the procurement officer, who will then compile the scores and calculate awarded points as set out in Section 4.03.
- 7) The procurement officer will calculate scores for cost proposals as set out in Section 4.08 and add those scores to the awarded points along with factoring in any Alaska preferences.
- 8) The procurement officer may ask for best and final offers from offerors susceptible for award and revise the cost scores accordingly.
- 9) The state will then conduct any necessary negotiations with the highest scoring offeror and award a contract if the negotiations are successful.

SEC. 4.02 EVALUATION CRITERIA

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

Overall Criteria	Weight
Responsiveness	Pass/Fail

Qualifications Criteria	Weight
Experience and Qualifications	100
Understanding of the Project	100
Methodology Used for the Project	100
Management Plan for the Project	100
Total	400

Cost Criteria	Weight
Cost Proposal	500
Total	500

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

TOTAL EVALUATION POINTS AVAILABLE: 1000

SEC. 4.03 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 4.04 through 4.07 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 for each section:

Offeror Total Score

$$\frac{\text{Offeror Total Score}}{\text{Highest Total Score Possible}} \times \text{Max Points} = \text{Points Awarded}$$

Example (Max Points for the Section = 100):

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

Offeror 1 was awarded 75 points:

Offeror Total Score (30)

_____ x Max Points (100) = Points Awarded (75)

Highest Total Score Possible (40)

Offeror 2 was awarded 50 points:

Offeror Total Score (20)

_____ x Max Points (100) = Points Awarded (50)

Highest Total Score Possible (40)

Offeror 3 was awarded 100 points:

Offeror Total Score (40)

_____ x Max Points (100) = Points Awarded (100)

Highest Total Score Possible (40)

SEC. 4.04 EXPERIENCE AND QUALIFICATIONS (10%)

Proposals will be evaluated against the questions set out below:

1) Questions regarding the personnel:

- a) Do the individuals assigned to the project have experience on similar projects?
- b) Are resumes complete and do they demonstrate backgrounds that would be desirable for individuals engaged in the work the project requires?
- c) How extensive is the applicable education and experience of the personnel designated to work on the project?

2) Questions regarding the firm and subcontractor (if used):

- a) How well has the firm demonstrated experience in completing similar projects on time and within budget?
- b) How successful is the general history of the firm regarding timely and successful completion of projects?
- c) Has the firm provided letters of reference from previous clients?
- d) If a subcontractor will perform work on the contract, how well do they measure up to the evaluation used for the offeror?

SEC. 4.05 UNDERSTANDING OF THE PROJECT (10%)

Proposals will be evaluated against the questions set out below:

- 1) How well has the offeror demonstrated a thorough understanding of the purpose and scope of the project?
- 2) How well has the offeror identified pertinent issues and potential problems related to the project?
- 3) To what degree has the offeror demonstrated an understanding of the deliverables the state expects it to provide?
- 4) Has the offeror demonstrated an understanding of the state's time schedule and can meet it?

SEC. 4.06 METHODOLOGY USED FOR THE PROJECT (10%)

Proposals will be evaluated against the questions set out below:

- 1) How comprehensive is the methodology and does it depict a logical approach to fulfilling the requirements of the RFP?
- 2) How well does the methodology match and achieve the objectives set out in the RFP?
- 3) Does the methodology interface with the time schedule in the RFP?

SEC. 4.07 MANAGEMENT PLAN FOR THE PROJECT (10%)

Proposals will be evaluated against the questions set out below:

- 1) How well does the management plan support all of the project requirements and logically lead to the deliverables required in the RFP?
- 2) How well is accountability completely and clearly defined?
- 3) Is the organization of the project team clear?
- 4) How well does the management plan illustrate the lines of authority and communication?
- 5) To what extent does the offeror already have the hardware, software, equipment, and licenses necessary to perform the contract?
- 6) Does it appear that the offeror can meet the schedule set out in the RFP?
- 7) Has the offeror gone beyond the minimum tasks necessary to meet the objectives of the RFP?
- 8) To what degree is the proposal practical and feasible?
- 9) To what extent has the offeror identified potential problems?

SEC. 4.08 CONTRACT COST (50%)

Overall, a minimum of **50%** of the total evaluation points will be assigned to cost. After the procurement officer applies any applicable preferences, the offeror with the lowest total cost will receive the maximum number of points allocated to cost per 2 AAC 12.260(c). The point allocations for cost on the other proposals will be determined using the following formula:

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

Example (Max Points for Contract Cost = 400):

Step 1

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

Offeror #1 \$40,000

Offeror #2 \$42,750

Offeror #3 \$47,500

Step 2

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

Offeror #1 receives 400 points.

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

Offeror #2 receives 374.3 points.

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

Offeror #3 receives 336.8 points.

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

SEC. 4.09 ALASKA OFFEROR PREFERENCE (10%)

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

Example:

Step 1

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

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

Step 2

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

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

Step 3

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

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

Offeror #3 is the highest scoring offeror and would get the award, provided their proposal is responsive and responsible.

SECTION 5. GENERAL PROCESS AND LEGAL INFORMATION

SEC. 5.01 INFORMAL DEBRIEFING

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

SEC. 5.02 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 the deadline for receipt of proposals, all offerors must hold any other necessary applicable professional licenses required by Alaska Statute.

SEC. 5.03 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. 5.04 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. 5.05 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. 5.06 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 4. 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 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. 5.07 CONTRACT NEGOTIATION

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

FAILURE TO NEGOTIATE

If the selected offeror

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

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

SEC. 5.08 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 selected for award.

SEC. 5.09 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. 5.10 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. 5.11 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. 5.12 ALASKA VETERAN PREFERENCE

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

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

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

Alaska Veteran Preference Certification

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

SEC. 5.13 ALASKA MILITARY SKILLS PROGRAM PREFERENCE

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

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

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

Alaska Military Skills Program Preference Certification

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

SEC. 5.14 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. 5.15 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. 5.16 PROPOSAL AS PART OF THE CONTRACT

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

SEC. 5.17 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. 5.18 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. 5.19 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. 5.20 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. 5.21 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.
7. The State will only notify an offeror of a request for the Record and of a planned release if the offeror undertook each protective measure, but the State disagrees that the marked information is protected. If there is such a disagreement, then before releasing the Record, the State will, to the extent permitted by Law and practicable, notify the offeror that it will disclose the information unless the offeror convinces the State not to or obtains an order prohibiting disclosure.

SEC. 5.22 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. 5.23 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. 5.24 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. 5.25 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. 5.26 SUPPLEMENTAL TERMS AND CONDITIONS

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

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

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

SEC. 5.27 SOLICITATION ADVERTISING

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

SEC. 5.28 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 contract price and shall take appropriate action as directed by the procurement officer.
- **After-imposed or Increased Taxes and Duties:** Any federal excise tax or duty for goods or services covered by this contract that was exempted or excluded on the contract award date but later imposed on the contractor during the contract period, as the result of legislative, judicial, or administrative action may result in a price increase provided:
 - a) The tax or duty takes effect after the contract award date and isn't otherwise addressed by the contract.
 - b) The contractor warrants, in writing, that no amount of the newly imposed federal excise tax or duty or rate increase was included in the contract price, as a contingency or otherwise.
- **After-relieved or Decreased Taxes and Duties:** The contract price shall be decreased by the amount of any decrease in federal excise tax or duty for goods or services under the contract, except social security or other employment taxes, that the contractor is required to pay or bear, or does not obtain a refund of, through the contractor's fault, negligence, or failure to follow instructions of the procurement officer.
- **State's Ability to Make Changes:** The state reserves the right to request verification of federal excise tax or duty amounts on goods or services covered by this contract and increase or decrease the contract price accordingly.
- **Price Change Threshold:** No adjustment shall be made in the contract price under this clause unless the amount of the adjustment exceeds \$250.

SECTION 6. ATTACHMENTS

- 1) Cost Proposal
- 2) Standard Contract Form for Goods and Non-Professional Services
- 3) Community Engagement Contractor Rubric
- 4) DFFP CWPP Micro-Rural Community Template
- 5) BYRD Anti-Lobbying Amendment Certification
- 6) Certification Regarding Federal Debarment
- 7) Alaska Bidder Preference Certification Form

ATTACHMENT 1 - COST PROPOSAL

INSTRUCTIONS

Offerors shall complete this Cost Proposal Form in its entirety and submit it as a separate document from the Technical Proposal. Offerors that fail to complete this form may be considered non-responsive and their proposals rejected.

The Cost Proposal shall identify the Offeror's Total Proposed Contract Price and provide sufficient detail for the State to understand how that price was developed. All prices shall be stated in U.S. dollars.

FIRM FIXED PRICE

The Total Proposed Contract Price shall constitute the Offeror's firm fixed price to provide all labor, supervision, travel, materials, equipment, supplies, technical expertise, administrative support, and all other services necessary to perform the work described in this Request for Proposals.

The Total Proposed Contract Price shall include all direct and indirect costs associated with contract performance, including but not limited to:

- Labor
- Travel
- Lodging
- Meals and incidentals
- Transportation
- Equipment
- GIS software and licensing
- Printing
- Shipping
- Administrative expenses
- Overhead
- Profit
- Any other costs necessary to complete the project

Prices submitted shall remain valid for ninety (90) calendar days following the deadline for submitting proposals.

OFFEROR INFORMATION

Offeror Company Name: _____

Authorized Representative: _____

Title: _____

Address: _____

Telephone: _____

Email: _____

1. QUESTIONNAIRE

1.	The Offeror certifies that the Total Proposed Contract Price includes all labor, travel, materials, equipment, overhead, profit, and all other costs necessary to perform the work described in this RFP?	☐ Yes ☐ No
2.	The Offeror certifies that the Total Proposed Contract Price does not exceed the maximum project budget of \$200,000?	☐ Yes ☐ No
3.	The Offeror certifies that the labor hours and cost information provided are reasonable estimates used to support the proposed firm fixed price.	☐ Yes ☐ No
4.	The Offeror acknowledges that payment under any resulting contract will be based upon acceptance of negotiated project milestones?	☐ Yes ☐ No
5.	The Offeror acknowledges that labor rates and estimated hours are provided for evaluation and contract administration purposes only and do not alter the firm fixed-price nature of the contract?	☐ Yes ☐ No
6.	The Offeror certifies that it qualifies for and is claiming the Alaska Offeror Preference pursuant to AS 36.30.321 and 2 AAC 12.260?	☐ Yes ☐ No

2. LABOR BREAKDOWN *(use additional pages as needed)*

List all personnel proposed to perform work under this contract. Personnel listed below should correspond to the key personnel identified in the Technical Proposal.

Estimated labor hours are provided for evaluation and contract administration purposes only and shall not alter the firm fixed-price nature of any resulting contract.

<i>Key Personnel</i>	<i>Position/Role</i>	<i>Hourly Rate</i>	<i>Est. Hours</i>	<i>Extended Cost</i>
		\$		\$
		\$		\$
		\$		\$
		\$		\$
		\$		\$

Total Labor Cost \$_____

3. LABOR DISTRIBUTION BY TASK

Provide the estimated labor hours allocated to each major task.

<i>Task</i>	<i>Estimated Hours</i>
Task 1 – Project Management and Coordination	
Task 2 – Community Stakeholder Engagement	
Task 3 – Wildfire Risk Assessment	
Task 4 – GIS Mapping and Spatial Analysis	
Task 5 – Community Wildfire Protection Plan Development	

Total Estimated Hours _____

4. OTHER DIRECT COSTS *(use additional pages as needed)*

Itemize all anticipated direct costs included in the Total Proposed Contract Price.

If a category is not applicable, enter N/A or \$0.00.

<i>Description</i>	<i>Estimated Cost</i>
Travel & Transportation	\$
Lodging & Meals	\$
Materials / Supplies & Production	\$
Other Direct Costs (Specify)	\$
Other Direct Costs (Specify)	\$
Other Direct Costs (Specify)	\$

Total Other Direct Costs \$ _____

The categories listed above are intended as examples and are **not all-inclusive**. Offerors are responsible for including all costs necessary to successfully complete the project, regardless of whether a specific cost category is identified in this Cost Proposal Form.

No additional compensation will be provided for costs omitted from this Cost Proposal unless authorized through a written contract amendment executed by the State.

5. COST SUMMARY

The Total Proposed Contract Price represents the Offeror's complete firm fixed price for performing all work required by this RFP.

<i>Cost Category</i>	<i>Amount</i>
Total Labor Cost	\$
Total Other Direct Costs	\$
Adjustments (Explain Below)	\$

Total Proposed Contract Price \$ _____

EXPLANATION OF ADJUSTMENTS: *(use additional pages as needed)*

6. OFFER CERTIFICATION

<i>Company Name:</i>
<i>AK Business License No.:</i>
<i>Authorized Representative's Printed Name:</i>
<i>Authorized Representative's Signature:</i>
<i>Date Cost Proposal Signed:</i>

STATE OF ALASKA					
STANDARD CONTRACT FORM			GOODS AND NON-PROFESSIONAL SERVICES		
The parties' contract comprises this Standard Contract Form as well as its referenced Articles and their associated Appendices					
1.Contract #		2.Contract Title			
3.VSS Vendor #		4.IRIS Transaction ID #		5.AK Business License #	
This contract is between the State of Alaska,					
6.Department of		7.Division		hereafter the State, and	
8.Contractor		hereafter the Contractor			
9.Mailing Address: Street or P.O. Box					
City		State		Zip Code+4	
Point of Contact:			Email Address		
10.					
ARTICLE 1. Appendices: Appendices referred to in this contract and attached to it are considered part of it. ARTICLE 2. Performance of Contract 2.1: Appendix A (General Conditions), Items 1 through 20, govern contract performance. 2.2: Appendix B sets forth the indemnification and insurance provisions of this contract. 2.3: Appendix C sets forth the scope of work/services to be performed by the Contractor. ARTICLE 3. Period of Performance: The Period of Performance for this contract begins on ?????????? and ends on ??????????. There are ??? renewal options available under this contract to be exercised solely by the state. ARTICLE 4. Consideration: 4.1: In full consideration of the Contractor's performance under this contract, the State shall pay the Contractor a sum not to exceed: \$???????????? in accordance with the provisions of Appendix D. 4.2: When billing the State, the Contractor shall refer to the Agency Contract Number and send the billing to:					
11.Department of		Attn:		Division of	
Mailing Address: Street of P.O. Box					
City		State		Zip Code+4	
Point of Contact			Email Address		
12. CONTRACTOR			13 CONTRACTING AGENCY		
Name of Firm:			Department		Division
Signature of Authorized Representative			Signature of Procurement Officer		
Printed or Typed Name of Authorized Representative			Printed or Typed Name of Procurement Officer		
Date			Date		

NOTICE! This contract has no effect until signed by the head of the contracting agency, procurement officer or designee.

APPENDIX A GENERAL CONDITIONS

1. Inspections and Reports:

The department may inspect, in the manner and at reasonable times it considers appropriate, all the Contractor's facilities and activities under this contract. The Contractor shall make progress and other reports in the manner and at the times the department reasonably requires.

2. Suitable Materials, etc.:

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

3. Disputes:

If the Contractor has a claim arising in connection with the contract 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

4. Default:

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

5. No Assignment or Delegation:

The Contractor may not assign or delegate this contract, or any part of it, or any right to any of the money to be paid under it, except with the written consent of the Procurement Officer.

6. Contract Disclosure:

Except as otherwise protected by law, this contract and any amendment is a public record subject to disclosure under, for example, the Alaska Public Records Act. The contractor does not assert that any information in the contract is protected under federal or State of Alaska law.

7. No Additional Work or Material:

No claim for additional supplies or services, not specifically provided in this contract, performed or furnished by the Contractor, will be allowed, nor may the Contractor do any work or furnish any material not covered by the contract unless the work or material is ordered in writing by the Procurement Officer.

8. Independent Contractor:

The Contractor and any agents and employees of the Contractor act in an independent capacity and are not officers or employees or agents of the State in the performance of this contract.

9. Payment of Taxes:

As a condition of performance of this contract, the Contractor shall pay all federal, State, and local taxes incurred by the Contractor and shall require their payment by any subcontractor or any other persons in the performance of this contract. Satisfactory performance of this paragraph is a condition precedent to payment by the State under this contract.

10. Compliance:

In the performance of this contract, the Contractor must comply with all applicable federal, state, and borough regulations, codes, and laws, and be liable for all required insurance, licenses, permits and bonds.

11. Conflicting Provisions:

Unless specifically amended and approved by the State of Alaska, Department of Law, the terms of this contract supersede any provisions the Contractor may seek to add. The Contractor may not add additional or different terms to this contract; AS 45.02.207(b)(1). The Contractor specifically acknowledges and agrees that, among other things, provisions in any documents it seeks to append hereto that purport to (1) waive the State of Alaska's sovereign immunity, (2) impose indemnification obligations on the State of Alaska, or (3) seek to limit liability of the Contractor for acts of Contractor negligence, are expressly superseded by this contract and are void.

12. Officials Not to Benefit:

Contractor must comply with all applicable federal or State laws regulating ethical conduct of public officers and employees.

13. Contract Prices:

Contract prices for commodities must be in U.S. funds and include applicable federal duty, brokerage fees, packaging, and transportation cost to the FOB point so that upon transfer of title the commodity can be utilized without further cost. Prices for services must be in U.S. funds and include applicable federal duty, brokerage fee, packaging, and transportation cost so that the services can be provided without further cost.

14. Contract Funding:

Contractors are advised that funds are available for the initial purchase and/or the first term of the contract. Payment and performance obligations for succeeding purchases and/or additional terms of the contract are subject to the availability and appropriation of funds.

15. Force Majeure:

The parties to this contract are not liable for the consequences of any failure to perform, or default in performing, any of their obligations under this Agreement, 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 Agreement, 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.

16. Contract Extension:

Unless otherwise provided, the State and the Contractor agree: (1) that any holding over 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) to provide written notice to the other party of the intent to cancel such month-to-month extension at least thirty (30) days before the desired date of cancellation.

17. Severability:

If any provision of the contract 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.

18. Continuing Obligation of Contractor:

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

19. Termination.

- a. The Procurement Officer, by written notice, may terminate this contract, in whole or in part, when it is in the best interest of the State. In the absence of a breach of contract by the Contractor, the State is liable only for payment in accordance with the payment provisions of this contract for services rendered before the effective date of termination.
- 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.

20. Governing Law; Forum Selection

This contract is governed by the laws of the State of Alaska. To the extent not otherwise governed by Article 3 of this Appendix, any claim concerning this contract shall be brought only in the Superior Court of the State of Alaska and not elsewhere.



Community Engagement Contractor Rubric

DELIVERY METHOD	Q1	Q2	Q3	Q4
VIRTUAL	Create a designated email address (ex. Info@XYZcwpp.com), identify the primary point of contact with phone number for all information inquiries, develop a public-facing website for CWPP-related content, and circulate all to community. Build a communications plan with timeline for project duration: share with DFFP.	Follow up on all inquiries, maintain public engagement throughout plan duration.	Follow up on all inquiries, maintain public engagement throughout plan duration.	Follow up on all inquiries, maintain public engagement throughout plan duration.
IN-PERSON	Host 1 informational public meeting introducing plan components and project timeline.	Plan and schedule for next quarter in-person and virtual/online events: share with DFFP.	Host 1 informational public meeting with project updates.	Plan and schedule final CWPP presentation to public: share with DFFP.
IN-PERSON	Attend planned community gathering or event (ex: festival, farmer's market, basketball game, etc.). Gather community contacts for future outreach.	Follow up on all inquiries, maintain public engagement throughout plan duration.	Attend planned community gathering or event (ex: festival, market, basketball game, etc.).	Finalize all public engagement inquiries to complete the plan.



Community Engagement Contractor Rubric

DELIVERY METHOD	Q1	Q2	Q3	Q4
VIRTUAL OR ONLINE	Plan and schedule 1 social media post, advertise on local radio stations, Ham radio/newspaper articles/ads/press releases: share with DFFP.	Plan and schedule 1 social media post, advertise on local radio stations, Ham radio/newspaper articles/ads/press releases: share with DFFP.	Plan and schedule 1 social media post, advertise on local radio stations, Ham radio/newspaper articles/ads/press releases: share with DFFP.	Plan and schedule 1 social media post, advertise on local radio stations, Ham radio/newspaper articles/ads/press releases: share with DFFP. Finalize all public engagement inquiries to complete the plan.
IN-PERSON & VIRTUAL: Information Gathering from the Community	Gather community contacts for future outreach and stakeholder list.	Create/advertise survey seeking wildfire concerns within community (rural/micro-rural population of <3,000, use business reply mail for hard-copy delivery and pre-paid return postage).	Present community wildfire concern survey results at public meeting.	Seek public review/feedback for inclusion into final plan.

*See DFFP provided COMMS Plan for contractors, for more detail on outreach strategy and directions for social media posts.

*Contractor must complete minimum requirements for community engagement; schedule dependent on seasonality and project progress. Please coordinate directly with DFFP CWPP project manager to revise quarterly deliverables.



CWPP Micro-Rural Community Template:

Expanded to Federal/State Standards



ALASKA DIVISION OF FORESTRY & FIRE PROTECTION

CWPP Micro-Rural Hub Community Template

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CWPP Micro-Rural Hub Community Template

1. SIGNATURE PAGE

This Community Wildfire Protection Plan has been prepared for the *Planning Area* of Alaska in accordance with the following principles:

- It was developed through a collaborative and inclusive process.
- It identifies and prioritizes areas for hazardous fuel reduction and recommends mitigation strategies to enhance the wildfire resilience of people, property, and the environment in the *Planning Area*.
- It provides recommendations to reduce the ignitability of structures across the area addressed by the plan.

Local Government: _____

Fire Department: _____

State Forestry (DFFP): _____

Date: _____



ALASKA DIVISION OF FORESTRY & FIRE PROTECTION CWPP Micro-Rural Hub Community Template

2. INTRODUCTION, PURPOSE, & ACKNOWLEDGMENTS

PROCESS GUIDANCE:

What is a CWPP?

A Community Wildfire Protection Plan (CWPP) is a collaboratively developed plan that identifies wildfire risks and prioritizes actions to reduce those risks.

- Developed by: local, tribal, state, and federal partners
- Purpose: reduce hazardous fuels, improve preparedness, and protect communities.
- Applicable to:
 - Micro-Rural communities (<300 population)
 - Low-capacity, remote communities or clusters of similar community types
 - Areas with shared infrastructure, geography, or resources

CWPPs identify the following:

- Wildfire risks and values at risk
- Prioritizes mitigation projects
- Improves evacuation and response planning
- Supports funding eligibility

Existing plans (e.g., HMP, SCERPS) can be used as a foundation.

Complete all sections below:

Describe the planning area, purpose of the CWPP, and alignment with DFFP and FEMA Hazard Mitigation Planning requirements.

Planning Area Name: _____

Communities Included: _____

Plan Type: _____





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CWPP Micro-Rural Hub Community Template

Purpose Statement: Describe the intent of the CWPP, including wildfire risk reduction, community protection, and alignment with federal/state priorities.

Plan Status: ☐ New ☐ Update (Year of Previous Plan: _____)

In 2024, the Alaska Division of Forestry & Fire Protection (DFFP) received a USDA Community Wildfire Defense Grant (CWDG), established under the Bipartisan Infrastructure Law, to (*create or update*) [list planning area here] Community Wildfire Protection Plan. Through a contract with DFFP, the *planning area* Community Wildfire Protection Plan was developed by [insert contractor here] and its sub-contracted partners, with valuable guidance and ongoing input from local community members. The planning process adhered to the guidelines outlined in “*Preparing a Community Wildfire Protection Plan — A Handbook for Wildland-Urban Interface Communities*,” as published on the State of Alaska’s website. In support of transparency and public engagement, an interactive website was also established to provide open access to resources and updates throughout all phases of the project’s development **if applicable**

Land Acknowledgement

The [Planning Area] Community Wildfire Protection Plan respectfully acknowledges that the planning area for this Community Wildfire Protection Plan is located on the traditional and ancestral homelands of the [insert Tribe, Clan, and/or regional corporation here] and their descendants. This plan honors the [Tribe or Clan name]; who offer a rich cultural heritage and reflects the tribe’s deep cultural ties and connection to the natural environment and who continue to be stewards of [Tribal or Clan name] air, lands, and waters from time immemorial; and to the Elders who lived here before, and the [Tribal or Clan name] of today and future generations.



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CWPP Micro-Rural Hub Community Template

3. AUTHORITIES & CWPP REQUIREMENTS

This CWPP is developed in accordance with: - Healthy Forests Restoration Act (HFRA, 2003) - Applicable State Forestry & Fire Protection policies.

PROCESS GUIDANCE:

What does a CWPP have to include?

Minimum requirements:

- 1. Collaboration**
Multi-agency and community involvement (local, tribal, state, federal).
- 2. Prioritized Fuel Reduction**
Identify and rank areas for hazardous fuel treatment.
- 3. Structural Ignitability Reduction**
Recommend actions to reduce structure vulnerability.

Approval Required:

Local/tribal government, fire department(s), and state forestry agency (DFFP)

Complete all sections below:

Minimum Requirements

3.1 Collaboration

Describe how local, tribal, state, and federal agencies and stakeholders participated.

3.2 Prioritized Fuel Reduction

Explain the process for identifying and prioritizing hazardous fuels treatments.

3.3 Structural Ignitability

Describe strategies to reduce structure vulnerability (defensible space, materials, etc.).



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CWPP Micro-Rural Hub Community Template

4. PLANNING AREA & COMMUNITY PROFILE

4.1 Geographic Overview

Location, boundaries, terrain, and access.

4.2 Community Description

Population, demographics, housing, and economic characteristics.

4.3 Infrastructure & Critical Facilities

- ☐ Utilities
- ☐ Transportation (roads, airstrips)
- ☐ Schools/Clinics
- ☐ Industrial Facilities

Details:

4.4 Wildland-Urban Interface (WUI)

Describe the extent and characteristics of WUI.



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CWPP Micro-Rural Hub Community Template

5. CWPP PLANNING PROCESS

PROCESS GUIDANCE:

*Establish a **core planning team** to guide the process.*

Who to Include

- Local leadership and emergency managers
- Tribal governments and Native Corporations
- DFFP and fire service personnel
- Federal land managers (USFS, DOI, etc.)
- Infrastructure/industry partners (utilities, transportation, military)
- Community representatives (including elders and vulnerable populations)

Planning Structure

- Consider **workgroups** (e.g., fuels, evacuation, outreach)
- For multi-community plans:
 - Identify a **hub community**
 - Ensure all satellite communities are represented

Special Considerations

- Include critical infrastructure operators
- Ensure tribal coordination and engagement
- Provide multiple ways for community participation (meetings, surveys, interviews)



ALASKA DIVISION OF FORESTRY & FIRE PROTECTION

CWPP Micro-Rural Hub Community Template

Complete all sections below:

5.1 Planning Team & Stakeholders

Organization	Name	Role	Contact
--------------	------	------	---------

5.2 Timeline & Milestones

PROCESS GUIDANCE:

Develop a **minimum 1-year timeline** that includes:

- Regular planning team meetings
- At least **2 community meetings**
- Time for outreach, surveys, and draft review

Consider:

- Seasonal subsistence activities
- Time needed to reach remote residents
- Mailing/printing needs for limited connectivity

Complete all sections below:

- Project Start: _____
- Draft Completion: _____
- Final Adoption: _____



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CWPP Micro-Rural Hub Community Template

5.3 Outreach & Public Involvement

PROCESS GUIDANCE:

Develop a strategy to **reach all residents across the planning area.**

Key Components

- Public meetings (in-person and/or virtual)
- Community surveys (multiple formats)
- Direct outreach to:
 - Remote households
 - Elders and vulnerable populations
 - Non-English speakers

Goals

- Ensure broad participation
- Gather input on risks and priorities
- Provide access to maps and draft plans

Key Considerations

- Communication limitations (internet/cell gaps)
- Evacuation challenges
- Subsistence and cultural values

Complete all sections below:

Methods used: ☐ Public Meetings (dates: _____) ☐ Surveys ☐ Interviews

☐ Mail/Remote Outreach

Summary of input:



ALASKA DIVISION OF FORESTRY & FIRE PROTECTION

CWPP Micro-Rural Hub Community Template

6. EXISTING PLANS, POLICIES & DATA SOURCES

PROCESS GUIDANCE:

Include Plan Alignment (*see supplemental appendices*)

Complete all sections below:

List and summarize relevant plans: - Hazard Mitigation Plan (HMP) - SCERPS - Land management or operational plans

Data Sources: - Fire history - Vegetation/fuels data - GIS mapping



ALASKA DIVISION OF FORESTRY & FIRE PROTECTION

CWPP Micro-Rural Hub Community Template

7. WILDFIRE ENVIRONMENT & HISTORY

PROCESS GUIDANCE:

Collect and map:

- Past wildfire locations
- Burn frequency and patterns
- Vegetation conditions

Use sources such as:

- State forestry agencies
- Federal partners (USGS, USFS, DOI)

Include in maps:

- Fire history
- Topography
- Water sources
- Response assets

Complete all sections below:

7.1 Climate & Weather

7.2 Vegetation & Fuels

7.3 Fire Regime & History

Describe past wildfire occurrences and patterns.



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8. VALUES AT RISK (ASSETS & POPULATIONS)

PROCESS GUIDANCE:

Conduct **risk assessment and mapping** across the planning area.

Identify Regions with Maps (use GIS when available)

Define regions based on:

- Geography (rivers, terrain)
- Infrastructure (roads, utilities, corridors)
- Land ownership or management

Map Key Features

- Communities and structures
- Vegetation and fuel types
- Water sources
- Natural barriers (roads, rivers, burn scars)
- Critical infrastructure

Complete all sections below:

8.1 Physical Assets

- Homes
- Infrastructure
- Utilities

8.2 Social & Cultural Values

- Subsistence areas
- Cultural sites



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8.3 Vulnerable Populations

- ☐ Elderly
- ☐ Disabled
- ☐ Remote households

Description:



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9. RISK ASSESSMENT & HAZARD ANALYSIS

PROCESS GUIDANCE:

Work with DFFP and fire professionals to assess wildfire risk.

Risk Factors

- Vegetation (e.g., black spruce, beetle-kill)
- Weather (wind, lightning)
- Structural conditions
- Available response resources

Risk Levels

- Low, Moderate, High, Very High

Additional Considerations

- Fire response capacity
- Access (roads, airstrips, waterways)
- Existing plans and data

Complete all sections below:

9.1 Methodology

Describe the approach used (field assessments, expert input, modeling).

9.2 Risk Factors

- Vegetation/fuels
- Weather conditions
- Structural characteristics
- Response capability



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9.3 Risk Ratings

Region	Risk Level	Key Issues
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9.4 Findings Summary



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10. MITIGATION STRATEGY & ACTION PLAN

PROCESS GUIDANCE:

Gather input through **surveys and community meetings** (*see supplemental appendices*)

Identify

- Values at risk (homes, infrastructure, subsistence areas)
- Community concerns and priorities

Develop Goals and Actions

Translate input into:

- Community goals
- Specific projects/actions

Common Goals

- Fire-adapted communities
- Fire-resilient landscapes
- Improved response capacity

Example Actions

- Fuel breaks
- Defensible space programs
- Evacuation route clearing
- Clean air shelters

Planning Requirement

Initiate process with a **formal resolution/proclamation** from local leadership (*see supplemental appendices*)

Resolution checklist:

- Risk statement: Why the community needs a CWPP.
- Legal/grant context: Reference HFRA 2003, grant eligibility.



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- Stakeholders: first required participants (govt, fire, state/federal, residents).
- Council directives: Officially authorize the process/committee, public meetings, and draft timeline.
- Next steps: Submit draft back to Council/Board for adoption.

Complete all sections below:

10.1 Fuel Reduction Priorities

Describe priority areas and treatment methods.

10.2 Structural Ignitability Reduction

- Defensible space
- Fire-resistant construction

10.3 Preparedness, Response & Evacuation

- Evacuation routes
- Emergency response capacity

10.4 Public Education & Outreach

- Firewise programs
- Community training

10.5 Prioritized Action Plan

Project	Location	Lead	Timeline	Cost	Priority
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11. IMPLEMENTATION PLAN

PROCESS GUIDANCE:

Maps

Develop GIS maps showing:

- Wildland-Urban Interface
- Values at risk
- Evacuation routes
- Water sources and response assets

Purpose:

- Guide mitigation work
- Support wildfire response

Action Plan

Create a prioritized list of mitigation projects.

Each project should include:

- Objective
- Lead entity
- Timeline
- Funding needs
- Success measures

Project Types

- Fuel reduction treatments
- Outreach and education
- Structural ignitability improvements

Prioritization Criteria

- Highest risk areas



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- Greatest impact potential
- Community capacity

Structural Ignitability & Education

Include recommendations such as:

- Defensible space creation
- Fire-resistant building materials
- Safe burning practices
- Firewise education

Implementation

- Start with low-cost, high-impact projects
- Engage volunteers, youth, and local organizations
- Identify funding sources and partners

Key Takeaways

- Follow the 3-step process: Team → Risk → Plan
- Ensure broad collaboration and outreach
- Use maps and risk data to guide decisions
- Prioritize practical, community-driven projects
- Maintain CWPP as a living document

Complete all sections below:

Describe roles, responsibilities, and coordination.



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12. MONITORING, MAINTENANCE & UPDATE PROCESS

FEMA requires a maintenance plan including monitoring and update procedures.

- Plan review frequency: _____
 - Responsible entity: _____
-
-

13. FUNDING & GRANT ALIGNMENT

GRANT-SCORING ALIGNED LANGUAGE (INSERT INTO SECTIONS 1, 8, 9, 10)

Use this language verbatim where appropriate:

Purpose / Outcomes (Section 1)

This CWPP is designed to achieve measurable risk reduction outcomes by reducing wildfire exposure to life, property, and critical infrastructure. The plan prioritizes cost-effective mitigation actions that enhance community resilience, align with state and federal hazard mitigation priorities, and position the community for competitive grant funding (FEMA BRIC, HMGP, USFS).

Risk Assessment Framing (Section 8)

The risk assessment integrates best available science, local knowledge, and DFFP data to identify areas of highest wildfire likelihood and consequence. Risk is evaluated based on:

- Probability of wildfire occurrence
- Potential impacts to structures, infrastructure, and subsistence resources
- Response limitations (access, staffing, detection time)

This approach supports quantifiable risk reduction and benefit-cost analysis required for FEMA funding.

Mitigation Strategy Language (Section 9)

Mitigation actions were selected based on:

- Risk reduction effectiveness
- Cost feasibility and implementation readiness
- Protection of vulnerable populations and critical infrastructure
- Alignment with Firewise, Ready-Set-Go, and DFFP priorities



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Projects emphasize:

- Nature-based solutions (fuel treatments)
- Structural hardening
- Evacuation and life safety improvements

Implementation + Funding (Section 10 & 12)

This plan prioritizes shovel-ready, high-impact projects that are:

- Scalable and phased
- Supported by community and agency partners
- Competitive for BRIC, HMGP, and USFS Community Wildfire Defense Grants

Each project includes:

- Defined outcomes
- Estimated cost
- Implementation timeline
- Potential funding sources

Identify FEMA, USFS, BIA, and the State of Alaska funding opportunities.

Funding Sources & Alignment: _____

14. KEY TAKEAWAYS

15. REFERENCES

List sources, guidance documents, and data used.



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16. APPENDICES

A. Community Survey

B. Risk Assessment Tools

C. Fire History Maps

D. Resolution/Proclamation

E. Wildfire Management Plan Alignment (see Urban GUIDE example and Delta 2025 plan)

F. Air Quality

G. Ready, Set, Go!

H. Resident Handbook

I. Additional Resources, Webpages, and Toolkits

- Community Profile Mapping Tool
- DFFP Webpage
- DFFP Toolkit
- FAC Website
- HFRA Enabling Legislation
- Forest Health Guidance & Webpage

CERTIFICATION REGARDING LOBBYING

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents of all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, United States Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Organization: _____

Street address: _____

City, State, Zip: _____

CERTIFIED BY: (type or print)

TITLE:

(signature)

(date)



**Certification Regarding
Debarment, Suspension, and Other Responsibility Matters
Primary Covered Transactions**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 13 CFR Part 145. The regulations were published as Part VII of the May 26, 1988 *Federal Register* (pages 19160-19211). Copies of the regulations are available from local offices of the U.S. Small Business Administration.

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS ON REVERSE)

- (1) The prospective primary participant certifies to the best of its knowledge and belief that it and its principals:
 - (a) Are not presently debarred, suspended, proposed for disbarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
 - (b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
 - (d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default.
- (2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective primary participant shall attach an explanation to this proposal.

Business Name _____

Date _____

By _____
Name and Title of Authorized Representative

Signature of Authorized Representative

INSTRUCTIONS FOR CERTIFICATION

1. By signing and submitting this proposal, the prospective primary participant is providing the certification set out below.
2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.
3. The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.
4. The prospective primary participant shall provide immediate written notice to the department or agency to which this proposal is submitted if at any time the prospective primary participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
5. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. You may contact the department or agency to which this proposal is submitted for assistance in obtaining a copy of those regulations (13 CFR Part 145).
6. The prospective primary participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency entering into this transaction.
7. The prospective primary participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion--Lower Tier Covered Transactions," provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the ineligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List.
9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
10. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.



ALASKA BIDDER PREFERENCE CERTIFICATION FORM

AS 36.30.321 (A) / AS 36.30.990 (2)

Solicitation Number	
Project Description	
Business Name	
Alaska Business License Number	

A signed copy of this form must be included with your bid or proposal no later than the deadline set for receipt of bids or proposals.

If you are submitting a bid or proposal as a **JOINT VENTURE**, all members of the joint venture must complete and submit this form before the deadline set for receipt of bids or proposals. [AS 36.30.990\(2\)\(E\)](#)

If the procuring agency is unable to verify a response, the preference may not be applied. Knowingly or intentionally making false or misleading statements on this form, whether it succeeds in deceiving or misleading, constitutes misrepresentation per [AS 36.30.687](#) and may result in criminal penalties.

SIGNATURE

By signature below, I certify under penalty of law that I am an authorized representative of the above entity and all information on this form is true and correct to the best of my knowledge.

Printed Name:	
Title:	
Date:	
Signature:	

Alaska Bidder Preference: Do you believe your firm qualifies for the Alaska Bidder Preference?	☐ Yes ☐ No
Alaska Veterans Preference: Do you believe your firm qualifies for the Alaska Veteran Preference?	☐ Yes ☐ No
Alaska Military Skills Program Preference: Do you believe your firm qualifies for the Alaska Military Skills Program Preference?	☐ Yes ☐ No

To qualify for and claim the **Alaska Bidder Preference** you must answer **YES** to all questions in the Alaska Bidder Preference Question section below:

Alaska Bidder Preference Questions

1	Does your business hold a current Alaska business license per AS 36.30.990(2)(A)?	☐ Yes ☐ No
2	Is your business submitting a bid or proposal under the name appearing on the Alaska Business license identified above? Per AS36.30.990 (2)(B)?	☐ Yes ☐ No
3	Has your business maintained a place of business within the state staffed by the bidder or offeror or an employee of the bidder or offeror for a period of six months immediately preceding the date of the bid or proposal per AS 36.30.990 (2)(C)?	☐ Yes ☐ No

If the answer to question 3 is YES, complete the following:

Physical Place of Business Address	
City	
Zip Code	

“Place of business” is defined as a location at which normal business activities are conducted, services are rendered, or goods are made, stored, or processed; a post office box, mail drop, telephone, or answering service does not, by itself, constitute a place of business per [2 AAC 12.990\(b\)\(3\)](#).

Do you certify the Place of Business identified above meets this definition?	☐ Yes ☐ No
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Per AS 16.05.415(a) per 2AAC 12.990(b)(7), the bidder or offeror, or at least one employee of the bidder or offeror must be a resident of the state?

1	Do you certify the bidder or offeror, or, at least one employee of the bidder or offeror is physically present in the state with the intent to remain in Alaska indefinitely and to make a home in the state per AS 16.05.415(a)(2)?	☐ Yes ☐ No
2	Do you certify the resident(s) used to meet this requirement has maintained a domicile in Alaska for the 12 months immediately preceding the deadline set for receipt of bids or proposals per AS 16.05.415(a)(2)?	☐ Yes ☐ No
3	Do you certify the resident(s) used to meet this requirement is only claiming residency in Alaska per AS 16.05.415(a)(3)?	☐ Yes ☐ No
4	Do you certify the resident used to meet this requirement is not obtaining benefits under a claim of residency in another state, territory, or country per As 16.05.415 (a)(4)?	☐ Yes ☐ No

Per AS 36.30.990(2)(D), is your business:

1	Incorporated or qualified to do business under the laws of the state?	☐ Yes ☐ No
If yes, enter the current Alaska Corporate Entity Number:		

Indicate below how your business is organized:

1	Is your business a Sole Proprietorship and the Proprietor is a resident of the state?	☐ Yes ☐ No
2	Is your business a Limited Liability Corporation organized under AS 10.50 and ALL members are residents of the state?	☐ Yes ☐ No
If the answer to question 2 above is YES, please identify each member by name:		
3	Is your business a partnership under former AS32.05, AS32.06, or AS32.11 and all partners are residents of the state?	☐ Yes ☐ No
If the answer to question 3 above is YES, please identify each partner by name:		

Alaska Veterans Preference Questions:

To qualify for and claim the Alaska Veteran Preference, you must answer **YES** to the below questions as well as answer **YES** to all the questions in the Alaska Veteran Preference section above.

Per AS36.30.321(F), is your business:

1	A sole proprietorship owned by an Alaska veteran?	☐ Yes ☐ No
2	A partnership under AS32.06 or AS32.11 and a majority of the members are Alaska veterans?	☐ Yes ☐ No
3	A limited liability company organized under AS10.50 and a majority of the members are Alaska veterans?	☐ Yes ☐ No
4	A corporation that is wholly owned by individuals, and a majority of the individuals are Alaska veterans?	☐ Yes ☐ No

Per AS36.30.321(F)(3), an “Alaska veteran” is defined as an individual who:

- A. Served in the:
 - a. Armed forces of the United States, including a reserve unit of the United States armed forces ; or
 - b. Alaska Territorial Guard, The Alaska Army National Guard, the Alaska Air National Guards, or the Alaska Naval Militia; and,
- B. Was separated from services under a condition that was not dishonorable.

4	Do you certify the individual(s) indicated in items 1-4 above meet this definition and can provide documentation of their service and discharge in necessary?	☐ Yes ☐ No
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Alaska Military Skills Program Preference Questions

To qualify for and claim the Alaska Military Skills Program Preference, you must answer **YES** to the below questions as well as answer **YES** to all the questions in the Alaska Bidder Preference section above.

Per 36.30.321(I), does your business:

1	Employ at least one person who is enrolled in, or within the past two years, graduated from, a United States Department of Defense SkillBridge or United States Army career skills program 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	☐ Yes ☐ No
2	Have an active partnership with an entity that employs an apprentice through a program described in item 1 above?	☐ Yes ☐ No
3	Have proof of an employee’s graduation or enrollment in a qualified program as described in 1. above?	☐ Yes ☐ No