STATE OF ALASKA

Department of Transportation & Public Facilities

Division of Data Modernization & Innovation

AHSO Administrative Support Services – Federally Funded

RFP 2527H126

Amendment #2

Mandatory Return

10/27/2026

This amendment is being issued to answer questions and make offerors aware of changes to the solicitation.

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

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Signed by:
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COMPANY SUBMITTING PROPOSAL

AUTHORIZED SIGNATURE

DATE

Questions submitted by potential offerors and answers from the state:

Question 1: "The Cost Proposal Form suggests that offerors must submit costs using only the total estimated number of hours for each job class listed. May offerors suggest different estimated numbers of hours for various classes, as long as the total budget does not exceed the total budget estimate?"

Answer: Yes.

Question 2: "For Task 2, do you anticipate the Program Area Strategic Plans overlapping with the work of DOT&PF's SHSP Emphasis Area teams? Under this contract, do you plan to create strategic plans for all AHSO Triennial Highway Safety Plan program areas, or just those for which NHTSA requires a committee and/or strategic plan?"

Answer: There is general alignment and crossover, but the program area strategic plans align with the NHTSA funded grant programs such as occupant protection and impaired driving.

Question 3: "For Task 3, do you have any specific NHTSA program area assessments planned for the future? Should offerors assume a certain number of program area assessments during the contract period?"

Answer: At present, NHTSA has not identified Alaska as needing specific program area assessments. That could change over the life of this contract.

Question 4: "Section 4.04 of the RFP directs that: "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: … - itemize the total cost and the number of estimated hours for each individual named above." May personnel cost and hours itemization be articulated in the Cost Proposal only, or must it also be laid out in the Technical Proposal?"

Answer: Costs are to be provided exclusively in the Cost Proposal.

Question 5: "Section 1.02 of the RFP indicates that estimates a budget of "$625,000.00 ($125,000.00 per year) for completion of this project." Section 3.02 states that "The length of the contract will be from the date of award, approximately December 01, 2026, for one year, with four (4) optional one-year renewals." Can DOT&PF clarify that it estimates a budget of $125,000 for the initial one year contract, and $125,000 for each of the four subsequent years, totaling up to $625,000 for five years?"

Answer: This is correct.

Changes to the RFP:

Change 1: Question: "Section 3.08 of the RFP requires the annual submission of a "Type 2 Statement on Standards for Attestation Engagements (SSAE) SOC 1, SOC 2, OR SOC 3 report(s)." Can DOT&PF confirm whether consultants will be required to provide their own report, or only the reports for any third-party service providers that they may be using?"

The following language is removed from the solicitation: SEC. 3.08 THIRD-PARTY SERVICE PROVIDERS
The contractor must provide, on an annual basis, a Type 2 Statement on Standards for Attestation Engagements (SSAE) SOC 1, SOC 2, OR SOC 3 report(s). Failure to provide these reports may be treated as a material breach and may be a basis for a finding of default.

Change 2: Question: "The RFP states that we must complete Attachment #6 Demonstration of Required Minimum Prior Experience Form. The form included on Page 54 is labeled, Attachment #6 Submittal Form A – Offeror Information. Can you please confirm if this is the correct form?"

Answer: This is the correct form. The label "Demonstration of Required Minimum Prior Experience Form" was an administrative error.
The language in Section 7 Attachments: "Demonstration of Required Minimum Prior Experience Form"
Is changed to: "Submittal Form A – Offeror Information"

Change 3: Question: "The Cost Proposal Form lists estimated hours for each job class. Are those estimated hours for the First Term of Contract - Year 1, or do they represent estimates for the full five years, including each of the Optional Renewal Years?"

Answer: The hours represent estimates for one (1) year of the contract. There is no guarantee of a minimum or maximum number of hours.

ATTACHMENT #2: The Cost Proposal on the next page below has been revised. Offerors MUST use this updated cost proposal or may be found nonresponsive. The updated language can be found in (red).

Attachment #2 Cost Proposal Form

Hourly Rates
The purpose of the cost formula is to provide a mechanism for offerors to submit fully loaded hourly rates in a manner that DOT&PF can evaluate and score cost per Section 4.07. The hourly rates identified will establish billing rates for the resultant contract.

In their performance of the tasks/deliverables described in RFP Section 3.03, offerors must identify the employee and the fully loaded hourly rate for each applicable job class. If the offeror's job classifications differ from those provided, the offeror must furnish a job description, the title and hourly billing rate for like position classifications.

If the offeror has multiple levels of the job classes provided, the offeror must submit each job class proposed with a job description; identify the employee, their title and the hourly rate. The total number of estimated hours must equal the State's estimated number of hours for that job class.

The hours are estimated as part of a one (1) year contract. There is no guarantee of a minimum or maximum number of hours.

Job Class	**Employee Name**	**Estimated Number of Hours**	**Hourly Rate**	**Extended Cost** (Est. Hours X Hourly Rate)
Project Manager or Principal In Charge		100	$	$
NHTSA Regulations Specialist		150	$	$
Senior Transportation Planner		400	$	$
Transportation Planner		400	$	$
Grants Administrator		250	$	$
Writer/Editor/ Desktop Publisher		200	$	$
Meeting Planner		200	$	$
Administrative/ Clerical		250	$	$

*Hourly rates are subject to cost adjustment per RFP Section 3.08.

Total Extended Hourly Rate Cost: $_____
(This cost will be evaluated per Section 4.07)

COST PROPOSAL (continued)

If applicable, offerors must identify below any additional job classes and the fully loaded hourly rates for each in order for these billable rates to be included in the resultant contract.

The following proposed rates will not be evaluated for award; however, they will become the established contracted hourly rates for the personnel proposed.

Job Class	Employee Name	Fully Loaded Hourly Rate
		$
		$
		$
		$
		$
		$