

STATE OF ALASKA
SALARY STUDY
AMENDMENT ONE

RFP 2009-0200-8338

RETURN THIS AMENDMENT TO THE ISSUING OFFICE AT:



STATE OF ALASKA
Department of Administration
Division of General Services
333 Willoughby Avenue
7th Floor State Office Building
PO Box 110210
Juneau, AK 99811-0210

THIS IS NOT AN ORDER

DATE AMENDMENT ISSUED: February 3, 2009

**RFP
TITLE:** Salary Survey

Amendment One

REVISED RFP PROPOSAL RECIEPT DEADLINE

Proposals must be time and date stamped by 1:30 pm Alaska Time on February 20, 2009 at the address in section 1.01 of the RFP. An offeror's failure to submit its proposal prior to the deadline will cause the proposal to be disqualified. Late proposals or amendments will not be opened or accepted for evaluation.

IMPORTANT NOTE TO BIDDERS: In order for your proposal to be considered responsive, this amendment, in addition to your proposal and all other required documents, must be signed, dated, and received by the issuing office of the Division of General Services prior to the time set for receiving bids.

Tom Mayer
Contracting Officer
PHONE: (907) 465-5677
TDD: (907) 465-2205
FAX: (907) 465-2189

NAME OF COMPANY

SIGNATURE

DATE

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The following vendors participated in the Pre-Proposal conference held on January 21, 2009:

The Hay Group	CPS Human Resource Services	Information Insights
Northern Economics	enetrix, A Gallup Company	Fox Lawson
Milliman	KMD Consulting	McDowell Group

The following issues were raised at the Pre-Proposal Conference held on January 21, 2009.

Question 1: Has a study like this been done before for the State?

Answer: Yes, by Legislative Audit in 1999.

Question 2: Why is the State of Alaska interested in completing this project?

Answer: The state wishes to determine where the salaries offered by the state are in relation to similar positions offered by the federal government, other states, municipal organizations and the private sector.

Question 3: Why is the percentage of market that the state expects to set salaries at not indicated?

Answer: At this time, the state has not determined the market percentage. However, the state will make this determination in the very near future.

Question 4: It appears that only about 10% of the states total positions are in the comparison pool, can a vendor increase the number?

Answer: The state is interested in gathering salary information on as many matching positions as possible within the budget detailed in section 1.04.

Question 5: How should a contractor address pay scale programs that are not based on range and step formats?

Answer: The state expects the contractor to utilize the salary provided to an employee in a matching position at the point of hire and the 5/10 year mark based on typical performance regardless of the pay system in place. Comparison salaries must not include any bonuses if offered by an employer.

Question 6: Has the state considered utilizing a two-step procurement process?

Answer: The state has considered a two-step procurement process and has determined that a two-step process will not be used.

Question 7: How are PERS/TRS and the current tier system including tier IV going to be affected by this study?

Answer: This survey will not gather information on retirement plans.

Question 8: Can contractors utilize salary data from Canada?

Answer: No, all data collected must be from United States employers.

Question 9: Can a lump sum be offered for additional work instead of an hourly rate on Attachment A?

Answer: No, a lump sum for additional work may not be offered. Hourly rates must be included per Attachment A. If a lump sum is offered in part B of Attachment A, the proposal shall be considered non-responsive.

Only the following items in this amendment are to be introduced or changed. All other sections of the RFP remain the same.

Item 1: *Delete Section 1.04 in its entirety and replace with the following:*

1.04 Budget

Department of Administration, DOPLR estimates a budget of \$500,000 dollars for completion of this project. Proposals indicating a price that is greater than \$500,000.00 in Part A of Attachment A will be considered non-responsive.

Item 2: *Delete Section 2.08 in its entirety and replace with the following:*

2.08 Prior Experience

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

Firm:

1. The firm must have at least three years of experience performing salary or benefit surveys, economic consulting, or market research studies of a similar nature.

Personnel:

1. The Project Manager must have at least three years of experience in the field of economics and have completed at least three, salary or employee benefit related consulting projects within the past five years. Experience managing or participating in salary or employee benefit surveys is extremely desirable.
2. The Lead Analyst must have at least three years experience in the field of economics.
3. The Survey Leader must have at least two years experience in developing survey methodologies.

While three job classes are identified above, an offeror may use one or more employees to meet the minimum requirements. As an example, a single person could be offered that meets more than one set of minimum requirements.

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

Item 3: *Delete Section 3.08 in its entirety and replace with the following:*

3.08 Proposed Payment Procedures

The state will pay the entire contract amount in five equal payments. Each incremental payment will be made after the following tasks are completed and approved by the Project Director:

Task One: The first payment shall be made upon the contractor's completion of a thorough review of the states comparison pool, adjustments to the pool as detailed in section 5.07 of the RFP, and the development of a list of comparator organizations. The final comparison pool and the list of comparator organizations must be accepted and approved by the state before the state will authorize the first payment.

Task Two: The second payment shall be made after the contractor completes the development of the targeted survey tools that will be used to gather the required data from the federal

government, other states, municipal government organizations, and private sector employers. The survey tools must be developed, approved, and accepted by the state before use and before the state will authorize the first payment.

Task Three: The third payment shall be made upon the contractor's completion of targeted survey distribution, survey data collection, survey data collation, and preliminary analysis preparation. The state shall not make the third payment until a preliminary table is approved and accepted by the state. The table must indicate the comparison pool position, comparator organization, number of surveys distributed for each position in the pool and the number of responses for each position in the pool.

Task Four: The fourth payment shall be made upon the delivery and acceptance of the Preliminary Report as described in Section 5.10, item 4. The preliminary report must be provided to the state upon the completion of the initial data gathering and organization process. This narratives and summary tables provided with the preliminary report will be reviewed by the state to ensure that each of the states Occupational Groups and Job Classification families are represented and that matching jobs were found for each of the jobs in the final comparison pool. The report must also indicate why the contractor is confident that the data collected will result in a reliable, valid, and defensible Final Report.

Task Five: The fifth and final payment shall be made upon the delivery and acceptance of the Executive Summary as described in Section 5.10, item 5, and the Final Report as described in Section 5.10, items 6-9.

Upon completion and acceptance of the above tasks and upon approval from the project director, the state will process each payment. The final payment will not be made until the all of deliverables have been accepted by the state and payment is approved by the project director. The state will make every effort to process all payments as quickly as possible.

Item 4: *Delete Section 5.01 in its entirety and replace with the following:*

5.01 Study Reliability and Validity

Due to the sensitive nature of this study, the end results must be reliable, valid, and defensible. The development and implementation of methodologies that result in a reliable, valid, and defensible report including recommendations is critical to the success of this project. Not only must the entire result meet the above described standard, but the data collected for each matching job from the federal government, other states, municipal government organizations, or private sector employers must also meet the standard of reliability, validity, and defensibility.

The methodologies offered must represent a plan that will result in a comprehensive salary and benefit survey that accurately collects and illustrates not only the results for each comparison factor for each match, but also illustrates the high, median, and mean for each comparison factor job match with the federal government, other states, municipal government organizations, and private sector employers.

Proposer's Response: *The proposal must indicate why the methodologies utilized will produce reliable, valid and defensible results.*

Item 5: *Insert the following section immediately following section 5.01:*

5.01.01 Previously Published Data

Previously published data may be utilized for the completion of this project under the following conditions:

1. The data must be accurate in regards to the comparison position.
2. The data must have been collected within the past 24 months.
3. The collection date of the data must be indicated in the final tables presented to the state.
4. If the data is from a private sector employer, the data may be aggregated per section 5.09.01.
5. The data must be aged appropriately to ensure accurate comparison values.

Item 6: *Delete Section 5.02 in its entirety and replace with the following:*

5.02 Overall Study Methodology and Presentation

The methodologies used to complete the salary and benefit survey and the development of the final report must represent a logical and rational approach to the collection and presentation of the required data for each of the following comparison factors.

- Gross Monthly Salary (GMS)
 - o GMS at initial appointment
 - o GMS after five years of employment in the same job
 - o GMS after ten years of employment in the same job
- Monthly health insurance benefit paid by the employer
- Number of paid holidays offered by the employer annually
- Annual Personal Leave Accrual rate
 - o Annual personal leave accrual rate with less than two years of employment.
 - o Annual personal leave accrual rate with more than two years but less than five years of employment.
 - o Annual personal leave accrual rate with more than five years but less than ten years of employment.
 - o Annual personal leave accrual rate with more than ten years of employment.

The survey methodologies must provide for a review of the states comparison pool, identifying employment positions with the federal government, other states, municipal government organizations, or private sector employers that may be matches to Alaska's comparison pool and presenting the collected data in a Microsoft Excel format. Methodologies for adjusting the salary of matching jobs in the federal government, other states, municipal government organizations and the private sector for differences in the cost of living must be developed and utilized.

In addition, the methodologies must lead to a valid, logical, and easy to understand method of describing and illustrating the data collected for the above comparison factors.

Understanding that the collection of data for the comparison factors may be challenging within the timeframe for this specific project, all data utilized for this salary survey, including data from the federal government, other states, municipal government organizations, and private sector employers, must be validated by the contractor and found to be reliable, valid, and defensible.

Proposer's Response: *The proposal must detail the overall study methodologies offered for each of the comparison factors.*

Proposer's Response: *The proposal must detail why the overall study methodologies offered for each of the comparison factors will produce reliable, valid, and defensible results.*

Item 7: *Delete Section 5.03 in its entirety and replace with the following:*

5.03 Gross Monthly Salary

In an effort to collect data that will be used by DOPLR to analyze the states basic employee compensation package, the GMS for each matching job with the federal government, other states, municipal government organizations, and private sector employers must be collected.

The contractor must develop survey tools that will result in the collection of accurate and current GMS data for as many matching jobs as possible. The GMS for each matching job upon initial appointment, after five years, and after ten years in the same job must be collected through the targeted survey process.

After the collection of the above GMS data, the contractor must apply methodologies that address the cost of living differential that exists in each state when compared to the cost of living in Anchorage, Alaska. The cost of living differential must be included in the final GMS numbers presented to the state in the final report to ensure the salary comparisons conducted by DOPLR are accurate.

Item 8: *Delete Section 5.04 in its entirety and replace with the following:*

5.04 Monthly Employer Paid Health Insurance Benefits

In an effort to collect data that will be used by DOPLR to analyze the states basic employee compensation package, the amount paid per month by an employer for health insurance benefits for each matching job with the federal government, other states, municipal government organizations, and private sector employers must be collected.

While the state recognizes that there are differences between Health Benefit packages in regards to the level of coverage. However, the state is primarily interested in the premium paid by the employer for each eligible employee. This project is not intended to compare Health Insurance Benefits and level of coverage.

The contractor must develop survey tools that will result in the collection of the amount paid each month by an employer for an eligible employee's health insurance benefits for as many matching jobs as possible.

Item 9: *Delete Section 5.05 in its entirety and replace with the following:*

5.05 Annual Paid Holidays

In an effort to collect data that will be used by DOPLR to analyze the states basic employee compensation package, the number of annual paid holidays offered by the federal government, other states, municipal government organizations, and private sector employers for each matching job must be collected.

The contractor must develop survey tools that will result in the determining the number of annual paid holidays offered to an eligible employee for as many matching jobs as possible.

Item 10: *Delete Section 5.06 in its entirety and replace with the following:*

5.06 Employee Personal Leave Accrual Rate

In an effort to collect data that will be used by DOPLR to analyze the states basic employee compensation package, the personal leave accrual rate for eligible employees with the federal government, other states, municipal government organizations, and private sector employers for each matching job must be collected.

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The contractor must develop survey tools that will result in the collection of personal leave accrual rates for an eligible employee for as many matching jobs as possible. In addition to an eligible employee's starting personal leave accrual rate, the contractor must also collect data that indicates an eligible employee's personal leave accrual rate at the following intervals:

Length of Service

0-2 years

2-5 years

5-10 years

10 years and longer

While the State of Alaska is primarily on a personal leave system, if an employer offers vacation and sick leave, this information should be collected and reported to the state in the final report.

Item 11: *Delete Section 5.07 in its entirety and replace with the following:*

5.07 State Comparison Pool

At the time this RFP was published, it is estimated that the State of Alaska had 1077 individual classified and partially exempt job classifications representing a total of 15,970 total positions, with 13,636 of the available positions currently staffed for a fill ratio of 86.35%. The DOPLR has conducted an analysis and identified 173 unique jobs for which data on the comparison factors must be collected.

The contractor must review and analyze the states comparison pool as well as the complete list of classified and partially exempt jobs as presented in Attachment C. If the contractor determines that additions to, or subtractions from the comparison pool should be made, the contractor must notify the project director of the suggested changes and provide a written explanation of why the changes are needed, and how the changes will ensure the comparison pool is reliable, valid, and defensible. If no changes are required, the contractor must confirm to the project director that the comparison pool will produce results that are reliable, valid and defensible.

The following table represents the complete **comparison pool** developed by DOPLR

Comparison Number	Family Code and Job Class Description	AKPA Y Code	Position Count	Employee Count
<u>PA01 -- Executive and Senior Administrators</u>				
1	PA0112 Division Director - PX	P1901	81	71
2	PA0113 Division Operations Manager	K0051	23	21
<u>PB01 -- General Administration</u>				
3	PB0102 Administrative Clerk II	P1134	441	347
4	PB0152 Administrative Assistant II	K0018	150	141
5	PB0154 Administrative Officer I	K0019	79	75
<u>PB02 -- Accounting and Fiscal</u>				
6	PB0205 Accounting Technician I	P1210	140	120
7	PB0213 Accountant III	P1206	59	54
8	PB0215 Accountant V	P1208	13	11
<u>PB03 -- Personnel and Employee Relations</u>				

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Comparison Number	Family Code and Job Class Description	AKPA Y Code	Position Count	Employee Count
9	PB0303 Human Resource Technician II	P1407	57	51
10	PB0311 Human Resource Specialist I	P1410	29	24
11	PB0315 Human Resource Manager I	P1414	6	6
<u>PB04 -- Information Technology</u>				
12	PB0404 Analyst/Programmer IV	P1624	134	114
13	PB0416 Data Processing Manager I	P1641	23	22
14	PB0433 Microcomputer/Network Specialist I	P1633	66	62
15	PB0452 Systems Programmer II	P1652	24	21
16	PB0491 Internet Specialist I	K0003	9	7
<u>PB05 -- Statistics and Research Analysis</u>				
17	PB0502 Statistical Technician I	P1706	10	7
18	PB0513 Research Analyst III	P1794	40	30
<u>PB06 -- Supply</u>				
19	PB0603 Stock & Parts Services, Journey II	P9911	21	21
20	PB0633 Procurement Specialist III	P1333	22	22
<u>PB99 -- Administrative classes not otherwise described</u>				
21	PB9901 Claims Administrator	P2390	1	1
<u>PC01 -- Business Finance</u>				
22	PC0102 Grants Administrator II	P2270	34	33
23	PC0112 Loan Closer/Processor II	P2117	3	3
<u>PC02 -- Business Regulation and Compliance</u>				
24	PC0203 Occupational License Examiner	P2325	24	21
25	PC0223 Financial Institution Examiner III	P2312	2	0
26	PC0231 Insurance Analyst I	P2350	2	1
27	PC0253 Utility Financial Analyst III	P2336	2	1
28	PC0261 Community Care Licensing Specialist I	P4275	47	43
<u>PC03 -- Safety Inspection</u>				
29	PC0302 Commercial Vehicle Enforcement Officer II	P2461	22	22
30	PC0322 Occupational Safety & Compliance Officer	P9961	18	15
31	PC0332 Safety Inspection & Compliance, Elevator Inspector	P9964	3	3
<u>PC04 -- Environmental Health</u>				
32	PC0413 Environmental Health Officer III	P8212	16	14
<u>PC05 -- Revenue and Audit</u>				
33	PC0503 Tax Technician III	P1255	14	14
34	PC0513 Tax Auditor III	P1260	6	6
35	PC0522 Revenue Audit Supervisor II	P1264	4	4

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Comparison Number	Family Code and Job Class Description	AKPA Y Code	Position Count	Employee Count
36	PC0543 Oil and Gas Revenue Auditor III	P1275	7	6
37	PC056 Internal Auditor III	P1292	19	18
<u>PD01 -- Government Management and Operations</u>				
38	PD0103 Local Government Specialist III	P1873	15	13
39	PD0153 Budget Analyst III	P1463	13	12
<u>PD02 -- Economic Research</u>				
40	PD0203 Economist III	P2208	7	7
41	PD0222 Petroleum Economist II	P2215	4	3
<u>PD03 -- Development and Infrastructure Planning</u>				
42	PD0302 Community Development Specialist II	P2267	24	21
43	PD0333 Planner III	P2293	31	26
44	PD0341 Transportation Planner I	P2296	14	11
<u>PD04 -- Emergency Planning and Response</u>				
45	PD0412 Emergency Management Specialist II	P1938	16	15
46	PD0442 Radio Dispatcher II	P1115	47	38
<u>PD05 -- Airport Administration</u>				
47	PD0511 Airport Operations Officer	P1965	12	12
<u>PD06 -- Ferry System Administration</u>				
48	PD0611 Ferry Terminal Assistant I	P2152	57	50
49	PD0636 Reservations Specialist	P2144	3	3
50	PD0653 Port Captain	P8694	3	3
<u>PD07 -- Maintenance Administration</u>				
51	PD0732 Maintenance and Operations Superintendent	P9441	13	12
<u>PD08 -- Real Estate Appraisal</u>				
52	PD0813 Right-of-Way Agent III	P2713	20	19
53	PD0842 Appraiser II	P2622	2	2
<u>PD09 -- Property Management</u>				
54	PD0902 Building Management Specialist	P8458	12	9
55	PD0942 Airport Leasing Specialist II	P2965	13	11
<u>PE01 -- Education Programs</u>				
56	PE0110 Education Program Assistant	P3156	24	21
57	PE0122 Education Specialist II	P3161	25	19
<u>PE02 -- Teaching and Instruction</u>				
58	PE0201 AVTEC Instructor	P3181	21	15

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59	PE0232 Training Specialist II	P1472	15	12
<u>PE03 -- Student Services</u>				
60	PE0341 Alaska Military Youth Academy Team Leader	P3121	38	34
<u>PE04 -- Library and Archives</u>				
61	PE0401 Library Assistant I	P3570	6	5
62	PE0413 Librarian III	P3575	7	7
63	PE0441 Archivist II	P3581	2	2
<u>PE05 -- Anthropological Research and Education</u>				
64	PE0512 Museum Curator II	P3524	4	4
65	PE0532 Archaeologist II	P6747	3	3
66	PE0582 Subsistence Resource Specialist II	P6194	10	7
<u>PE06 -- Arts, Photography, and Information</u>				
67	PE0632 Publications Specialist II	P3607	22	18
68	PE0642 Information Officer II	P3614	14	13
<u>PF01 -- Public Programs</u>				
69	PF0101 Child Support Specialist I	P4150	92	82
70	PF0105 Child Support Manager	P4153	2	2
71	PF0112 Eligibility Technician II	P4172	133	125
72	PF0123 Medical Assistance Administrator III	P4182	16	12
73	PF0160 Workers' Compensation Technician	P4694	8	8
74	PF0171 Social Services Program Coordinator	P4135	28	24
<u>PF02 -- Social Work</u>				
75	PF0222 Social Services Associate II	P4106	47	45
76	PF0252 Social Worker II (Children's Services)	P4144	55	50
77	PF0254 Social Worker IV (Children's Services)/Children's Services Supervisor	P4146	45	41
<u>PF03 -- Special Social Service</u>				
78	PF0332 Public Guardian	P4260	16	16
<u>PF04 -- Vocational Rehabilitation</u>				
79	PF0412 Vocational Rehabilitation Assistant II	P3332	17	15
80	PF0433 Vocational Rehabilitation Counselor III	P3343	15	14
<u>PF05 -- Labor and Employment Services</u>				
81	PF0521 Employment Security Specialist IB	P4649	170	149
82	PF0531 Employment Service Manager I	P4655	9	8
<u>PF06 -- Internship Programs</u>				

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Comparison Number	Family Code and Job Class Description	AKPA Y Code	Position Count	Employee Count
83	PF0621 College Intern III	P6956	0	0
<u>PG01 -- Health Administration</u>				
84	PG012 0 Health Program Associate	P5940	26	21
85	PG012 2 Health Program Manager II	P5942	56	38
86	PG013 2 Public Health Specialist II	P5946	42	33
<u>PG02 -- Nursing, Assistive</u>				
87	PG021 1 Certified Nurse Aide I	P5182	261	255
88	PG023 3 Psychiatric Nursing Assistant III	P5172	60	60
<u>PG03 -- Nursing, Professional</u>				
89	PG031 2 Nurse II	P5111	88	78
90	PG031 4 Nurse IV	P5113	6	5
91	PG032 2 Nurse II (Psychiatric)	P5117	44	34
92	PG033 2 Public Health Nurse II	P5133	40	38
<u>PG04 -- Medical, Professional</u>				
93	PG042 1 Health Practitioner I	P5212	24	21
94	PG045 0 Wildlife Veterinarian	P6149	1	1
<u>PG05 -- Mental and Behavioral Health Services</u>				
95	PG051 3 Mental Health Clinician III	P5338	38	32
96	PG052 2 Psychological Counselor II	P5327	7	4
<u>PG06 -- Special Health Services</u>				
97	PG063 0 Pharmacy Technician	P5602	8	8
98	PG068 2 Recreation Therapist II	P5432	8	8
<u>PG07 -- Health Laboratory and Related</u>				
99	PG073 0 Laboratory Technician	P5630	11	10
100	PG075 1 Public Health Microbiologist I	P5641	13	11

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<u>PH01 -- Fish and Wildlife</u>				
101	PH0102 Fish and Wildlife Technician II	P6113	347	261
102	PH0112 Fishery Biologist II	P6161	128	105
103	PH0114 Fishery Biologist IV	P6163	32	28
104	PH0143 Biometrician III	P6137	20	17
105	PH0166 Fisheries Scientist I	P6156	9	7
<u>PH02 -- Agriculture</u>				
106	PH0212 Agronomist II	P6451	4	3
<u>PH03 -- Natural Resources and Forestry</u>				
107	PH0302 Natural Resource Technician II	P6632	36	34
108	PH0312 Natural Resource Specialist II	P6642	72	61
109	PH0322 Natural Resource Manager II	P6655	20	18
110	PH0353 Wildland Fire and Resource Technician III	P6607	47	37
<u>PH04 -- Parks</u>				
111	PH0411 Park Ranger I	P6705	20	19
112	PH0453 Museum Protection & Visitor Services Supervisor	P3532	2	2
<u>PI01 -- Legal Support and Related</u>				
113	PI0101 Criminal Justice Technician I	P7011	37	32
114	PI0122 Paralegal II	P7106	38	36
115	PI0141 Law Office Assistant I	P7502	115	103
<u>PI02 -- Attorneys</u>				
116	PI0212 Attorney II	P7143	25	24
117	PI0214 Attorney IV	P7145	200	196
<u>PI03 -- Judges and Adjudicators</u>				
118	PI0301 Administrative Law Judge I	P7232	4	4
119	PI0352 Workers' Compensation Hearing Officer II	P7229	5	5
<u>PI04 -- Evidence Investigation</u>				
120	PI0413 Forensic Scientist III - Chemistry	K0030	5	4
121	PI0433 Investigator III	P7768	52	49
122	PI0453 Forensic Scientist III - DNA	K0038	3	3
123	PI0461 Forensic Technician I	P5660	5	4
<u>PI05 -- Legal Document Processing</u>				
124	PI0512 Recorder II	P7521	24	24
125	PI0531 Motor Vehicle Customer Services Representative I	P7541	75	66
126	PI0541 Motor Vehicle Office Manager I	P7561	11	11

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<u>PJ01 -- Law Enforcement</u>					
127	PJ0103	State Trooper	P7703	324	252
128	PJ0106	Lieutenant, Alaska State Troopers	P7706	23	21
129	PJ0121	Court Services Officer	P7702	52	51
<u>PJ02 -- Fire Fighting and Inspection</u>					
130	PJ0222	Airport Police & Fire Officer II	P7832	70	59
131	PJ0225	Airport Police & Fire Officer V	P7838	2	2
132	PJ0242	Deputy Fire Marshal I	P7864	6	5
<u>PJ03 -- Corrections</u>					
133	PJ0312	Correctional Officer II	P7653	672	626
134	PJ0322	Correctional Superintendent I	P7657	11	9
135	PJ0342	Juvenile Justice Officer II	P7612	162	159
<u>PJ04 -- Probation and Parole</u>					
136	PJ0402	Adult Probation Officer II	P4343	115	104
137	PJ0404	Adult Probation Officer IV	P4345	3	3
138	PJ0452	Juvenile Probation Officer II	P4357	56	55
<u>PK01 -- Physical Science Specialists</u>					
139	PK0112	Hydrologist II	P8327	5	4
140	PK0124	Chemist IV	P8334	6	3
141	PK0133	Geologist III	P8342	12	9
<u>PK02 -- Environmental Science Specialists</u>					
142	PK0213	Environmental Program Specialist III	P8523	111	94
143	PK0221	Environmental Program Manager I	P8531	32	29
144	PK0243	Environmental Impact Analyst III	P8543	17	13
<u>PK03 -- Engineering, Unlicensed</u>					
145	PK0303	Engineering Assistant III	P8912	136	111
146	PK0352	Communications Engineering Associate II	P8674	4	3
147	PK0364	Utility Engineering Analyst IV	P8706	1	1
<u>PK04 -- Engineering, Licensed</u>					
148	PK0413	Engineer/Architect III	P8915	44	40
149	PK0471	Technical Engineer I/Architect I	P8920	27	24
<u>PK05 -- Architecture and Landscape Architecture</u>					
150	PK0541	Landscape Specialist	P8644	1	1
<u>PK06 -- Vessel Construction</u>					

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151	PK0612	Vessel Construction Manager II	P8684	5	4
<u>PK07 -- Land Surveying</u>					
152	PK0711	Land Surveyor I	P8835	12	8
153	PK0743	Survey, Journey	P9591	7	6
<u>PK08 -- Cartography and Drafting</u>					
154	PK0803	Drafting Technician III	P8425	29	19
155	PK0812	Cartographer II	P8415	11	10
<u>PL01 -- Food and Custodial Services</u>					
156	PL0111	Food Service, Sub-Journey	P9101	66	62
157	PL0113	Food Service, Lead	P9101	43	40
158	PL0122	Environmental Services, Journey II	P9171	95	95
<u>PL02 -- Aircraft, Automobile, or Vessel Maintenance</u>					
159	PL0213	Mechanic, Automotive, Advanced Journey/Lead	P9331	124	121
160	PL0215	Mechanic, Automotive, Foreman II	P9331	12	12
<u>PL03 -- Equipment Operation</u>					
161	PL0304	Equipment Operator, Journey II	P9511	331	302
162	PL0306	Equipment Operator Foreman I	P9516	24	22
<u>PL04 -- Building and Facility Maintenance</u>					
163	PL0403	Maintenance Generalist, Journey	P9311	128	118
164	PL0411	Maintenance Specialist, Bldg/Facility/Const, Journey I	P9323	49	47
165	PL0413	Maintenance Specialist, Bldg/Facility/Const, Foreman	P9323	21	20
166	PL0432	Maintenance Specialist, Electrician, Journey II/Lead	P9325	49	38
<u>PL05 -- Instrument Technicians</u>					
167	PL0512	Survey Instrument Technician II	P9463	1	1
<u>PL06 -- Construction Support</u>					
168	PL0614	Engineering Technician, Journey I	P9571	55	40
169	PL0635	Materials Laboratory Technician, Journey	P9581	6	6
<u>PL07 -- Vessel and Aircraft Operation</u>					
170	PL0712	Aircraft Pilot II	P9632	7	6
171	PL0723	Boat Officer III	P9657	9	9
<u>PL08 -- Office Equipment Operation</u>					
172	PL0841	Mail Services Courier	P1132	14	13

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Comparison Number	Family Code and Job Class Description	AKPA Y Code	Position Count	Employee Count
<u>PL09 -- Facility Security</u>				
173	PL0921 Security Guard I	P7820	6	6

The comparison pool represented in the above table includes a total of 6,943 State of Alaska employees and is approximately 50.91% of the total number of current employees in the classified and partially exempt services. A copy of the comparison pool may be provided in excel format to the contractor upon request.

Percentage of Pool per Job Classification Description

The following table illustrates the Job Family, Classification Description, Total Position Count, Current Employee Count, Number of Employees in the Comparison Pool, and the Percentage of Current Employees in the Comparison Pool when compared to the Current Employee Count in the job family.

Job Family	Classification Description	Total Position Count	Current Employee Count	Number of Employees in Comparison Pool	% of Current Employees in Comparison Pool
PA01	Executives and Senior Administrators	168	141	92	65.24%
PB01	General Administration	1533	1330	563	42.33%
PB02	Accounting and Fiscal	634	563	185	32.86%
PB02	Personnel and Employee Relations	252	233	81	34.76%
PB04	Information Technology	638	558	226	40.50%
PB05	Statistics and Research Analysis	120	96	37	38.54%
PB06	Supply	222	210	43	20.47%
PB99	Administrative classes not otherwise described	9	8	1	12.50%
PC01	Business Finance	97	88	36	40.91%
PC02	Business Regulation and Compliance	184	157	66	42.03%
PC03	Safety Inspection	100	83	40	48.19%
PC04	Environmental Health	29	25	14	56.00%
PC05	Revenue and Audit	119	102	48	47.06%
PD01	Government Management and Operations	65	57	25	43.85%
PD02	Economic Research	26	22	10	45.45%
PD03	Development and Infrastructure Planning	126	104	58	55.77%
PD04	Emergency Planning and Response	117	100	53	53.00%
PD05	Airport Administration	26	25	12	48.00%
PD06	Ferry System Administration	95	87	56	64.36%
PD07	Maintenance Administration	30	27	12	44.44%
PD08	Real Estate Appraisal	65	57	21	36.84%
PD09	Property Management	52	45	20	44.44%
PE01	Education Programs	108	93	40	43.01%
PE02	Teaching and Instruction	69	58	27	46.55%
PE03	Student Services	55	50	34	68.00%
PE04	Library and Archives	33	32	14	43.75%
PE05	Anthropological Research and Education	39	34	14	41.18%
PE06	Arts, Photography and Information	78	67	31	46.27%

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Job Family	Classification Description	Total Position Count	Current Employee Count	Number of Employees in Comparison Pool	% of Current Employees in Comparison Pool
PF01	Public Programs	700	619	253	40.87%
PF02	Social Work	365	329	136	41.34%
PF03	Special Social Service	31	29	16	55.17%
PF04	Vocational Rehabilitation	82	74	29	39.19%
PF05	Labor and Employment Services	449	388	157	40.46%
PF06	Internship Programs	0	0	0	0%
PG01	Health Administration	246	198	92	80.49%
PG02	Nursing, Assistive	368	356	315	88.48%
PG03	Nursing, Professional	389	333	155	46.34%
PG04	Medical, Professional	35	25	22	88.00%
PG05	Mental and Behavioral Health Services	83	69	36	52.17%
PG06	Special Health Services	28	25	16	64.00%
PG07	Health Laboratory and Related	48	43	21	48.84%
PH01	Fish and Wildlife	1254	1007	418	41.51%
PH02	Agriculture	10	9	3	33.33%
PH03	Natural Resources and Forestry	419	356	150	42.13%
PH04	Parks	47	44	21	47.73%
PI01	Legal Support and Related	384	351	171	48.71%
PI02	Attorneys	479	453	220	48.56%
PI03	Judges and Adjudicators	32	29	9	31.03%
PI04	Evidence Investigation	146	132	60	45.45%
PI05	Legal Document Processing	181	169	101	59.76%
PJ01	Law Enforcement	493	412	324	78.64%
PJ02	Fire Fighting and Inspection	128	114	66	59.89%
PJ03	Corrections	1111	1046	794	75.91%
PJ04	Probation and Parole	278	259	162	62.55%
PK01	Physical Science Specialists	69	55	16	29.09%
PK02	Environmental Science Specialists	312	247	136	55.06%
PK03	Engineering, Unlicensed	382	302	115	38.08%
PK04	Engineering, Licensed	245	193	64	33.16%
PK05	Architecture and landscape Architecture	2	2	1	50.00%
PK06	Vessel Construction	9	7	4	57.14%
PK07	Land Surveying	44	33	14	42.42%
PK08	Cartography and Drafting	52	39	29	74.36%
PL01	Food and Custodial Services	317	310	197	63.55%
PL02	Aircraft, Automobile, or Vessel Maintenance	162	156	133	82.26%
PL03	Equipment Operation	619	559	324	57.96%
PL04	Building and Facility Maintenance	428	393	223	56.74%
PL05	Instrument Technicians	2	2	1	50.00%
PL06t	Construction Support	196	140	46	32.85%
PL07	Vessel and Aircraft Operation	35	33	15	45.45%
PL08	Office Equipment Operation	37	33	13	39.39%

Job Family	Classification Description	Total Position Count	Current Employee Count	Number of Employees in Comparison Pool	% of Current Employees in Comparison Pool
PL09	Facility Security	12	11	6	54.54%

Proposer's Response: The proposal must detail the methodologies that will be utilized to determine if changes to the states comparison pool are required.

Proposer's Response: The proposal must detail why the methodologies offered for determining changes to the comparison pool will produce reliable, valid, and defensible results.

Item 12: Delete Section 5.08 in its entirety and replace with the following:

5.08 Comparison Pool Job Description Review

A complete job class specification for each job in the comparison pool is available at the following website.

<http://notes5.state.ak.us/wa/position.nsf/JobClassByFirstLtr?open>

While complete job descriptions are available at the website above, the state will provide a brief job description for each job in the comparison pool to the contractor after award. With the possibility the comparison pool may be altered by the contractor, the development of a precise group of job descriptions is not possible at this time.

The state will provide the contractor with the complete set of job descriptions within 14 days of the finalization of the comparison pool.

The contractor must thoroughly review the job description for each job in the comparison pool and develop a methodology that will enhance the development of targeted survey's that will be used for the collection of comparison factor data for jobs available with the federal government, other states, municipal government organizations, and private sector employers.

Proposer's Response: The proposal must detail the methodologies that will be used to review the comparison pool job descriptions for the development of targeted surveys.

Proposer's Response: The proposal must detail why methodologies that will be used to review the comparison pool job descriptions and develop targeted surveys will produce reliable, valid and defensible results.

Item 13: Delete Section 5.09 in its entirety and replace with the following:

5.09 Matching Job Comparison Factor Data Collection and Analysis

Upon completion of the review of job descriptions for each job in the states comparison pool, the contractor shall develop targeted surveys that will gather data for the required comparison factors for as many matching jobs as possible from the federal government, other states, municipal government organizations, and private sector employers

In addition to the development of targeted surveys, the contractor must also offer methodologies for the identification of resources in the federal government, other states, municipal government organizations, and private sector employers that the surveys will be targeting. In an effort to assist the contractor, the project director will work cooperatively with the contractor to determine federal and other state specific contact points that the contractor should target with the surveys.

The contractor is expected to develop a targeted survey methodology that will result in survey completion by the federal government, other states, municipal government organizations, and private sector employers that identifies jobs that are matches to jobs in the state's comparison pool.

After the collection of the comparison factor data, the contractor must develop tables that present the collected data and include the high, low, median, and mean value for each matching job group in the state's comparison pool.

Proposer's Response: *The proposal must detail the methodologies that will be used for the collection of comparison data for matching jobs in the federal government, other states, municipal government organizations, and private sector employers and detail why the methodologies will produce reliable, valid, and defensible results.*

Proposer's Response: *The proposal must detail the methodologies that will be used to develop the resources within the federal government, other states, municipal government organization, and private sector employers that the surveys will target.*

Item 14: *Insert the following section immediately following section 5.09:*

5.09.01 Private Sector Data Confidentiality

All data collected by the contractor from private sector employers shall be reported in aggregate form and in accordance with Safe Harbor Privacy Principles.

Item 15: *Delete Section 5.10 in its entirety and replace with the following:*

5.10 Deliverables

1. **Pool Analysis:** The contractor must complete a thorough review and analysis of the states comparison pool and, if needed, make adjustments to the pool that will ensure reliable, valid and defensible results. In addition, the contractor must develop a list of comparator organizations that will receive the targeted surveys. The final comparison pool and the list of comparator organizations must be accepted and approved by the state before the state will authorize the first payment.
2. **Survey Tools:** The contractor must develop targeted survey tools that will be used to collect the data required for this project. The survey tools must be provided to the state for review and acceptance before use.
3. **Data Collection:** The contractor must provide the state a table that indicated the comparison pool position, comparator organization, number of surveys distributed for each position in the pool, and the number of responses for each position in the pool. The table must be provided to the state for review and acceptance.
4. **Preliminary Report:** A preliminary report must be provided to the state upon the completion of the initial data gathering and analysis process. This narrative report must include preliminary survey results and summary tables that will be reviewed by the state to ensure that each Job Family is represented and that matching jobs were found for each job in the states comparison pool. The report must also indicate why the contractor is confident that the data collected will produce reliable, valid, and defensible salary survey results.
5. **Executive Summary:** The Executive Summary must illustrate the results of the study and provide brief narratives of the process that was undertaken to review the comparison pool, develop and review comparable matches, collect the required data for the matching jobs, and compare the data to the matching jobs within the states comparison pool. The executive summary should be no more than ten pages long.

Final Report

6. Detailed narrative statements that clearly describe the methodologies used to conduct the thorough review of the comparison pool and the job class descriptions associated with each job within the comparison pool. This should include narratives that detail any changes to the original comparison pool as developed by DOPLR and describe the benefit of the changes. The narratives must also indicate why the contractor believes the methodologies utilized are reliable, valid and defensible.
7. Detailed narrative statements that clearly describe the methodologies used to develop surveys used for the collections of data for the matching jobs within the federal government, other states, municipal government organizations, and the private sector. This should include narratives that detail the surveys conducted and the review process utilized to ensure the identified job matches are accurate and truly comparable. The narratives must also indicate why the contractor believes the methodologies utilized are reliable, valid and defensible.

8. Detailed narrative statements that clearly describe the methodologies used analyze the comparison factor data collected for matching jobs within the federal government, other states, municipal government organizations, and the private sector. This must include how the factors were analyzed and provide details of the analysis process for each of the factors. The narratives must also indicate why the contractor believes the methodologies utilized are reliable, valid and defensible.
9. Detailed overview including narrative statements of the results of the study. This portion of the final report must include tables that identify the following comparison factors for each matching job within the federal government, other states, municipal government organizations, and the private sector :
 - Gross Monthly Starting Salary (GMS)
 - o GMS at initial appointment
 - o GMS after five years of employment in the same job
 - o GMS after ten years of employment in the same job
 - Monthly health insurance benefit paid by the Employer
 - Number of paid holidays offered by an Employer annually
 - Annual Personal Leave Accrual rate
 - o Annual personal leave accrual rate with less than two years of employment.
 - o Annual personal leave accrual rate with more than two years but less than five years of employment.
 - o Annual personal leave accrual rate with more than five years but less than ten years of employment.
 - o Annual personal leave accrual rate with more than ten years of employment.

The comparison tables must also identify the source of the matching jobs as the federal government, another state, a municipal government organization, or the private sector. The narratives must indicate why the contractor believes the methodologies utilized for the comparisons resulted in a reliable, valid and defensible report.

While items 1, 2, and 3 above must be presented as separate documents, items 4-7 may be presented individually or as a combined report. All survey data must be provided to the project director in Microsoft Excel format electronically within ten days of the submission of the final report.

Proposer's Response: *The proposal must detail the methodologies used to develop the final report and provide a single page sample of the proposed excel format of the data collected that is logical in design and easy to understand. This sample must include the following items:*

1. *Comparison Number*
2. *Class Description*
3. *Entity with job match (federal government, other state, municipal government of private sector)*
4. *GMS upon initial appointment*
5. *GMS after five years in the same job*
6. *GMS after ten years in the same job*
7. *High, Low, Median, and Mean Value for each group of matches*
8. *A designated percentile to be determined by the state between the high and low value*
9. *Amount paid for health Insurance by the Employer per month per eligible employee*
10. *Number of paid holidays per year*
11. *Annual Leave Accrual rate under two years*
12. *Annual Leave Accrual rate between two and five years*
13. *Annual Leave Accrual Rate between five and ten years*
14. *Annual Leave Accrual Rate more than ten years*

Item 16: *Delete Section 6.02 in its entirety and replace with the following:*

6.02 Proposal Format and Content

The following instructions describe the format that proposals must follow and the order in which the proposal data should be presented. They are provided to ensure a complete submission of the information necessary for an equitable analysis and evaluation of proposals submitted in response to this RFP. Each offeror must provide every component listed below, in the order shown, using the format described for each component. A proposal may be rejected if it is incomplete or conditional in nature.

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. There is no intent to limit the contents of a proposal, however, proposals that merely say they "will meet the general or specific requirements of the RFP" will not be considered responsive and will not be given further consideration.

FORMAT FOR PROPOSALS:

The following summary provides the required content and order in which proposals are to be presented. An offeror's failure to include these items in their proposal may cause their proposal to be determined non-responsive and the proposal may be rejected.

Section 1: ADMINISTRATIVE INFORMATION:

1. **Table of Contents:** Each proposal must include a table of contents with page numbers for each of the required components.
2. **Signature Page:** Each proposal must be signed by an authorized agent of the vendor.
3. **RFP Amendments:** All amendments issued for this RFP that require the offerors acknowledgement must be included with the proposal.
4. **Contact Information:** The name, address, phone number, fax number, and email address of the contact person for your firm as described in Section 6.01 of this RFP must be provided with your proposal.
5. **Number of Proposals:** Ten copies of the proposal must be submitted to the address provided in Section 1.01 of this RFP.
6. **Cost Schedules:** A completed copy of the cost schedule provided in Attachment A of this RFP must be provided. The cost schedule should be packaged with your proposal, but in the separate envelope.
7. **Conflict of Interest Statement:** Each proposal must include a Conflict of Interest Statement as described in Section 1.17 of this RFP.
8. **Alaska Business License:** Each proposal must include a copy of a valid Alaska business license in accordance with Section 2.11 of this RFP.
9. **Alaska Bidder Affidavit:** If you believe that your company qualifies for the Alaska Bidder Preference, Attachment B must be completed and submitted with your proposal.
10. **Subcontractors:** If your proposal utilizes subcontractors, the information outlined in Section 1.14 of this RFP must be submitted with your proposal.
11. **Joint Ventures:** If your proposal is a Joint Venture, a copy of the Joint Venture agreement identifying the principles and describing the rights and responsibilities of each party regarding performance and payments per Section 1.15 of this RFP must be submitted with your proposal.
12. **Applicable Professional Licenses and Memberships:** All applicable professional licenses must be submitted with your proposal.
13. **Valid Tax Identification Number:** A Valid Tax Identification Number must be provided to the state with the proposal or within five working days of a request by the state per Section 2.10 of this RFP.

2. PROPOSAL: Provide the following information, in the order listed:

1. **EXPERIENCE & QUALIFICATIONS:** Proposals must include evidence of the required experience and qualifications as detailed in Section 2.08 of this RFP. The proposal must include an organizational chart specific to the personnel assigned to accomplish the work called for in this RFP; illustrating the lines of authority; and designating 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 that clearly indicates the firms experience in performing salary survey and analysis, economic consulting, or market research of a similar nature as required in section 2.08 of this RFP. Narratives regarding the project team that will be responsible for completing this project as well as a personnel roster that identifies each person who will actually work on the contract must also be included. The following information must be provided for each person listed:

- a. title,
- b. resume:

Individual resumes for the following must be submitted:

1. Project Manager
2. Lead Analyst
3. Survey Leader,

All resumes must clearly indicate the experience that qualifies the individual as detailed in section 2.08. Sections of the resume containing the required years of qualifying experience must be highlighted for easy identification.

- c. location(s) where work will be performed,

2. **PROJECT STRATEGY AND METHODOLOGY:** The proposal must contain narratives that provide a detailed description of the project strategy and methodologies for how the offeror intends to provide the services outlined in Section Five of this RFP.

Each of **Proposer's Response** items located in sections 5.01 through 5.10 must be addressed. The narratives must address each item in the order presented and be clearly identifiable within the narratives provided. There are a total of ten separate **Proposer's Response** items that must be addressed.

3: COST PROPOSAL

Cost proposals must include the hourly rate for the employee classifications listed in Attachment A. The firm hourly rates offered for each employee classification must include all of the direct and indirect costs associated with the performance of the employee classification, including, but not limited to, direct expenses, payroll, supplies, overhead assigned to each person working on the project, and profit. Failure to offer firm hourly rates on the cost schedule shall cause the state to determine the proposal to be non responsive.

Offerors must provide the estimated number of hours and firm hourly rates for all services required to complete the project. However, the successful offeror will be reimbursed according to the total cost offered, regardless of the number of hours actually worked.

The firm hourly rates offered will be used solely to establish costs for additional work including additional analysis, testimony, and defense of the Final Report if necessary.

Attachment A contains the cost proposal sheet. This sheet must be completed and submitted with your proposal.

Item 17: *Delete Section Seven in its entirety and replace with the following:*

SECTION SEVEN EVALUATION CRITERIA AND CONTRACTOR SELECTION

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

7.01 Experience and Qualifications (200 Points)

The offeror's qualifications and experience as submitted in the proposal will be evaluated against the questions set out below.

1. *To what extent does the firm exceed the required minimum level of experience with performing salary survey and analysis, economic consulting, or market research studies of a similar nature?*

POINTS _____ EVALUATOR'S NOTES _____

2. *To what extent does the Project Manager exceed the minimum required level of experience in the broad field of Economics?*

POINTS _____ EVALUATOR'S NOTES _____

3. *To what extent does the Project Manager's experience exceed the successful completion of at least three salary related consulting projects within the past three years?*

POINTS _____ EVALUATOR'S NOTES _____

4. *To what extent does the Project Manager's experience relate to managing or participating in salary surveys and analysis?*

POINTS _____ EVALUATOR'S NOTES _____

5. *To what extent does the Lead Analyst exceed the minimum required level of experience required in the broad field of economics?*

POINTS _____ EVALUATOR'S NOTES _____

- 5 *To what extent does the Survey Leader exceed the minimum level of experience required in developing survey methodologies?*

POINTS _____ EVALUATOR'S NOTES _____

7.02 Project Strategy and Methodology (400 Points)

1. *To what extent do the study methodologies offered represent processes that will ensure the results will be reliable, valid, and defensible?*

POINTS _____ EVALUATOR'S NOTES _____

2. *To what extent does the overall study methodologies offered for data collection and presentation for the comparison factors represent a process that is logical and reasonable?*

POINTS _____ EVALUATOR'S NOTES _____

3. *To what degree does the overall study methodology for data collection and presentation for the comparison factors appear to represent a process that will produce reliable, valid and defensible results?*

POINTS _____ EVALUATOR'S NOTES _____

4. *To what extent does the proposal demonstrate the methodology that will be used to determine if changes to the states comparison pool are required?*

POINTS _____ EVALUATOR'S NOTES _____

5. *To what degree does the methodology offered for determining if changes to the states comparison pool are required appear to present a process that will produce reliable, valid and defensible results?*

POINTS _____ EVALUATOR'S NOTES _____

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6. *To what extent does the proposal detail acceptable methodologies that will be used to review the comparison pool descriptions for the development of targeted surveys?*

POINTS _____ EVALUATOR'S NOTES _____

7. *To what extent do the methodologies offered for the comparison pool job description review and targeted survey development represent a process that will produce reliable, valid and defensible results?*

POINTS _____ EVALUATOR'S NOTES _____

8. *To what extent does the proposal detail the methodologies to be used for the collection of comparison factor data from the federal government, other states, municipal government organizations and private sector employers and do the methodologies represent a process that will ensure reliable, valid, and defensible results?*

POINTS _____ EVALUATOR'S NOTES _____

9. *To what extent does the proposal detail acceptable methodologies to be used for the development of resources within the federal government, other states, municipal government organization, and private sector employers that the surveys will target?*

POINTS _____ EVALUATOR'S NOTES _____

10. *How acceptable are proposed methodologies to be used for the development and presentation of the final report and to what extent does the sample provided appear to be logical in design and easy to understand?*

POINTS _____ EVALUATOR'S NOTES _____

7.03 Contract Cost (300 Points)

Overall, 30% of the total evaluation points will be assigned to cost. The cost amount used for evaluation may be affected by one or more of the preferences referenced under Section 2.12.

Converting Cost to Points

The lowest cost proposal will receive the maximum number of points allocated to cost. The point allocations for cost on the other proposals will be determined through the method set out in Section 2.14.

7.04 Alaskan Offeror's Preference (100 Points)

If an offeror qualifies for the Alaskan Bidder Preference, the offeror will receive an Alaskan Offeror's Preference. The preference will be 10 percent of the total available points. This amount will be added to the overall evaluation score of each Alaskan offeror.

7.05 Evaluator's Combined Point Total for all Sections

		<u>Total Points Awarded</u>
Section 7.01	Experience and Qualifications	_____
Section 7.02	Project Methodology and Strategy	_____
Section 7.03	Cost	Completed by Contracting Officer
Section 7.04	Alaska Offeror's Preference	Completed by Contracting Officer
Total Score		_____

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ATTACHMENT A

Cost Schedule

SINGLE COST TO PROVIDE THE SERVICES AND DELIVERABLES AS DEFINED IN THIS SOLICITATION: **PART A:**

Per section 1.04, if “**PART A**” above exceeds \$500,000.00, the proposal will be considered non-responsive.

The above cost must include all direct and indirect costs associated with the performance of this project.

The successful contractor will be reimbursed according to the total amount proposed in **PART A** above.

Firm hourly rates for each job classification below will be used to establish costs for additional work including providing testimony and defense of the Final Report if necessary. The firm hourly rates offered must include all direct and indirect costs associated with each job classification indicated below. Failure to offer firm hourly rates on the cost schedule shall cause the state to determine the proposal to be non responsive.

The hours estimated below are for evaluation purposes only. If additional work is required, the contractor shall be compensated based on the hourly rates offered in **PART B**.

<u>Employee Classification</u>	<u>Estimated Hours</u>	<u>Hourly Rate</u>	<u>Total Amount</u>
Project Manager	15		
Lead Analyst	20		
Survey Leader	30		
Assistant	40		
Hourly Rate Evaluation Cost			PART B:
Total Evaluated Price			
C:	PART A plus PART B equals		

The total cost displayed in “**C**” above will be used to calculate points awarded for cost during the evaluation process.