

RETURN THIS AMENDMENT TO THE ISSUING OFFICE AT:

Department of Education and Early Development
 Division of Education Support Services
 801 W Tenth Street Suite 200
 PO Box 110500
 Juneau, Alaska 99811-0500

THIS IS NOT AN ORDER

CFA TITLE: ALASKA STATEWIDE MENTOR PROJECT CALL FOR MENTORS
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DATE AMENDMENT ISSUED: April 22, 2013

OPENING DATE AND TIME: 4:00 PM AST May 6, 2012.

H. The following questions have been asked; answers follow each question. The list below continues from Amendment 01 to CFA 2014-0500-1849 and thus starts at #7.

- Question #7:**

In regards to Sections 4 and 5 of the Application Cover Sheet, what does checking the yes/no boxes at the right accomplish? It seems like I should just check the box at the left indication agreement with the statement. Is that correct? If I check the "Yes" box, does that mean I have a conflict or that I do not have a conflict? If I check the "Yes" box on the Tier 3 statement does that mean I am headquartered in a Tier 3 country?

Answer to Question #7:

Your interpretation is correct. Check the box on the left if the statement in the middle column is true. There is no need to check the "Yes" or "No" boxes. Checking the first box and/or the "Yes" box on the first line will be interpreted to mean the applicant has no conflict. Below is a sample of what will be interpreted to mean that an applicant has no conflict.

<input checked="" type="checkbox"/>	Neither the firm nor any individual proposed (including subcontractors or joint venture partners) has a possible conflict of interest.	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
<input type="checkbox"/>	The firm and/or an individual proposed have a possible conflict of interest. Describe the nature of the conflict in the space below.	<input type="checkbox"/> YES

Checking no on the first line, in the first box of the second line, and/or the "yes" box of the second line will all be interpreted to mean the applicant has a conflict. Below is a sample of what will be interpreted to mean that an applicant has a conflict.

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<input type="checkbox"/>	Neither the firm nor any individual proposed (including subcontractors or joint venture partners) has a possible conflict of interest.	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
<input checked="" type="checkbox"/>	The firm and/or an individual proposed have a possible conflict of interest. Describe the nature of the conflict in the space below.	<input checked="" type="checkbox"/> YES
I am employed by the State of Alaska as of 4/22/2013.		

As to the Tier 3 country statement, checking any box other than "No" will be interpreted to mean that the applicant is not in a Tier 3 country. Below is a sample of what will be interpreted to mean that an applicant **is located in a Tier 3 country.**

<input type="checkbox"/>	The applicant 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.	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
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- **Question #8:**

Where do I get a Vendor Tax ID? Where do I put the Vendor Tax ID number?

Answer to Question #8:

Section 2.10 "Vendor Tax ID" states "A valid Vendor Tax ID must be submitted to the issuing office with the application or within five days of the state's request." At this time a Vendor Tax ID has not been requested of any applicant. The Vendor Tax ID will be required when contracts are signed by successful applicants.

A Vendor Tax ID is available from the IRS. See <http://www.taxid.gov.us/>.

- **Question #9:**

I already applied under the prior call. Just take that application and use it for this.

Answer to Question #9:

The prior application effort has been discarded. You must reapply under the new CFA. Upon request, a scanned copy of your prior application can be provided to you.

- **Question #9:**

I already had my letters of reference sent directly to EED from the references. I do not even have a copy, why can't you just take my letter of reference from that file and put it in with my new application? I feel ridiculous asking them to send another original letter to you when they just sent one less than a month ago.

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Answer to Question #9:

The Procurement Officer is not an applicant; only an applicant may submit an application. Upon request, a scanned copy of your prior application can be provided to you.

There is no requirement that the letters be sent to EED directly from the author of the professional reference. In fact, if they are sent separately they could probably be considered to not be a part of an application to CFA 2014-0500-1849 and thus would risk rejection of an application as non-responsive since an application packet must have all of the required documents attached.

- **Question #10:**
Do I need to sign and send the form titled “Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions” with my application? What does this form mean?

Answer to Question #10:

Yes. This is a required form. This form certifies that the applicant is not on the Excluded Parties List System (EPLS). Federal Acquisition Regulation (FAR) 9.4 requires state agencies to refer to the EPLS when procurement projects are funded with federal funds, and make a determination as to whether federal policies on this matter apply to the project. State agencies are responsible for spending federal funds appropriately according to grant-specific guidelines and regulations and for ensuring that goods/services are not obtained from federally excluded vendors per the EPLS.

- **Question #11:**
What does a “Mandatory Amendment” mean? Does that mean I need to sign it and return it along with my application?

Answer to Question #11:

Mandatory Amendments contain information that is required for a potential applicant to know prior to applying for the CFA. By returning a signed copy of any mandatory amendments the applicant is certifying that they have read the amendments.

A signed copy of any mandatory amendments must be received prior to the application deadline of 4:00 PM AST on May 6, 2013. It is preferable for a signed copy of the amendment to be submitted with the application. However, a signed copy of the amendment may be returned separately. This is not preferable unless the application has already been submitted when the amendment is published.

- **Question #12:**
I wish to reapply for the mentoring positions but I am not sure as to how to go about it. I have received the public notice that you posted the link for but still do not know how to reapply. I would appreciate any further information that you can offer.

Answer to Question #12:

The prior application effort has been discarded. To be considered for the ASMP you must apply under Call for Applications 2014-0500-1849. Upon request I can provide a pdf copy of our file of your application under the prior call.

CFA 2014-0500-1849 is available on the Alaska State Online Public Notice page at:

<http://aws.state.ak.us/OnlinePublicNotices/Notices/View.aspx?id=167876>. All of the information and instructions you need to apply under the CFA are available there.

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- **Question #13:**

I use a Mac not a PC. Is pdf format on the CD we are to enclose acceptable? Also, I use a variety of software. Is it necessary to write versions of each piece of software in my list or simply state the name of the software application?

Answer to Question #13:

Adobe pdf documents are acceptable. Our office is currently running Adobe Acrobat X Pro. As to details of specific software; no specific software minimums are established in the CFA.

- **Question #13:**

What form do I use to claim the preferences listed in 2.13, 2.14, 2.15, and 2.16?

Answer to Question #13:

In §2.14 the paragraph titled "Alaska Bidder Preference Affidavit" details the specifics of what is required to claim that preference. No specific form is provided or required. In my experience in procurement I have seen this as a simple one sentence statement on one end and a notarized letter on the other end. It is helpful to have it be a under a separate paragraph in bold or some other method that highlights that the preference is claimed. An applicant that qualifies for the §2.14 preference is also given the Alaska Offeror Preference detailed in §2.17.

Sections 2.13 and 2.15 have the details for the requirements for the other preferences. There is specific paperwork required for these preferences, but the forms for them are not supplied by this office. Details on this are contained in the relevant sections.

- **Question #14:**

If I am emailing the application packet do I need to send a CD with all of the documents?

Answer to Question #14:

A CD is required only if submitting an application by mail.

I. The deadline for questions is 5:00 PM AST on Friday April 26.

In order for your bid to be considered responsive for this amendment, in addition to your original application, must be received by the issuing office of the Department of Education and Early Development prior to the time set for the receipt of applications.



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NAME OF COMPANY

SIGNATURE

DATE