

STATE OF ALASKA CFA 2014-0500-1849
AMENDMENT NUMBER 03



Department of Education and Early Development
Division of Education Support Services
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THIS IS NOT AN ORDER

DATE AMENDMENT ISSUED:

CFA TITLE: Alaska Statewide Mentor Project Call for Mentors

CFA OPENING DATE AND TIME: 4:00 PM AST on May 6, 2013.

This amendment is for informational purposes only and need not be returned to the State.

J. The following questions have been asked; answers follow each question. The list below continues from Amendment 02 to CFA 2014-0500-1849 and thus starts at #15.

- **Question #15:**

I completed my application this morning and have it ready to mail... Now I see that there is another attachment that needs to be included. I will print a copy and sign, and re-address and stamp a new envelope. I will also scan it and burn a new CD. Will it be safe to mail it tomorrow or can I expect more amendments?

Answer to Question #15:

To answer this question succinctly: if an applicant wants to wait for any possible mandatory amendments, the applicant should delay until April 30 as the deadline for questions is April 26.

*A less succinct answer: There are two types of questions, one where the questioner can be directed to the procurement document (in this case the CFA) and the other where **a written amendment is required** so that all potential offerors receive the same information. This is so that no potential offeror receives better information than another.*

For example, this question illuminates the possibility that another amendment may be needed. If one potential applicant receives the information to hold off on sending the application, then every potential applicant should be informed of this. Thus this question actually requires another amendment. Although it is an informational one only as no issue impacting the Terms and Condition of the CFA are affected.

The Amendment 01 was mandatory as it added and made corrections to items in several of the CFA documents. Amendment 02 was mandatory as it established a deadline of April 26 for any questions. Since issuance of this CFA several questions a day have been submitted. Given this, it is reasonable to expect another amendment will be needed after the deadline. Whether or not it will be a mandatory one cannot be determined until the questions are received and the answers prepared.

- **Question #16**

I am currently have my application for hire ready to send in today. I am hesitant to do so

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because I am concerned that there will be additional amendments coming. I will be traveling from 4/29 through 5/2 and will be unable resubmit my application prior to Friday 5/3. If I wait until I return, I will miss the 5/6 deadline. Do you have any advice about how I can approach this situation?

Answer to Question #16:

See question #15 above... This answer also applies to applicants who have submitted an application prior to issuance of a mandatory amendment.

An email stating why you are unable to submit a specific signed mandatory amendment and a request that the email be considered in lieu of the signed amendment will be acceptable.

Faxed copies of the signed amendment are also acceptable.

- **Question #17:**

My insurance agent states that Alaska state law does not require a sole proprietor to have Worker's Compensation insurance unless there are other employees to be hired under this business license. As for the General Liability Insurance, is this coverage strictly for the home office space while not traveling? Or, is this coverage for while traveling? If a person already had home owner's insurance and health insurance, is General Liability Insurance necessary?

Answer to Question #17:

See section 3.06 and Attachment 3 to the CFA for the insurance requirements.

Generally insurance issues are dealt with when contracts are offered ("Certificates of Insurance must be furnished to the Contracting Officer prior to beginning work ..."). This answer starts with the assumption that this is not about the CFA, but about what you will need in case a contract is offered.

For the worker's compensation for a sole proprietor a letter from the Mentor stating that the Mentor is a sole proprietor, waives subrogation against the State, and complies with all worker compensation laws of the State of Alaska will be adequate.

For general liability-if your homeowner's policy has a business endorsement at the levels required then it should meet the requirement as long as it covers all business premises and operations-this includes while you are traveling. This also applies to the auto portion.

A provider of insurance should have no problem with issuing a certificate for the required coverage.

Please note that the insurance coverage in the CFA is required. It is not optional. An applicant's failure to provide evidence of such insurance coverage is a material breach and grounds for withdrawal of the award or termination of the contract.

- **Question #18:**

Are we supposed to submit a monetary "bid" amount for this contract or is the amount of the contract already a set? Does the reference to "Firm Fixed Price" contract mean that we do not submit a monetary bid?

Answer to Question #18:

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Information on the budget can be found in §1.04.

Information on what cost to include in your application is in §5.07.

How cost is used in scoring is in §6.03.2.

§3 "Standard Contract Information" contains information about the contracts that will be awarded through the CFA; §5 "Proposal Format and Content" contains information on what is needed in an application.

§3.01 "Contract Type" states "Mentor contracts are Firm Fixed Price contracts." This is not a statement of what is required in an application, but what type of contract will result from this CFA.

<End of Q&A>



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