

**STATE OF ALASKA RFP 2014-0800-8159 – Film Representation for Alaska
AMENDMENT NUMBER 9**

RETURN THIS AMENDMENT TO THE ISSUING OFFICE AT:



Department of Commerce
Community & Economic Development
Attention: Gina Chalcroft
State Office Building - Ninth Floor
333 Willoughby Avenue
P.O. Box 110803
Juneau, AK 99811-0803

THIS IS NOT AN ORDER

DATE AMENDMENT ISSUED: July 30, 2013

RFP TITLE: Film Representation for Alaska

AMENDMENT 9

THERE IS A CHANGE TO THE RFP PROPOSAL RECEIPT DEADLINE: Proposals must be time and date stamped by the issuing office no later than 2:00 PM., Alaska Standard Time on Friday, August 23, 2013. 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 included in your proposal. All other sections of the RFP remain the same.

Gina Chalcroft
Procurement Specialist
PHONE: (907) 465-2519
FAX: (907) 465-5441

NAME OF COMPANY

SIGNATURE

DATE

**STATE OF ALASKA RFP 2014-0800-8159 – Film Representation for Alaska
AMENDMENT NUMBER 9**

The Following Sections of the RFP have been changed:

Section 1.02 Contract Term and Work Schedule:

Changes to the RFP TIMELINE in Bold:

- Issue RFP: May 30, 2013
- Pre-proposal conference: **August 12, 2013***
- Written Comments Due: **August 13, 2013**
- Deadline for Receipt of Proposals: **August 23, 2013**
- Proposal Evaluation Committee complete evaluation by: **September 9, 2013**
- State of Alaska issues Notice of Intent to Award a Contract: **September 20, 2013**
- Contract start: **October 1, 2013**

*An additional pre-proposal conference will be held at **9:00 a.m. Alaska Time, on Monday, August 12, 2013** simultaneously in the 17th floor conference room on the Atwood building (550 W. 7th Avenue, Suite 1700) in Anchorage and in conference room C on the 9th floor of the State Office Building (333 Willoughby Avenue) in Juneau. Offerors can also access via teleconference by making arrangements with the procurement office prior to the teleconference. The purpose of the conference is to discuss the changes to the RFP and allow prospective offerors to ask questions concerning changes to the RFP or questions about the RFP in general.

Attendance at the pre-proposal conference is not mandatory, but all interested offerors are encouraged to attend in order to facilitate better understanding of the RFP requirements and preparation of their proposals.

Offeror's with a disability needing accommodation should contact the procurement officer prior to the date set for the pre-proposal conference so that reasonable accommodation can be made.

To attend the pre-proposal conference either in person or via teleconference Offeror's **must register** with the procurement manager identified in Section 1.01.

The following Section is deleted in its entirety:

Section 1.04 Budget

~~DCCED estimates a budget of between \$60,000.00 and \$85,000.00 dollars per year. Proposals priced at more than \$85,000.00 per year or more than \$170,000.00 for two years will be considered non-responsive.~~

And Replaced with:

Section 1.04 Budget

**STATE OF ALASKA RFP 2014-0800-8159 – Film Representation for Alaska
AMENDMENT NUMBER 9**

DCCED estimates a budget of a \$125,000.00 dollars per year. Proposals priced at more than \$125,000.00 per year or more than \$250,000.00 for two years will be considered non-responsive.

Section 1.05 Location of Work – is deleted in its entirety

~~The state **WILL NOT** provide workspace for the contractor. The contractor must provide its own workspace, and maintain an office or worksite within the greater Los Angeles area. The successful contractor will be required to be in Anchorage, Alaska for one week within 30 days of the contract award. At minimum, the visit will incorporate an introduction to the project director and key state agency representatives, an orientation to Alaska film production businesses and training on the Alaska Film Incentive Tax Program. Offeror's must include the cost of this trip in their fee as shown on the cost schedule.~~

And Replaced with:

Section 1.05 Location of Work

The state **WILL NOT** provide workspace for the contractor. The contractor must provide its own workspace, and maintain an office or worksite within the greater Los Angeles area. The successful contractor will be required to be in Anchorage, Alaska for one week within 30 days of the contract award. At minimum, the visit will incorporate an introduction to the project director and key state agency representatives, an orientation to Alaska film production businesses and training on the Alaska Film Incentive Tax Program. Offeror's must include the cost of this trip in their fee as shown on the cost schedule. In addition to the initial meeting, the contractor will be required to make two additional trips to Alaska for client/contractor meetings, increasing the total number of trips to three [3] meetings per year. This does not include travel that would be required for film industry workshops/training sessions.

The LA worksite needs to be maintained year round and the contractor needs to be available to LA based activities. Proposer must provide information that clearly shows the LA worksite is up and staffed at the time proposals are opened. The majority of the work to be performed Must be performed in the greater Los Angeles area.

Section 1.08 Questions Received Prior to Opening of Proposals– is deleted in its entirety

~~Offerors may email inquiries or questions concerning this RFP to obtain clarification of requirements. Inquiries or questions are due by 4:30 p.m., Alaska Time, June 18, 2013. Email inquiries/questions must be sent to Gina Chaleroft @ gina.chaleroft@alaska.gov with the subject line: "RFP 2014-0800-8159". Questions will be answered and posted to the online public notice system and emailed to registered offerors. No Phone Calls Please.~~

And Replaced with:

1.08 Questions Received Prior to Opening of Proposals

Offerors may email inquiries or questions concerning this RFP to obtain clarification of

**STATE OF ALASKA RFP 2014-0800-8159 – Film Representation for Alaska
AMENDMENT NUMBER 9**

requirements. **Inquiries or questions are due by 4:30 p.m., Alaska Time, August 13, 2013.** Email inquiries/questions must be sent to Gina Chalcroft @ gina.chalcroft@alaska.gov with the subject line: "RFP 2014-0800-8159". Questions will be answered and posted to the online public notice system and emailed to registered offerors. No Phone Calls Please.

Section 2.12 Alaska Business License and Other Required Licenses – is deleted in its entirety:

~~At the time the proposals are opened, all offerors must hold a valid Alaska business license and any necessary applicable professional licenses required by Alaska Statute. Proposals must be submitted under the name as appearing on the person's current Alaska business license in order to be considered responsive. Offerors should contact the Department of Commerce, Community and Economic Development, Division of Corporations, Business, and Professional Licensing, P. O. Box 110806, Juneau, Alaska 99811-0806, for information on these licenses. Offerors must submit evidence of a valid Alaska business license with the proposal. An offeror's failure to submit this evidence with the proposal will cause their proposal to be determined non-responsive. Acceptable evidence that the offeror possesses a valid Alaska business license may consist of any one of the following:~~

And Replaced with:

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 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, P. O. 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:

Section 3.03 Standard Contract Provisions

This sentence is deleted in its entirety: ~~"Objections to any of the provisions in Appendix A must be addressed in writing by January 11, 2012."~~

And replaced with:

"Objections/Requests for modification to any of the provisions in Appendix A must be addressed in writing by **August 13, 2013.**"

Section 3.06 Insurance Requirements

This sentence is deleted in its entirety: ~~"Objections to any of the requirements in Appendix B1 must be addressed in writing by January 11, 2012."~~

And replaced with:

**STATE OF ALASKA RFP 2014-0800-8159 – Film Representation for Alaska
AMENDMENT NUMBER 9**

“Objections/Requests for modification to any of the requirements in Appendix B1 must be addressed in writing by **August 13, 2013.**”

If you have no employees and therefore have no worker’s compensation insurance; please state that in your proposal. If awarded a contract; you must provide a copy of your insurance showing that you have all the required coverage.

Section 5.02 Deliverables

Is amended to include:

- (j) Conduct 2 film industry workshops / training sessions in Alaska.
- (k) Budget for sponsorships at major film industry events in Los Angeles including luncheons, workshops or lectures. (Estimated budget would be \$15,000).
- (l) Coordinate industry events in LA and Alaska in support of major Alaska film debuts.
- (m) Create 2 familiarization tours to Alaska for targeted LA film industry representatives.

Section 6.05 Experience and Qualifications is amended to include the following:

Proposers must provide a copy of their valid California Business License that shows the physical address/location of their office within the greater Los Angeles area. Proposers must also provide information that shows how many years the office has been in operation.

Attachment 2 is amended to include:

- ☐..... **DO INTEND TO RESPOND WITH AN AMENDED COST SCHEDULE**
- ☐ **DO INTEND TO WITHDRAW OUR PROPOSAL AND RESPOND WITH A NEW PROPOSAL**

Attachment 11 - PROPOSAL RESPONSIVENESS CHECKLIST

The following sentence is deleted in its entirety: ~~“Proposal received by 2:00PM June 30, 2013 in the Procurement Office on the Ninth Floor, 333 Willoughby Avenue, Juneau, Alaska 99801. (see Section 1.01)”~~

And replaced with:

~~“Proposal received by 2:00PM June 30, 2013 in the Procurement Office on the Ninth Floor, 333 Willoughby Avenue, Juneau, Alaska 99801. (See Section 1.01)”~~

“Proposal received by 2:00PM August 23, 2013 in the Procurement Office on the Ninth Floor, 333 Willoughby Avenue, Juneau, Alaska 99801. (See Section 1.01)”

Summary of Revised Attachments: Revised Attachment 2 – RFP Receipt and Acknowledgement Form; Revised Attachment 5 - Cost Schedule; Revised Attachment 11 - Proposal Responsiveness Checklist.