



**STATE OF ALASKA  
Department of Revenue  
Commissioner's Office  
333 Willoughby Avenue, 11<sup>th</sup> Floor  
Juneau, AK 99801**

**Request For Proposals  
2015-0400-2600  
Date of Issue: May 23, 2014**

**Title and Purpose of RFP: AKLNG Financial Consultant**

The Department of Revenue, Commissioner's Office is soliciting proposals from qualified firms or joint ventures to serve as financial consultant on the State's participation in the continued development of a liquefied natural gas project from Alaska's North Slope to Nikiski, Alaska for further distribution in-state and export shipment to Asia or other interested buyers. AKLNG financial consulting services shall include collaboration with other State advisors and reviewing, verifying and confirming recommended financing structures for the State's participation in a liquefied natural gas project. The assignment may also include providing assistance to the State in comparative financial analysis of certain aspects of the project proposals and providing expert testimony before the Alaska Legislature.

**Offerors Are Not Required To Return This Form.**

**Important Notice:** If you received this solicitation from the State of Alaska's "Online Public Notice" web site, you must register with the procurement officer listed in this document to receive subsequent amendments. Failure to contact the procurement officer may result in the rejection of your offer.

**Dorie Choquette  
Procurement Officer  
Department of Revenue**

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## SECTION ONE INTRODUCTION AND INSTRUCTIONS

### 1.01 Return Mailing Address, Contact Person, Telephone, Fax Numbers and Deadline for Receipt of Proposals

Offerors must submit one (1) original signed proposal and one copy in Adobe Acrobat.pdf format on a CD or a Thumb drive to the procurement officer in a sealed package. The cost proposal included with the package must be sealed separately from the rest of the proposal and must be clearly identified. The sealed proposal package(s) must be addressed as follows:

Department of Revenue  
Commissioner's Office  
Attention: Dorie Choquette  
Request for Proposal (RFP) Number: 2015-0400-2600  
Project name: AKLNG Financial Consultant  
333 Willoughby Avenue, 11<sup>th</sup> Floor  
Juneau, AK 99801

**Proposals must be received no later than 1:30 P.M., Alaska Time on Wednesday, July 9, 2014. Emailed proposals are acceptable. Oral or faxed proposals are not acceptable.**

If submitting a proposal via email, the technical proposal and cost proposal must be saved as separate PDF documents and emailed to [dorie.choquette@alaska.gov](mailto:dorie.choquette@alaska.gov) as separate, clearly labeled attachments, such as "Vendor A – Technical Proposal.pdf" and "Vendor A – Cost Proposal.pdf" (Vendor A is the name of the offeror). The email must contain the RFP number in the subject line.

The **maximum** size of a single email (including all text and attachments) that can be received by the state is **20mb (megabytes)**. If the email containing the proposal exceeds this size, the proposal must be sent in multiple emails that are each less than 20 megabytes and each email must comply with the requirements described above. It is the offeror's responsibility to contact the issuing agency at **907-465-2313** to confirm that the proposal has been received. The state is not responsible for unreadable, corrupt, or missing attachments.

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:** There is **no** overnight express delivery to Juneau, AK. **All expedited mail and courier services take at least two nights.**

PROCUREMENT OFFICER: *Dorie Choquette* – PHONE 907-465-2313 - FAX 907-465-2037

### 1.02 Contract Term and Work Schedule

The contract term and work schedule set out herein represents the State of Alaska's best estimate of the schedule that will be followed. If a component of this schedule, such as the deadline for receipt of proposals, is delayed, the rest of the schedule will be shifted by the same number of days.

The length of the contract will be from the date of award, approximately August 15, 2014, for three calendar years, with two options to renew for one (1) year periods.

Unless otherwise provided in this RFP, the State and the successful offeror/contractor agree: (1) that any holding over of the contract excluding any exercised renewal options, will be considered as a month-to-month extension, and all other terms and conditions shall remain in full force and effect and (2) to provide written notice to the other party of the intent to cancel such month-to-month extension at least 30-days before the desired date of cancellation.

The approximate contract schedule is as follows:

- Issue RFP **May 23, 2014** (Minimum 21-days circulation period between issue and deadline for receipt of proposals dates and requires posting on the State of Alaska Online Public Notice web site.),
- Pre-proposal telephonic conference will be held at **10:00 am**, Alaska Time, on **Wednesday, June 4, 2014**.
- Deadline for Receipt of Proposals **July 9, 2014**,
- Proposal Evaluation Committee complete evaluation by **August 1, 2014**,
- State of Alaska issues Notice of Intent to Award a Contract **August 5, 2014**,

(Minimum period between issuing Notice of Intent and issuing contract is 10 days - to allow time for protests.)

- State of Alaska issues contract **August 15, 2014**
- Contract start **August 15, 2014**
- First contractor work period **August 15, 2014 through September 1, 2017**

### 1.03 Purpose of the RFP

On April 20, 2014 the Legislature passed and the Governor signed on May 8, 2014 Senate Bill 138 which gives the Commissioner of Revenue and the Commissioner of Natural Resources broad powers to pursue the development of the Alaska Liquefied Natural Gas Project. Senate Bill 138 also contains a provision (Section 76) for the development of a plan for municipalities, regional corporations, and residents to participate in the ownership of a North Slope natural gas pipeline along with the identification of and report on financing options for State ownership and participation in a North Slope natural gas project. The legislation determined that the State's participation would be equivalent to its Royalty-in-Kind plus its Tax as Gas. The combination of these two is estimated to place the State's participation at 25% of the overall project. The purpose of this RFP is to hire a consultant(s) who will review, verify and confirm recommended financing structures for the State's participation in a natural gas project. The selected consultant will be required to provide reports as described in Senate Bill 138, Section 76. The consultant may also be asked to provide expert testimony during future regular and special sessions of the Alaska Legislature.

### 1.04 Budget

Department of Revenue, Commissioner's Office, estimates a budget of between **\$1,000,000** and **\$2,225,000** dollars for completion of this project. Proposals priced at more than **\$2,225,000** will be considered non-responsive.

## 1.05 Location of Work

Work may be performed in any location however, the contractor must be able to attend meetings in person as requested by the Commissioner. Travel expenses related to any meetings shall be paid by the contractor.

The contractor should include in their price proposal: A flat fee for the provision of expert testimony during legislative session(s), if required. This fee will be inclusive of all related expenses including travel. For purposes of preparation and evaluation purposes only assume two professionals spending (i) 30 days in Juneau for the 2015 regular session; (ii) 15 days in Juneau for a special session in 2015; and (iii) 30 days in Juneau for the 2016 regular session. This proposal in no way guarantees nor limits the State's request for expert testimony.

## 1.06 Human Trafficking

By signature on their proposal, the offeror certifies that the offeror 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.

The most recent United States Department of State's Trafficking in Persons Report can be found at the following website: <http://www.state.gov/j/tip/>

Failure to comply with this requirement will cause the state to reject the proposal as non-responsive, or cancel the contract.

## 1.07 Assistance to Offerors with a Disability

Offerors with a disability may receive accommodation regarding the means of communicating this RFP or participating in the procurement process. For more information, contact the procurement officer no later than ten days prior to the deadline for receipt of proposals.

## 1.08 Required Review

Offerors should carefully review this solicitation for defects and questionable or objectionable material. Comments concerning defects and objectionable material must be made in writing and received by the procurement officer at least ten days before the deadline for receipt of proposals. This will allow time for the issuance of any necessary amendments. It will also help prevent the opening of a defective solicitation and exposure of offeror's proposals upon which award could not be made. Protests based on any omission or error, or on the content of the solicitation, will be disallowed if these faults have not been brought to the attention of the procurement officer, in writing, at least ten days before the deadline for receipt of proposals.

## 1.09 Questions Received Prior to Deadline for Receipt of Proposals

All questions must be in writing and directed to the issuing office, addressed to the procurement officer. The interested party must confirm telephone conversations in writing.

Two types of questions generally arise. One may be answered by directing the questioner to a specific section of the RFP. These questions may be answered over the telephone. Other questions may be more complex and may require a written amendment to the RFP. The procurement officer will make that decision.

## 1.10 Amendments

If an amendment is issued, it will be provided to all who were mailed a copy of the RFP and to those who have registered with the procurement officer after receiving the RFP from the State of Alaska Online Public Notice web site.

## 1.11 Alternate Proposals

Offerors may only submit one proposal for evaluation.

In accordance with 2 AAC 12.830 alternate proposals (proposals that offer something different than what is asked for) will be rejected.

## 1.12 Right of Rejection

Offerors must comply with all of the terms of the RFP, the State Procurement Code (AS 36.30), and all applicable local, state, and federal laws, codes, and regulations. The procurement officer may reject any proposal that does not comply with all of the material and substantial terms, conditions, and performance requirements of the RFP.

Offerors may not qualify the proposal nor restrict the rights of the state. If an offeror does so, the procurement officer may determine the proposal to be a non-responsive counter-offer and the proposal may be rejected.

Minor informalities that:

- do not affect responsiveness;
- are merely a matter of form or format;
- do not change the relative standing or otherwise prejudice other offers;
- do not change the meaning or scope of the RFP;
- are trivial, negligible, or immaterial in nature;
- do not reflect a material change in the work; or
- do not constitute a substantial reservation against a requirement or provision;

may be waived by the procurement officer.

The state reserves the right to refrain from making an award if it determines that to be in its best interest.  
**A proposal from a debarred or suspended offeror shall be rejected.**

## 1.13 State Not Responsible for Preparation Costs

The state will not pay any cost associated with the preparation, submittal, presentation, or evaluation of any proposal.

## 1.14 Disclosure of Proposal Contents

All proposals and other material submitted become the property of the State of Alaska and may be returned only at the state's option. AS 40.25.110 requires public records to be open to reasonable inspection. All proposal information, including detailed price and cost information, will be held in confidence during the evaluation process and prior to the time a Notice of Intent to Award is issued. Thereafter, proposals will become public information.

Trade secrets and other proprietary data contained in proposals may be held confidential if the offeror requests, in writing, that the procurement officer does so, and if the procurement officer agrees, in writing, to do so. The offeror's request must be included with the proposal, must clearly identify the information they wish to be held confidential, and include a statement that sets out the reasons for confidentiality. Unless the procurement officer agrees in writing to hold the requested information confidential, that information will also become public after the Notice of Intent to Award is issued.

## 1.15 Subcontractors

Subcontractors may be used to perform work under this contract. If an offeror intends to use subcontractors, the offeror must identify in the proposal the names of the subcontractors and the portions of the work the subcontractors will perform.

If a proposal with subcontractors is selected, the offeror must provide the following information concerning each prospective subcontractor within five working days from the date of the state's request:

- (a) complete name of the subcontractor;
- (b) complete address of the subcontractor;
- (c) type of work the subcontractor will be performing;
- (d) percentage of work the subcontractor will be providing;
- (e) evidence that the subcontractor holds a valid Alaska business license; and
- (f) a written statement, signed by each proposed subcontractor that clearly verifies that the subcontractor is committed to render the services required by the contract.

An offeror's failure to provide this information, within the time set, may cause the state to consider their proposal non-responsive and reject it. The substitution of one subcontractor for another may be made only at the discretion and prior written approval of the project director.

## 1.16 Joint Ventures

Joint ventures are acceptable. If submitting a proposal as a joint venture, the offeror must submit a copy of the joint venture agreement which identifies the principals involved and their rights and responsibilities regarding performance and payment.

## 1.17 Offeror's Certification

By signature on the proposal, offerors certify that they comply with the following:

- (a) the laws of the State of Alaska;
- (b) the applicable portion of the Federal Civil Rights Act of 1964;
- (c) the Equal Employment Opportunity Act and the regulations issued thereunder by the federal government;



- (d) the Americans with Disabilities Act of 1990 and the regulations issued thereunder by the federal government;
- (e) all terms and conditions set out in this RFP;
- (f) a condition that the proposal submitted was independently arrived at, without collusion, under penalty of perjury;
- (g) that the offers will remain open and valid for at least 90 days; and
- (h) that programs, services, and activities provided to the general public under the resulting contract conform with the Americans with Disabilities Act of 1990, and the regulations issued thereunder by the federal government.

If any offeror fails to comply with [a] through [h] of this paragraph, the state reserves the right to disregard the proposal, terminate the contract, or consider the contractor in default.

## 1.18 Conflict of Interest

Each proposal shall include a statement indicating whether or not the firm or any individuals working on the contract has a possible conflict of interest (e.g., currently employed by the State of Alaska or formerly employed by the State of Alaska within the past two years) and, if so, the nature of that conflict. The Commissioner of the Department of Revenue reserves the right to **consider a proposal non-responsive and reject it or** cancel the award if any interest disclosed from any source could either give the appearance of a conflict or cause speculation as to the objectivity of the program to be developed by the offeror. The Commissioner's determination regarding any questions of conflict of interest shall be final.

**Any offeror who is a broker dealer and a successful bidder must agree to and refrain from underwriting any securities issued by the State of Alaska or an instrumentality of the state (including AIDEA and AEA) for the benefit of any related gas or oil project during the term of the contract awarded as a result of this RFP. This prohibition will not include general obligation bonds of the State of Alaska. Upon termination of this contract, the successful bidder will be permitted to underwrite any securities issued by the State or its instrumentalities.**

## 1.19 Right to Inspect Place of Business

At reasonable times, the state may inspect those areas of the contractor's place of business that are related to the performance of a contract. If the state makes such an inspection, the contractor must provide reasonable assistance.

## 1.20 Solicitation Advertising

Public notice has been provided in accordance with 2 AAC 12.220.

## 1.21 News Releases

News releases related to this RFP will not be made without prior approval of the project director.

## 1.22 Assignment

Per 2 AAC 12.480, the contractor may not transfer or assign any portion of the contract without prior written approval from the procurement officer.

### **1.23 Disputes**

A contract resulting from this RFP is governed by the laws of the State of Alaska. If the contractor has a claim arising in connection with the agreement that it cannot resolve with the state by mutual agreement, it shall pursue the claim, if at all, in accordance with the provisions of AS 36.30.620 – AS 36.30.632. To the extent not otherwise governed by the preceding, the claim shall be brought only in the Superior Court of the State of Alaska and not elsewhere.

### **1.24 Severability**

If any provision of the contract or agreement is declared by a court to be illegal or in conflict with any law, the validity of the remaining terms and provisions will not be affected; and, the rights and obligations of the parties will be construed and enforced as if the contract did not contain the particular provision held to be invalid.

### **1.25 Federal Requirements**

The offeror must identify all known federal requirements that apply to the proposal, the evaluation, or the contract.

## **SECTION TWO STANDARD PROPOSAL INFORMATION**

### **2.01 Authorized Signature**

All proposals must be signed by an individual authorized to bind the offeror to the provisions of the RFP. Proposals must remain open and valid for at least 90-days from the date set as the deadline for receipt of proposals.

### **2.02 Pre-proposal Conference**

A pre-proposal telephonic conference will be held at **10:00 am**, Alaska Time, on **Wednesday, June 4, 2014**. The purpose of the conference is to discuss the work to be performed with the prospective offerors and allow them to ask questions concerning the RFP. Questions and answers will be transcribed and sent to prospective offerors as soon as possible after the meeting.

Offerors 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.

### **2.03 Site Inspection**

The state may conduct on-site visits to evaluate the offeror's capacity to perform the contract. An offeror must agree, at risk of being found non-responsive and having its proposal rejected, to provide the state reasonable

access to relevant portions of its work sites. Individuals designated by the procurement officer at the state's expense will make site inspection.

## 2.04 Amendments to Proposals

Amendments to or withdrawals of proposals will only be allowed if acceptable requests are received prior to the deadline that is set for receipt of proposals. No amendments or withdrawals will be accepted after the deadline unless they are in response to the state's request in accordance with 2 AAC 12.290.

## 2.05 Supplemental Terms and Conditions

Proposals must comply with Section 1.12 **Right of Rejection**. However, if the state fails to identify or detect supplemental terms or conditions that conflict with those contained in this RFP or that diminish the state's rights under any contract resulting from the RFP, the term(s) or condition(s) will be considered null and void. After award of contract:

- a) if conflict arises between a supplemental term or condition included in the proposal and a term or condition of the RFP, the term or condition of the RFP will prevail; and
- b) if the state's rights would be diminished as a result of application of a supplemental term or condition included in the proposal, the supplemental term or condition will be considered null and void.

## 2.06 Clarification of Offers

In order to determine if a proposal is reasonably susceptible for award, communications by the procurement officer or the proposal evaluation committee (PEC) are permitted with an offeror to clarify uncertainties or eliminate confusion concerning the contents of a proposal. Clarifications may not result in a material or substantive change to the proposal. The evaluation by the procurement officer or the PEC may be adjusted as a result of a clarification under this section.

## 2.07 Discussions with Offerors

The state may conduct discussions with offerors in accordance with AS 36.30.240 and 2 AAC 12.290. The purpose of these discussions will be to ensure full understanding of the requirements of the RFP and proposal. Discussions will be limited to specific sections of the RFP or proposal identified by the procurement officer. Discussions will only be held with offerors who have submitted a proposal deemed reasonably susceptible for award by the procurement officer. Discussions, if held, will be after initial evaluation of proposals by the procurement officer or the PEC. If modifications are made as a result of these discussions they will be put in writing. Following discussions, the procurement officer may set a time for best and final proposal submissions from those offerors with whom discussions were held. Proposals may be reevaluated after receipt of best and final proposal submissions.

If an offeror does not submit a best and final proposal or a notice of withdrawal, the offeror's immediate previous proposal is considered the offeror's best and final proposal.

Offerors with a disability needing accommodation should contact the procurement officer prior to the date set for discussions so that reasonable accommodation can be made. Any oral modification of a proposal must be reduced to writing by the offeror.

## 2.08 Prior Experience

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

- At least four (4) years of experience working with public sector clients
- At least four (4) years of experience working with public private partnerships
- At least six (6) years of experience working on financing plans for the commercialization of oil, gas, LNG or similar commodities
- Preparation and execution of at least one (1) financing plan for public or government participation in facilities related to the commercialization of an oil, gas, LNG or similar commodity.

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.

## **2.09 Evaluation of Proposals**

The procurement officer, or an evaluation committee made up of at least three state employees or public officials, will evaluate proposals. The evaluation will be based solely on the evaluation factors set out in Section SEVEN of this RFP.

After receipt of proposals, if there is a need for any substantial clarification or material change in the RFP, an amendment will be issued. The amendment will incorporate the clarification or change, and a new date and time established for new or amended proposals. Evaluations may be adjusted as a result of receiving new or amended proposals.

## **2.10 Vendor Tax ID**

A valid Vendor Tax ID must be submitted to the issuing office with the proposal or within five days of the state's request.

## **2.11 Alaska Business License and Other Required Licenses**

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:

- (a) copy of an Alaska business license;
- (b) certification on the proposal that the offeror has a valid Alaska business license and has included the license number in the proposal;
- (c) a canceled check for the Alaska business license fee;
- (d) a copy of the Alaska business license application with a receipt stamp from the state's occupational licensing office; or
- (e) a sworn and notarized affidavit that the offeror has applied and paid for the Alaska business license.

You are not required to hold a valid Alaska business license at the time proposals are opened if you possess one of the following licenses and are offering services or supplies under that specific line of business:

- fisheries business licenses issued by Alaska Department of Revenue or Alaska Department of Fish and Game,
- liquor licenses issued by Alaska Department of Revenue for alcohol sales only,
- insurance licenses issued by Alaska Department of Commerce, Community and Economic Development, Division of Insurance, or
- Mining licenses issued by Alaska Department of Revenue.

Prior the deadline for receipt of proposals, all offerors must hold any other necessary applicable professional licenses required by Alaska Statute.

## 2.12 Application of Preferences

Certain preferences apply to all contracts for professional services, regardless of their dollar value. The Alaska Bidder, Alaska Veteran, and Alaska Offeror preferences are the most common preferences involved in the RFP process. Additional preferences that may apply to this procurement are listed below. Guides that contain excerpts from the relevant statutes and codes, explain when the preferences apply and provide examples of how to calculate the preferences are available at the Department of Administration, Division of General Service's web site:

<http://doa.alaska.gov/dgs/policy.html>

**Alaska Products Preference** - AS 36.30.332

**Recycled Products Preference** - AS 36.30.337

**Local Agriculture and Fisheries Products Preference** - AS 36.15.050

**Employment Program Preference** - AS 36.30.321(b)

**Alaskans with Disabilities Preference** - AS 36.30.321(d)

**Alaska Veteran's Preference** - AS 36.30.321(f)

The Division of Vocational Rehabilitation in the Department of Labor and Workforce Development keeps a list of qualified employment programs and individuals who qualify as persons with a disability. As evidence of a business' or an individual's right to the Employment Program or Alaskans with Disabilities preferences, the Division of Vocational Rehabilitation will issue a certification letter. To take advantage of these preferences, a business or individual must be on the appropriate Division of Vocational Rehabilitation prior to the time designated for receipt of proposals. Offerors must attach a copy of their certification letter to the proposal. An offeror's failure to provide this certification letter with their proposal will cause the state to disallow the preference.

## 2.13 5 Percent Alaska Bidder Preference AS 36.30.321(a), AS 36.30.990(2), & 2 AAC 12.260

An Alaska Bidder Preference of five percent will be applied to the price in the proposal. The preference will be given to an offeror who:

- (1) holds a current Alaska business license prior to the deadline for receipt of proposals;
- (2) submits a proposal for goods or services under the name appearing on the offeror's current Alaska business license;
- (3) has maintained a place of business within the state staffed by the offeror, or an employee of the offeror, for a period of six months immediately preceding the date of the proposal;
- (4) is incorporated or qualified to do business under the laws of the state, is a sole proprietorship and the proprietor is a resident of the state, is a limited liability company (LLC) organized under AS 10.50 and all

members are residents of the state, or is a partnership under AS 32.06 or AS 32.11 and all partners are residents of the state; and

- (5) if a joint venture, is composed entirely of ventures that qualify under (1)-(4) of this subsection.

**Alaska Bidder Preference Affidavit**

In order to receive the Alaska Bidder Preference, the proposal must include a statement certifying that the offeror is eligible to receive the Alaska Bidder Preference.

If the offeror is a LLC or partnership as identified in (4) of this subsection, the affidavit must also identify each member or partner and include a statement certifying that all members or partners are residents of the state.

If the offeror is a joint venture which includes a LLC or partnership as identified in (4) of this subsection, the affidavit must also identify each member or partner of each LLC or partnership that is included in the joint venture and include a statement certifying that all of those members or partners are residents of the state.

**2.14 5 Percent Alaska Veteran Preference  
AS 36.30.321(f)**

An Alaska Veteran Preference of five percent, not to exceed \$5,000, will be applied to the price in the proposal. The preference will be given to an offeror who qualifies under AS 36.30.990(2) as an Alaska bidder and is a:

- (a) sole proprietorship owned by an Alaska veteran;
- (b) partnership under AS 32.06 or AS 32.11 if a majority of the partners are Alaska veterans;
- (c) limited liability company organized under AS 10.50 if a majority of the members are Alaska veterans; or
- (d) corporation that is wholly owned by individuals, and a majority of the individuals are Alaska veterans.

**Alaska Veteran Preference Affidavit**

In order to receive the Alaska Veteran Preference, the proposal must include a statement certifying that the offeror is eligible to receive the Alaska Veteran Preference.

**2.15 Formula Used to Convert Cost to Points  
AS 36.30.250 & 2 AAC 12.260**

The distribution of points based on cost will be determined as set out in 2 AAC 12.260(c). 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 below. In the generic example below, cost is weighted as 40% of the overall total score. The weighting of cost may be different in your particular RFP. See section SEVEN to determine the value, or weight of cost for this RFP.

**EXAMPLE**

**Formula Used to Convert Cost to Points**

**[STEP 1]**

List all proposal prices, adjusted where appropriate by the application of all applicable preferences.

Offeror #1 - Non-Alaskan Offeror	\$40,000
Offeror #2 - Alaskan Offeror	\$42,750

Offeror #3 - Alaskan Offeror \$47,500

**[STEP 2]**

Convert cost to points using this formula.

$$\frac{[(\text{Price of Lowest Cost Proposal}) \times (\text{Maximum Points for Cost})]}{(\text{Cost of Each Higher Priced Proposal})} = \text{POINTS}$$

The RFP allotted 40% (40 points) of the total of 100 points for cost.

**Offeror #1 receives 40 points.**

The reason they receive that amount is because the lowest cost proposal, in this case \$40,000, receives the maximum number of points allocated to cost, 40 points.

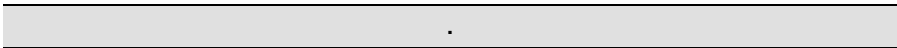
**Offeror #2 receives 37.4 points.**

$$\begin{array}{r} \$40,000 \\ \text{Lowest} \\ \text{Cost} \end{array} \times \begin{array}{r} 40 \\ \text{Max} \\ \text{Points} \end{array} = 1,600,000 \div \begin{array}{r} \$42,750 \\ \text{Offeror \#2} \\ \text{Adjusted By} \\ \text{The Application Of} \\ \text{All Applicable} \\ \text{Preferences} \end{array} = \begin{array}{r} 37.4 \\ \text{Points} \end{array}$$

**Offeror #3 receives 33.7 points.**

$$\begin{array}{r} \$40,000 \\ \text{Lowest} \\ \text{Cost} \end{array} \times \begin{array}{r} 40 \\ \text{Max} \\ \text{Points} \end{array} = 1,600,000 \div \begin{array}{r} \$47,500 \\ \text{Offeror \#3} \\ \text{Adjusted By} \\ \text{The Application Of} \\ \text{All Applicable} \\ \text{Preferences} \end{array} = \begin{array}{r} 33.7 \\ \text{Points} \end{array}$$

**2.16 Alaska Offeror Preference  
AS 36.30.321 & 2 AAC 12.260**



2 AAC 12.260(e) provides Alaska offerors a 10 percent overall evaluation point preference. Alaska bidders, as defined in AS 36.30.990(2), are eligible for the preference. An Alaska offeror will receive 10 percent of the total available points added to their overall evaluation score as a preference.

**EXAMPLE**

**Alaska Offeror Preference**

**[STEP 1]**

Determine the number of points available to Alaskan offerors under the preference.

**Total number of points available - 100 Points**

$$\begin{array}{r} 100 \\ \text{Total Points} \end{array} \times \begin{array}{r} 10\% \\ \text{Alaskan Offerors} \end{array} = \begin{array}{r} 10 \\ \text{Number of Points} \end{array}$$

Available	Percentage Preference	Given to Alaskan Offerors Under the Preference
-----------	-----------------------	---------------------------------------------------

## [STEP 2]

Add the preference points to the Alaskan offers. There are three offerors: Offeror #1, Offeror #2, and Offeror #3. Offeror #2 and Offeror #3 are eligible for the Alaska Offeror Preference. For the purpose of this example presume that all of the proposals have been completely evaluated based on the evaluation criteria in the RFP. Their scores at this point are:

*Offeror #1 - 89 points*  
*Offeror #2 - 80 points*  
*Offeror #3 - 88 points*

Offeror #2 and Offeror #3 each receive 10 additional points. The final scores for all of the offers are:

*Offeror #1 - **89 points***  
*Offeror #2 - **90 points***  
*Offeror #3 - **98 points***

Offeror #3 is awarded the contract.

## 2.17 Contract Negotiation

**2 AAC 12.315 CONTRACT NEGOTIATIONS** After final evaluation, the procurement officer may negotiate with the offeror of the highest-ranked proposal. Negotiations, if held, shall be within the scope of the request for proposals and limited to those items which would not have an effect on the ranking of proposals. If the highest-ranked offeror fails to provide necessary information for negotiations in a timely manner, or fails to negotiate in good faith, the state may terminate negotiations and negotiate with the offeror of the next highest-ranked proposal. If contract negotiations are commenced, they may be held in the Commissioner's conference room on the 11<sup>th</sup> floor of the State Office Building in Juneau, Alaska.

If the contract negotiations take place in Juneau, Alaska, the offeror will be responsible for their travel and per diem expenses.

## 2.18 Failure to Negotiate

If the selected offeror

- fails to provide the information required to begin negotiations in a timely manner; or
- fails to negotiate in good faith; or
- indicates they cannot perform the contract within the budgeted funds available for the project; or
- if the offeror and the state, after a good faith effort, simply cannot come to terms,

the state may terminate negotiations with the offeror initially selected and commence negotiations with the next highest ranked offeror.

## 2.19 Notice of Intent to Award (NIA) — Offeror Notification of Selection



After the completion of contract negotiation the procurement officer will issue a written Notice of Intent to Award (NIA) and send copies to all offerors. The NIA will set out the names of all offerors and identify the proposal selected for award.

## **2.20 Protest**

AS 36.30.560 provides that an interested party may protest the content of the RFP.

An interested party is defined in 2 AAC 12.990(a) (7) as "an actual or prospective bidder or offeror whose economic interest might be affected substantially and directly by the issuance of a contract solicitation, the award of a contract, or the failure to award a contract."

If an interested party wishes to protest the content of a solicitation, the protest must be received, in writing, by the procurement officer at least ten days prior to the deadline for receipt of proposals.

AS 36.30.560 also provides that an interested party may protest the award of a contract or the proposed award of a contract.

If an offeror wishes to protest the award of a contract or the proposed award of a contract, the protest must be received, in writing, by the procurement officer within ten days after the date the Notice of Intent to Award the contract is issued.

A protester must have submitted a proposal in order to have sufficient standing to protest the proposed award of a contract. Protests must include the following information:

- a. the name, address, and telephone number of the protester;
- b. the signature of the protester or the protester's representative;
- c. identification of the contracting agency and the solicitation or contract at issue;
- d. a detailed statement of the legal and factual grounds of the protest including copies of relevant documents; and the form of relief requested.

Protests filed by telex or telegram are not acceptable because they do not contain a signature. Fax copies containing a signature are acceptable.

The procurement officer will issue a written response to the protest. The response will set out the procurement officer's decision and contain the basis of the decision within the statutory time limit in AS 36.30.580. A copy of the decision will be furnished to the protester by certified mail, fax or another method that provides evidence of receipt.

All offerors will be notified of any protest. The review of protests, decisions of the procurement officer, appeals, and hearings, will be conducted in accordance with the State Procurement Code (AS 36.30), Article 8 "Legal and Contractual Remedies."

## **SECTION THREE STANDARD CONTRACT INFORMATION**

### **3.01 Contract Type**

This contract is a firm fixed price contract.

### **3.02 Contract Approval**

This RFP does not, by itself, obligate the state. The state's obligation will commence when the contract is approved by the Commissioner of the Department of Revenue, or the Commissioner's designee. Upon written notice to the contractor, the state may set a different starting date for the contract. The state will not be responsible for any work done by the contractor, even work done in good faith, if it occurs prior to the contract start date set by the state.

### **3.03 Standard Contract Provisions**

The contractor will be required to sign and submit the attached State's Standard Agreement Form for Professional Services Contracts (form 02-093/Appendix A). The contractor must comply with the contract provisions set out in this attachment. No alteration of these provisions will be permitted without prior written approval from the Department of Law. Objections to any of the provisions in Appendix A must be set out in the offeror's proposal.

### **3.04 Proposal as a Part of the Contract**

Part or all of this RFP and the successful proposal may be incorporated into the contract.

### **3.05 Additional Terms and Conditions**

The state reserves the right to add terms and conditions during contract negotiations. These terms and conditions will be within the scope of the RFP and will not affect the proposal evaluations.

### **3.06 Insurance Requirements**

The successful offeror must provide proof of workers' compensation insurance prior to contract approval.

The successful offeror must secure the insurance coverage required by the state. The coverage must be satisfactory to the Department of Administration Division of Risk Management. An offeror'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.

Offerors must review form APPENDIX B2, attached, for details on required coverage. No alteration of these requirements will be permitted without prior written approval from the Department of Administration, Division of Risk Management. Objections to any of the requirements in APPENDIX B2 must be set out in the offeror's proposal.

### **3.07 Contract Funding**

Payment for the contract is subject to funds already appropriated and identified.

### **3.08 Proposed Payment Procedures**

The state will make payments based on a negotiated payment schedule. Each billing must consist of an invoice and progress report. No payment will be made until the progress report and invoice has been approved by the project director.

### **3.09 Contract Payment**

No payment will be made until the contract is approved by the Commissioner of the Department of Revenue or the Commissioner's designee. Under no conditions will the state be liable for the payment of any interest charges associated with the cost of the contract.

The state is not responsible for and will not pay local, state, or federal taxes. All costs associated with the contract must be stated in U.S. currency.

### **3.10 Informal Debriefing**

When the contract is completed, an informal debriefing may be performed at the discretion of the project director. If performed, the scope of the debriefing will be limited to the work performed by the contractor.

### **3.11 Contract Personnel**

Any change of the project team members or subcontractors named in the proposal must be approved, in advance and in writing, by the project director. Personnel changes that are not approved by the state may be grounds for the state to terminate the contract.

### **3.12 Inspection & Modification - Reimbursement for Unacceptable Deliverables**

The contractor is responsible for the completion of all work set out in the contract. All work is subject to inspection, evaluation, and approval by the project director. The state may employ all reasonable means to ensure that the work is progressing and being performed in compliance with the contract. The project director may instruct the contractor to make corrections or modifications if needed in order to accomplish the contract's intent. The contractor will not unreasonably withhold such changes.

Substantial failure of the contractor to perform the contract may cause the state to terminate the contract. In this event, the state may require the contractor to reimburse monies paid (based on the identified portion of unacceptable work received) and may seek associated damages.

### **3.13 Termination for Default**

If the project director determines that the contractor has refused to perform the work or has failed to perform the work with such diligence as to ensure its timely and accurate completion, the state may, by providing written notice to the contractor, terminate the contractor's right to proceed with part or all of the remaining work.

This clause does not restrict the state's termination rights under the contract provisions of Appendix A, attached.

### **3.14 Contract Changes - Unanticipated Amendments**

During the course of this contract, the contractor may be required to perform additional work. That work will be within the general scope of the initial contract. When additional work is required, the project director will provide

the contractor a written description of the additional work and request the contractor to submit a firm time schedule for accomplishing the additional work and a firm price for the additional work. Cost and pricing data must be provided to justify the cost of such amendments per AS 36.30.400.

The contractor will not commence additional work until the project director has secured any required state approvals necessary for the amendment and issued a written contract amendment, approved by the Commissioner of the Department of Revenue or the Commissioner's designee.

### **3.15 Contract Invalidation**

If any provision of this contract is found to be invalid, such invalidation will not be construed to invalidate the entire contract.

### **3.16 Nondisclosure and Confidentiality**

Contractor will be required to agree that all "Confidential Information" shall be used only for purposes of providing the deliverables and performing the services specified herein and shall not disseminate or allow dissemination of confidential information except as provided for in this section. The contractor shall hold as confidential and will use reasonable care (including both facility physical security and electronic security) to prevent unauthorized access by, storage, disclosure, publication, dissemination to and/or use by third parties of, the confidential information. "Reasonable care" means compliance by the contractor with all applicable federal and state law, including the Social Security Act and HIPAA. The contractor must promptly notify the state in writing if it becomes aware of any storage, disclosure, loss, unauthorized access to or use of the confidential information.

"Confidential Information" for the purpose of this contract, means any data, files, software, information or materials (whether prepared by the state or its agents or advisors) in oral, electronic, tangible or intangible form and however stored, compiled or memorialized that is classified as confidential by the State of Alaska's Classification and Categorization guidelines which will be provided by the state to the contractor or otherwise made available to the contractor. Examples of confidential information include, but are not limited to: technology infrastructure, architecture, financial data, trade secrets, equipment specifications, user lists, passwords, research data, and technology data (infrastructure, architecture, operating systems, security tools, IP addresses, etc).

Additional information that the contractor shall hold as "Confidential Information" during the performance of services under this contract include information provided to contractor by the Department of Revenue, the Department of Natural Resources or the Alaska Gasline Development Corporation that is confidential under state or federal law.

If "Confidential Information" is requested to be disclosed by the contractor pursuant to a request received by a third party and such disclosure of the "Confidential Information" is required under applicable state or federal law, regulation, governmental or regulatory authority, the contractor may disclose the "Confidential Information" after providing the state with written notice of the requested disclosure ( to the extent such notice to the state is permitted by applicable law) and giving the state opportunity to review the request. If the contractor receives no objection from the state, it may release the "Confidential Information" within 30 days. Notice of the requested disclosure of "Confidential Information" by the contractor must be provided to the state within a reasonable time after the contractor's receipt of notice of the requested disclosure and, upon request of the state, shall seek to obtain legal protection from the release of the "Confidential Information".

The following information shall not be considered "Confidential Information": information previously known to be public information when received from the other party; information freely available to the general public; information which now is or hereafter becomes publicly known by other than a breach of confidentiality hereof; or information which is disclosed by a party pursuant to subpoena or other legal process and which as a result becomes lawfully obtainable by the general public.

## SECTION FOUR BACKGROUND INFORMATION

### 4.01 Background Information

Alaska has significant gas resources on the North Slope. Current known reserves are greater than 35 trillion cubic feet (TCF), and the USGS estimates of technically recoverable conventional gas resources are more than 240 TCF. Bringing this gas to market has been the focus of many efforts over the last 30+ years, and to be successful, it will require the coordinated and collaborative effort of many parties.

The Alaska LNG (“AKLNG”) project provides a mechanism for that coordinated effort. If built, AKLNG will be a world-scale infrastructure investment that will supply domestic gas to Alaskans and export Alaska gas to Asian-Pacific markets such as Japan, Korea, China and India.

The AKLNG project will be a significantly more complex project, commercially and technically, than the gas commercialization projects that the State previously considered. The project will require one of the world’s largest gas treatment plants on the North Slope, a 42-inch, 800 mile gas pipeline running from the North Slope to Nikiski, five or more in-state offtake points, a world-class liquefaction plant that can process up to 18 million tons of LNG per year, storage tanks and a marine terminal. The AKLNG project is estimated to cost between \$45 billion and \$65 billion.

The Administration, the Alaska Gasline Development Corporation (“AGDC”), TransCanada, ExxonMobil, ConocoPhillips Alaska and BP Exploration Alaska have signed a Heads of Agreement (“HOA”) outlining the essential terms and road map necessary to build the AKLNG project. The Administration and TransCanada have also signed a Memorandum of Understanding (“MOU”) which describes in some detail the conditions under which TransCanada will participate in the AKLNG project and provide midstream services to the State. Finally, the Legislature passed and the Governor signed Senate Bill 138 which grants AGDC, Department of Natural Resources and Department of Revenue certain powers and responsibilities to continue to move the project through the pre-front end engineering and design (Pre-FEED) stage. [These documents along with related presentations can be found on the following websites: dor.alaska.gov/akgasdocs.aspx and www.legis.state.ak.us/basis/get\\_bill.asp?bill=SB138&session=28.](#)

## SECTION FIVE SCOPE OF WORK

### 5.01 Scope of Work

The Department of Revenue, Commissioner’s Office is soliciting proposals from qualified firms or joint ventures to serve as project consultant on the State’s participation in the continued development of a liquefied natural gas project from Alaska’s North Slope to Nikiski, Alaska for further distribution in-state and export shipment to Asia or other interested buyers. Consulting services shall include collaboration with other State advisors and reviewing, verifying and confirming recommended financing structures for the State’s participation in a liquefied natural gas project. The assignment may also include providing assistance to the State in comparative financial analysis of certain aspects of the project proposals.

The successful offeror will be required to deliver an interim report by January 20, 2015 as described in Section 76 of Senate Bill 138. A final report will be due at the time the Commissioner of Natural Resources submits the first agreement or contract to the legislature for approval. Currently this is expected to be in the fall of 2015.

The successful offeror should have a clear and demonstrated understanding of various financial tools and structures as this project will require the use of debt and equity. The reports require the identification of a range

of financing options for state acquisition of an ownership interest and participation in a natural gas project. A description of the risks associated with each option and the effect of each option on the State's debt capacity and the State's long-term debt rating must also be included. Finally, the development of any financial plan and suggested legislation must include recommendations as to how to allow municipalities, regional corporations and individuals of the State an opportunity to participate as a co-owner in the project.

## 5.02 Deliverables

1. The contractor shall provide assistance in planning and evaluation of prospective financial plans.
2. The contractor shall confer with the Department of Revenue management team as may be necessary in connection with financial planning issues.
3. The contractor will assist in developing and presenting specific recommendations about the details of potential financial plans to provide maximum benefit to the State.
4. The contractor shall provide a report on a range of financing options for state acquisition of an ownership interest and participation in a natural gas project. This report shall also include:
  - a. The identity and risks associated with any financing option and tool recommended along with the potential impact on the State's debt capacity and long-term credit rating.
  - b. The identity and description of the means by which a municipality, regional corporation or resident may invest in a natural gas project.
  - c. The identity and description of potential federal tax concerns and impact on various financial structures
5. The contractor shall assist the State in monitoring progress and status of potential funding scenarios.
6. The contractor, as requested by the State, shall attend all necessary meetings and conferences in connection with development of AKLNG.
7. The contractor shall assist in reviewing detailed information and identifying points requiring further negotiation and will assist in formulating commentary in relation to this information.
8. The contractor shall assist, when requested by the State, in presentations or provide requested information as necessary.

# SECTION SIX PROPOSAL FORMAT AND CONTENT

## 6.01 Proposal Format and Content

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.

## 6.02 Introduction

Proposals must include the complete name and address of offeror's firm and the name, mailing address, and telephone number of the person the state should contact regarding the proposal.

Proposals must confirm that the offeror will comply with all provisions in this RFP; and, if applicable, provide notice that the firm qualifies as an Alaskan bidder. Proposals must be signed by a company officer empowered to bind the company. An offeror's failure to include these items in the proposals may cause the proposal to be determined to be non-responsive and the proposal may be rejected.

## 6.03 Management Plan for the Project

Offerors must provide comprehensive narrative statements that set out the management plan they intend to follow and illustrate how the plan will serve to accomplish the work and meet the state's project goals and legislative deadlines.

## 6.04 Experience and Qualifications

- A. Please provide evidence the firm or joint venture meets the minimum qualifications as outlined in Section 2.08.
- B. Please describe the range of financial products and tools that you believe need to be considered for the AKLNG Project and your experience in working with those products.
- C. Please describe the risks you believe the State faces in participating in the AKLNG Project, a brief overview of how those risks generate revenue and the potential cost of mitigating those risks.
- D. Please describe any hedging strategies you believe the State should consider.
- E. List three (3) relevant client references, including individual contacts with telephone numbers, email addresses and the full title and address of each reference. You can expect references to be contacted.
- F. Please describe the technical resources available to the Department including credit evaluations and reports, comparative market data, energy use trends, economic data and other materials you believe to be of value that your firm commits to provide.
- G. Please list the name and title of each person to be assigned to the engagement. Indicate the reasons the personnel to be assigned will assist the firm in satisfying the proposed requirements. Submit brief biographical profiles on only those individuals who will be assigned to assist in the undertaking. Proposers are advised that the inclusion of specific personnel shall be considered by the Department to be a commitment by the firm that those designated persons will be available to perform the roles represented in the proposal submitted.
- H. Please indicate whether your firm expects to hire subcontractors or counsel with respect to this engagement. If your firm does expect to engage others please set forth the name of the firm(s) you expect to engage and the name of the principal assigned. The Department expects that any fees paid to such firms would be paid by the respondent.
- I. Please identify any conflicts of interest or matters that pose an appearance of a conflict of interest that currently exists or may arise during the firm's term of service. Please answer this question in the broadest possible terms.
- J. Give a brief but complete description of any criminal proceeding, criminal investigation, or other oversight entity's investigation of alleged violations involving your firm or any professionals in your firm who would be involved in this undertaking. Please cover the period January 1, 2009 through the present.

## 6.05 Cost Proposal

The compensation for the contract shall be proposed in the following form:

1. Please provide a monthly retainer for consulting and preparation of reports. This fee will be inclusive of all related expenses including travel.
2. Please provide success fees for (i) delivery of the interim report, and (ii) delivery of the final report.
3. Please provide a flat fee for the provision of expert testimony during legislative session(s), if required. This fee will be inclusive of all related expenses including travel. For purposes of preparation and evaluation purposes only assume two professionals spending (i) 30 days in Juneau for the 2015 regular session; (ii) 15 days in Juneau for a special session in 2015; and (iii) 30 days in Juneau for the 2016 regular session. This proposal in no way guarantees nor limits the State's request for expert testimony.

Deviation from this requirement will be considered non-responsive.

## 6.06 Evaluation Criteria

All proposals will be reviewed to determine if they are responsive. They will then be evaluated using the criterion that is set out in Section SEVEN.

The Department of Revenue reserves the right to conduct oral interviews during the evaluation process. If oral interviews are conducted the Department would expect at a minimum, the team principals to participate.

An evaluation may not be based on discrimination due to the race, religion, color, national origin, sex, age, marital status, pregnancy, parenthood, disability, or political affiliation of the offeror.

A proposal shall be evaluated to determine whether the offeror responds to the provisions, including goals and financial incentives, established in the request for proposals in order to eliminate and prevent discrimination in state contracting because of race, religion, color, national origin, sex, age, marital status, pregnancy, parenthood, or disability.

# SECTION SEVEN EVALUATION CRITERIA AND CONTRACTOR SELECTION

THE TOTAL NUMBER OF POINTS USED  
TO SCORE THIS PROPOSAL IS 100

## 7.01 Management Plan for the Project (20 Percent)

Proposals will be evaluated against the questions set out below:

- [a] How well does the management plan support all of the project requirements and logically lead to the deliverables required in the RFP?
- [b] How well is accountability completely and clearly defined?
- [c] Is the organization of the project team clear?
- [d] How well does the management plan illustrate the lines of authority and communication?
- [e] To what extent does the offeror already have the hardware, software, equipment, and licenses necessary to perform the contract?
- [f] To what extent has the offeror identified potential problems?

## 7.02 Experience and Qualifications (50 Percent)

Proposals will be evaluated against the questions set out below:

*Questions regarding the personnel:*

- [a] Do the individuals assigned to the project have experience on similar projects?



- [b] Are resumes complete and do they demonstrate backgrounds that would be desirable for individuals engaged in the work the project requires?
- [c] How extensive is the applicable education and experience of the personnel designated to work on the project?

*Questions regarding the firm:*

- [d] How well has the firm demonstrated experience in completing similar projects on time and within budget?
- [e] How successful is the general history of the firm regarding timely and successful completion of projects?
- [f] Has the firm provided letters of reference from previous clients?
- [g] If a subcontractor will perform work on the contract, how well do they measure up to the evaluation used for the offeror?

### **7.03 Contract Cost (20 Percent)**

Overall, a minimum of **20** 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 2.13.

#### ***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 2.16.

### **7.04 Alaska Offeror Preference (10 Percent)**

If an offeror qualifies for the Alaska Bidder Preference, the offeror will receive an Alaska Offeror 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.

## **SECTION EIGHT ATTACHMENTS**

### **8.01 Attachments**

#### ***Attachments***

1. Proposal Evaluation Form
2. Standard Agreement Form - Appendix A
3. Appendix B2
4. Notice of Intent to Award
5. Section 76 of Senate Bill 138

## PROPOSAL EVALUATION FORM

All proposals will be reviewed for responsiveness and then evaluated using the criteria set out herein.

Person or Firm Name \_\_\_\_\_

Name of Proposal Evaluation (PEC) Member \_\_\_\_\_

Date of Review \_\_\_\_\_

RFP Number \_\_\_\_\_

### EVALUATION CRITERIA AND SCORING

THE TOTAL NUMBER OF POINTS USED TO SCORE THIS PROPOSAL IS 100

\_\_\_\_\_

### 7.01 Management Plan for the Project—20 Percent

Maximum Point Value for this Section - 20 Points  
100 Points x 20 Percent = 20 Points

Proposals will be evaluated against the questions set out below.

[a] How well does the management plan support all of the project requirements and logically lead to the deliverables required in the RFP?

EVALUATOR'S NOTES \_\_\_\_\_

\_\_\_\_\_

[b] How well is accountability completely and clearly defined?

EVALUATOR'S NOTES \_\_\_\_\_

\_\_\_\_\_

[c] Is the organization of the project team clear?

EVALUATOR'S NOTES \_\_\_\_\_

\_\_\_\_\_

[d] How well does the management plan illustrate the lines of authority and communication?

EVALUATOR'S NOTES \_\_\_\_\_

\_\_\_\_\_

[e] To what extent does the offeror already have the hardware, software, equipment, and licenses necessary to perform the contract?

EVALUATOR'S NOTES \_\_\_\_\_  
\_\_\_\_\_

[f] To what extent has the offeror identified potential problems?

EVALUATOR'S NOTES \_\_\_\_\_  
\_\_\_\_\_

**EVALUATOR'S POINT TOTAL FOR 7.03** \_\_\_\_\_

### **7.04 Experience and Qualifications—50 Percent**

Maximum Point Value for this Section - 50 Points  
100 Points x 50 Percent = 50 Points

Proposals will be evaluated against the questions set out below.

Questions regarding the personnel.

[a] Do the individuals assigned to the project have experience on similar projects?

EVALUATOR'S NOTES \_\_\_\_\_  
\_\_\_\_\_

[b] Are resumes complete and do they demonstrate backgrounds that would be desirable for individuals engaged in the work the RFP requires?

EVALUATOR'S NOTES \_\_\_\_\_  
\_\_\_\_\_

[c] How extensive is the applicable education and experience of the personnel designated to work on the project?

EVALUATOR'S NOTES \_\_\_\_\_  
\_\_\_\_\_

Questions regarding the firm.

[d] Has the firm demonstrated experience in completing similar projects on time and within budget?

EVALUATOR'S NOTES \_\_\_\_\_  
\_\_\_\_\_

[e] How successful is the general history of the firm regarding timely and successful completion of projects?

EVALUATOR'S NOTES \_\_\_\_\_  
\_\_\_\_\_

---

[f] Has the firm provided letters of reference from previous clients?

EVALUATOR'S NOTES \_\_\_\_\_

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[g] If a subcontractor will perform work on the project, how well do they measure up to the evaluation used for the offeror?

EVALUATOR'S NOTES \_\_\_\_\_

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**EVALUATOR'S POINT TOTAL FOR 7.04** \_\_\_\_\_

### **7.05 Contract Cost — 20 Percent**

Maximum Point Value for this Section - 20 Points  
100 Points x 20 Percent = 20 Points

Overall, a minimum of 20 percent 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 2.13.

#### **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 2.16.

**EVALUATOR'S POINT TOTAL FOR 7.05** \_\_\_\_\_

### **7.06 Alaska Offeror Preference — 10 Percent**

Alaska bidders receive a 10 percent overall evaluation point preference.  
Point value for Alaska bidders in this section -- 10 Points  
100 Points x 10 Percent = 10 Points

If an offeror qualifies for the Alaska Bidder Preference, the offeror will receive an Alaska Offeror 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.

**EVALUATOR'S POINT TOTAL FOR 7.06 (either 0 or 10)** \_\_\_\_\_

**EVALUATOR'S COMBINED POINT TOTAL FOR ALL SECTIONS** \_\_\_\_\_

# STANDARD AGREEMENT FORM FOR PROFESSIONAL SERVICES

1. Agency Contract Number	2. DGS Solicitation Number	3. Financial Coding	4. Agency Assigned Encumbrance Number
5. Vendor Number	6. Project/Case Number	7. Alaska Business License Number	

**This contract is between the State of Alaska,**

8. Department of	Division	hereafter the State, and
------------------	----------	--------------------------

9. Contractor	hereafter the Contractor
---------------	--------------------------

Mailing Address	Street or P.O. Box	City	State	ZIP+4
-----------------	--------------------	------	-------	-------

10.

**ARTICLE 1. Appendices:** Appendices referred to in this contract and attached to it are considered part of it.

**ARTICLE 2. Performance of Service:**

2.1 Appendix A (General Provisions), Articles 1 through 14, governs the performance of services under this contract.

2.2 Appendix B sets forth the liability and insurance provisions of this contract.

2.3 Appendix C sets forth the services to be performed by the contractor.

**ARTICLE 3. Period of Performance:** The period of performance for this contract begins \_\_\_\_\_, and ends \_\_\_\_\_.

**ARTICLE 4. Considerations:**

4.1 In full consideration of the contractor's performance under this contract, the State shall pay the contractor a sum not to exceed \$\_\_\_\_\_ in accordance with the provisions of Appendix D.

4.2 When billing the State, the contractor shall refer to the Authority Number or the Agency Contract Number and send the billing to:

11. Department of	Attention: Division of
-------------------	------------------------

Mailing Address	Attention:
-----------------	------------

12. CONTRACTOR		<p>14. <b>CERTIFICATION:</b> I certify that the facts herein and on supporting documents are correct, that this voucher constitutes a legal charge against funds and appropriations cited, that sufficient funds are encumbered to pay this obligation, or that there is a sufficient balance in the appropriation cited to cover this obligation. I am aware that to knowingly make or allow false entries or alternations on a public record, or knowingly destroy, mutilate, suppress, conceal, remove or otherwise impair the verity, legibility or availability of a public record constitutes tampering with public records punishable under AS 11.56.815-.820. Other disciplinary action may be taken up to and including dismissal.</p>
Name of Firm		
Signature of Authorized Representative	Date	
Typed or Printed Name of Authorized Representative		
Title		

13. CONTRACTING AGENCY		Signature of Head of Contracting Agency or Designee	Date
Department/Division	Date		
Signature of Project Director			
Typed or Printed Name of Project Director			
Title			

**NOTICE: This contract has no effect until signed by the head of contracting agency or designee.**

## APPENDIX A

### GENERAL PROVISIONS

#### Article 1. Definitions.

- 1.1 In this contract and appendices, "Project Director" or "Agency Head" or "Procurement Officer" means the person who signs this contract on behalf of the Requesting Agency and includes a successor or authorized representative.
- 1.2 "State Contracting Agency" means the department for which this contract is to be performed and for which the Commissioner or Authorized Designee acted in signing this contract.

#### Article 2. Inspections and Reports.

- 2.1 The department may inspect, in the manner and at reasonable times it considers appropriate, all the contractor's facilities and activities under this contract.
- 2.2 The contractor shall make progress and other reports in the manner and at the times the department reasonably requires.

#### Article 3. Disputes.

- 3.1 Any dispute concerning a question of fact arising under this contract which is not disposed of by mutual agreement shall be decided in accordance with AS 36.30.620-632.

#### Article 4. Equal Employment Opportunity.

- 4.1 The contractor may not discriminate against any employee or applicant for employment because of race, religion, color, national origin, or because of age, disability, sex, marital status, changes in marital status, pregnancy or parenthood when the reasonable demands of the position(s) do not require distinction on the basis of age, disability, sex, marital status, changes in marital status, pregnancy, or parenthood. The contractor shall take affirmative action to insure that the applicants are considered for employment and that employees are treated during employment without unlawful regard to their race, color, religion, national origin, ancestry, disability, age, sex, marital status, changes in marital status, changes in marital status, pregnancy or parenthood. This action must include, but need not be limited to, the following: employment, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training including apprenticeship. The contractor shall post in conspicuous places, available to employees and applicants for employment, notices setting out the provisions of this paragraph.
- 4.2 The contractor shall state, in all solicitations or advertisements for employees to work on State of Alaska contract jobs, that it is an equal opportunity employer and that all qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, age, disability, sex, marital status, changes in marital status, pregnancy or parenthood.
- 4.3 The contractor shall send to each labor union or representative of workers with which the contractor has a collective bargaining agreement or other contract or understanding a notice advising the labor union or workers' compensation representative of the contractor's commitments under this article and post copies of the notice in conspicuous places available to all employees and applicants for employment.
- 4.4 The contractor shall include the provisions of this article in every contract, and shall require the inclusion of these provisions in every contract entered into by any of its subcontractors, so that those provisions will be binding upon each subcontractor. For the purpose of including those provisions in any contract or subcontract, as required by this contract, "contractor" and "subcontractor" may be changed to reflect appropriately the name or designation of the parties of the contract or subcontract.
- 4.5 The contractor shall cooperate fully with State efforts which seek to deal with the problem of unlawful discrimination, and with all other State efforts to guarantee fair employment practices under this contract, and promptly comply with all requests and directions from the State Commission for Human Rights or any of its officers or agents relating to prevention of discriminatory employment practices.
- 4.6 Full cooperation in paragraph 4.5 includes, but is not limited to, being a witness in any proceeding involving questions of unlawful discrimination if that is requested by any official or agency of the State of Alaska; permitting employees of the contractor to be witnesses or complainants in any proceeding involving questions of unlawful discrimination, if that is requested by any official or agency of the State of Alaska; participating in meetings; submitting periodic reports on the equal employment aspects of present and future employment; assisting inspection of the contractor's facilities; and promptly complying with all State directives considered essential by any office or agency of the State of Alaska to insure compliance with all federal and State laws, regulations, and policies pertaining to the prevention of discriminatory employment practices.
- 4.7 Failure to perform under this article constitutes a material breach of contract.

#### Article 5. Termination.

The Project Director, by written notice, may terminate this contract, in whole or in part, when it is in the best interest of the State. The State is liable only for payment in accordance with the payment provisions of this contract for services rendered before the effective date of termination.

#### Article 6. No Assignment or Delegation.

The contractor may not assign or delegate this contract, or any part of it, or any right to any of the money to be paid under it, except with the written consent of the Project Director and the Agency Head.

#### Article 7. No Additional Work or Material.

No claim for additional services, not specifically provided in this contract, performed or furnished by the contractor, will be allowed, nor may the contractor do any work or furnish any material not covered by the contract unless the work or material is ordered in writing by the Project Director and approved by the Agency Head.

#### Article 8. Independent Contractor.

The contractor and any agents and employees of the contractor act in an independent capacity and are not officers or employees or agents of the State in the performance of this contract.

#### Article 9. Payment of Taxes.

As a condition of performance of this contract, the contractor shall pay all federal, State, and local taxes incurred by the contractor and shall require their payment by any Subcontractor or any other persons in the performance of this contract. Satisfactory performance of this paragraph is a condition precedent to payment by the State under this contract.

**Article 10. Ownership of Documents.**

All designs, drawings, specifications, notes, artwork, and other work developed in the performance of this agreement are produced for hire and remain the sole property of the State of Alaska and may be used by the State for any other purpose without additional compensation to the contractor. The contractor agrees not to assert any rights and not to establish any claim under the design patent or copyright laws. The contractor, for a period of three years after final payment under this contract, agrees to furnish and provide access to all retained materials at the request of the Project Director. Unless otherwise directed by the Project Director, the contractor may retain copies of all the materials.

**Article 11. Governing Law.**

This contract is governed by the laws of the State of Alaska. All actions concerning this contract shall be brought in the Superior Court of the State of Alaska.

**Article 12. Conflicting Provisions.**

Unless specifically amended and approved by the Department of Law the General Provisions of this contract supersede any provisions in other appendices. The contractor specifically acknowledges and agrees that provisions in any form contracts it appends hereto that purport to (1) waive the State of Alaska's sovereign immunity, (2) impose indemnification obligations on the State of Alaska that are not conditioned on legislative appropriation, or (3) seek to limit liability of the contractor for acts of contractor negligence, are expressly superseded by this contract and are void.

**Article 13. Officials Not to Benefit.**

Contractor must comply with all applicable federal or State laws regulating ethical conduct of public officers and employees.

**Article 14. Covenant Against Contingent Fees.**

The contractor warrants that no person or agency has been employed or retained to solicit or secure this contract upon an agreement or understanding for a commission, percentage, brokerage or contingent fee except employees or agencies maintained by the contractor for the purpose of securing business. For the breach or violation of this warranty, the State may terminate this contract without liability or in its discretion deduct from the contract price or consideration the full amount of the commission, percentage, brokerage or contingent fee.

**APPENDIX B<sup>2</sup>**  
**INDEMNITY AND INSURANCE**

**Article 1. Indemnification**

The Contractor shall indemnify, hold harmless, and defend the contracting agency from and against any claim of, or liability for error, omission or negligent act of the Contractor under this agreement. The Contractor shall not be required to indemnify the contracting agency for a claim of, or liability for, the independent negligence of the contracting agency. If there is a claim of, or liability for, the joint negligent error or omission of the Contractor and the independent negligence of the Contracting agency, the indemnification and hold harmless obligation shall be apportioned on a comparative fault basis. "Contractor" and "Contracting agency", as used within this and the following article, include the employees, agents and other contractors who are directly responsible, respectively, to each. The term "independent negligence" is negligence other than in the Contracting agency's selection, administration, monitoring, or controlling of the Contractor and in approving or accepting the Contractor's work.

**Article 2. Insurance**

Without limiting Contractor's indemnification, it is agreed that Contractor shall purchase at its own expense and maintain in force at all times during the performance of services under this agreement the following policies of insurance. Where specific limits are shown, it is understood that they shall be the minimum acceptable limits. If the Contractor's policy contains higher limits, the state shall be entitled to coverage to the extent of such higher limits. Certificates of Insurance must be furnished to the Contracting Officer prior to beginning work and must provide for a notice of cancellation, nonrenewal, or material change of conditions in accordance with policy provisions. Failure to furnish satisfactory evidence of insurance or lapse of the policy is a material breach of this contract and shall be grounds for termination of the Contractor's services. All insurance policies shall comply with, and be issued by insurers licensed to transact the business of insurance under AS 21.

**2.1 Workers' Compensation Insurance:** The Contractor shall provide and maintain, for all employees engaged in work under this contract, coverage as required by AS 23.30.045, and; where applicable, any other statutory obligations including but not limited to Federal U.S.L. & H. and Jones Act requirements. The policy must waive subrogation against the State.

**2.2 Commercial General Liability Insurance:** covering all business premises and operations used by the Contractor in the performance of services under this agreement with minimum coverage limits of \$300,000 combined single limit per occurrence.

**2.3 Commercial Automobile Liability Insurance:** covering all vehicles used by the Contractor in the performance of services under this agreement with minimum coverage limits of \$300,000 combined single limit per occurrence.

**2.4 Professional Liability Insurance:** covering all errors, omissions or negligent acts in the performance of professional services under this agreement. Limits required per the following schedule:

<b>Contract Amount</b>	<b>Minimum Required Limits</b>
Under \$100,000	\$300,000 per Occurrence/Annual Aggregate
\$100,000-\$499,999	\$500,000 per Occurrence/Annual Aggregate
\$500,000-\$999,999	\$1,000,000 per Occurrence/Annual Aggregate
\$1,000,000 or over	Refer to Risk Management



# NOTICE OF INTENT TO AWARD A CONTRACT



Department of Administration  
Division of General Services  
Seventh Floor - State Office Bldg.  
333 Willoughby Street  
P.O. Box 110210  
Juneau, Alaska 99811-0210

**THIS IS NOT AN ORDER**

**DATE ISSUED:**

**RFP NO.:**

**RFP DEADLINE:**

**RFP SUBJECT:**

**CONTRACTING OFFICER:**

**SIGNATURE:** \_\_\_\_\_

This is notice of the state's intent to award a contract. The figures shown here are a tabulation of the offers received. The responsible and responsive offeror whose proposal was determined in writing to be the most advantageous is indicated. An offeror who wishes to protest this Notice of Intent must file the protest within ten calendar days following the date this notice is issued. If the tenth day falls on a weekend or holiday, the last day of the protest period is the first working day following the tenth day. **The offeror identified here as submitting the most advantageous proposal is instructed not to proceed until a contract, or other form of notice is given by the contracting officer.** A company or person who proceeds prior to receiving a contract, Contract Award, or other form of notice of Award does so without a contract and at their own risk. AS 36.30.365.

Offerors	Responsive	Total Score	Most Advantageous

**LEGEND:** @ -- MOST ADVANTAGEOUS  
Y -- RESPONSIVE PROPOSAL  
N -- NON-RESPONSIVE PROPOSAL

## SUMMARY

1 sources, including fossil fuels, hydro projects, tidal, and other alternative energy sources, and  
2 describe and recommend the means for generating, delivering, receiving, and storing energy  
3 in the most cost-efficient manner. For those citizens for whom there is no economically viable  
4 infrastructure available, the plan must recommend the means for directly underwriting the  
5 energy costs of the citizens to make their energy costs more affordable. The Alaska Energy  
6 Authority may consider the development of regional energy systems that can receive and store  
7 bulk fuel in quantity and distribute that fuel as needed within the region.

8 (b) The Alaska Energy Authority, in consultation with the Department of Revenue,  
9 shall recommend a plan for funding the design, development, and construction of the required  
10 infrastructure and may identify a source of rent, royalty, income, or tax received by the state  
11 that may be appropriated by the legislature to implement the plan.

12 (c) The Alaska Energy Authority shall provide the plan and suggested legislation for  
13 the design, development, construction, and financing of the required infrastructure to the  
14 legislature before January 1, 2017.

15 \* **Sec. 76.** The uncodified law of the State of Alaska is amended by adding a new section to  
16 read:

17 DEVELOPMENT OF A PLAN FOR MUNICIPALITIES, REGIONAL  
18 CORPORATIONS, AND RESIDENTS TO PARTICIPATE IN THE OWNERSHIP OF A  
19 NORTH SLOPE NATURAL GAS PIPELINE; IDENTIFICATION OF AND REPORT ON  
20 FINANCING OPTIONS FOR STATE OWNERSHIP AND PARTICIPATION IN A  
21 NORTH SLOPE NATURAL GAS PROJECT. (a) The commissioner of revenue shall identify  
22 and report to the legislature on a range of financing options for state acquisition of an  
23 ownership interest and participation in a North Slope natural gas project. The report must  
24 include a description of the risk associated with each option and the effect of each option on  
25 the bonding capacity and bond rating of the state. In this subsection, "North Slope natural gas  
26 project" has the meaning given in AS 38.05.965, as amended by sec. 33 of this Act.

27 (b) The commissioner shall make an interim draft of the report described in (a) of this  
28 section available to the legislature on the first day of the First Regular Session of the Twenty-  
29 Ninth Alaska State Legislature, and a final report at the time the commissioner of natural  
30 resources submits the first agreement or contract to the legislature for approval under  
31 AS 38.05.020(b)(11), enacted by sec. 24 of this Act.

1 (c) At the time the commissioner of natural resources submits the first agreement or  
2 contract to the legislature for approval under AS 38.05.020(b)(11), enacted by sec. 24 of this  
3 Act, the commissioner of revenue shall present a plan and suggested legislation to allow a  
4 municipality, regional corporation, or resident of the state to participate as a co-owner in a  
5 North Slope natural gas pipeline. The plan must include the recommendations and analysis by  
6 the commissioner as to

7 (1) the means by which a municipality, regional corporation, or resident may  
8 invest in the North Slope natural gas pipeline; for a resident, the means may include providing  
9 an option to designate an amount of a permanent fund dividend to be deducted for the  
10 investment;

11 (2) whether the ownership interest in a North Slope natural gas pipeline should  
12 be acquired from the portion of a North Slope natural gas pipeline acquired by the state,  
13 through the purchase of stock in a publicly traded corporation that invests in a North Slope  
14 natural gas pipeline, or some other means;

15 (3) the means for providing notice to a municipality, regional corporation, or  
16 resident receiving an ownership interest that explains the type of ownership interest and the  
17 rights and obligations related to that ownership interest;

18 (4) whether the ownership interest received by a municipality, regional  
19 corporation, or resident may be transferred or assigned to another person and the means for  
20 transferring the interest;

21 (5) the means by which the proportional share of a dividend or other income  
22 may be distributed to a municipality, regional corporation, resident, or transferee of an interest  
23 if the municipality, regional corporation, or resident receives an ownership interest acquired  
24 by the state in a North Slope natural gas pipeline and the state receives a dividend or other  
25 income from its ownership interest, and whether the payment should be subject to interest if  
26 not timely distributed;

27 (6) the means by which the commissioner may identify a publicly traded  
28 corporation that has an ownership interest in a North Slope natural gas pipeline that is subject  
29 to investment by a municipality, regional corporation, or resident under the proposed plan;

30 (7) the means by which an individual may qualify as a resident for purposes of  
31 investing in an ownership interest;

1 (8) whether the ownership interest held by a municipality, regional  
2 corporation, or resident would be subject to project assessments;

3 (9) how cash calls for the project and the expansion of the project would be  
4 managed;

5 (10) the income tax consequences to the holder of an ownership interest,  
6 including the timing and recognition of income related to the ownership interest, including  
7 differentiating income related to the ownership interest from the receipt of dividends or other  
8 distributions;

9 (11) the risk that the receipt of a benefit from the project by a person other  
10 than the state would make income received from the project by the state subject to federal  
11 income tax; and

12 (12) constitutional issues that may be implicated by restricting ownership  
13 interests under the plan to residents and municipalities in the state.

14 (d) In this section,

15 (1) "municipality" has the meaning given in AS 01.10.060;

16 (2) "North Slope natural gas pipeline" means a natural gas pipeline project that  
17 transports natural gas produced in the state north of 68 degrees North latitude to a market in  
18 the state or to tidewater for export from the state including a facility in the state for liquefying  
19 natural gas for transport;

20 (3) "regional corporation" means a regional corporation organized under 43  
21 U.S.C. 1606(a), as amended.

22 \* **Sec. 77.** The uncodified law of the State of Alaska is amended by adding a new section to  
23 read:

24 **LEGISLATIVE BRIEFINGS.** Before the first flow of gas in a North Slope natural gas  
25 project developed under the authority of this Act, the parties to the project shall, at least once  
26 every four months, provide briefings to interested legislators, legislative staff, and legislative  
27 consultants on the progress of a North Slope natural gas project developed under the authority  
28 of this Act. A briefing under this section must be accompanied by a written report provided by  
29 the Department of Natural Resources of the amount of money the state may be obligated to  
30 pay a third party under an agreement or contract under AS 38.05.020(b)(10) or (11) if a North  
31 Slope natural gas project is terminated before the first flow of gas in the project.