

STATE OF ALASKA RFP NUMBER 2015-0800-2959
AMENDMENT NUMBER 3



Department of Commerce, Community & Economic Development
Division of Administrative Services
P.O. Box 110803
Juneau, Alaska 99811-0803
333 Willoughby Ave. 9th Floor S.O.B.
Juneau, Alaska 99801

THIS IS NOT AN ORDER

DATE AMENDMENT ISSUED: February 27, 2015

RFP TITLE: Insurance Form Filings and Actuarial Services

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THERE IS NO 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 March 20, 2015. 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 page (**and only this page**) of the 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.

A handwritten signature in blue ink, reading "Shawn M. Olsen".

Shawn M. Olsen
Procurement Specialist
PHONE: 907- 465-5440
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TDY: Alaska Relay - 711

NAME OF COMPANY

SIGNATURE DATE

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The following questions have been asked and answered:

Q: Section 6.06 requests a minimum of 3 letters of reference on client's letterhead. Is each letter required to be an original with a "wet signature," or will an electronic signed pdf copy suffice?

A: The minimum of three (3) letters of reference (**on the client's letterhead**) is required though the signature may be any combination of "wet signature" or electronic signed pdf.

Q: Section 6.06 requests "proof" of the number of years that each of the proposed staff members have performed work in the SERFF environment. Exactly what type of documentation is the Division requesting or would accept as "proof."

A: An offeror who has a minimum of five-years of experience utilizing SERFF with other states and/or territories can log into SERFF, search their complete prior history, and print a document showing a date the service was provided/executed (at a minimum of five years ago). That document shall be included into the proposal as proof.

Q: While acknowledging Amendment 2 from yesterday, and section 1.15. Subcontractors, which states that subcontractors will not be allowed, can you please provide a definition of "subcontractor" for purposes of this RFP. In other words, it is assumed to mean that all proposed staff must be bonafide employees of the vendor pursuant to, for example, IRS regulations, or other Alaska regulatory guidance? Secondly, it is noted that other sections of the RFP seem to conflict with Section 1.15, wherein reference to subcontractors are made--for instance, in both Section 3.11. Contract Personnel, and Attachment 8, Appendix A, General Provisions, Section 4.4, the term subcontractor is used, to name a few, where it appears use of contractors is acceptable. It is assumed that Section 1.15 takes precedence?

A: A **subcontractor** is an individual or in many cases a business that signs a contract to perform part or all of the obligations of another's contract.

As stated in Section 1.15, Subcontractors will not be allowed, and this section will take precedence over the boilerplate language in Sections 3.11 Contract Personnel and Attachment 8, Appendix A, General Provisions, Section 4.4.