**Instructions to Procurement Officers**

*Show and hide instructions by clicking the Show/Hide (¶) button on the Home ribbon or by using the CTRL-SHIFT-8 keystroke.*

*Instructions to procurement officers are shaded and formatted as shown in the below example.*

EXAMPLE INSTRUCTION

*Word choices in a section are in red, capital, bold print. For example,* WILL / WILL NOT. *You must make the choice and then enter the word in regular style print, for example, “*will not*”.*

*Items that must be replaced by the procurement officer are identified like this:* NAME *or* NUMBER. *You should provide the correct name or number and enter that information in regular style print. To change formatting from* this *to this, simply highlight the words and select “Normal” from the styles bar in the Word HOME ribbon.*

*Places where the procurement officer must make a choice between one set of language or another are formatted like the below:*

This is the first language choice. This says a bunch of stuff about one way to do things.

OR

This is the second language choice. This says a bunch of other stuff about another way to do things.

*Choose which piece of language you’d like to go with, edit as applicable, and remove the “OR” and the unused piece of language.*

*Things for the procurement officer to DOUBLE CHECK are also formatted* LIKE THIS*, for instance double check SECTION references in the final document if you’ve added, removed, or otherwise reorganized the RFP that resulting in renumbering of the sections.*

*Lastly, remember to update the TABLE OF CONTENTS before finalizing the document. To do this, 1) right click, 2) select update fields, 3) Select “update entire table,” and 5) click ok.*

**TIPS**

* *This template uses styles throughout. Anything formatted with a Heading style will show up in the Table of Contents in a hierarchical order, i.e. Heading 1 will appear as “Section 1…”, Heading 2 will appear underneath that as “Section 1.01…”, and so on.*
* *You can easily change* this Fill IN style *to* this normal style *after you’ve made your changes by selecting the desired word(s) and clicking “Normal” in the style selector under Microsoft Word’s Home ribbon.*
* *You can select all instances of a particular style by right-clicking on the style in the Home ribbon and clicking on “Select All XX Instance(s)”. For instance, to easily delete all Procurement Officer Notes, find the “PO Notes” style, right click on it, click “Select All 161 Instance(s)” and then press the DELETE or BACKSPACE key on your keyboard. You can also use this feature to select all instances of the* FILL IN *style to ensure you have addressed them all.*

**STATE OF ALASKA
informal REQUEST FOR PROPOSALS (IRFP)**

**TABLE OF CONTENTS**

**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 notification of subsequent amendments. failure to contact the procurement officer may result in the rejection of your offer.

|  |  |
| --- | --- |
| ISSUED BY:department of NAMEdivision of NAME | PRIMARY CONTACT:YOUR NAMEprocurement officeryour.email@alaska.gov(907) 555-5555 |

**TITLE OF iRFP**

IRFP **NUMBER**

Issued DATE

BRIEF HIGH-LEVEL SUMMARY OF THE IRFP PURPOSE.

[Section 1. INTRODUCTION & INSTRUCTIONS 3](#_Toc31292844)

[Sec. 1.01 purpose of the irfp 3](#_Toc31292845)

[Sec. 1.02 budget 3](#_Toc31292846)

[Sec. 1.03 deadline for receipt of proposals 4](#_Toc31292847)

[Sec. 1.04 prior experience 4](#_Toc31292848)

[Sec. 1.05 required review 4](#_Toc31292849)

[Sec. 1.06 questions prior to deadline for receipt of proposals 4](#_Toc31292850)

[Sec. 1.07 return instructions 4](#_Toc31292851)

[Sec. 1.08 proposal contents 5](#_Toc31292852)

[Sec. 1.09 assistance to offerors with a disability 6](#_Toc31292853)

[Sec. 1.10 amendments to proposals 6](#_Toc31292854)

[Sec. 1.11 amendments to the irfp 6](#_Toc31292855)

[Sec. 1.12 irfp schedule 6](#_Toc31292856)

[Sec. 1.13 alternate proposals 7](#_Toc31292857)

[Section 2. BACKGROUND INFORMATION 8](#_Toc31292858)

[Sec. 2.01 background information 8](#_Toc31292859)

[Section 3. SCOPE OF WORK & CONTRACT INFORMATION 9](#_Toc31292860)

[Sec. 3.01 scope of work 9](#_Toc31292861)

[Sec. 3.02 contract term and work schedule 9](#_Toc31292862)

[Sec. 3.03 deliverables 9](#_Toc31292863)

[Sec. 3.04 contract type 9](#_Toc31292864)

[Sec. 3.05 proposed payment procedures 10](#_Toc31292865)

[Sec. 3.06 prompt payment for state purchases 10](#_Toc31292866)

[Sec. 3.07 contract payment 10](#_Toc31292867)

[Sec. 3.08 location of work 10](#_Toc31292868)

[Sec. 3.09 third-party service providers 11](#_Toc31292869)

[Sec. 3.10 subcontractors 11](#_Toc31292870)

[Sec. 3.11 joint ventures 11](#_Toc31292871)

[Sec. 3.12 right to inspect place of business 12](#_Toc31292872)

[Sec. 3.13 f.o.b. point 12](#_Toc31292873)

[Sec. 3.14 contract personnel 12](#_Toc31292874)

[Sec. 3.15 contract changes - unanticipated amendments 12](#_Toc31292875)

[Sec. 3.16 nondisclosure and confidentiality 12](#_Toc31292876)

[Sec. 3.17 indeminfication 13](#_Toc31292877)

[Sec. 3.18 insurance requirements 13](#_Toc31292878)

[Sec. 3.19 termination for default 14](#_Toc31292879)

[Section 4. PROPOSAL FORMAT AND CONTENT 15](#_Toc31292880)

[Sec. 4.01 proposal format and content 15](#_Toc31292881)

[Sec. 4.02 introduction 15](#_Toc31292882)

[Sec. 4.03 understanding of the project 15](#_Toc31292883)

[Sec. 4.04 methodology used for the project 15](#_Toc31292884)

[Sec. 4.05 management plan for the project 15](#_Toc31292885)

[Sec. 4.06 experience and qualifications 15](#_Toc31292886)

[Sec. 4.07 cost proposal 16](#_Toc31292887)

[Sec. 4.08 evaluation criteria 16](#_Toc31292888)

[Section 5. EVALUATION CRITERIA AND CONTRACTOR SELECTION 17](#_Toc31292889)

[Sec. 5.01 understanding of the project (5%) 17](#_Toc31292890)

[Sec. 5.02 methodology used for the project (5%) 17](#_Toc31292891)

[Sec. 5.03 management plan for the project (5%) 17](#_Toc31292892)

[Sec. 5.04 experience and qualifications (5%) 17](#_Toc31292893)

[Sec. 5.05 contract cost (40 – 75%) 18](#_Toc31292894)

[Sec. 5.06 alaska offeror preference (10%) 18](#_Toc31292895)

[Section 6. GENERAL PROCESS INFORMATION 19](#_Toc31292896)

[Sec. 6.01 alaska business license and other required licenses 19](#_Toc31292897)

[Sec. 6.02 site inspection 19](#_Toc31292898)

[Sec. 6.03 clarification of offers 19](#_Toc31292899)

[Sec. 6.04 discussions with offerors 20](#_Toc31292900)

[Sec. 6.05 evaluation of proposals 20](#_Toc31292901)

[Sec. 6.06 contract negotiation 20](#_Toc31292902)

[Sec. 6.07 failure to negotiate 20](#_Toc31292903)

[Sec. 6.08 offeror notification of selection 21](#_Toc31292904)

[Sec. 6.09 protest 21](#_Toc31292905)

[Sec. 6.10 application of preferences 22](#_Toc31292906)

[Sec. 6.11 alaska bidder preference 22](#_Toc31292907)

[Sec. 6.12 alaska veteran preference 23](#_Toc31292908)

[Sec. 6.13 alaska offeror preference 23](#_Toc31292909)

[Sec. 6.14 formula used to convert cost to points 23](#_Toc31292910)

[Sec. 6.15 examples: converting cost to points & applying preferences 23](#_Toc31292911)

[Section 7. General Legal Information 25](#_Toc31292912)

[Sec. 7.01 standard contract provisions 25](#_Toc31292913)

[Sec. 7.02 qualified offerors 25](#_Toc31292914)

[Sec. 7.03 proposal as part of the contract 25](#_Toc31292915)

[Sec. 7.04 additonal terms and conditions 25](#_Toc31292916)

[Sec. 7.05 human trafficking 25](#_Toc31292917)

[Sec. 7.06 right of rejection 26](#_Toc31292918)

[Sec. 7.07 state not responsible for preparation costs 26](#_Toc31292919)

[Sec. 7.08 disclosure of proposal contents 26](#_Toc31292920)

[Sec. 7.09 assignments 27](#_Toc31292921)

[Sec. 7.10 disputes 27](#_Toc31292922)

[Sec. 7.11 severability 27](#_Toc31292923)

[Sec. 7.12 supplemental terms and conditions 27](#_Toc31292924)

[Sec. 7.13 federally imposed tarriffs 27](#_Toc31292925)

[Section 8. ATTACHMENTS 29](#_Toc31292926)

[Sec. 8.01 Attachments 29](#_Toc31292927)

# INTRODUCTION & INSTRUCTIONS

## purpose of the irfp

Procurement Officer Note: Enter Appropriate Information.

The Department of NAME, Division of NAME, is soliciting proposals for INSERT A BRIEF DESCRIPTION OF THE PURPOSE OF THE IRFP CONSISTENT WITH COVER PAGE; A MORE DETAILED DESCRIPTION INCLUDING SCOPE OF WORK IS TO BE PROVIDED in Section 3.

## budget

 Procurement Officer Note: Revise Or delete As Required.

Department of NAME, Division of NAME, estimates a budget of between LOW RANGE and HIGH RANGEdollars for completion of this project. Proposals priced at more than DOLLARS will be considered non-responsive.

choose paragraph REVISE aS REQUIRED.

If a contract is expected to cross fiscal years, you must include the second statement.

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

OR

Approval or continuation of a contract resulting from this IRFP is contingent upon legislative appropriation.

## deadline for receipt of proposals

Procurement Officer Note: enter appropriate information.

Proposals must be received no later than TIME prevailing Alaska Time on DATE. Late proposals or amendments will be disqualified and not opened or accepted for evaluation.

## prior experience

Procurement Officer Note: Revise Or Delete As Required.

No specific minimums have been set for this IRFP.

OR

In order for offers to be considered responsive offerors must meet these minimum prior experience requirements:

* **MINIMUM REQUIREMENT 1.**
* **MINIMUM REQUIREMENT 2.**
* **MINIMUM REQUIREMENT 3.**

Procurement Officer Note: Provide Detail On The specific Prior
Experience You Require.

State The Minimum Acceptable Amount Of Time

Remember There Must Be Some Way For Third-Party Independent Verification Of The Experience You Ask For

Be Careful About What You Ask For As You May Set Requirements So High That You Disqualify Good Potential Contractors

Specifications such as prior experience may not be unduly restrictive per AS 36.30.060 (c). Make sure that you have a reasonable basis for this and all other specifications.

Procurement Officer Note: This Sentence Should Not Be Altered, But May Be deleted If Not Required.

An offeror's failure to meet these minimum prior experience requirements will cause their proposal to be considered non-responsive and rejected.

## required review

Procurement Officer Note: This Section Should Not Be Altered Or Deleted.

Offerors should carefully review this solicitation for defects and questionable or objectionable material. Comments concerning defects and questionable or objectionable material should 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 proposal and exposure of offeror's proposals upon which award could not be made.

## questions prior to deadline for receipt of proposals

 Procurement Officer Note: this section should not be altered or deleted.

All questions must be in writing and directed 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 IRFP. These questions may be answered over the telephone. Other questions may be more complex and may require a written amendment to the IRFP. The procurement officer will make that decision.

PROCUREMENT OFFICER: NAME – PHONE 907-NUMBER - FAX 907-NUMBER- TDD 907-NUMBER

## return instructions

 Procurement Officer Note: Enter Appropriate Information. You may want to require offerors to submit more than one copy of their proposal.

if accepting email proposals, use the example language provided below; Your agency or office should have a procedure in place to ensure the secure and proper submission of email proposals. This means proposals should not be sent to, or be seen by, the procurement officer prior to the deadline for receipt of proposals.

If you are submitting a response through IRIS Vendor Self-Service (VSS), you may ignore the following return instructions.

Offerors must submit one hard copy of their proposal, in writing, 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 NAMEDivision of NAMEAttention: PROCUREMENT OFFICER NAMERequest for Proposal (IRFP) Number: NUMBER

IRFP Title: NAME

MAILING ADDRESS
CITY, AK, ZIP CODE

If using U.S. mail, please use the following address:

MAILING ADDRESS
CITY, AK, ZIP CODE

If using a delivery service, please use the following address:

MAILING ADDRESS
CITY, AK, ZIP CODE

If submitting a proposal via email, the technical proposal and cost proposal must be saved as separate PDF documents and emailed to EMAIL ADDRESSas 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 IRFP 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.

Please note that email transmission is not instantaneous. Similar to sending a hard copy proposal, if you are emailing your proposal, the state recommends sending it enough ahead of time to ensure the email is delivered by the deadline for receipt of proposals.

It is the offeror’s responsibility to contact the issuing agency at PHONE NUMBER to confirm that the proposal has been received. The state is not responsible for unreadable, corrupt, or missing attachments.

## proposal contents

Procurement Officer Note: This Section Should Not Be Altered Or Deleted.

The following information must be included in all proposals.

### authorized signature

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

### offeror's certification

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

1. the laws of the State of Alaska;
2. the applicable portion of the Federal Civil Rights Act of 1964;
3. the Equal Employment Opportunity Act and the regulations issued thereunder by the federal government;
4. the Americans with Disabilities Act of 1990 and the regulations issued thereunder by the federal government;
5. all terms and conditions set out in this IRFP;
6. a condition that the proposal submitted was independently arrived at, without collusion, under penalty of perjury; and
7. that the offers will remain open and valid for at least 90 days.

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

### 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.

### 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 procurement officer 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 contract to be performed by the offeror.

## assistance to offerors with a disability

 Procurement Officer Note: This Section Should Not Be Altered Or Deleted.

Offerors with a disability may receive accommodation regarding the means of communicating this IRFP 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.

## amendments to proposals

Procurement Officer Note: this section should not be altered or deleted.

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.

## amendments to the irfp

Procurement Officer Note: THIS SECTION SHOULD NOT BE ALTERED OR DELETED.

If an amendment is issued, it will be provided to all who were notified of the IRFP and to those who have registered with the procurement officer after receiving the IRFP from the State of Alaska Online Public Notice website.

## irfp schedule

Procurement Officer Note: enter appropriate information.

The IRFP 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 may be shifted accordingly. All times are Alaska Time.

* Issue IRFPDATE
* Deadline for Receipt of Proposals DATE,
* Proposal Evaluation Committee complete evaluation by DATE,
* State of Alaska issues Notice of Award DATE,

(Must use if procurement is over $50,000 and include protest rights under 2 AAC 12.695)

* State of Alaska issues contract DATE,
* Contract start DATE.

This IRFP 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 NAME, 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.

## alternate proposals

Procurement Officer Note: Revise As Required. 2 AAC 12.830 makes alternate proposals non-responsive unless the solicitation specifically permits them.

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.

# BACKGROUND INFORMATION

## background information

Procurement Officer Note: ALTER, REVISE, OR DELETE AS REQUIRED. GIVE THE PROSPECTIVE offerors AS CLEAR A PICTURE AS YOU CAN OF HOW YOU GOT WHERE YOU ARE THE MORE THEy UNDERSTAND THE BACKGROUND, THE BETTER THEY WILL BE ABLE TO ZERO IN ON WHAT YOU WANT.

PROVIDE PERTINENT BACKGROUND INFORMATION***.***

# SCOPE OF WORK & CONTRACT INFORMATION

## scope of work

Procurement Officer Note: ENTER APPROPRIATE INFORMATION - ALTER, REVISE, OR DELETE AS REQUIRED.

*iNFORMATION YOU PROVIDE IN THIS SECTION TELLS THE Offerors WHAT YOU WANT DONE*

*BE AS SPECIFIC AND COMPREHENSIVE AS YOU POSSIBLY CAN*

*LET THE OFFEROR KNOW EXACTLY WHAT YOU WANT*

*DON'T PRESUME THAT THEY WILL "GET IT" IF YOU DON'T SAY IT WRITE IT AS IF YOU WERE TRYING TO EXPLAIN IT TO A 12-YEAR OLD CHILD*

The Department of NAME, Division of NAME***,*** is soliciting proposals for WHAT KIND of services.

The Department wants assistance to do WHAT.

The consultant will doWHAT.

The types of staff in state agencies that the contractor must interview are WHO***.***

Other helpful informational material that can be provided to the consultant includes WHAT.

The goal of this project is to WHAT.

## contract term and work schedule

 Procurement Officer Note: Enter appropriate information

The length of the contract will be from the date of award, approximately DATE, for approximately NUMBER days / months / years until completion, approximately DATE.

The approximate contract schedule is as follows:

Procurement Officer Note: ENTER APPROPRIATE INFORMATION. ALTER, REVISE, OR DELETE AS REQUIRED.

LIST EVERY ITEM, EVENT or MILESTONE YOU CAN THINK OF, BEGINNING TO END. BE AS SPECIFIC AND COMPREHENSIVE AS YOU POSSIBLY CAN.

ALLOW ONE OR TWO REVIEWS OF EACH DRAFT OR REDRAFT.

CREATE MULTIPLE OPPORTUNITIES FOR INTERACTION WITH THE CONTRACTOR.

DON'T JUST SEND THE CONTRACTOR AWAY WITH SOME WORK TO DO AND LET THEM BRING BACK SOMETHING THAT MAY OR MAY NOT SUIT YOU. INTERACT WITH THE CONTRACTOR TO KEEP THE PROJECT ON TRACK.

First contractor work period DATE to DATE,

Contractor submits first draft DATE,

First draft review by state DATE to DATE,

Draft back to contractor for revision as required DATE to DATE, Contractor submits final report DATE.

PROCUREMENT OFFICER NOTE: IF USED, THE MONTH-TO-MONTH EXTENSION LANGUAGE SHOULD NOT BE ALTERED.

IF YOU INCLUDE THIS CLAUSE, WRITTEN "NOTICE OF CONTRACT EXPIRATION" SHOULD BE SENT TO THE CONTRACTOR WHEN THE CONTRACT EXPIRES.

IN ORDER TO CONTINUE A CONTRACT ON MONTH-TO-MONTH EXTENSION, YOU MUST PROVIDE THE CONTRACTOR PRIOR WRITTEN NOTICE.

TO CANCEL MONTH-TO-MONTH EXTENSION, WRITTEN NOTICE MUST BE PROVIDED TO CONTRACTOR AT LEAST 30 DAYS PRIOR TO CANCELLATION DATE.

MONTH-TO-MONTH EXTENSIONS ARE UNANTICIPATED AMENDMENTS AND MUST COMPLY WITH 2 AAC 12.485(d).

Unless otherwise provided in this IRFP, the State and the successful offeror/contractor agree: (1) that any extension 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) the procurement officer will provide written notice to the contractor of the intent to cancel such month-to-month extension at least 30 days before the desired date of cancellation. A month-to-month extension may only be executed by the procurement officer via a written contract amendment.

## deliverables

ENTER APPROPRIATE INFORMATION. enter appropriate information.

LIST EVERY DELIVERABLE YOU CAN THINK OF, EVEN THE ONES THAT DO NOT SEEM PARTICULARLY IMPORTANT RIGHT NOW.

 DO NOT assume THAT THE CONTRACTOR WILL GIVE YOU MORE THAN YOU ASK FOR. YOU SHOULD BE ABLE TO LOOK THROUGH THIS LIST AND BE SATISFIED THAT THE JOB WILL BE FINISHED WHEN YOU GET EVERYTHING LISTED HERE.

The contractor will be required to provide the following deliverables:

1. WHAT
2. WHAT
3. WHAT
4. WHAT
5. WHAT
6. WHAT

## contract type

Procurement Officer Note: IDENTIFY APPROPRIATE TYPE OF CONTRACT.

THERE ARE SEVERAL DIFFERENT TYPES OF CONTRACTS WHICH MAY BE SUITABLE FOR YOUR PROJECT.

REVIEW THE CONTRACT TYPES LISTED BELOW TO DETERMINE WHICH WOULD BE THE MOST APPROPRIATE.

THE TYPE OF CONTRACT USED IS LIKELY TO HAVE AN IMPACT ON COSTS TO THE STATE. THE PROCUREMENT OFFICER SHOULD SELECT THE TYPE OF CONTRACT THAT WILL BEST SERVE THE STATE'S NEEDS AT THE MOST REASONABLE COST.

The following information is for preparer's information only and should not be printed in the final contract

***Fixed Price Contracts***

Firm Fixed Price

*The most common and easiest contract to administer is a firm fixed price contract. A fixed price contract is one that obligates the contractor to performance at a specified price.*

Fixed Price Incentive

*A target price, ceiling price, and a profit formula are used in this type of contract. When the contractor performs below the costs stipulated in the target price, the contractor and the state share in the savings. If costs exceed those estimated, the contractor's profit margin declines and the price ceiling is adhered to. In these types of contracts, performance can be quantified in terms of costs and services and/or deliverables.*

***Cost Reimbursement Contracts***

Cost Plus Fixed Fee

*Under these contracts, contractors are paid for all allowable costs plus a predetermined fixed fee. These contracts have been found to be beneficial for research and development work.*

Cost Plus Incentive Fee

*Under this type of contract, a tentative fee based on estimated costs and a target price is established. If actual costs fall below estimated costs, the contractor and state share in the savings. The contractor can lose all or part of their fee, but they must be paid for all costs.*

Cost Plus a Percentage of Cost

*These contracts are prohibited by statute. Under this type of contract the contractor receives payment for costs of performance plus a specified percentage of such actual costs as a fee. These contracts provide no incentive for efficient and economical contractor performance and must not be used.*

***Other Types of Contracts***

Time and Materials Contracts

*In addition to a fixed labor rate, these contracts include separate costs for materials used under the contract.*

Procurement Officer Note: Delete the previous contract information and include the following sentence with the appropriate information in the RFP.

This contract is an ENTER NAME OF TYPE contract.

## proposed payment procedures

Procurement Officer Note: CHOOSE PARAGRAPH and REVISE AS REQUIRED.

Preparers should be as specific as possible regarding payment provisions. You may want to consider retaining a percentage of the contract amount until THE CONTRACT IS successfully completed.

The state will make a single payment when all of the deliverables are received and the contract is completed and approved by the project director.

OR

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.

OR

The state will pay the entire contract amount in NUMBER equal payments. Each incremental payment will be made after NAME SPECIFIC TASKS OR REPORTS have been completed and approved by the project director. The final payment will not be made until the entire contract; including NAME SPECIFIC TASKS OR REPORTS are completed and approved by project director.

## prompt payment for state purchases

Procurement Officer Note: revise or delete as required

Depending on the industry and/or the market, prompt payment may carry more or less value than described in the default language below. You are encouraged to keep this language in and invite discussion around it during the Q&A period and/or the pre-proposal concert. It may also become a negotiation item with the apparent successful offeror. Depending on your research, Enter Appropriate Information. Alter, Revise, Or delete As Required.

The state is eligible to receive a 5% discount for all invoices paid within 15 business days from the date of receipt of the commodities or services and/or a correct invoice, whichever is later. The discount shall be taken on the full invoice amount. The state shall consider payment being made as either the date a printed warrant is issued or the date an electronic funds transfer (EFT) is initiated.

## contract payment

Procurement Officer Note: this section should not be altered or delted.

No payment will be made until the contract is approved by the Commissioner of the Department of NAMEor 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.

## location of work

 Procurement Officer Note: enter appropriate information,

The location(s) the work is to be performed, completed and managed IS / AREat LOCATION (S).

The state WILL / WILL NOT provide workspace for the contractor. The contractor must provide its own workspace.

The contractor should include in their price proposal: transportation, lodging, and per diem costs sufficient to pay for NUMBER person(s) to make NUMBER trip(s) to LOCATION. Travel to other locations will not be required.

procurement officer note: The following clause must be included in all solicitations. Do not revise or delete this phrase UNLESS A WAIVER HAS BEEN APPROVED BY THE CHIEF PROCUREMEnt OFFICER. (Ref. AAM 81.015).

By signature on their proposal, the offeror certifies that all services provided under this contract by the contractor and all subcontractors shall be performed in the United States.

If the offeror cannot certify that all work will be performed in the United States, the offeror must contact the procurement officer in writing to request a waiver at least 10 days prior to the deadline for receipt of proposals.

The request must include a detailed description of the portion of work that will be performed outside the United States, where, by whom, and the reason the waiver is necessary.

Failure to comply with these requirements may cause the state to reject the proposal as non-responsive, or cancel the contract.

## third-party service providers

Procurement Officer Note: Revise Or delete As Required.

The contractor must provide, on an annual basis, a Type 2 Statement on Standards for Attestation Engagements (SSAE) SOC 1, SOC 2, or SOC 3 report(s). Failure to provide these reports may be treated as a material breach and may be a basis for a finding of default.

## subcontractors

 Procurement Officer Note: REVISE as REQUIRED.

Subcontractors will not be allowed.

OR

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.

Subcontractor experienceshall / shall notbe considered in determining whether the offeror meets the requirements set forth in SEC. 1.04 PRIOR EXPERIENCE.

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:

* complete name of the subcontractor;
* complete address of the subcontractor;
* type of work the subcontractor will be performing;
* percentage of work the subcontractor will be providing;
* evidence that the subcontractor holds a valid Alaska business license; and
* 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.

Note that if the subcontractor will not be performing work within Alaska, they will not be required to hold an Alaska business license.

## joint ventures

Procurement Officer Note: Revise As Required.

Joint ventures will not be allowed.

OR

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.

## right to inspect place of business

Procurement Officer Note: Revise Or Delete As Required.

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.

## f.o.b. point

Procurement Officer Note: Delete if goods will not be PURCHASED as a result of this contract.

All goods purchased through this contract will be F.O.B. final destination. Unless specifically stated otherwise, all prices offered must include the delivery costs to any location within the State of Alaska.

## contract personnel

Procurement Officer Note: REVISE OR DELETE AS REQUIRED.

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 or procurement officer. Changes that are not approved by the state may be grounds for the state to terminate the contract.

## contract changes - unanticipated amendments

Procurement Officer Note: this section should not be altered or deleted.

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 procurement officer has secured any required state approvals necessary for the amendment and issued a written contract amendment, approved by the Commissioner of the Department of NAMEor the Commissioner's designee.

## nondisclosure and confidentiality

Procurement Officer Note: This clause must be included when a contractor might have access to confidential information such as the state’s 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).

Contractor agrees 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, as used herein, 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 confidential as defined by State of Alaska classification and categorization guidelines provided by the state to the contractor or a contractor agent or otherwise made available to the contractor or a contractor agent in connection with this contract, or acquired, obtained or learned by the contractor or a contractor agent in the performance of this contract. 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).

Procurement Officer Note: Modify the following section as required.

Additional information that the contractor shall hold as confidential during the performance of services under this contract include:

XXXXXXX

XXXXXXX

XXXXXXX

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.

## indeminfication

Procurement Officer Note: tHIS SECTION SHOULD NOT BE ALTERED OR DELETED without the approval of the department of administration, division of risk management.

The contractor shall indemnify, hold harmless, and defend the state 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 state. If there is a claim of, or liability for, the joint negligent error or omission of the contractor and the independent negligence of the state, the indemnification and hold harmless obligation shall be apportioned on a comparative fault basis. “Contractor” and “state”, 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.

## insurance requirements

Procurement Officer Note: the below two paragraphs should not be altered or deleted without the approval of the department of administration, division of risk managment.

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, non-renewal, 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.

the second choice below REQUIRES PROFESSIONAL LIABILITY COVERAGE AND SHOULD BE USED WHEN CONTRACTING FOR PHYSICIANS, DENTISTS, ATTORNEYS, ARCHITECTS, ENGINEERS, ACCOUNTANTS, INSURANCE AGENTS AND BROKERS, APPRAISERS, LOSS CLAIMS ADJUSTERS, TAX CONSULTANTS, RISK MANAGEMENT and INSURANCE CONSULTANTS, INVESTMENT BROKERS, AND INVESTMENT and DIVESTITURE CONSULTANTS.

the first choice below SHOULD BE USED IN ALL OTHER APPLICATIONS.

FOR ASSISTANCE ON INSURANCE REQUIREMENTS, CONTACT THE DEPARTMENT OF ADMINISTRATION, DIVISION OF RISK MANAGEMENT.

**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.

**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 claim.

**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 claim.

OR

**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.

**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 claim.

**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 claim.

**Professional Liability Insurance:** covering all errors, omissions or negligent acts in the performance of professional services under this agreement with minimum coverage limits of $300,000 per claim /annual aggregate.

## termination for default

Procurement Officer Note: this section should not be altered or deleted.

If the project director or procurement officer 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 in SECTION 8. attachments.

# PROPOSAL FORMAT AND CONTENT

Procurement Officer Note: THE INFORMATION YOU PROVIDE IN THIS SECTION SHOULD HELP offerors UNDERSTAND HOW YOU WANT THEIR PROPOSALS STRUCTURED AND IDENTIFY ITEMS YOU WANT THEM TO EMPHASIZE.

## proposal format and content

Procurement Officer Note: REVISE OR DELETE AS REQUIRED.

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 IRFP and provide all information requested.

introduction

Procurement Officer Note: REVISE OR DELETE AS REQUIRED.

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 IRFP; 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.

understanding of the project

Procurement Officer Note: REVISE OR DELETE AS REQUIRED.

Offerors must provide comprehensive narrative statements that illustrate their understanding of the requirements of the project and the project schedule.

methodology used for the project

Procurement Officer Note: REVISE OR DELETE AS REQUIRED.

Offerors must provide comprehensive narrative statements that set out the methodology they intend to employ and illustrate how the methodology will serve to accomplish the work and meet the state’s project schedule.

management plan for the project

Procurement Officer Note: REVISE OR DELETE AS REQUIRED.

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 schedule.

experience and qualifications

Procurement Officer Note: REVISE OR DELETE AS REQUIRED.

Offerors must provide an organizational chart specific to the personnel assigned to accomplish the work called for in this IRFP; illustrate the lines of authority; designate the individual responsible and accountable for the completion of each component and deliverable of the IRFP.

Offerors must provide a narrative description of the organization of the project team and a personnel roster that identifies each person who will actually work on the contract and provide the following information about each person listed:

* title,
* resume,
* location(s) where work will be performed,
* itemize the total cost and the number of estimated hours for each individual named above.

Offerors must provide reference names and phone numbers for similar projects the offeror’s firm has completed.

cost proposal

Procurement Officer Note: REVISE AS REQUIRED. If possible, you should develop a fill-in-the-blank cost schedule for all offerors to complete.

Cost proposals must include an itemized list of all direct and indirect costs associated with the performance of the contract, including, but not limited to, total number of hours at various hourly rates, direct expenses, payroll, supplies, overhead assigned to each person working on the project, percentage of each person's time devoted to the project, and profit.

evaluation criteria

Procurement Officer Note: this section should not be altered or deleted.

All proposals will be reviewed to determine if they are responsive. Proposals determined to be responsive will be evaluated using the criterion that is set out in Section 5. EVALUATION CRITERIA AND CONTRACTOR SELECTION.

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.

# EVALUATION CRITERIA AND CONTRACTOR SELECTION

These evaluation criteria should be used as starting points for developing your own criteria specific to your solicitation.

A good evaluation criteria is:

Open ended. Avoid “yes or no” questions.

Are tied to something you are asking for in Section 4.

Are reasonable, realistic, and clearly worded.

Remember, if you don’t include an evaluation criteria for it, you cannot score it!

Adjust the total number of points as necessary, remember to account for the 10% Alaska Offerors Preference.

**THE TOTAL NUMBER OF POINTS USED TO SCORE THIS PROPOSAL IS** 1000

## understanding of the project (5%)

Procurement Officer Note: REVISE OR DELETE AS REQUIRED.

**Proposals will be evaluated against the questions set out below:**

1. How well has the offeror demonstrated a thorough understanding of the purpose and scope of the project?
2. How well has the offeror identified pertinent issues and potential problems related to the project?
3. To what degree has the offeror demonstrated an understanding of the deliverables the state expects it to provide?
4. Has the offeror demonstrated an understanding of the state's time schedule and can meet it?

methodology used for the project (5%)

Procurement Officer Note: REVISE OR DELETE AS REQUIRED.

**Proposals will be evaluated against the questions set out below:**

1. How comprehensive is the methodology and does it depict a logical approach to fulfilling the requirements of the IRFP?
2. How well does the methodology match and achieve the objectives set out in the IRFP?
3. Does the methodology interface with the time schedule in the IRFP?

management plan for the project (5%)

Procurement Officer Note: REVISE OR DELETE AS REQUIRED.

**Proposals will be evaluated against the questions set out below:**

1. How well does the management plan support all of the project requirements and logically lead to the deliverables required in the IRFP?
2. How well is accountability completely and clearly defined?
3. Is the organization of the project team clear?
4. How well does the management plan illustrate the lines of authority and communication?
5. To what extent does the offeror already have the hardware, software, equipment, and licenses necessary to perform the contract?
6. Does it appear that the offeror can meet the schedule set out in the IRFP?
7. Has the offeror gone beyond the minimum tasks necessary to meet the objectives of the IRFP?
8. To what degree is the proposal practical and feasible?
9. To what extent has the offeror identified potential problems?

experience and qualifications (5%)

**Proposals will be evaluated against the questions set out below:**

1. ***Questions regarding the personnel:***

Procurement Officer Note: REVISE OR DELETE AS REQUIRED.

* 1. Do the individuals assigned to the project have experience on similar projects?
	2. Are resumes complete and do they demonstrate backgrounds that would be desirable for individuals engaged in the work the project requires?
	3. How extensive is the applicable education and experience of the personnel designated to work on the project?
1. ***Questions regarding the firm and subcontractor (if used):***

Procurement Officer Note: REVISE OR DELETE AS REQUIRED.

* 1. How well has the firm demonstrated experience in completing similar projects on time and within budget?
	2. How successful is the general history of the firm regarding timely and successful completion of projects?
	3. Has the firm provided letters of reference from previous clients?
	4. If a subcontractor will perform work on the contract, how well do they measure up to the evaluation used for the offeror?

contract cost (40 – 75%)

Procurement Officer Note: revise as required. Agencies are required to give a minimum weight of 40% for professional and non-professional services contracts, 60% for supply contracts, and between 60% and 75% for procurements involving a combination of both.

If, for some reason this is contrary to public interest, a written request to weigh cost below the minimums mentioned above must be forwarded to the chief procurement officer for approval. the request must explain with particularity why it is not in the State’s best interest to use the minimum percentages identified above for price evaluation, and why those minimums will prevent the agency from accomplishing its public mission.

The procurement officer should require that costs be submitted separately to avoid the possibility of the price influencing scoring.

Overall, a minimum of 40-75% 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 6.11.

**Converting Cost to Points**

Procurement Officer Note: THIS SECTION SHOULD NOT BE ALTERED OR DELETED.

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 6.15.

alaska offeror preference (10%)

Procurement Officer Note: THIS SECTION SHOULD NOT BE ALTERED OR DELETED.

If an offeror qualifies for the Alaska Bidder Preference, the offeror will receive an Alaska Offeror Preference. The preference will be 10% of the total available points. This amount will be added to the overall evaluation score of each Alaskan offeror.

# GENERAL PROCESS INFORMATION

alaska business license and other required licenses

Procurement Officer Note: This Section Should Not Be Altered Or Deleted.

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 Preference 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, PO 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:

* copy of an Alaska business license;
* certification on the proposal that the offeror has a valid Alaska business license and has included the license number in the proposal;
* a canceled check for the Alaska business license fee;
* a copy of the Alaska business license application with a receipt stamp from the state's occupational licensing office; or
* a sworn and notarized statement 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.

## site inspection

Procurement Officer Note: Revise Or Delete As Required.

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.

clarification of offers

Procurement Officer Note: this section should not be altered or deleted.

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.

## discussions with offerors

Procurement Officer Note: this section should not be altered or deleted.

Discussions Held Must Be Accessible To prospective offerors With Disabilities. This Means that The Location Must Be Accessible.

In Addition, Signing Interpreters Or other Accommodations Must Be Provided If Required.

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 IRFP and proposal. Discussions will be limited to specific sections of the IRFP 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.

## evaluation of proposals

Procurement Officer Note: REVISE AS REQUIRED. Cost Must Be An Evaluation Factor Unless The service Sought Is An Architectural, Engineering, Or Land Surveying Contract, That Is Selected In Accordance With As 36.30.270 (A)

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 5. EVALUATION CRITERIA AND CONTRACTOR SELECTION.

After receipt of proposals, if there is a need for any substantial clarification or material change in the IRFP, 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.

contract negotiation

Procurement Officer Note: This Section Should Not Be Altered Or Deleted.

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 PLACE conference room on the NUMBER floor of the NAME Building in CITY, Alaska.

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

## failure to negotiate

Procurement Officer Note: revise as required.

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.

## offeror notification of selection

Procurement Officer Note: This Section Should Not Be Altered Or Deleted.

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.

## protest

Procurement Officer Note: This Section Should Not Be Altered Or Deleted. However, If a shortened public notice period is used, or if a pre-proposal conference is held within 12 days of the proposal due date, a protest does not have to be filed at least ten days before the deadline. Protests may be filed anytime before the deadline set for receipt of proposals (ref. 36.30.565). If that is the case, modify the third paragraph below.

2 AAC 12.695 provides that an interested party may protest the content of the IRFP or the award of a contract.

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 the issuance of a contract solicitation, the award of a contract, or the failure to award a contract.”

Per 2 AAC 12.695, an interested party must first attempt to informally resolve the dispute with the procurement officer. If that attempt is unsuccessful, the interested party may file a written protest to the solicitation or the award of the contract. The protest must be filed with the Commissioner of the purchasing agency or the Commissioner’s designee. The protester must also file a copy of the protest with the procurement officer. The protest must include the following information:

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

If an interested party wishes to protest the content of a solicitation, the protest must be filed before the date and time that proposals are due.

If an offeror wishes to protest the award of a contract not greater than $50,000, the protest must be filed within 10 days from the date of the solicitation or award, whichever is later.

If an offeror wishes to protest the award of a contract greater than $50,000, the protest must be filed within 10 days from the date that notice of award is made.

A protester must have submitted a proposal in order to have sufficient standing to protest the award of a contract.

The procurement officer shall immediately give notice of the protest to the contractor or, if no award has been made, to all offerors who submitted proposals.

If the protestor agrees, the Commissioner of the purchasing department or the Commissioner’s designee may assign the protest to the procurement officer or other state official for alternate dispute resolution. In other cases, the Commissioner or the Commissioner’s designee may issue a decision denying the protest and stating the reasons for denial, issue a decision sustaining the protest, in whole or in part, and instruct the procurement officer to implement an appropriate remedy, or conduct a hearing using procedures set out in AS 36.30.670(b).

application of preferences

Procurement Officer Note: THis Section Should Not Be Altered Or Deleted.

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 IRFP 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 Shared Service’s** web site:

<http://doa.alaska.gov/dgs/pdf/pref1.pdf>

* 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)

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 list 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.**

alaska bidder preference

Procurement Officer Note: This Section Should Not Be Altered Or Deleted.

An Alaska Bidder Preference of 5% 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 Certification Form**

In order to receive the Alaska Bidder Preference, the proposal must include the Alaska Bidder Preference Certification Form attached to this IRFP. An offeror does not need to complete the Alaska Veteran Preference questions on the form if not claiming the Alaska Veteran Preference. An offeror's failure to provide this completed form with their proposal will cause the state to disallow the preference.

alaska veteran preference

Procurement Officer Note: This Section Should Not Be Altered Or Deleted.

An Alaska Veteran Preference of 5%, 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:

1. sole proprietorship owned by an Alaska veteran;
2. partnership under AS 32.06 or AS 32.11 if a majority of the partners are Alaska veterans;
3. limited liability company organized under AS 10.50 if a majority of the members are Alaska veterans; or
4. corporation that is wholly owned by individuals, and a majority of the individuals are Alaska veterans.

**In accordance with AS 36.30.321(i), the bidder must also add value by actually performing, controlling, managing, and supervising the services provided, or for supplies, the bidder must have sold supplies of the general nature solicited to other state agencies, other government, or the general public.**

**Alaska Veteran Preference Certification**

In order to receive the Alaska Veteran Preference, the proposal must include the Alaska Bidder Preference Certification Form attached to this IRFP. An offeror's failure to provide this completed form with their proposal will cause the state to disallow the preference.

alaska offeror preference

Procurement Officer Note: This Section Should Not Be Altered Or Deleted.

2 AAC 12.260(e) provides Alaska offerors a 10% 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.

formula used to convert cost to points

Procurement Officer Note: This Section Should Not Be Altered Or Deleted.

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 using the formula:

*[(Price of Lowest Cost Proposal) x (Maximum Points for Cost)] ÷ (Cost of Each Higher Priced Proposal)*

## examples: converting cost to points & applying preferences

### FORMULA USED TO CONVERT COST TO POINTS

STEP 1

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

Offeror #1 $40,000
Offeror #2 $42,750
Offeror #3 $47,500

STEP 2

In this example, the IRFP allotted 40% of the available 100 points to cost. This means that the lowest cost will receive the maximum number of points.

**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.**

*$40,000 lowest cost x 40 maximum points for cost = 1,600,000 ÷ $42,750 cost of Offeror #2’s proposal =* ***37.4***

**Offeror #3 receives 33.7 points.**

*$40,000 lowest cost x 40 maximum points for cost = 1,600,000 ÷ $47,500 cost of Offeror #3’s proposal* = **33.7**

### ALASKA OFFEROR PREFERENCE

STEP 1

Determine the number of points available to qualifying offerors under this preference.

100 Total Points Available in IRFP x 10% Alaska offerors preference = 10 Points for the Preference

STEP 2

Determine which offerors qualify as Alaska bidders and thus, are eligible for the Alaska offerors preference. For the purpose of this example, presume that all of the proposals have been completely evaluated based on the evaluation criteria in the IRFP. The scores at this point are:

Offeror #1 83 points No Preference 0 points
Offeror #2 74 points Alaska Offerors Preference 10 points
Offeror #3 80 points Alaska Offerors Preference 10 points

STEP 3

Add the applicable Alaska offerors preference amounts to the offeror’s scores:

Offeror #1 83 points
Offeror #2 84 points (74 points + 10 points)
**Offeror #3 90 points (80 points + 10 points)**

STEP 4

**Offeror #3** is the highest scoring offeror and would get the award, provided their proposal is responsible and responsive.

# General Legal Information

## standard contract provisions

Procurement Officer Note: THIS SECTION SHOULD NOT BE ALTERED OR DELETED.

The contractor will be required to sign and submit the State's Standard Agreement Form for Professional Services Contracts (form SAF.DOC/Appendix A) OR Standard Contract Form for Goods and Non-Professional Services (form SCF.DOC/Appendix A). This form is attached in **SECTION 8. EXHIBITS** for your review. 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 in a separate document. Please include the following information with any change that you are proposing:

Identify the provision the offeror takes exception with.

Identify why the provision is unjust, unreasonable, etc.

Identify exactly what suggested changes should be made.

## qualified offerors

Procurement Officer Note: this section should not be altered or deleted.

Per 2 AAC 12.875, unless provided for otherwise in the IRFP, to qualify as an offeror for award of a contract issued under AS 36.30, the offeror must:

1. Add value in the contract by actually performing, controlling, managing, or supervising the services to be provided; or
2. Be in the business of selling and have actually sold on a regular basis the supplies that are the subject of the IRFP.

If the offeror leases services or supplies or acts as a broker or agency in providing the services or supplies in order to meet these requirements, the procurement officer may not accept the offeror as a qualified offeror under AS 36.30.

## proposal as part of the contract

Procurement Officer Note: REVISE OR DELETE AS REQUIRED.

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

## additonal terms and conditions

Procurement Officer Note: REVISE OR DELETE AS REQUIRED.

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

## human trafficking

procurement officer note: this section should not be altered or deleted.

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: <https://www.state.gov/trafficking-in-persons-report/>

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

## right of rejection

 Procurement Officer Note: this section should not be altered or deleted.

Offerors must comply with all of the terms of the IRFP, 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 IRFP.

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 IRFP;
* 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.**

## state not responsible for preparation costs

Procurement Officer Note: this section should not be altered or deleted.

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

## disclosure of proposal contents

Procurement Officer Note: This section should not be altered or deleted.

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.

The Office of Procurement and Property Management (OPPM), or their designee recognizes that some information an offeror submits might be confidential under the United States or the State of Alaska Constitution, a federal statute or regulation, or a State of Alaska statute: i.e., might be confidential business information (CBI). *See, e.g.*, article 1, section 1 of the Alaska Constitution; AS 45.50.910 – 45.50.945 (the Alaska Uniform Trade Secrets Act); *DNR v. Arctic Slope Regional Corp.,* 834 P.2d 134, 137-39 (Alaska 1991). For OPPM or their designee to treat information an offeror submits with its proposal as CBI, the offeror must do the following when submitting their proposal: (1) mark the specific information it asserts is CBI; and (2) for each discrete set of such information, identify, in writing, each authority the offeror asserts make the information CBI. If the offeror does not do these things, the information will become public after the Notice of Intent to Award is issued. If the offeror does these things, OPPM or their designee will evaluate the offeror’s assertion upon receiving a request for the information. If OPPM or their designee reject the assertion, they will, to the extent permitted by federal and State of Alaska law, undertake reasonable measures to give the offeror an opportunity to object to the disclosure of the information.

## assignments

Procurement Officer Note: THIS SECTION SHOULD NOT BE ALTERED OR DELETED.

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. Proposals that are conditioned upon the state’s approval of an assignment will be rejected as non-responsive.

## disputes

Procurement Officer Note: This Section Should Not Be Altered Or Deleted.

A contract resulting from this IRFP 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.

## severability

Procurement Officer Note: This Section Should Not Be Altered Or Deleted.

If any provision of the contract is found to be invalid or 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.

supplemental terms and conditions

Procurement Officer Note: this section should not be altered or deleted.

Proposals must comply with SEC. 7.06 Right of Rejection. However, if the state fails to identify or detect supplemental terms or conditions that conflict with those contained in this IRFP or that diminish the state's rights under any contract resulting from the IRFP, the term(s) or condition(s) will be considered null and void. After award of contract:

if conflict arises between a supplemental term or condition included in the proposal and a term or condition of the IRFP, the term or condition of the IRFP will prevail; and

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.

## federally imposed tarriffs

Procurement Officer Note: revise or delete as required.

Changes in price (increase or decrease) resulting directly from a new or updated Federal Tariff, excise tax, or duty, imposed after contract award may be adjusted during the contract period or before delivery into the United States via contract amendment.

* **Notification of Changes:** The Contractor must promptly notify the Procurement Officer in writing of any new, increased, or decreased Federal excise tax or duty that may result in either an increase or decrease in the contact price and shall take appropriate action as directed by the Procurement Officer.
* **After-imposed or Increased Taxes and Duties:** Any Federal excise tax or duty for goods or services covered by this contract that was exempted or excluded on the contract award date but later imposed on the contractor during the contract period, as the result of legislative, judicial, or administrative action may result in a price increase provided:
	1. The tax or duty takes effect after the contract award date and isn’t otherwise addressed by the contract;
	2. The contractor warrants, in writing, that no amount of the newly imposed Federal excise tax or duty or rate increase was included in the contract price, as a contingency or otherwise.
* **After-relieved or Decreased Taxes and Duties:** The contract price shall be decreased by the amount of any decrease in Federal excise tax or duty for goods or services under the contract, except social security or other employment [taxes](https://www.law.cornell.edu/definitions/index.php?width=840&height=800&iframe=true&def_id=e7c3de2c69ecf724736be4cfdf5433ce&term_occur=7&term_src=Title:48:Chapter:1:Subchapter:H:Part:52:Subpart:52.2:52.229-3), that the Contractor is required to pay or bear, or does not obtain a refund of, through the Contractor's fault, negligence, or failure to follow instructions of the Procurement Officer.
* **State’s Ability to Make Changes:** The State reserves the right to request verification of Federal excise tax or duty amounts on goods or services covered by this contract and increase or decrease the contract price accordingly.
* **Price Change Threshold:** No adjustment shall be made in the contract price under this clause unless the amount of the adjustment exceeds $250.

# ATTACHMENTS

## Attachments

Procurement Officer Note: revise as required.

**Attachments:**

1. Cost Proposal
2. Standard Agreement Form - Appendix A **OR** Standard Contract Form for Goods and Non-Professional Services