



Alaska Industrial Development and Export Authority
(AIDEA or the Authority)

Addendum 1
REQUEST FOR PROPOSALS (RFP)
AIDEA- 15064
Economist and Ancillary Services
November 5, 2014

This addendum is issued to make the following clarifications and corrections:

2.2 Minimum Contractor Qualifications

Offeror's who are interested in responding to this solicitation must demonstrate in their proposal they meet the following minimum requirements:

1. Offeror has or will get an Alaska business license by the of award of a contract;
2. Minimum of five (5) years of experience in the business of providing economist services; experience in rural Alaska is desired;
3. Submit a proposal as requested in Section 6 of this solicitation.

Proposals that fail to demonstrate meeting these requirements may be determined as non-responsive

6.6 Cost and Pricing

Please use the format and hours provided for cost. If your firm is one person, use the billable hourly rate for each job title.

SECTION EIGHT
Attachment – Sample Contract and NTP



STANDARD AGREEMENT FORM FOR PROFESSIONAL SERVICES

| | | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Agency Contract Number SAMPLE | 2. Description of Professional Services | Project Manager |
| 3. Vendor Contact email | 4. Telephone and Fax Number | 5. Alaska Business License Number |
| This contract is between | | |
| 6. Alaska Industrial Development and Export Authority (AIDEA) | 7. Division of Dept. of Commerce | hereafter AIDEA or the Authority, and |
| 8. Contractor <div style="text-align: right;">Hereafter the Contractor</div> | | |
| 9. Mailing Address | | |
| 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), 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: This Contract is a non-guaranteed term contract. The initial term of the contract is _____ years from contract award, with _____ additional one-year renewal options. The total dollar amount of said contract is estimated not-to-exceed \$_____. <div style="text-align: center;"> 4.2 When billing the Authority, the Contractor shall submit the invoicing documents by: US Mail too: AIDEA, 813 West Northern Lights Blvd, Anchorage, AK 99503-2495 (or) Email to AIDEAAP@aidea.org, Please do not duplicate. </div> | | |
| 11. CONTRACTOR | | 13. CERTIFICATION: 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. This contract has no effect until signed by the head of contracting agency or designee. |
| Name of Firm | | |
| Signature of Authorized Representative | Date | |
| Typed or Printed Name and Title of Authorized Signee | | |
| 12. Alaska Industrial Development and Export Authority (AIDEA) | | Date |
| Date | | |
| Signature of Ted Leonard – AIDEA Executive Director | | 14. Signature of Tom J. Erickson, Chief Procurement Officer |

APPENDIX A - GENERAL PROVISIONS AND STANDARD CONTRACT TERMS

Article 1 Definitions

- 1.1 In this contract and appendices, "Project Manager" means the Deputy Director-Commercial Finance named on page 1, or his successor; "Agency Head" means the Executive Director who signs this contract on behalf of the Authority and includes a successor or authorized representative; and "Procurement Officer" means the Authority's procurement officer named on page 1, or his successor.
- 1.2 "Authority" means the Alaska Industrial Development and Export Authority for which this contract is to be performed and for which the Executive Director or Authorized Designee acted in signing this contract.

Article 2 Inspection and Reports

- 2.1 The Authority 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 arising under this contract not disposed of by mutual agreement shall be decided in accordance with 3 AAC 100.

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, and 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, and 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 that 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 the contract.

Article 5 Termination

The Procurement Officer, by written notice, may terminate this contract, in whole or in part, when it is in the best interest of the Authority. The Authority is liable only for payment in accordance with the payment provisions of this contract for costs incurred before the effective date of termination.

Article 6 No Assignment or Delegation

The Contractor may not assign, novate, 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 Authority.

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 Authority 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 Authority under this contract.

Article 10 Ownership of Documents

All designs, drawings, specifications, notes, artwork, and other work developed in the performance of this contract for the Authority or delivered to the Authority are produced for hire and remain the sole property of the Authority and may be used by the Authority 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, shall 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. Subject to the dispute resolution process provided for in Article 3 above, all actions concerning this contract shall be brought in the Superior Court of the State of Alaska and not elsewhere. The Contractor consents to the jurisdiction of 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.

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 Authority 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.

Article 15 Contract for Similar Services

The Authority may contract for similar services from other contractors during the term of this contract.

Article 16 Review of Applications

The Contractor will be excluded from reviewing applications where in the judgment of the Authority there is an appearance or actual conflict of interest.

Article 17 Conflict of Interest

Promptly after execution of this contract, Contractor shall provide a statement indicating whether or not

the firm or any individual working on the contract has a possible conflict of interest. If there is a conflict of interest or appearance of such a conflict, a brief description of the nature of the conflict must be included in the statement. The Authority will evaluate the nature of the conflict, Contractor's statement, and make a determination whether in its opinion a conflict of interest exists. This decision shall be made solely in the Authority's best interest. If a conflict of interest is discovered after contract award, the Authority, after review of the facts surrounding the conflict, may terminate the contract in its entirety.

Article 18 Subcontractors

Contractor may subcontract portions of a specific work order or offer the services of other firms. The Contractor will be required to submit the names and addresses and other required information of all subcontractors. If subcontractors are added in order to respond to a specific work order the contractor will be required to provide information about the subcontractor with their work order proposal.

The Contractor must submit proof of proposed subcontractors' Alaska business licenses and insurance for those businesses working in Alaska within a reasonable time after this contract is executed.

If Contractor proposes to accomplish more than 50% of the work through subcontractors, they must provide a written statement that they are not operating as a joint venture with the other contractors and will be solely responsible for all work products, profits, and losses, as they relate to the performance of this contract. The Authority may terminate the contract in its entirety for any failure to comply with the preceding sentence.

Article 19 Force Majeure

The parties to this contract are not liable for the consequences of any failure to perform, or default in performing, any of their obligations under this Agreement, if that failure or default is caused by any unforeseeable Force Majeure, beyond the control of, and without the fault or negligence of, the respective party. For the purposes of this Agreement, Force Majeure will mean war (whether declared or not); revolution; invasion; insurrection; riot; civil commotion; sabotage; military or usurped power; lightning; explosion; fire; storm; drought; flood; earthquake; epidemic; quarantine; strikes; acts or restraints of governmental authorities affecting the project or directly or indirectly prohibiting or restricting the furnishing or use of materials or labor required; inability to secure materials, machinery, equipment or labor because of priority, allocation or other regulations of any governmental authorities.

Article 20. Contractor's signature certifies that:

- 1) all services provided under this contract by the Contractor shall be performed in the United States; and
- 2) 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 is located at the following website: <http://www.state.gov/g/tip/> Failure to comply with (a) or (b) of this requirement will cause AIDEA to cancel the contract.

Appendix B INDEMNIFICATION & INSURANCE

Article 1. Indemnification

The Contractor shall indemnify, defend, and hold harmless the Authority from and against any claim of, or liability for, negligent acts, errors, and omissions of the Contractor under this contract. The Contractor shall not be required to indemnify, defend, or hold harmless the Authority for a claim of, or liability for, the independent negligent acts, errors, and omissions of the Authority. If there is a claim of, or liability for, a joint negligent act, error or omission of the Contractor and Authority, the indemnification, defense and hold harmless obligation of this provision shall be apportioned on a comparative fault basis. In this provision, "Contractor" and "Authority" include the employees, agents and other contractors who are directly responsible, respectively, to each. In this provision, "independent negligent acts, errors, or omissions" means negligence other than in the Authority'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 obligation, Contractor shall purchase at its own expense and maintain in force at all times during the performance of services under this contract 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 Authority shall be entitled to coverage to the extent of such higher limits. Certificates of Insurance must be furnished to the Procurement 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. For Contractor's services performed in Alaska, 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 Authority and the State of Alaska

2.2 Commercial General Liability Insurance: covering all business premises and operations used by the Contractor in the performance of services under this contract 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 contract 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 contract. Limits required per the following schedule:

| Contract Amount | Minimum Required Limits |
|------------------------|---------------------------------------------|
| 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 |

(Revised 12-11)

Appendix C SCOPE OF WORK

Same as the RFP

Appendix D CONSIDERATION

1. Contract Type
2. Rates



NOTICE TO PROCEED & BILLING SUMMARY

NTP No:
Agreement No:
Accounting Ref No.:
Contract Expiration Date:
Contract Authorization to Date:

For:

Contractor:
Project Title:
Category of Services:

NTP Completion Date:
Amount of this NTP/Amend.:
Method of Payment:

NOTICE TO PROCEED

Contractor shall provide services stated herein. Services beyond the written scope, NTP completion date, or cost require Authority approval through written amendment. Cost underruns shall not accumulate, the Authority reserves the right to retain or reallocate any remaining funds resulting from cost underruns. All deliverables are due on or before the "NTP completion date". Funding expiration dates are for internal use only. NTPs are cumulative for this Agreement; and this version supersedes All prior versions of this NTP.

Phone:

The Agency Project Manager for this NTP is:

Fax: 907-771-3044

| | | |
|---------------------------------------|---------------------------------|---------------------------------------|
| Accepted for the Contractor by | Project Manager Approval | AIDEA and AEA Procurement Dept |
| | | |
| Signature | Date | Signature |
| Name | Date | Date |
| | 0 | |



NOTICE TO PROCEED & BILLING SUMMARY

NTP No: 0
 Agreement No: 0
 Accounting Ref No.: 0
 Contract Expiration Date: 1/0/00
 Contract Authorization to Date: \$0.00
 NTP Completion Date: 1/0/00
 Amount of this NTP/Amend.: \$0.00
 Method of Payment: 0

For: 0
 Contractor: 0
 Project Title: 0
 Category of Services: 0

NOTICE TO PROCEED

BILLING SUMMARY

Contractor Invoice Number _____ for billing period _____ If Final Invoice check here []

| GL Account Code | Internal Fund Exp Date | Authorized Task Groups | Authorized To - Date | Prior Approved Payments | This Billing | Total To - Date |
|-----------------------------------------------|------------------------|------------------------|----------------------|-------------------------|--------------|-----------------|
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| | | | | | | |
| Total Amount Authorized for All Groups | | | \$0.00 | | | |
| Sum of Prior APPROVED Payments | | | | 0.00 | | |
| Sum for THIS INVOICE | | | | | 0.00 | |
| Sum of Prior Payments and this Invoice | | | | | | 0.00 |
| Balance of Authorized Amount | | | | | | \$0.00 |

| | |
|--------------------------------------------------------|----------------------------------------------------------|
| | Payment Request & Certification: (Contractor) |
| | |
| Signature | Date |
| Construction - Department of Labor Close-Out Required? | Name: 0 |

Approval for Payment

| | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------|
| PAYMENT RECOMMENDED (Agency Project Manager): I certify this invoice to be valid and accurate and that services were performed substantially in conformance with the contract requirements and schedule. | PAYMENT APPROVED (Authorized Agency Official): Based upon the Project Manager's recommendation and certification, I hereby approve payment. |
| | |
| Signature | Signature |
| | |
| Name: 0 | Name: |

**INSTRUCTIONS TO CONTRACTOR for
COST REIMBURSEMENT NOTICE TO PROCEED (NTP)
& BILLING SUMMARY**

- 1 Retain an unmarked, as issued, copy of this form to be used for reproduction and billing.
- 2 If this NTP is unacceptable, notify the Contracting Agency immediately. If acceptable, acknowledge by signature where indicated on a copy of this NTP and return it within ten days after your receipt.
- 3 Submit monthly Invoices to the Authority Accounting Department, 813 W Northern Lights Blvd, Anchorage, AK 99503. Provide a copy of page one of this form as the FACE PAGE of each invoice submitted and with the following entries accurately completed:
 - a) Write the Invoice Number and billing period, and indicate if it is final billing if appropriate.

Entries in the following columns: Prior Approved Payments, This Billing, and Total to Date for each Task Group;
 - b) plus the SUM TOTALS for: Authorized To - Date, Prior APPROVED Payments, THIS INVOICE, Prior Payments plus this Invoice, and Balance of Authorized Amount.

Note "Prior APPROVED Payments" amounts may NOT be the same as the total of all your prior invoices if some items were disallowed or adjustments were made. If a prior billing has not been acknowledged with any payment, or a different amount from your billing was paid without notification to you of the reason(s), attach a request for an explanation and remedial action.

- 4 Sign, date and enter printed or typed name under "PAYMENT REQUEST (Contractor)" thereby attesting to the following:

"By signature on this form, the Contractor certifies entries to be true and correct for the services performed to date under or by virtue of said Agreement and in accordance with AS 36.30.400. The Contractor further certifies that all applicable Federal, State and Local taxes incurred by the Contractor in the performance of the services have been paid and that all Subcontractors engaged by the Contractor for the services included in any invoice shall be fully compensated by the Contractor for such services."

- 5 **When Applicable, ATTACH A CURRENT COPY OF EXHIBIT C-4, COST REIMBURSEMENT BILLING DETAIL FORM (from Appendix C of the Agreement) to each invoice. Internally check the form and correct mathematical extensions. The Contracting Agency may return erroneous invoices for correction before processing for payment.**

- 6 Substantiate all charges in each billing, other than for Fixed Prices or Fixed Fees, by attaching a summary of hours expended and hourly labor rate per employee; summary of units completed; subcontractor invoices; expense receipts, etc.; or other proof of expenditures.

- 7 Prime Contractor's Labor and Indirect Cost shall be billed to the Contracting Agency within 45 days of performance. Subcontractors' Labor and Indirect Cost shall be billed to the Contracting Agency within 60 days of performance. All of the Contractor's and Subcontractors' Other Direct Costs (Expenses) shall be billed to the Contracting Agency within 90 days of being incurred. Charges submitted after the above stated times will, at the Contracting Agency's discretion, not be paid.

- 8 Contractor shall notify the Authority when the NTP or any single task is approximately 75% complete; at such time, if Contractor determines authorized funds may be insufficient to complete the scope of work, contractor shall provide an estimate of cost to complete. The Authority will determine after discussion with Contractor if additional cost is reasonable and does not include costs that should be absorbed by the Contractor. If additional cost is validated, a negotiated Amendment will be executed which either (1) reduces the Scope of Work commensurate with the Authorized Amount(s), or (2) increases the Authorized Amount to a level required for completion of the original Scope of Work.

- 9 "By providing goods or services through this PO you are certifying that you are eligible to receive federal funding and not on a debarred or suspension list under 29 CFR Part 29."