



Date: August 25, 2023  
Addendum No. One

TO ALL PLANHOLDERS:

The enclosed addendum amends the documents for the above referenced Project:

- QUESTION: Is there an incumbent for this contract?**  
**ANSWER:** *There are no current holder of a particular position, role, company, organization, or individual that performs or provide the services requested under the present solicitation.*
- QUESTION: How many contracts are anticipated to be awarded?**  
**ANSWER:** *We anticipate that the number of contracts to be awarded is contingent upon the evaluation of proposals received. Our primary focus is to ensure that the selected proposals align closely with the Qualifications Criteria outlined in the solicitation. As prospective contractors prepare their proposals, we encourage them to thoroughly address the Qualifications Criteria to demonstrate their suitability for the project.*
- REQUEST: Please clarify if we are allowed to use subcontractors. Section 3.11 and Section 3.15 provide contradiction and we would like to include one or more subcontractors to bring best technical and regional SMEs to our team depending on the location of the work. There are also several items in scope of work beyond public outreach and community liaison professional services that may require specialty subcontractors. Perhaps adding language that allows subcontractors to be added depending on SOW and to be approved prior to issuing NTP would provide AIDEA with flexibility in executing the work.**

<b>3.11</b>	<b>3.15</b>
<b>SEC. 3.11 SUBCONTRACTORS</b> Subcontractors will not be allowed.	<b>SEC. 3.15 CONTRACT PERSONNEL</b> Any change of the project team members or subcontractors named in the proposal must be approved, in advance and in writing, by the Project Manager or Chief Procurement Officer. Changes that are not approved by the state may be grounds for the state to terminate the contract.

**ANSWER:** *Yes we do Accept Subcontractors. We recognize the value of bringing specialized expertise and regional knowledge through subcontractors and encourage their inclusion where appropriate. The Contractor must provide a list of potential subcontractors and contributions of the Subject Matter Expert, a one-page resume for each subcontractor including brief descriptions of previous work, and three references. Replacement of subcontractors may only be made in accordance with approval of the Project Manager and the terms of the final negotiated Professional Service Agreement. To ensure that the inclusion of subcontractors aligns with the project's goals and requirements, we kindly request that you seek prior validation from the Project Manager before finalizing your proposal for the Notice to Proceed (NTP). This step will help us collectively assess the suitability and expertise of proposed subcontractors in relation to the scope of work.*

- Who is the proposed AIDEA program manager for this contract?.**  
**ANSWER:** *Brandon E. Brefczynski.*

**5. REQUEST: Please elaborate on:**

<b>3.01</b>
<p><b>SECTION 3. SCOPE OF WORK &amp; CONTRACT INFORMATION</b></p> <p><b>SEC. 3.01 SCOPE OF WORK</b></p> <p>The professional services agreement that will be awarded under this RFP is intended to assist the Alaska Industrial Development and Export Authority (AIDEA) in conducting public outreach, education activities and serve as the community liaison for the in various communities. The consultant will communicate project information to specific diverse audiences and support sharing information between AIDEA and stakeholder groups.</p> <p>In its capacity as community liaison support consultant for AIDEA, Contractor may be required to facilitate technical assistance on-site community meetings, data collection, analysis, and some feasibility assessments on a case-by-case basis. Data collection and analysis may include (and is not limited to): comprehensive community building, an assessment of potential project cash flow.</p> <p>The scope of work items are identified below. The actual scope of work and requirements for each task order will be identified in the request for proposals (RFP) issued to the selected term Contractor(s). All task orders will include a Project Management component. The Contractor shall invoice monthly and submit brief monthly progress reports (1-2 pages) that include a description of the activities and/or deliverables completed that period, budget status, and planned activities for the next quarter.</p> <p>Respondents to this RFP need to demonstrate experience in facilitating groups and have a proven track record of planning and facilitating meetings, workshops, conferences, and public outreach and education activities.</p>

**ANSWER:** *Both feasibility assessments and assessments of project cash flow requirements require in-depth technical knowledge and analytical skills. When the scope of work extends beyond public outreach and community liaison services to include these assessments, it's important to collaborate with subject matter experts who are well-versed in the relevant domains to ensure accurate and reliable results that contribute to the project's overall success.*

Contractor may be required to facilitate technical assistance for:

**a. Feasibility Assessment:**

*A feasibility assessment is an evaluation of the practicality and viability of a project or endeavor. It involves determining whether a proposed project is achievable given various constraints and considering its potential benefits, risks, and costs. This assessment often requires a comprehensive analysis of technical, financial, environmental, legal, and operational aspects. A feasibility assessment aims to answer critical questions such as:*

- *Is the project technically feasible given the available resources and technology?*
- *Does the project align with regulatory and legal requirements?*
- *Can the project be executed within the allocated budget and timeline?*
- *Are there any environmental impacts or concerns?*
- *What are the potential risks and how can they be mitigated?*

*In cases where feasibility assessments are required, specialized technical expertise may be necessary to evaluate complex technical aspects, analyze market trends, conduct financial modeling, and consider potential alternatives. This expertise ensures that the project's feasibility is thoroughly examined and that decision-makers have accurate and reliable information to make informed choices.*

**b. Assessment of Project Cash Flow Requirements:**

*Assessing project cash flow requirements involves analyzing the inflows and outflows of funds throughout the project's lifecycle. It helps in understanding how much money is needed at various stages of the project to cover expenses, meet financial obligations, and ensure the project's financial sustainability. Key considerations in assessing project cash flow requirements include:*

- *Identifying initial investment costs and ongoing operational costs.*
- *Analyzing the timing of revenue generation and expenditure.*
- *Evaluating the availability of funds for different project phases.*
- *Ensuring that cash reserves are sufficient to handle unexpected contingencies.*

*This assessment is crucial for effective financial planning, resource allocation, and risk management. It ensures that the project remains financially viable and that the necessary funds are available when needed. In situations where assessing project cash flow requires specialized expertise, financial analysts, accountants, and economists may be involved to perform detailed financial projections and scenario analyses.*

**6. REQUEST: Please elaborate on:**

<p><b>3.03</b></p>
<p><b>SEC. 3.03 DELIVERABLES</b></p> <p>The location of the services is statewide depending on the specific task awarded through future Notice to Proceeds (NTP's). Travel may be necessary at times with some tasks.</p> <p>Once the <b>most qualified firm</b> is selected and awarded a Contract by the AUTHORITY, will provide all the selected CONSULTANT AGENCY(s) formal communication via email of any professional services needs to execute based on the description of work established in this RFP and/or any addenda.</p> <p>There are not bound to a minimum or maximum period of employment up to the limit of the contract.</p> <p>All task orders will include a Project Management component. The Contractor shall invoice monthly and submit brief monthly progress reports (1-2 pages) that include a description of the activities and/or deliverables completed that period, budget status, and planned activities for the next quarter.</p> <p><u>Deliverables may include, but are not limited to:</u></p> <ul style="list-style-type: none"> <li>• Development of program and plan of operations.</li> </ul>

**ANSWER:** *Contractor may be required to facilitate technical assistance for creating a comprehensive program that outlines the strategic direction and goals of the initiative, along with a detailed plan of how the operations will be conducted to achieve those goals. This deliverable provides clarity on the project's purpose, approach, and execution, and serves as a crucial reference for stakeholders, team members, and decision-makers.*

- **Program:** *A program, in this context, refers to a structured and coordinated set of activities or initiatives aimed at achieving a particular goal or objective. It outlines the overall strategy and approach to be taken to address a specific need or opportunity. The "development of program" as a deliverable implies that the contractor is responsible for creating a comprehensive program that outlines the approach, goals, activities, and timeline for achieving the desired outcomes.*
- **Plan of Operations:** *A plan of operations is a detailed document that outlines how a project or initiative will be executed. It encompasses the various steps, tasks, responsibilities, resources, and timelines required to implement the program effectively. This plan provides a roadmap for project implementation and ensures that everyone involved is on the same page regarding how things will be carried out.*

<p><b>3.03</b></p>
<ul style="list-style-type: none"> <li>• Supporting and assisting in the implementation and execution of workforce development initiatives established by AIDEA for communities across Alaska;</li> </ul>

**ANSWER:** *Contractor is responsible for actively participating in and contributing to the successful implementation of these initiatives. This could involve tasks such as providing strategic input, coordinating with stakeholders, offering specialized expertise, helping design and deliver training programs, monitoring progress, and reporting on outcomes. The specified deliverable in this case involves actively participating in and contributing to the implementation of workforce development initiatives established by AIDEA for various communities across Alaska.*

- **Supporting and Assisting in Implementation and Execution:** This indicates that the contractor's role involves providing active assistance, guidance, and contribution to the implementation and execution of the specified initiatives. This could include actively participating in planning, coordinating activities, providing expertise, and helping ensure that the initiatives are effectively carried out.
- **Workforce Development Initiatives:** These are projects, programs, or activities that aim to enhance the skills, training, and employment opportunities of individuals within the workforce. Workforce development initiatives can encompass a range of activities, such as training programs, educational partnerships, skill-building workshops, job placement services, and more.
- **Established by AIDEA for Communities across Alaska:** This clarifies that the initiatives have been set up and defined by the Alaska Industrial Development and Export Authority (AIDEA) with the goal of benefiting various communities across the state of Alaska.

<b>3.03</b>
<ul style="list-style-type: none"> <li>• Preparation of any and all required documentation related to the permitting and preparation of the scope of services as demand arise.</li> </ul>

**ANSWER:** Contractor Preparation of any and all required documentation related to the permitting and preparation of the scope of services as demand arise. The contractor is expected to provide the required documentation and prepare the scope of services whenever they are needed or requested. The contractor should be responsive to the project's evolving needs.

- **Preparation of Required Documentation:** This refers to the creation and compilation of various documents that are necessary for specific aspects of the project. Documentation could include reports, plans, permits, applications, forms, or any other paperwork that is essential for regulatory compliance, project planning, and execution.
- **Permitting:** This specifies that the documentation is connected to the process of obtaining permits, licenses, or approvals required for the project. Permitting documentation ensures that the project adheres to legal and regulatory requirements.
- **Preparation of the Scope of Services:** This indicates that the contractor is responsible for defining and documenting the scope of services to be provided as part of the project. The scope of services outlines what tasks, activities, and responsibilities are included in the project.

7. **REQUEST: 3.04 and 4.07 contradict. Please provide clarification on what type of contract will be awarded and what is required for the cost proposal. 3.04 indicates a Firm Fixed Price Hourly Rate and 4.07 requests a Field rate and a Standby rate as well as a Fixed Fee for Production of reports. There is no rate considered for office work as well as to differentiate senior, mid-level, or junior-level expertise nor any clarification of what type of “report” to provide the Fixed Fee. Suggest changing 3.04 to FFP to be negotiated during specific NTPs and 4.07 to include proposed rates/positions for a “sample SOW” for community engagement for AIDEA project with a total of 100 hours so you can compare apples to apples from contractors and show the types of positions you are proposing for this work.**

3.04	4.07
<p><b>SEC. 3.04 CONTRACT TYPE</b></p> <p>This contract is a <b>Firm Fixed Price Hourly Rate.</b></p>	<p><b>SEC. 4.07 COST PROPOSAL</b></p> <p>Offerors must complete and submit this Submittal Form, see attachment #1. Proposed costs must include two hourly rates. The first rate to be considered is an hourly field rate for each individual to be sent to each village, to be summed into a single hourly rate in each village. The second being a standby hourly rate for each team member, to be summed into a single hourly rate in order to account for delays incurred while traveling in rural Alaska.</p> <p>Based on the overall project parameters provided under the scope of work contained within this RFP, present a work plan for the project. This work plan should describe, in some detail, the Offeror’s approach to the project. That should include a proposed project timeline, conceptual approach to the overall project, and specific approaches and estimated cost requirements that will be used to generate results for each of the items in the scope of work.</p> <p>The Offeror will need to provide a fixed fee for the production of reports to use for evaluation. Include an hourly rate price list for staff that will travel to the site for evaluation.</p> <p>Overall, a minimum of 40% of the total evaluation points will be assigned to cost.</p> <p>The lowest cost proposal will receive the maximum number of points allocated to cost. (see attached Cost Proposal Form).</p> <p>Offerors must estimate the number of hours by this proposal. This estimate will be used to calculate the proposal cost estimate.</p> <p>Expenses associated with travel such as lodging, airfare, food, and per-diem shall be excluded from this cost proposal.</p>

**ANSWER:** *the contract could be awarded under a "Hourly rate". This would involve specifying a fixed amount for the entire project scope. However, this could be negotiated during specific Notice to Proceeds (NTPs) to address the specific needs of each project phase. To provide clarity and consistency in the cost proposal, the potential contractor needs to include detailed rates and positions. Additionally, consider including proposed rates and positions for community engagement. This approach helps AIDEA to understand the expected positions and costs better, allowing for more accurate comparisons between proposals.*

*To address the concern about differentiating between expertise levels (senior, mid-level, junior) and the lack of office work rates, consider adding clarity to the rate structure. Specify the hourly rates for each expertise level and consider whether to include office work rates if they are relevant to the project. Including these details can ensure that the proposal evaluation process is more comprehensive and helps in comparing proposals more effectively.*

8. **REQUEST: 3.04 also has a section referring to STAFFING AGENCY(s) and all Labor Markup.**

**ANSWER:** *the correct term it’s Consultant Agency.*

9. **REQUEST: Suggest revising to add airline travel to be purchased as fully refundable tickets to allow flexibility in project schedules.**

3.09
<p>2. Airline travel will be reimbursed at coach or comparable rates with a minimum of seven (7) days advance purchase.</p>

**ANSWER:** *The minimum 7 days condition is voided.*

<https://doa.alaska.gov/dof/manuals/aam/resource/60t.pdf>

10. **REQUEST: Suggest removing bullet since a defined scope of work for a task order is not included**

4.03
<ul style="list-style-type: none"> <li>itemize the total cost and the number of estimated hours for each individual named above.</li> </ul>

**ANSWER:** Do not apply. Just a rough estimate based on personnel proposed how it will distribute the hours to produce report.

11. **REQUEST: please elaborate on what community assessments consist of or remove language if this is in error.**

4.06
<p><b>SEC. 4.06 MANAGEMENT PLAN FOR THE PROJECT</b></p> <p>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.</p> <p>Offerors must provide a work plan, complete with contingencies for overcoming expected delays, project challenges and other anticipated problems. This work plan shall also include an estimate for <b>how many community assessments</b> the Offeror expects to complete by the end of this contract (planned by month). Note that the Offeror should describe the assumptions used to estimate this number, as the variety of facilities and locations are highly variable.</p> <p>SPECIAL NOTE: The Offeror shall not disclose their costs in this Submittal Form</p>

**ANSWER:** Regarding the work plan, account potential delays, challenges; please describe the approach to how many different communities can be addressed simultaneously if located geographically distant or closer. Proposal's response acknowledges the vendor's requirements, highlights your intention to comply with their guidelines, and demonstrates your commitment to delivering a comprehensive proposal.

12. **REQUEST: Please provide a sample SOW/project so you are comparing apples to apples between contractors.**

4.07	5.02																																				
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**ANSWER:** The proposal will be evaluated by a Committee to ensure a complete understanding of all of the proposals before awarding points. The Evaluators will evaluate each response only for its applicability to the specific criterion for which it is given.

**13. REQUEST: Please also provide an example of “rate for each team member, to be summed into a single hourly rate”.**

5.08	Attachment #1																																																																											
<p><b>SEC. 5.08 CONTRACT COST (Cost Proposal) (40%)</b></p> <p>Overall, a minimum of <b>40%</b> of the total evaluation points will be assigned to cost. After the Chief Procurement Officer applies any applicable preferences, the Offeror with the lowest total cost will receive the maximum number of points allocated to cost per 2 AAC 12.260(c). The point allocations for cost on the other proposals will be determined using the following formula:</p> <p><i>[(Price of Lowest Cost Proposal) x (Maximum Points for Cost)] ÷ (Cost of Each Higher Priced Proposal)</i></p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #d9e1f2;"> <th style="width: 35%;">Position</th> <th style="width: 25%;">Job Function</th> <th style="width: 10%;">Name</th> <th style="width: 15%;">Max Billing Rate (2023)</th> <th style="width: 15%;">Total Effort (%)</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td>\$ -</td><td>-</td></tr> <tr><td> </td><td> </td><td> </td><td>\$ -</td><td>-</td></tr> <tr><td> </td><td> </td><td> </td><td>\$ -</td><td>-</td></tr> <tr><td> </td><td> </td><td> </td><td>\$ -</td><td>-</td></tr> <tr><td> </td><td> </td><td> </td><td>\$ -</td><td>-</td></tr> <tr><td> </td><td> </td><td> </td><td>\$ -</td><td>-</td></tr> <tr><td> </td><td> </td><td> </td><td>\$ -</td><td>-</td></tr> <tr><td> </td><td> </td><td> </td><td>\$ -</td><td>-</td></tr> <tr><td> </td><td> </td><td> </td><td>\$ -</td><td>-</td></tr> <tr><td> </td><td> </td><td> </td><td>\$ -</td><td>-</td></tr> <tr><td> </td><td> </td><td> </td><td>\$ -</td><td>-</td></tr> <tr><td> </td><td> </td><td> </td><td>\$ -</td><td>-</td></tr> <tr><td> </td><td> </td><td> </td><td>\$ -</td><td>-</td></tr> <tr><td> </td><td> </td><td> </td><td>\$ -</td><td>-</td></tr> </tbody> </table>	Position	Job Function	Name	Max Billing Rate (2023)	Total Effort (%)				\$ -	-				\$ -	-				\$ -	-				\$ -	-				\$ -	-				\$ -	-				\$ -	-				\$ -	-				\$ -	-				\$ -	-				\$ -	-				\$ -	-				\$ -	-				\$ -	-
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**ANSWER:** Procurement will evaluate the Hourly Rate vs. the Total Effort (%).

**14. REQUEST: Please also provide an example of what type of report (monthly invoice summary, community meeting, overall project summary, etc.) to be used for the fixed fee for the production of reports.**

**ANSWER:** The be determined with the Notice to Proceed.

**15. REQUEST: Please clarify “offeror must estimate the number of hours by this proposal”.**

**ANSWER:** please check item 12 and provide a proposal with the estimated hours that you will use for a report for a Community Engagement.

**16. REQUEST: Please clarify that this is required or not. Bid and Performance Bonds are not standard for professional services contracts and are primarily used for construction projects.**

**ANSWER:** Bid Bond and Performance Bond not required for this project.

**17. REQUEST: 5.09 Alaska Offeror Preference indicates 10% and 6.12 Alaska Bidder Preference indicates 5% - please clarify which is correct.**

**ANSWER:** Vendor who qualify for Alaska Bidder Preference will be added to the Offeror’s overall evaluation score and while evaluating the Cost Proposal if the offeror qualify and claim the preferences will get a discount for the request.

5.09				
1. Vendor #1				
Position	Weight	Maximum Rate	Weighted Rate	
1. Contract Management	5%	\$ 50.00	\$ 2.50	
2. Project Management	10%	\$ 45.00	\$ 4.50	
3. Journalist	75%	\$ 35.00	\$ 26.25	
4. Photographer	10%	\$ 25.00	\$ 2.50	
<b>Aggregate Rate</b>				<b>\$ 35.75</b>
Aggregate Rate Preference Deductions				
	AK Bidder Preference 5%	5%	\$ 33.96	
	Not to exceed \$5,000 AK Veteran Preference 5%	5%	\$ 32.18	
and ONE of Employment or Disabled Preference	Employment Preference 15%	0%	\$ 32.18	
	Disabled Preference 10%	0%	\$ 32.18	
<b>Final Aggregate Rate after Preference Reductions</b>				<b>\$ 32.18</b>

**END OF ADDENDUM**

We appreciate your participation in this solicitation.

Sincerely,  
*Daniela Patterson*  
AIDEA Contracting Officer