



Date: **May 22, 2026**

Project: **Public Opinion and Policy Research services**
Solicitation No.: **RFP AIDEA26-068**

TO ALL PLANHOLDERS:

This Addendum amends the solicitation RFP document for the above referenced Project:

- 1. REQUEST: Section 3.05 Contract Type lists this as a "Firm Fixed Price Hourly Rate "Section 5.08 Contract Cost lists the total project cost as 40% of the evaluation. Please clarify if this is a firm, fixed price contract between \$50,000-\$65,000 or if this is a contract billed hourly on time & materials not to exceed \$50,000-\$65,000?**

ANSWER: *The contract is intended to be a Time and Expenses (T&E) contract with a combined not-to-exceed amount in the estimated range of \$50,000–\$65,000 for labor and direct expenses. Labor shall be billed using Firm Fixed Price Hourly Rates, and expenses will be reimbursed as applicable. Work will only be authorized through Notices to Proceed based on the specific tasks assigned under this study and associated with the services identified in the proposal submitted in response to this RFP. Firm Fixed Price Hourly Rates should be described in Form: Attachment #1 – Cost Proposal Form.*

- 2. REQUEST: Section 4.08 Bid Bond - Performance Bond requires offerors to obtain a bid bond and commit to a performance bond. This is not standard practice for this type of research contract. Would you consider striking out this requirement from the RFP?**

ANSWER: *With the issuance of this Addendum, AIDEA will waive the Bid Bond and Performance Bond requirements for this solicitation.*

- 3. REQUEST: Section 3.02 Scope of Work indicates that specific tasks and project requirements will be identified with Notices to Proceed issued following contracting. It lists several different research designs, fielding, collection, and analysis tasks that may be required. Section 4.05 Methodology Used for the Project states that "offerors must provide comprehensive narrative statements that set out the methodology they intent to employ and illustrate how the methodology will serve to accomplish the work and meet the state's project schedule". Without having the notices to proceed, and more information on the exact public opinion or policy questions, it is very difficult to establish a recommended methodology. Further, this RFP does not provide schedule expectations for any specific scope. In general, section 3 is written like a term contract, while section 4 is written for a specific scope that is unclear. Is this RFP requesting general information about the scope of research services our firm can provide, or is it asking for methodology about a specific scope of work?**

ANSWER: *The RFP is intended to allow offerors to present their recommended approach and methodology for providing the public opinion and policy research services identified in the solicitation, including data collection, analysis, reporting, and related services.*



Addendum No. One (1)

Because project specific tasks may vary, AIDEA has not prescribed a single methodology. Instead, offerors are encouraged to describe the methods, management approach, and research strategies they believe would best accomplish the objectives of the project based on their professional expertise and experience. The Procurement Evaluation Committee will evaluate each proposal based on the evaluation criteria identified in the RFP, including the proposed methodology and overall understanding of the project.

Following evaluation and award, specific tasks, schedules, deliverables, and budgets will be assigned through Notices to Proceed (NTPs) based on the services and approach presented in the selected contractor’s proposal.

For reference, an example Notice to Proceed is included with this Addendum to provide a general illustration of how project specific tasks may be assigned.

Document	Task	Time & Expenses	Budget
NTP #1	Review and selection of research design	Hourly - TBD	2,000
NTP #2	Data collection and field work	Hourly – TBD	3,000
NTP #3	Final report review and recommendations	Hourly – TBD	4,000
NTP #4	Observation and implementation support	Hourly – TBD	5,000
NTP #5	Evaluation of recommendation outcomes	Hourly – TBD	6,000
NTP #5	Another task	Hourly – TBD	TBD

END OF ADDENDUM

We appreciate your participation in this solicitation.



NOTICE TO PROCEED & BILLING SUMMARY

NTP No: **1 - Sample**

Agreement No: AIDEA26-068

Accounting Ref No.: **POOX-TBD**

Contract Expiration Date: 6/30/2027

Contract Authorization to Date: **\$2,000.00**

For: Alaska Industrial Development & Export Authority

Contractor: **Vendor TBD**

Project Title: Public Opinion and Policy Research services

Category of Services: Professional Services

NTP Completion Date: **8/30/2026**

Amount of this NTP/Amend.: **\$2,000.00**

Method of Payment: Time & Expenses

NOTICE TO PROCEED

Provide services for the Tasks Group(s) and specific Tasks enumerated below in the Billing Summary. Any services beyond the written scope and/or any costs above the price estimate for each Task Group in our Agreement, require prior Agency approval and a contract Amendment. Actual cost underrun of Contract Amount for any Task Group shall not routinely accumulate for other Groups. The Contracting Agency reserves the right to retain or reallocate any remaining funds resulting from such cost underruns.

The Contractor shall provide a report containing details about Services per Appendix C of the Contract [AIDEA26-068](#). See attached scope of Services.

NTP #1:

AIDEA needs **Vendor TBD** to provide professional services to provide and prepare the selected research Methodology.

- 1) Task 1
- 2) Task 2
- 3) Task 3

SAMPLE

This NTP is cumulative and it supersedes all prior NTPs for this Agreement. All remittance should be sent to: AIDEAAP@AIDEA.org

Phone: **907.771.30XX**

The Agency Project Manager for this NTP is:

**Project Manager
AIDEA Communications Director**

Fax: 907.771.3044

Accepted for the Contractor by:

Project Manager Approval:

Authorized for the Contracting Agency by:

Signature Date

Signature Date

Signature Date

Name: **Vendor TBD
Owner - Operator - Editor**

Name: **Project Manager
AIDEA Communications**

Name: **Last Name, Name
AIDEA Chief Procurement Officer**



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NTP Completion Date:	8/30/2026
Amount of this NTP/Amend.:	\$2,000.00
Method of Payment:	Time & Expenses

For: Alaska Industrial Development & Export Authority

Contractor: Vendor TBD

Project Title: Public Opinion and Policy Research services

Category of Services: Professional Services

NOTICE TO PROCEED

BILLING SUMMARY

This Invoice is for [] Progress [] Final Payment OR Sequential Invoice # for this Agreement is: []

GL Account Code	Funding Exp. Date	Authorized Task Groups	Authorized To - Date	Prior Approved Payments	This Billing	Total To - Date
XXXXX	8/30/2026	Review and selection of research design (SAMPLE)	2,000.00			0.00
Total Amount Authorized for All Groups			\$2,000.00			
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

SAMPLE

Payment Request & Certification: (Contractor)

Signature _____ Date _____

Department of Labor Close-Out Required? (Construction)

Name: Vendor TBD
Owner - Operator - Editor

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

Date

Name: Project Manager
AIDEA Communications Director

Name: Last Name, Name
AIDEA Executive Director

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 Agency Contract Manager named in this NTP. 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) Indicate if the Invoice is for Progress or Final Payment and show the Sequential Invoice Number for this NTP.
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 When each NTP is approximately 75% complete, the Contractor shall determine if the Authorized Amount(s) might be exceeded; and, if so, shall provide an estimate of cost to complete. The Contracting Agency will determine after discussion with the 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 services/work products required commensurate with the Authorized Amount(s), or (2) increases the Authorized Amount(s) to that required for completion of the original contract scope.