

# ALASKA ENERGY AUTHORITY

## Alaska Energy Authority (AEA)

### Informal Request for Proposals (IRFP)

IRFP 20005

Date of Issue: **July 25, 2019**

#### Accounting Support for Annual Financial Statement Audit

The Alaska Energy Authority (AEA) is looking to solicit proposals with a firm who has the capacity and capability of providing Accounting Support.

**Offerors Are Not Required To Return This Form.**

**Important Notice:** If you downloaded this solicitation from the AEA's Website, you must register on the online planholders list to receive subsequent addenda. Failure to register may adversely affect your proposal. It is the Offeror's responsibility to ensure that they have received all addenda affecting this IRFP. To register, go to [www.AIDEA.org](http://www.AIDEA.org) and provide the project name & number, company name & contact person, address, phone number & fax number.

**Lois Lemus**

**Contracting Officer**

Alaska Industrial Development and Export Authority and  
Alaska Energy Authority

Phone: 907.771.3909

Fax: 907.771.3044

Email: [llemus@aidea.org](mailto:llemus@aidea.org)

**Return Mailing Address, Contact Person, Telephone, Fax Numbers and Deadline  
for Receipt of Proposals**

Offerors must submit one hard copy of their proposal, in writing, and one electronic copy to the contracting officer in a sealed envelope. It must be addressed as follows:

Alaska Energy Authority  
Attention: Lois Lemus  
Informal Request for Proposal (IRFP) Number: 20005  
IRFP Title: Accounting Support for Annual Financial Statement Audit  
813 West Northern Lights Blvd.  
Anchorage, AK 99503

If using U.S. mail and delivery service, please use the above address.

Proposals must be received no later than 2:00 P.M., Alaska Time on **July 31, 2019**

Late proposals or amendments will be disqualified and not opened or accepted for evaluation.

All questions concerning this IRFP must be directed to the contracting officer:

CONTRACTING OFFICER: *Lois Lemus*– PHONE **907-771.3909** - FAX **907-771.3044** - TDD **907-456-3412**

**Purpose of the IRFP**

The Alaska Energy Authority (AEA) is looking to solicit proposals with a firm, who has the capacity and capability of providing Accounting Support.

**Contract Type**

This contract is an **FIRM FIXED HOURLY RATE** contract for One (1) year with two (2) one year renewal optional.

**Contract Budget**

AEA, estimates a annual budget of between **\$12,000** and **\$15,000** dollars annually for completion of this project. Proposals with a projected three year cost of more than **\$45,000.00** will be considered non-responsive.

Payment for the contract is subject to State funds appropriated and identified prior to issuance of notice to proceed.

**Contract Term and Work Schedule**

The contract term and work schedule set out herein represents the Authority's best estimate of the schedule that will be followed. If a component of this schedule, such as the opening date, is delayed, the rest of the schedule will be shifted by the same number of days.

The length of the contract will be from the date of award, approximately *August 16, 2019*, through *August 15, 2020* *with two optional renewal years*.

Unless otherwise provided in this IRFP, the Authority and the successful offeror/contractor agree: (1) that any holding over 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) to provide written notice to the other party of the intent to cancel such month-to-month extension at least 30-days before the desired date of cancellation.

The approximate contract schedule is as follows:

- Issue IRFP *July 25, 2019*
- Deadline for Receipt of Proposals *July 31, 2019,*
- Authority issues Notice of Award *August 7, 2019,*
- Authority issues contract *August 16, 2019*
- Contract start *August 16, 2019*

### **Location of Work**

The location(s) the work is to be performed, completed and managed for this project will be at the Contractor's offices or the Authority.

The Authority **may** provide workspace for the contractor.

The contractor should include in their price proposal: transportation, lodging, and per diem costs sufficient to pay for any travel deemed necessary to complete the scope of work.

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 contracting 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 this requirement or to obtain a waiver may cause the Authority to reject the proposal as non-responsive, or cancel the contract.

### **Prior Experience**

In order for offers to be considered responsive offerors must provide evidence in the proposal that meet these minimum prior experience requirements:

- Provide evidence that the Offeror has a Bachelor's degree in Accounting.
- Provide evidence that the Offeror has minimum of two years of professional audit experience, preferred in governmental sector.
- Provide evidence that the Offeror has minimum of two years of preparing financial statements and supporting work papers, preferred for a governmental entity.

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

## **Subcontractors**

Subcontractors will not be allowed.

## **Joint Ventures**

Joint ventures will not be allowed.

## **Pre-proposal Conference**

A pre-proposal conference will not be held for this solicitation. See Section Questions Received Prior to Opening of Proposals for instructions on submitting questions regarding this IRFP.

## **Questions Received Prior to Opening of Proposals**

All questions must be in writing and directed to the issuing office, addressed to the contracting officer identified in this IRFP. 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 contracting officer will make that decision. **No further question will be allowed after July 29, 2019 at 1:30 pm Alaska prevailing time.**

CONTRACTING OFFICER: Lois Lemus – PHONE 907-771-3909 - FAX 907-771-3044

If an amendment is issued, it will be provided to all who registered on the Authority's web site.

## **Amendments to Proposals**

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 Authority's request.

## **Alternate Proposals**

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.

## **Evaluation of Proposals**

Proposals will be evaluated based on the evaluation factors set out in this IRFP. 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.

## **Site Inspection**

The Authority 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 Authority reasonable access to relevant portions of its work sites. Individuals designated by the contracting officer at the Authority's expense will make site inspection.

## **Federal Requirements**

The offeror must identify all known federal requirements that apply to the proposal, the evaluation, or the contract.

## **Contract Approval**

This IRFP does not, by itself, obligate the Authority. The Authority's obligation will commence when the Executive Director of Alaska Energy Authority or the Executive Director's designee approves the contract. Upon written notice to the contractor, the Authority may set a different starting date for the contract. The Authority 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 Authority.

## **Proposed Payment Procedures**

The Authority will make payments based on a negotiated payment schedule. Each billing must consist of an invoice and supporting documents. No payment will be made until the progress report and invoice has been approved by the project manager.

## **Contract Payment**

No payment will be made until the Executive Director of Alaska Energy Authority or the Director's designee approves the contract. Under no conditions will the Authority be liable for the payment of any interest charges associated with the cost of the contract.

The Authority 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.

## **Right to Inspect Place of Business**

At reasonable times, the Authority may inspect those areas of the contractor's place of business that are related to the performance of a contract. If the Authority makes such an inspection, the contractor must provide reasonable assistance.

## **Contract Changes - Amendments**

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 and cannot exceed the small procurement limits established under AS 36.30.320.

When additional work is required, the Authority will provide the contractor a 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 contracting officer has secured any required Authority approvals necessary for the amendment and a written contract amendment has been issued.

## **Alaska Business License and Other Required Licenses**

In order to receive the Alaska Bidder Preference and other related preferences, such as the Alaska Veteran and Alaska Offeror Preference, an offeror must hold a valid Alaska business license prior to award of the contract. Offerors should contact the Department of Commerce, Community and Economic Development, Division of Corporations, Business, and Professional Licensing, P. O. 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:

- (a) copy of an Alaska business license;
- (b) certification on the proposal that the offeror has a valid Alaska business license and has included the license number in the proposal;
- (c) a canceled check for the Alaska business license fee;
- (d) a copy of the Alaska business license application with a receipt stamp from the state's occupational licensing office; or
- (e) a sworn and notarized affidavit 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 to the deadline for receipt of proposals, all offerors must hold any other necessary applicable professional licenses required by Alaska Statute.

## **Preferences**

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 General Service's web site:

<http://doa.alaska.gov/dgs/policy.html>

**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)

**Alaska Veteran's Preference** - AS 36.30.321(f)

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 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 Authority to disallow the preference.

### **Alaska Bidder Preference**

An Alaska Bidder Preference of five percent will be applied prior to evaluation. 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 Veteran Preference**

An Alaska Veteran Preference of five percent will be applied prior to evaluation. The preference will be given to an offeror who qualifies under AS 36.30.990(250) as an Alaska bidder and is a:

- (a) sole proprietorship owned by an Alaska veteran;
- (b) partnership under AS 32.06 or AS 32.11 if a majority of the partners are Alaska veterans;
- (c) limited liability company organized under AS 10.50 if a majority of the members are Alaska veterans; or
- (d) corporation that is wholly owned by individuals, and a majority of the individuals are Alaska veterans.

### **Alaska Offeror Preference**

Alaska offerors will be provided a 10 percent overall evaluation point preference. Alaska bidders, as defined in AS 36.30.990(25), are eligible for this preference. Each Alaska offeror will receive 10 percent of the total available points added to their overall evaluation score as a preference.

## **Standard Contract Provisions**

The contractor will be required to sign and submit the attached Authority's Standard Agreement Form for Professional Services Contracts. 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.

## **Insurance Requirements**

The successful offeror must provide proof of workers' compensation insurance prior to contract approval.

The successful offeror must secure the insurance coverage required by the Authority. The coverage must be satisfactory to the Department of Administration Division of Risk Management. An offeror's failure to provide evidence of such insurance coverage is a material breach and grounds for withdrawal of the award or termination of the contract.

Offerors must review form APPENDIX B2, attached, for details on required coverage. No alteration of these requirements will be permitted without prior written approval from the Department of Administration, Division of Risk Management. Objections to any of the requirements in APPENDIX B2 must be set out in the offeror's proposal.

## **Required Review**

Offerors should carefully review this solicitation for defects and questionable or objectionable material. Comments concerning defects and objectionable material must be made in writing and received by the contracting officer prior to the deadline for receipt of proposals. This will allow issuance of any necessary amendments. It will also help prevent the opening of a defective solicitation and exposure of an offeror's proposal upon which award could not be made. Protests based on any omission or error, or on the content of the solicitation, will be disallowed if these faults have not been brought to the attention of the contracting officer, in writing, prior to the deadline for receipt of proposals.

## **Right of Rejection**

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 contracting 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 contracting 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 contracting officer.

The Authority 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.**

### **Assistance to Offerors with a Disability**

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 contracting officer prior to the deadline for receipt of proposals.

### **Authority Not Responsible for Preparation Costs**

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

### **Disclosure of Proposal Contents**

All proposals and other material submitted become the property of the Authority and may be returned only at the Authority's option. AS 40.25.110 requires that 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 an Award or Notice of Award is issued. Thereafter, proposals will become public information.

Trade secrets and other proprietary data contained in proposals may be held confidential if the offeror requests, in writing, that the contracting officer does so, and if the contracting officer agrees, in writing, to do so. Material considered confidential by the offeror must be clearly identified and the offeror must include a brief statement that sets out the reasons for confidentiality.

### **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 opening date.

### **Offeror's Certification**

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

- (a) the laws of the State of Alaska;
- (b) the applicable portion of the Federal Civil Rights Act of 1964;
- (c) the Equal Employment Opportunity Act and the regulations issued thereunder by the federal government;
- (d) the Americans with Disabilities Act of 1990 and the regulations issued thereunder by the federal government;
- (e) all terms and conditions set out in this IRFP;
- (f) a condition that the proposal submitted was independently arrived at, without collusion, under penalty of perjury;
- (g) that the offers will remain open and valid for at least 90 days; and
- (h) that programs, services, and activities provided to the general public under the resulting contract conform with the Americans with Disabilities Act of 1990, and the regulations issued thereunder by the federal government.

If any offeror fails to comply with (a) through (h) of this section, the Authority reserves the right to disregard the proposal, terminate the contract, or consider the contractor in default.

### **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 Executive Director of Alaska Energy Authority 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 program to be developed by the offeror. The Executive Director's determination regarding any questions of conflict of interest shall be final.

### **Assignment**

Per 2 AAC 12.480, the contractor may not transfer or assign any portion of the contract without prior written approval from the contracting officer.

### **Disputes**

Any dispute arising out of this agreement will be resolved under the laws of the State of Alaska. Any appeal of an administrative order or any original action to enforce any provision of this agreement or to obtain relief from or remedy in connection with this agreement may be brought only in the Superior Court for the State of Alaska.

### **Severability**

If any provision of the contract or agreement is 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**

Proposals must comply with **Right of Rejection** section. However, if the Authority fails to identify or detect supplemental terms or conditions that conflict with those contained in this IRFP or that diminish the Authority'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:

- a) 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
- b) if the Authority'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.

### **Vendor Tax ID**

A valid Vendor Tax ID must be submitted to the issuing office with the proposal or within five days of the Authority's request.

### **Formula Used to Convert Cost to Points**

The distribution of points based on cost will be determined by the method set out below. The lowest cost proposal will receive the maximum number of points allocated to cost.

Cost will be converted to points using the following formula:

$$\frac{[(\text{Price of Lowest Cost Proposal}) \quad \times \quad (\text{Maximum Points for Cost})]}{(\text{Cost of Each Higher Priced Proposal})} = \text{POINTS}$$

## **Clarification of Offers**

In order to determine if a proposal is reasonably susceptible for award, communications by the contracting 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 contracting officer or the PEC may be adjusted as a result of a clarification under this section.

## **Failure to Negotiate**

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 Authority, after a good faith effort, simply cannot come to terms,

the Authority may terminate negotiations with the offeror initially selected and commence negotiations with the next highest ranked offeror.

## **Notice of Award (NOA) — Offeror Notification of Selection**

After the completion of contract negotiation the contracting officer will issue a written Notice of Award (NOA) and send copies to all offerors. The NOA will set out the names of all offerors and identify the proposal selected for award.

## **Protest**

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

An interested party must first attempt to informally resolve the dispute with the contracting officer. If that attempt is unsuccessful, the interested party may file a written protest. The written protest must be filed with the Executive Director of Alaska Energy Authority of the purchasing agency or the Director's designee. The protester must also file a copy of the protest with the contracting officer. A protester must have submitted a proposal in order to have sufficient standing to protest the award of a contract. Written protests must include the following information:

- a. the name, address, and telephone number of the protester;
- b. the signature of the protester or the protester's representative;
- c. identification of the contracting agency and the solicitation or contract at issue;

- d. a detailed statement of the legal and factual grounds of the protest including copies of relevant documents; and
- e. the form of relief requested.

If the protestor agrees, the Executive Director of Alaska Energy Authority of the purchasing department or the Director's designee may assign the protest to the contracting officer or other Authority official for alternate dispute resolution. In other cases, the Executive Director of Alaska Energy Authority or the Director's designee may issue a decision sustaining or denying the protest, or may conduct a hearing using procedures set out in AS 36.30.670(b).

A written protest of the content of the solicitation must be received by the Executive Director of Alaska Energy Authority or Director's designee prior to the deadline for receipt of proposals. A written protest of the award of a contract must be received by the Executive Director of Alaska Energy Authority or Director's designee within ten days after the date the Notice of Award is issued.

### **Nondisclosure and Confidentiality**

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 Authority 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 Authority 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 Authority 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).

Confidential information is information that AEA deems confidential.

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 Authority with written notice of the requested disclosure (to the extent such notice to the Authority is permitted by applicable law) and giving the Authority opportunity to review the request. If the contractor receives no objection from the Authority, 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 Authority within a reasonable time after the contractor's receipt of notice of the requested disclosure and, upon request of the Authority, 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.

## **Background Information**

The Alaska Energy Authority (AEA) is a public corporation of the State of Alaska (State) within the Department of Commerce, Community, and Economic Development (DCCED), but with a separate and independent legal existence and a separate and self-balancing set of independently audited financial statements. AEA's operations consist of governmental fund activities reported as special revenue funds and business-type activities reported as enterprise funds. The financial information is reported as a component unit of the State and is discretely presented in the State's financial statements.

AEA manages the following projects and programs: owned hydroelectric and intertie projects; rural energy programs; and energy development programs. AEA's programs are funded primarily by the State, federal grants, investment income, and utility companies – for use of AEA owned assets, and by other sources.

**AEA's Mission and Authority:** The primary mission of AEA is to reduce the cost of energy in Alaska. Under current statute, AEA has the general powers necessary to own and operate power production and transmission facilities throughout the state, but AEA is not empowered to purchase or construct new facilities to be owned by AEA, with the exception of the Susitna-Watana hydroelectric project. In addition to its power facilities, AEA works towards reducing energy costs through its rural energy and energy development programs.

The rural energy programs include Bulk Fuel Storage Upgrades, Rural Power System Upgrades, Power Cost Equalization (PCE), Utility Training and Technical Assistance, and a loan program funded from the Power Project Fund.

The energy development programs include the Renewable Energy Grants Fund and Recommendation Program, Alternative Energy and Energy Efficiency Programs, and the Emerging Energy Technology Fund Grant Program.

AEA is required by AS 44.83.900 to have its financial records audited annually. AEA bond covenants require issuance of audited financial statements and a compliance letter within 120 days after the June 30 fiscal year end (October 28). The State of Alaska, Department of Administration, Division of Finance requires the financial statements by October 15; historically AEA has provided a preliminary final draft by this date.

### **Other Pertinent Information**

As a component unit of the State of Alaska, AEA is required to provide accounting schedules that will be part of the State's Comprehensive Annual Financial Report (CAFR). These schedules are derived from the standalone financial statements and may require approval by AEA's auditors.

AEA utilizes "Serenic Navigator, certified for Dynamics NAV" as its integrated accounting system. The accounting system includes subsidiary systems for loans, investments, fixed assets, accounts payable, accounts receivable, and grants. The majority of schedules supplied for the audit will be in Excel, derived from data from the system.

BDO USA LLP audited AEA's financial statements for the fiscal year ended June 30, 2018. AEA's June 30, 2018 financial statements are available online at [www.akenergyauthority.org](http://www.akenergyauthority.org).

BDO, USA LLP is preparing AEA's FY19 financial statements. Interm fieldwork is during the last week of July, first week of August. Final audit fieldwork is being performed the months of September and October. A draft of AEA's financial statement is due to the State on October 15th and the final audited financial statements are required to be issued by October 28th each fiscal year due to bond compliance. Audit preparation is needed the months of August, September and October.

## **Scope of Work**

AEA shall contract with an accounting firm, who has the capacity and capability of providing Accounting Support for the FY2019 Audit. The Authority reserves the right to accomplish any or all of the work through means other than this agreement, including the use of in-house forces.

The successful Contractor shall:

- Prepare the Final Schedule of Expenditures of Federal Awards ;
- Perform preliminary and recurring Account and Fund Reconciliations;
- Prepare Final Account and Fund Reconciliations;
- Assist in the preparation of fund work papers to support financial statements. This may include fund work papers for the Power Cost Equalization Endowment Fund and the Renewable Energy Fund;
- Review June 30th Power Cost Equalization Accrual estimates;
- Prepare various financial statement schedules such as the “Due to/from State of Alaska schedule”;
- Review & and provide other accounting support that is needed.

### **Prepare the Final SEFA:**

Identify all federal awards for AEA. The SEFA should have the following:

- The name of the Federal grantor agency or organization;
- The official program title of the Federal award;
- The applicable CFDA (Catalog of Federal Domestic Assistance) number for each award;
- The contract or grant numbers assigned by Federal or state agencies, in addition to the CFDA number;
- Current year expenditures; and,
- Footnote disclosures.

### **Complete Account and Fund Reconciliations:**

As needed, the contractor should have the knowledge and ability to complete the following types of account reconciliations:

- Due to/from other funds
- Checking accounts
- Investment accounts
- Accounts receivable
- Accounts payable
- Other receivables
- Other liabilities
- Due to Treasury Managed funds
- Expense account
- Revenue account
- Revenue and Expense account by appropriation and fund source

Reconciling differences should be investigated and correcting entries proposed as needed.

### **Prepare fund workpapers to support financial statements.**

- Following standard audit working paper preparation guidelines, assemble supporting working papers and lead schedules to support financial statements. This will require a basic understanding of all AEA funds and related GAAP/GASB guidance.

**Review year-end accruals for the Power Cost Equalization fund.**

- Prepare year-end estimates to accrue estimated remaining expenditures/payables for the Power Cost Equalization program. This requires the contractor to understand the basic requirements of the Power Cost Equalization program (using statistical data to estimate costs (rate x kwhs) for eligible communities/customers.

**Prepare various financial statement schedules.**

As needed, ability to prepare the following schedule with supporting working papers:

- Due to/from State of Alaska schedule. This schedule is due to the State the first week of September.

As needed, ability to prepare the supporting working papers for the following sections of AEAs financial statements (AEAs financial statements are being prepared by BDO):

- Cash and Investment footnote
- Capital Assets footnote
- Interfund Receivables, Payables, and Transfers footnote
- Long-Term Debt footnote
- Loans Receivable footnote
- Related Parties footnote
- Schedule 1 – Schedule of Bradley Lake Hydroelectric Project Trust Account Activities
- Schedule 6 – Schedule of Capital Assets Presented under Federal Energy Regulatory Commission Requirements
- Schedule 7 – Bradley Lake Historical Annual Project Cost
- Schedule 8 – PCE Endowment Fund Historical Analysis

The optional annual renewal years tasks and timeline will be established no later than May 20th of the contract year.

## **Proposal Format and Content**

In order for the Authority to evaluate proposals fairly and completely, offerors must provide all information requested. Proposals must include the complete name and address of offeror's firm and the name, mailing address, and telephone number of the person the Authority should contact regarding the proposal. Proposals must also 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.

## **Cost Proposal**

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 and Contractor Selection**

All proposals will be reviewed to determine if they are responsive. They will then be evaluated using the criterion that is set out below.

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.

A proposal shall be evaluated to determine whether the offeror responds to the provisions, including goals and financial incentives, established in the IRFP in order to eliminate and prevent discrimination in Authority contracting because of race, religion, color, national origin, sex, age, marital status, pregnancy, parenthood, or disability.

Proposals will be evaluated against the questions set out in the Proposal Evaluation Form.



## **ATTACHMENTS**

### *Attachments*

1. Standard Agreement Form - Appendix A
2. Appendix B2

## COST PROPOSAL

Note: The purpose of the cost formula is to provide a mechanism for offerors to submit project costs in a manner that AEA can evaluate and score and then use to establish billing rates for the resultant contract. The Offeror should provide a Total Cost to complete the scope of work. AEA estimates an Annual Cost of \$12,000 and \$15,000 dollars annually for completion of the project. Proposals with a Projected three years Cost of more than \$45,000 will be considered non-responsive.

Hourly rate proposed by the successful Offeror must include all direct and indirect costs associated with the performance of the contract, including, but not limited to employee benefits, payroll, profit, markups, direct expenses, necessary travel costs, supplies, shipping and delivery costs overhead and administrative costs and administrative costs and any and all other expenses associated with the performance of this contract.

Please provide hourly rate for all staff members working on this project along with an estimated hours to complete the tasks. (Offeror may add more lines if needed).

STAFF	Hourly Rate	Estimated Hours
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
<b>Total estimated hours for year One</b>	_____	\$ _____
	<b>Estimated Hours</b>	<b>Year One Cost</b>
<b>Total Contract Cost for 1 year with 2 renewal options</b>		\$ _____

**This page must be completed and submitted with all offers and received by the Authority at the time and date set for receipt of proposals.**

## PROPOSAL EVALUATION FORM

All proposals will be reviewed for responsiveness and then evaluated using the criteria set out herein.

Person or Firm Name \_\_\_\_\_

Name of Proposal Evaluation (PEC) Member \_\_\_\_\_

Date of Review \_\_\_\_\_

IRFP Number \_\_\_\_\_

### EVALUATION CRITERIA AND SCORING

**THE TOTAL NUMBER OF POINTS USED TO SCORE THIS PROPOSAL IS 100**

### **Understanding of the Project – 15 Percent**

Maximum Point Value for this Section - 15 Points  
100 Points x 15 Percent = 15 Points

Proposals will be evaluated against the questions set out below.

[a] How well has the offeror demonstrated a thorough understanding of the purpose and scope of the project?

EVALUATOR'S NOTES \_\_\_\_\_  
\_\_\_\_\_

[b] How well has the offeror identified pertinent issues and potential problems related to the project?

EVALUATOR'S NOTES \_\_\_\_\_  
\_\_\_\_\_

[c] To what degree has the offeror demonstrated an understanding of the deliverables the Authority expects it to provide?

EVALUATOR'S NOTES \_\_\_\_\_  
\_\_\_\_\_

[d] Has the offeror demonstrated an understanding of the Authority's time schedule and can meet it?

EVALUATOR'S NOTES \_\_\_\_\_  
\_\_\_\_\_

**EVALUATOR'S POINT TOTAL FOR UNDERSTANDING OF THE PROJECT: \_\_\_\_\_**

**Experience and Qualifications - 35 Percent**

Maximum Point Value for this Section - 35 Points  
100 Points x 35 Percent = 35 Points

Proposals will be evaluated against the questions set out below.

Questions regarding the personnel.

[a] Do the individuals assigned to the project have experience on similar projects?

EVALUATOR'S NOTES \_\_\_\_\_  
\_\_\_\_\_

[b] Are resumes complete and do they demonstrate backgrounds that would be desirable for individuals engaged in the work the IRFP requires?

EVALUATOR'S NOTES \_\_\_\_\_  
\_\_\_\_\_

[c] How extensive is the applicable education and experience of the personnel designated to work on the project?

EVALUATOR'S NOTES \_\_\_\_\_  
\_\_\_\_\_

Questions regarding the firm.

[d] Has the firm demonstrated experience in completing similar projects on time and within budget?

EVALUATOR'S NOTES \_\_\_\_\_  
\_\_\_\_\_

[e] How successful is the general history of the firm regarding timely and successful completion of projects?

EVALUATOR'S NOTES \_\_\_\_\_  
\_\_\_\_\_

[f] Has the firm provided letters of reference from previous clients?

EVALUATOR'S NOTES \_\_\_\_\_  
\_\_\_\_\_

[g] Does the firm have the knowledge of accounting principles and standards under GASB and FASB and governmental budgeting principles and practices to include an understanding of fund and appropriation accounting?

EVALUATOR'S NOTES \_\_\_\_\_

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[h] Ability to apply principles and techniques of accounting and reporting, gather and analyze financial data, analyze costs and prepare accounting reports, schedules, and other analysis.

EVALUATOR'S NOTES \_\_\_\_\_

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**EVALUATOR'S POINT TOTAL FOR EXPERIENCE AND QUALIFICATIONS:** \_\_\_\_\_

**Contract Cost - 40 Percent**

Maximum Point Value for this Section - 40 Points  
100 Points x 40 Percent = 40 Points

Overall, a minimum of 40 percent of the total evaluation points will be assigned to cost. The cost amount used for evaluation may be affected by one or more preferences.

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 the solicitation.

**EVALUATOR'S POINT TOTAL FOR CONTRACT COST:** \_\_\_\_\_

**Alaska Offeror Preference - 10 Percent**

Alaska bidders receive a 10 percent overall evaluation point preference.  
Point value for Alaska bidders in this section -- 10 Points  
100 Points x 10 Percent = 10 Points

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

**EVALUATOR'S POINT TOTAL FOR ALASKA OFFEROR PREFERENCE:** \_\_\_\_\_

**EVALUATOR'S COMBINED POINT TOTAL FOR ALL SECTIONS:** \_\_\_\_\_

**ALASKA INDUSTRIAL DEVELOPMENT AND EXPORT AUTHORITY  
AND ALASKA ENERGY AUTHORITY**

**CERTIFICATION OF CONTRACTOR AND LOWER-TIER PARTICIPANTS  
REGARDING DEBARMENT, SUSPENSION, AND OTHER INELIGIBILITY AND  
VOLUNTARY EXCLUSION**

Contractor
<p style="text-align: center;"><i>PLEASE INSERT YOUR COMPANY'S NAME AND ADDRESS IN THIS BOX</i></p>

I, \_\_\_\_\_ hereby certify on behalf  
(Name and title of official)

of \_\_\_\_\_ that:  
(Name of contractor)

- (1) The prospective contractor and lower tier participant certifies, by submission of this bid or proposal, that neither it nor its "principals" [as defined at 49 C.F.R. § 29.105(p)] is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency. In the event, your company or any principals become ineligible from participating in federally funded transactions, you are required to notify us immediately.
- (2) When the prospective contractor and lower tier participant is unable to certify to the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Executed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

By: \_\_\_\_\_  
(Signature of authorized official)

\_\_\_\_\_  
(Title of authorized official)