



ADDENDUM SIX

Request for Proposal 20067

AIDEA AK CARES FUNDING PROGRAM

June 17, 2020

EMAIL TO: All RFP recipients on record.

The Request for Proposal (RFP) is hereby clarified or changed as follows:

1. Proposal Due date is changed to 2:00 pm, June 22, 2020.
2. Remove & replace RFP-C Evaluation Criteria with the attached 2-page RFP-C Evaluation Criteria (Attachment 1)
3. After Proposals were received, AIDEA received additional guidance from the Department of Law that materially changes the solicitation. Therefore, AIDEA has decided to reopen the solicitation. Offerors who previously proposed will need to submit a new proposal for consideration.

Clarifications/Changes

4. A small business is currently excluded if it received any CARES Act funding such as through the PPP or EIDL programs. This is based on the plain language of the RPL that contains this categorical exclusion.

Change – Eligibility criteria is modified to allow small businesses who have secured \$5,000 or less in SBA PPP and EIDL funds to be eligible for AK CARES grants provided there is no “double dipping” and subject to the \$100,000 funding cap.

Businesses that returned and direct federal funding provided to it under the PPP, EIDL or other direct federal program can become eligible. Verification of funds received and funds returned will be required

5. The small business relief program is being administered to exclude small businesses that received any CARES Act related funds even if indirectly through municipal relief programs, or from federal sources other than those that provide direct funding to small businesses such as the PPP or EIDL.

Change - limit exclusion to small businesses that directly received funding under federal programs such as PPP, and the economic injury disaster loan program. This would permit small businesses to qualify that indirectly received CARES Act monies through a municipal small business relief program or small businesses whose owners individually received some other source of federal relief.



6. Trade associations (501(c)(6)) are currently deemed ineligible.
Change - Trade associations (501(c)(6)) are now included as eligible applicants, subject to further definition of eligible expenses specific to these applicants.
7. Program Operators must be able to administer, pay, and facilitate payment directly to creditors, vendors and service providers of grant recipients for eligible expenses as required under the operating procedures and program guidelines, in addition to funding the grant applicant's account with the Program Operator.
8. The Rural Access Reserve is up to 20% of the Program Cap. Program Operators must be able to independently monitor the 20% of program cap designated for rural communities for their Grant Portfolio and identify to AIDEA and DCCED if a reallocation of this reserve is warranted due to under-utilization. They are not required to verify or monitor the Overall cap for all Program Operators or the AK CARES Funding Program cap as a whole.
9. Section 303 of the Program Grant Administration Agreement will not be amended except for your proposal on the amount of the processing fee.
10. Sections 305, Section 701, and/or Section 803 of the Program Grant Administration Agreement will not be amended. We are available to address any questions you have on these terms.
11. Evaluation criteria for the Program Operator includes its ability to provide non-preferential access to grant applicants for grant funding. Please explain if a grant applicant will be required to open an account, become a member or meet other requirements by your institution prior to receiving grant funding. We request that your proposal clearly state the terms for an applicant to (i) open an account or become a member, (ii) restrictions or prohibitions on a business' ability to open an account or become a member, and (iii) any other limitations to a business opening an account or become a member
12. **Q.** Does second tranche go after initial tranche is exhausted or parallel?
A. The second tranche will run in parallel with the first tranche. We are currently developing the detailed processes for the revised program guidelines with the intent of rolling out the revised program guidelines for applications by the first week of July. All Program Operators will be working with the same program guidelines. Applicants will be able to choose which Program Operator they submit an application to as their grant provider. Please identify the earliest date you will be able to initiate receiving applications.

Due to the added Program Operators and in an effort to keep from approving duplicate requests, AIDEA will house a Database that the Program Operators will be required to upload application information into daily. They will then be required to search the database to assure grant applications are not duplicated by other Program Operators.



All other terms and conditions remain the same.

END OF ADDENDUM

We appreciate your participation in this solicitation.

Sincerely,

Lex Sargento
Chief Procurement Officer
asargento@aidea.org
907-771-3951

EVALUATION CRITERIA

If a weight is not indicated for any criterion, telephone the Agency Contact person identified at the top of page 1 of Part A - RFP.

SECTION I - TECHNICAL PROPOSAL

1. Understanding of AIDEA Service Requirements

1. Weight: 15

Include a brief discussion of your understanding of AIDEA service requirements, your relevant experience working with organizations similar to the Authority and how the Authority as a client would be a good client for your company. Provide a brief summary of how you meet the minimum contractor requirements listed in Part A – RFP Item 13 Special Notices. Discuss similarities and differences between working for the Authority and other clients you may have.

Include a summary of any potential issues you believe may be encountered in providing services for the Authority and creative suggestions for addressing these issues. Also, include your expectations of the Authority's finance staff, or other entities that may be involved in this process.

Describe your commitment to customer service. Discuss any issues you are aware of that could impact your ability to meet those commitments and what actions you would take to minimize conflicts should they arise.

Discuss if you think there may be possible conflicts of interest, actual or perceived that could arise during the contract period that may limit the scope of what you would be able to do for the Authority.

2. All-in program administration cost

2. Weight: 30

Provide a cost proposal that includes the following:

- Include the fee structure for the receipt, review, processing, approval, funding and administration of any Grant approved by Program Operator under the AK CARES Program (the "Program") during the Program Term, all of which shall be undertaken in accordance with the requirements established Agreement, the RPL, the Program Guidelines, and the operating procedures established for AK Cares. Program Operator shall act in compliance with state and federal law and guidance on use of the CRF; provided, however, that Program Operator shall have no liability to Authority for violations of state or federal law if Program Operator is not aware of any facts or information which would lead it to know or have reason to believe that the action taken would be unlawful.
- Program Operator agree that they are facilitating AK CARES at no cost to the Applicant, and that no fees or costs are recoverable from any Applicant relating to the approval, funding, or administration of any Grant or any other services provided under this Agreement, except that Program Operator shall be entitled to an administrative processing fee no greater than 2.62% of the final amount of each Grant funding by Program Operator under this Agreement. There shall be no additional fees or costs recoverable for services provided under this Agreement. Payment of Program Operator's fee is contingent upon receipt of payment by DCCED.

3. Equitable Access

3. Weight: 20

Describe, as the Program Operator, your ability to:

- Provide the Program which supports the equitable access/distribution of the grant program to Alaska's small businesses and non-profit organizations or in combination with other regional/community selected Program Operators.
- Describe the institution's geographic access to small businesses and non-profit organizations within Alaska or describe any regional/community concentrations the institution is positioned to service under the Program.
- Describe or explain your ability to or limitations to working with and administrating State and/or Federal funding.
- Describe any and all institutional restrictions in addressing the intended eligible small businesses and non-profit organizations under the Program.



4. Schedule/Commitment

4. Weight: 30

Implement: Contracts will be awarded to those financial institutions that can implement and have a fully operational program in the shortest time frame and able to dedicate personnel to the program as time is of the essence due to the Covid-19 pandemic.

At a minimum, address the following information:

- Provide an accurate estimate of time required to **establish** the Program, be operationally capable and time for implementation of the Program.
- Once the Program is implemented and available for application, address your commitment to performing this work with an emphasis on processing the maximum amount of applications within a short period of time.
 - Provide number of personnel and associated hours committed to this program.
 - Provide to the best of your knowledge, the amount of grant applications your institution will be able to process each day from the application queue.
 - Provide your ability and expectation to process, approve and fund grants within [x] days of application;

5. Auditing

5. Weight: 5

Program Operator shall provide the following:

- Inspection: Participating financial institutions will permit employees, agents or auditors of the Authority to inspect the business records of the Program Operator relating to the Program being administered, wherever located, during normal business hours or at any other reasonable time agreed to between the Parties.
- Books and Records: Program Operator(s) will keep and maintain proper books, accounts and records with respect to the Programs being administered in accordance with Generally Accepted Accounting Principles. Program Operator(s) agree to provide reports and other financial information necessary to facilitate the tracking, reporting and auditing of the grants being administered.
- Federal Funding: Program Operator(s) agree to comply with all applicable federal and state statutes and regulations and requirements to federal funding utilized in the grants administered.

6. Alaska Bidder (Offeror) Preference

6. Weight: 0

Due to possible Federal Funding Restrictions, An Alaska Bidder (Offeror) Preference is not being utilized for this solicitation.