

REQUEST FOR PROPOSALS PACKAGE

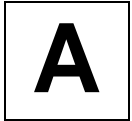


TABLE OF CONTENTS

- Form, Part A - Request for Proposals (RFP)
" " Part B - Submittal Checklist
" " Part C - Evaluation Criteria
" " Part D - Proposal Form
Debarment Certification
PSA-B Proposed Statement of Services
PSA-D Indemnification & Insurance
PSA-E Certification of Compliance
Sample Contract

Other: None

ISSUING OFFICE

Agency Contact, Email & Phone No.: Travis Oaks, Senior Contracting Officer, toaks@aidea.org, (907)771-3909
Contracting Division .....: Alaska Industrial Development and Export Authority

PROJECT

RFP NUMBER .....: 22021
Project Site (City, Village, etc.).....: Statewide, varies depending on staffing needs.
Project Title & Contract Description .....: IDIQ AIDEA Staffing Services.
The Alaska Industrial Development and Export Authority (AIDEA) is seeking professional staffing services to assist with meeting the requirements of the Authority.

SCHEDULE & PAYMENT

Anticipated Period for Performance-Begin/End: January 2022 to December 2025 (w/Option Years)
Estimated amount of proposed contract:
[ ] Less than \$100,000 [ ] \$100,000 to \$250,000 [ ] \$1,000,000 or greater
[ ] \$250,000 to \$500,000 [ ] \$500,000 to \$1,000,000
Proposed Method(s) of Payment: [ ] Firm Fixed Price (FFP) [x] IDIQ Cost Plus Fixed Fee (CPFF)
[ ] Fixed Price Plus Expenses (FPPE) [ ] Other: Time & Expenses (TE)

SUBMITTAL DEADLINE AND LOCATION

OFFERORS ARE RESPONSIBLE TO ASSURE DELIVERY PRIOR TO DEADLINE (3 AAC 100.360). ONLY PROPOSALS RECEIVED PRIOR TO THE FOLLOWING DATE AND TIME WILL BE OPENED.

DATE: 27 December 2021 PREVAILING TIME: 2:00 p.m. (1400hrs) Alaska Time
To submit Proposals in person, deliver to the following location:
Alaska Industrial Development and Export Authority
Travis Oaks, Senior Contracting Officer
813 West Northern Lights Blvd.
Anchorage, AK 99503
If you have questions regarding submitting proposals, email or call Travis Oaks at (907) 771-3909.
IMPORTANT NOTICE: If you downloaded this solicitation from the AIDEA'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 insure that they have received all addenda affecting this RFP. To register, go to www.AIDEA.org and provide the project name & number, company name & contact person, address, phone number & fax number.

## SELECTION PROCEDURE

1. Competitive Sealed Proposals will be evaluated by a committee (3 AAC 100.370). Evaluation of responses to criteria set forth in Part C results in a numerical score for each proposal. Each criterion in Part C has an assigned weight for this RFP which demonstrates its relative importance. The total of all weights is 100 (100%). Each one-percent weight equates to a potential range of 0-5 points per Evaluator. The maximum points (score) obtainable for any proposal is equal to the product of 500 multiplied by the number of Evaluators.
2. Scoring of proposals will be accomplished as follows:
  - 2.1 Each Evaluator will individually read and rate each Offeror's response to each criterion described in Part C - Section I - Technical Proposal. Ratings will be based solely on contents of proposal and in compliance with the Authority's standard Instructions for Evaluation Committee. Except as may be stated within any criterion description in Part C, a rating of "5" = Best Response from all Offerors; "4" to "1" = Progressively Less Responsive; "0" = Non-Responsive. Ratings are multiplied by the assigned weights for each criterion to obtain criteria scores.
  - 2.2 If only 1-3 proposals are received the rating scale may be adjusted. A rating of "5" = Best Response from all Offerors "4" to "3" = progressively less responsive; "0" = Non-Responsive. (1-2 will not be used)
  - 2.3 After completion of individual ratings in Part C, Section 1, Technical Proposal, the Evaluation Committee will meet to discuss proposals. Evaluators may then alter their ratings; however, any changes shall be based solely on the criteria set forth in Part C.
  - 2.4 After scoring Part C - Section I - Technical Proposal, criteria scores for Part C -and Section II - Price (if applicable) and bidder preference will be calculated based on criteria descriptions.
  - 2.5 The total score for each Offeror will be obtained by summing the scores determined for each criterion in Sections I, II and III of Part C. The order of ranking for negotiations shall be as follows: highest scored Offeror will be ranked first, next highest scored second, and etcetera.
3. Evaluators may discuss factual knowledge of, and may investigate Offerors' and proposed Subcontractors' prior work experience and performance, including but not limited to, projects referenced in proposal, available written evaluations, and may contact listed references or other persons knowledgeable of a Contractor's and/or a Subcontractor's past performance. Factors such as, but not limited to, overall experience relative to the proposed contract, quality of work, control of cost, and ability to meet schedules may be addressed. If any issues of significant concern to the proposed contract are discovered, the Committee may:
  - 3.1 Provide written recommendations for consideration during contract negotiations;
  - 3.2 Conduct discussions after the Evaluation Committee, in accordance with paragraph 4, below.
4. The Committee may decide to conduct discussions (or "interviews") with responsible Offerors whose proposals are determined to be reasonably susceptible of being selected for award for the purpose of clarification to assure full understanding of, and responsiveness to, the solicitation requirements (3 AAC 100.400). Offerors selected by the Committee for discussions may be permitted to submit Best and Final Offers (BAFO) for final Committee Evaluation. After discussions and any BAFO's, Evaluators will determine the final scoring and ranking for contract negotiations by evaluating written and oral responses using only the criteria set forth in Part C of this RFP (3 AAC 100.400).
5. If contract negotiations are unsuccessful with Offeror(s) selected for negotiation, the Contracting Agency may either cancel the solicitation or negotiate with other Offerors in the order of ranking.

## NOTICES

PART



1. The Contracting Agency is an equal opportunity employer.
2. A copy of the **Contract General Conditions and sample contract** are provided as a separate document.
3. Offerors are specifically advised that a contract shall not be in effect until a written agreement is executed by an authorized agent of the Authority. The Authority shall not be liable for any cost incurred by an Offeror in response to this solicitation, including any work done, even in good faith, prior to execution of a contract and issuance of a Notice to Proceed.
4. The Authority expressly reserves the right to waive minor informalities, negotiate changes or reject any and all proposals and to not award the proposed contract, if in its best interest. "Minor Informalities" means matters of form rather than substance which are evident from the submittal, or are insignificant matters that have a negligible effect on price, quantity, quality, delivery, or contractual conditions and can be waived or corrected without prejudice to other Offerors.
5. All proposals shall be open for public inspection per (3 AAC 100.680) after a Notice of Intent to Award is issued. Offerors should not include proprietary information in proposals if such information should not be disclosed to the public. Any language within a submittal purporting to render all or portions of a proposal confidential will be disregarded. Proprietary information which may be provided after selection for contract negotiations will be confidential if expressly agreed to by the Authority and Executive Director.
6. Substitution for any personnel named in a proposal may result in termination of negotiations and the contract.
7. If it is discovered that a selected Offeror is in arrears on taxes due the State of Alaska, a contract may not be awarded until the Alaska Department of Revenue approves the payment provisions for the contract.
8. Offerors and proposed subcontractors shall be in compliance with the statutory requirements for Alaska business licensing and professional registrations included in the certification statement on Page 2 of Part D in this RFP package.
9. **PRICE COMPETITION:** Price will be an Evaluation Criterion in accordance provisions of 3 AAC 100.350(8)(H). For services where applicable required to be performed only by Architects, Engineers or Land Surveyors (A/E or LS) licensed in the State of Alaska, UNLESS the provisions of AS 36.30.270(d) and 3 AAC 100.350(8)(H) apply; i.e., unless the services required are repetitious in nature, and the nature and amount of services required are thoroughly defined by measurable and objective standards to reasonably enable firms or persons making proposals to compete with a clear understanding and interpretation of the services required.
10. Standard insurance provisions for Worker's Compensation, General and Automobile Liability, and Professional Liability are contained in Appendix D, Indemnification and Insurance. Coverages may be modified under very limited circumstances. Offeror should not assume any modification of coverages.

11. Professional Liability Insurance for the proposed contract:  is not required

is required as shown on Appendix D, Indemnification and Insurance.

12. Pre-proposal Conference:  None  As follows:

13. Special Notices:

13.1 **Alaska Business License** (Form 08-070 issued under AS 43.70) at the time contract is awarded as required by AS 36.30.210(e) for Contractor and all Subcontractors. In accordance with Administrative Manual, Section 81.120, proof of application for an Alaska Business license will satisfy this requirement. Per AAM 81.120, acceptable evidence that the offeror possesses a valid Alaska business license consists of any one of the following:

- a. Copy of the Alaska business license.
- b. A canceled check that demonstrates payment for the Alaska business license fee.
- c. A copy of the Alaska business license application with a receipt stamp from the State's business license office.
- d. A sworn notarized affidavit that the bidder/offeror applied and paid for the Alaska business license.
- e. Other forms of evidence acceptable to the Department of Law.

13.5 AIDEA has adopted a COVID-19 Management Plan that was developed with the Associated General Contractors of Alaska and the State of Alaska Department of Transportation & Public Facilities ("DOTPF"), and has been approved by the Alaska Department of Commerce, Community and Economic Development for utilization by AIDEA. Contractors and consultants in compliance with the requirements of Health Mandates 10 and 12. A copy of this plan may be downloaded at: [http://dot.alaska.gov/stwddes/dcsconst/assets/pdf/covid\\_response\\_master.pdf](http://dot.alaska.gov/stwddes/dcsconst/assets/pdf/covid_response_master.pdf).

To comply with the Health Mandates, all AIDEA contractors, subcontractors and consultants must either adopt the pre-approved COVID-19 Management Plan, or develop their own approved plan.

Consistent with AIDEA General Conditions Appendix A, the Contractor will be responsible for paying all costs and expenses incurred to comply with all COVID-19 Health Mandates in effect during times when the Contractor is performing project-related work activities. The Contractor will additionally be responsible for preparing all general or site-specific mitigation and response plans required for its forces, along with any attendant schedule delays or impacts. To the extent, mitigation and response plans are required by a Health Mandate, those will be provided to the Project Manager seven (7) days prior to travel.