

PROPOSED STATEMENT OF SERVICES

APPENDIX B

Date Prepared: 11/24/2021
 RFP No.: 22023

RFP No. 22023 Indefinite-Delivery-Indefinite-Quantity (IDIQ) AIDEA Staffing Services

The Alaska Industrial Development and Export Authority (AIDEA) is seeking professional staffing services to assist with filling various needs of the Authority. A description of sample (but-not-limited-to) labor categories are supplied at the end of this document. Requirements range from administrative, and clerical support all the way through to the level of professional management services. Staffing needs may vary from Short-Term Temporary, Long-Term Temporary, to Long Term for much more extended period of time. Minimum length for short term services shall be no-less than 40 hours. Long Term staffing requirements will not exceed one-year in length, but can be renewed annually during the life of the contract. The location of the services is statewide depending on the specific task awarded through future Purchase Order (PO). The most likely locations will be in Anchorage or Fairbanks. Travel may be necessary at times with some positions.

This Request for Proposal (RFP) is intended to provide interested employment staffing firms (hereinafter referred to as Staffing Agency(s)) with sufficient information for the preparation and submission of a proposal (hereinafter referred to as PROPOSAL) for consideration by the Authority.

The intent of the Authority is in accordance with 3 AAC 100.120 make multiple awards under Indefinite-Delivery-Indefinite-Quantity (IDIQ) term contracts to potentially multiple Staffing Agencies. This document does not and is not intended to include or address every item that will be included or addressed in the contract for professional services.

The base period of this contract shall be one year from date of AWARD, with (3) subsequent annual option years.

IDIQ SELECTION PROCESS

Selection of STAFFING AGENCY(s) will be based on the criteria established in this RFP and/or any addenda. STAFFING AGENCY(s) **shall** submit cost or price information with their PROPOSAL.

Example:

Labor Categories	Labor Rate	Markup
Administrative Assistant	\$20/hr (example)	Total Cost

Labor Categories	Labor Rate	Day Rate	Markup
Program Manager	\$67/hr (example)	Per Day X Period of Performance	Total Cost

STAFFING AGENCY(s) interested in this RFP should submit complete PROPOSALS sufficient for final selection of the most qualified firm(s). The AUTHORITY will then select the most qualified firm(s) based on the criteria. The AUTHORITY reserves the right to select the STAFFING AGENCY(s) for award of an IDIQ Master Contract using the following method:

- Final ranking of all PROPOSALS based on the initial response to this RFP.
- PRICE COMPETITION: Price will be an Evaluation Criterion under provisions of AS 36.30.270 and 3 AAC 100.350.
- Example of requested labor categories provided at the end of this document.

PURCHASE ORDER

Once the most qualified firm(s) are selected and awarded a IDIQ Master Contract by the AUTHORITY, the AUTHORITY will provide all the selected STAFFING AGENCY(s) formal communication via email to all STAFFING AGENCY(s) on the IDIQ Master Contract List of any staffing needs to execute based on the description of work established in this RFP and/or any addenda. The Authority will review any candidates provided and reserves the right to make final selection of any candidate provided by any STAFFING AGENCY(s). The AUTHORITY may select from any qualified firm on the selection list until staffing requirement has been executed.

- Upon selection of a qualified staffing candidate by the AUTHORITY a formal Purchase Order will be issued to the STAFFING AGENCY.
- The AUTHORITY reserves the right to request additional information with any party at any time prior to final contract or Purchase Order (PO) execution.

TYPE OF CONTRACT

The IDIQ Master Contract will utilize **cost plus fixed fee, labor hour/unit cost to include a maximum “not to exceed” amount.**

The IDIQ Master Contract and associated Work Assignments issued through individual Purchase Order (PO) will provide general terms and conditions for performance of services, as well as specific instructions for fees, billing, payment, and other related items.

The execution of an IDIQ Master Contract is no assurance or guarantee of any future Purchase Order (PO) will be assigned to the STAFFING AGENCY(s), or the parties will enter into any future contractual arrangement requiring any reimbursement(s). If a Purchase Order is assigned to the STAFFING AGENCY, costs may be negotiated at a fair and reasonable price. Direct expenses may also be reimbursable.

- The AUTHORITY reserves the right to obtain references from any source listed in the PROPOSAL and any other source deemed appropriate for any of the requirements/criteria listed in this RFP.

ADMINISTRATIVE REQUIREMENTS

The Contractor shall not perform services or incur billable expense except as authorized by issued Purchase Order (PO).

The Contractor shall be responsible for all tasks and services authorized by the Purchase Order (PO) signed by the designee established by the Authority, and shall provide staffing of such services in accordance with the project schedule.

Professional Registration. If required Professional Registration will be clearly communicated in the request and Purchase Order (PO).

Where applicable, all reports, plans, specification, estimates and similar work products provided by the STAFFING AGENCY Employee shall be prepared by or under the supervision of the Registered Engineer, Architect or Land Surveyor in responsible charge for the services. These Engineers, Architects, or Land Surveyors shall be currently registered in the State of Alaska and they shall sign and seal as to the accuracy of each final work product for which they are responsible.

Submittal Requirements. Deliverables shall be compatible with standard commercial software, and submitted in PDF.

The following are examples of potential (but-not-limited-to) labor categories the Authority may have future interest in filling:

Administrative Assistant
Administrative Documents Automation/Data Entry
Receptionist
Public Affairs Assistant
Communications Manager
Contract Invoice Specialist
Assistant Financial Analyst
Financial Analyst
Assistant Accountant
Accountant Technician
Accountant
Contract Administration Assistant
Contract Administrator
Assistant Contract Analyst
Contract Analyst
Contract Technician
Project Engineer
Engineer
Engineering Technician
Program Manager
Assistant Program Manager
Project Manager
Assistant Project Manager
Project Scheduler
Project Controls Specialist
Assistant Project Scheduler
NEPA Specialist
Environmental Specialist
Quality Control Specialist
Economist Analyst
IT Specialist
IT Analyst/Network Support
Logistics Manager
Assistant Logistics Manager