



20 December 2021
ADDENDUM 3
Request for Proposal 22021/22023

TO ALL POTENTIAL OFFERORS:

Below is a summary of changes (Addendum 2) posted to RFP 22021/**22023**. Please note: This advisory changes the contract solicitation number from 22021 to **22023**. This was due to a system error at the time the number was issued. All potential offerors are advised to review the Addendum below.

Acknowledgement of this addendum is required on the Proposal Form. Failure to do so may subject the offeror to disqualification.

Addendum 1a:

CLARIFICATION/CHANGE: Chief Operating Officer David Heimke is the new contact for this contract. His email is dheimke@aidea.org. His phone number is (907) 771-3040. Please Cc the alternate contact Contract Administrator Kelly Noble with correspondence at knoble@aidea.org. His phone number is (907) 771-3909.

Addendum 1b:

CLARIFICATION/CHANGE:

The criteria in AIDEA Staffing RFP Part C has been amended. The criteria in the new Part C shall prevail. The new Part C is posted on the solicitation page.

Addendum 1c:

CLARIFICATION/CHANGE:

Please see attached document AIDEA Staffing Statement of Services (SOS) – Now posted on the solicitation page for details on the scope of the RFP.

Addendum 1d:

CLARIFICATION/CHANGE:

Provisions of the RFP contained in the Statement of Services (SOS) prevail over the information contained in the AIDEA Sample Contract attached to the RFP. The Sample Contract is for reference only.

Addendum 2a:

CLARIFICATION/CHANGE:

All rates are to be proposed in an hourly total hourly rate format. See below example:

Example:	
Labor Categories	Total Hourly Cost To Be Charged
Administrative Assistant	\$20 hr (example)
Program Manager	\$67 hr (example)



Addendum 2b:

CLARIFICATION/CHANGE:

The list of potential (but-not-limited-to) labor categories are examples. Other categories will be labor rate negotiated at the time of need.

Addendum 3

CLARIFICATION/CHANGE:

No changes to the RFP are made but have added answers to questions asked below.

Questions:

- Please confirm that submittal of resumes and/or names for the labor categories listed in the SOS is NOT required with our bid response. **No they are not.**
- There are two documents named "Indemnification and Insurance" under pdf files names:
 - **One standalone document (7. AIDEA Staffing PSA.pdf) with "Agreement No." and "Date Prepared" fields completed with 22021 & 11/24/2021, respectively, and**
 - The "Indemnification and Insurance" document that is included in the Sample Services Agreement (file name 9. AIDEA Sample Contract (1).pdf) in which the "Agreement No." and "Date Prepared" fields are blank

The dated standalone document (first one listed above) indicates that Professional Liability is not required. Which of these documents prevails for this RFP? **The one I have highlighted in red.**

- Is there a specific form that is to be completed by bidders to present our rates, or are we required to develop our own form per the example format depicted in Section 5 of "Addendum 1 Evaluation Criteria Part C"? **No specific format.**
- The pagination in each of the Evaluation Criteria documents (files named Staffing RFP C) indicates that there are 3 pages in the document – we only received pages 1 & 2. Please advise if there is a page missing. **No there are only 2 pages. Was a mis-numbering issue.**
- If it is a multi-award contract, how many awards will be made under this contract? Please share a rough estimate? **Unknown.**
- Is this a new contract or renewal of an existing contract? **New.**
- If there is an existing contract, could you please share the name of the Current Suppliers (who are currently providing services to the AIDEA)? **N/A.**
- Could you please share the current Suppliers' pricing and Proposals? **N/A.**
- Is there any issue with existing suppliers? **N/A.**
- When was the existing contract started, and what is the annual monetary spent value of the current contract since inception? **N/A.**
- Can you please share the no. of positions served in previous years under this contract? **N/A.**



- Can you please share the amount of business each vendor did under this contract in previous years? **N/A.**
- What were the most commonly filled positions in the past? **N/A.**
- Can you please share the email id/details where we can raise the public record request for the old RFP? **N/A.**
- Can you please tell us where we can get old RFP details? **N/A.**
- Can you please tell us where we can see the records for the old contract? **N/A.**
- Please confirm if our resources will be travelling from one location to another to perform the services under this contract, if yes, how will those travel expenses be reimbursed? **Work related travel expenses from Anchorage or Fairbanks to any remote job site will be reimbursed.**
- Please share AIDEA's policy of overtime and weekend shift hourly rates that to be applicable under this contract? **State of Alaska OT/Weekend rules apply.**
- Is there any preference for vendors who has local offices in the State of Alaska as compare to out of state vendors? **N/A.**
- Can you please share the estimated budget of this contract? **Unknown.**
- How many positions are expected to fill under this contract? Please share a rough estimate. **Unknown.**
- How will you share the job requirements between all the awardees? **N/A.**
- Can you please share the job description and experience of job positions mentioned in STATEMENT OF SERVICES which are expected to fill under this contract? **N/A.**
- Will you accept an electronic version of the original signature? **Yes.**
- Do we need to provide only Bill Rate in the price proposal? **Yes.**
- Do we need to provide Mark-up percentage in the price proposal? **No.**
- Can you please share the price proposal format? **See Addendum 2a.**
- Do we need to submit only one Hard copy of price proposal? **Yes.**
- Do we need to submit "CERTIFICATION OF CONTRACTOR AND LOWER-TIER PARTICIPANTS REGARDING DEBARMENT, SUSPENSION, AND OTHER INELIGIBILITY AND VOLUNTARY EXCLUSION" with proposal response? **Yes.** Will it be counted in a page limit of 10 pages? **No, the 10 pages are for Part D.**
- Do we need to submit INDEMNIFICATION AND INSURANCE Appendix D in Professional Services Agreements with proposal response? **Yes.** Will it be counted in page limit of 10 pages? **No, the 10 pages are for Part D.**
- Do we need to submit "EEO-1 CERTIFICATION" form with the proposal response? **Yes.** Will it be counted in a page limit of 10 pages? **No, the 10 pages are for Part D.**
- Do we need to provide 4 hard copies and 1 electronic format of bid which will include Part D (all pages), Criteria Responses, EEO-1 CERTIFICATION, INDEMNIFICATION AND INSURANCE Appendix D and CERTIFICATION OF C O N T R A C T O R A N D LOWER-TIER PARTICIPANTS REGARDING DEBARMENT, SUSPENSION, AND OTHER INELIGIBILITY AND VOLUNTARY EXCLUSION? **Part D Requires 4 copies only.**
- Can you please share the checklist of documents/forms that need to submit with the proposal response? **Listed in proposal packet.**
- Also please share the list of documents which will be covered under 10 Page limit. **Part D.**
- In the Part D, "Former Employee's Certification of Eligibility under the Alaska Executive Branch Ethics Act" is not applicable to us do we need to submit it with the proposal response? **Yes.**
- Is it mandatory to submit complete Part D with Proposal response? **Yes.**



- Past Performance: Response must describe previous staffing efforts the company has worked on that are related in size, scope, and geographic locations around Alaska if applicable.

Question: Is it mandatory to have experience in the State of Alaska? **No.**

Question: What is a meaning of geographic locations around Alaska? **Most likely Anchorage and Fairbanks but possibly other locations.**

Question: Will you accept experience with other states across the USA? **Yes.**

Question: Will you accept experience with commercial clients? **Yes.**

Question: Will you equally evaluate the past performances in the geographic locations around Alaska and other states across the USA? **Yes.**

- Past Performance AIDEA reserves the right to investigate referenced projects, contact references and research other projects that the respondent has worked on.

Question: Do we need to provide references in the Past performance section? **Yes.**

Question: How many references do we need to provide? **Multiple.**

Question: Will you accept references from commercial clients? **Yes.**

- CERTIFICATION FOR ALASKA BUSINESS LICENSES AND REGISTRATIONS

Question: Is it mandatory that bidder should have “CERTIFICATION FOR ALASKA BUSINESS LICENSES AND REGISTRATIONS” at the time of bid submission? **No.**

Question: Do we need to submit “CERTIFICATION FOR ALASKA BUSINESS LICENSES AND REGISTRATIONS” with a proposal response? **No.**

Question: Can we submit “CERTIFICATION FOR ALASKA BUSINESS LICENSES AND REGISTRATIONS” after intend to award? **At time of award.**

Kelly W. Noble
Contract Administrator