



Date: March 1, 2022

Project: AEA Temporary Staffing Services
and Leased Employees

Solicitation No.: 22059

Addendum No. One

TO ALL PLANHOLDERS:

The enclosed addendum amends the bid documents for the above referenced Project.

Sincerely,

Selwin C. Ray

Selwin C. Ray
Contracting Officer

ADDENDUM TO CONTRACT DOCUMENTS		No. of Pages 8
Addendum No. ONE	Date Addendum Issued: March 1, 2022	
Issuing Office Selwin Ray Alaska Energy Authority 813 W Northern Lights Blvd Anchorage, AK 99503 Phone: (907) 771-3035 Fax: (907) 771-3044	Previous Addenda Issued	
Project: AEA Temporary Staffing Services and Leased Employees Solicitation No.: 22059	Date and Hour Bids Due: March 4, 2022 at 2:00p.m., prevailing Anchorage time.	

NOTICE TO BIDDERS:

Bidders must acknowledge receipt of this addendum prior to the hour and date set for the bid due date by one of the following methods:

- (a) By acknowledging receipt of this addendum on the proposal form submitted.
- (b) By email or telefacsimile which includes a reference to the project and addendum number.

The bid documents require acknowledgment individually of all addenda to the drawings and/or specifications. This is a mandatory requirement and any bid received without acknowledgment of receipt of addenda may be classified as not being a responsive bid. If, by virtue of this addendum it is desired to modify a bid already submitted, such modification may be made by email or telefacsimile provided such an email or telefacsimile makes reference to this addendum and is received prior to the opening hour and date specified above.

The Bid documents for the above project are amended as follows (All other terms and conditions remain unchanged):

QUESTIONS AND ANSWERS

- **Question #1: Is this a re-compete RFP?**

Answer #1: No.

- A) Could you please the name of Current Suppliers (who are currently providing services to AEA)?
 - Answer: Opti Staffing Group
- B) Could you please share current Suppliers pricing and Proposals?
 - Answer: Repeated question 1.a. Quotes should come in as “mark-up”. Requirements range from clerical employees to professional and senior management employee and current Supplier pricing is “Confidential”

Note: This order constitutes a binding commitment between the state and the contractor listed hereon. Unauthorized modification without the expressed prior approval of the purchasing authority will result in a financial obligation on the contractor and/or unauthorized state personnel. "By providing goods or services through this PO you are certifying that you are eligible to receive federal funding and not on a debarred or suspension list under 29 CFR Part 25."					
ITEM #	QTY	UNIT	DESCRIPTION	Mark Up %	EXTENDED PRICE
			<i>Work Overview</i>		
1	TBD	HR	Lense staff		-
			Mark-Up .48	0.48%	
			Contractor will provide services as needed. Hours of coverage are as needed.		
			See attached one page scope of work.		

- C) When the existing contract was started, and what is the annual monetary spent value of the current contract since inception
 - Answer: Existing Contract started: **October 08, 2020**; Monetary amount: in order to protect our vendors this is **Confidential**.

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D) How many resources are currently engaged in the current contract?

- Answer: 3

E) Can you please share the no. of positions served in previous years under this contract?

- Answer: Between 1-4

F) Can you please share the amount of business each vendor did under this contract in previous years?

- Answer: Please check answer to 1.c

G) Can you please provide an email id or portal address for raising public record requests in reference to the current contract documents?

- Answer: Please click on this link: <https://www.akenergyauthority.org/Who-We-Are/Governing-Documents/Public-Records-Request>

- **Question #2: We understand the provided estimated budget for the RFP is \$1,000,000 or greater but can you please confirm if it is for the whole tenure of the contract i.e. 3 years?**

Answer #2: Based on each NTP will have a specific Schedule for deliverables. This amount depends on staffing demands; it could be for 1 years or the three years.

- **Question #3: Can you please confirm how many staff requirements can we expect under this contract on an annual basis?**

Answer #3: No, TBD.

- **Question #4: How many vendors AEA is planning to select?**

Answer #4: 1

- **Question #5: Can you please confirm the most commonly filled positions of this contract under each level i.e. clerical, professional and senior management?**

Answer #5: TBD; Positions that are currently being filled by leased employees include a **Controller**, a **Finance Consultant** and a **Senior Project Accountant**, previously administrative staff and staff with grant experience have been filled with leased employees.

- **Question #6: What would be the estimated hours per week for given positions?**

Answer #6: Depending on demand.

- **Question #7: Minimum guaranteed hrs. per week for these positions?**

Answer #7: There are no minimum guaranteed hours.

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- **Question #8:** What would be the average anticipated assignment duration for each staff assigned under the contract?

Answer #8: TBD

- **Question #9:** Can you please confirm if we can submit the response to the RFP through email or any portal? If yes, please confirm the email id or the portal address?

Answer #9: Yes, The proposal can be accepted by either email or delivered to our offices. It does not have to be both.

In case Offer want submit one **hard copy** of their proposal, in writing, to the procurement officer in a sealed package. The **cost proposal** included with the package must be sealed separately from the rest of the proposal and must be clearly identified. The sealed proposal package(s) must be addressed as follows:

Alaska Energy Authority
 Attention: **Selwin C. Ray**
 Request for Proposal (RFP) Number: **22059**
 RFP Title: **Term Agreement for Bradley Lake Hydroelectric Project**
813 W. Northern Lights Blvd.
Anchorage, AK 99503

If using **U.S. mail**, please use the following address:

Alaska Energy Authority
Selwin C. Ray
813 W. Northern Lights Blvd.
Anchorage, AK 99503

If using a **delivery service**, please use the following address:

813 W. Northern Lights Blvd.
Anchorage, AK 99503

If submitting a proposal **via email**, the technical proposal and cost proposal must be saved as separate PDF documents and emailed to procurement@aidea.org as separate, clearly labeled attachments, such as “**Vendor A – Technical Proposal.pdf**” (Must include **Part D – Proposal Form**) and “**Vendor A – Cost Proposal.pdf**” (Vendor A is the name of the offeror). The email must contain the RFP number in the subject line.

The maximum size of a single email (including all text and attachments) that can be received is 20mb (megabytes). If the email containing the proposal exceeds this size, the proposal must be sent in multiple emails that are each less than 20 megabytes and each email must comply with the requirements described above.

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Please note that email transmission is not instantaneous. Similar to sending a hard copy proposal, if you are emailing your proposal, we recommend sending it enough ahead of time to ensure the email deliver meet the deadline for receipt of proposals.

It is the offeror's responsibility to contact the **Procurement Officer** at PHONE NUMBER: **907-771-3035** to confirm that the proposal has been received. **Alaska Energy Authority** is not responsible for unreadable, corrupt, or missing attachments.

- **Question #10: We are unable to locate contract general conditions & sample contract on AEA procurement website, can you please provide the same?**

Answer #10: Please find attached a digital copy of the sample a file named: **Addendum 1 Question 10 - Sample Contract Document.**

- **Question #11: Can you please confirm if Alaska Business Registration Certificate will suffice the PAGE#4, NOTICES 13.1 requirement?**

Answer #11: Please check *Part A – RFP (rfp-a) 13.1*

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:

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

- **Question #12: Is it mandatory to submit Alaska business license or the copy of the Alaska business license application with the proposal?**

Answer #12: No.

A) Is it mandatory to submit Alaska business license or the copy of the Alaska business license application with the proposal

- **Answer:** No mandatory, Please check: *Part A – RFP (rfp-a) 13.1: at the time contract is awarded as required by AS 36.30.210(e) for Contractor and all Subcontractors.*

B) Could you please share current Suppliers pricing and Proposals?

- **Answer:** Please check answer to 11

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- **Question #13: In reference: PAGE#7, Past Performance**

Answer #13:

- A) In order to respond efficiently to the above-referred criteria & show our relevant past performances we need information about the categories of staff (Example: IT, Engineering, Architectures, warehouse, finance, etc.) Among which the agency seeks such staffing services, please confirm the same?
 - Answer: The RPF stated that the categories would range from **administrative/clerical to senior management**. Relevant past performance should show you have leased staff from entry level to senior management level to other organizations. This solicitation do not include: Engineering, Architectures
- B) How many references are required to suffice the above requirement?
 - Answer: 3
- C) Is it mandatory to have prior experience in the Alaska region?
 - Answer: Prior Alaska region experience has a preference but is not required.

- **Question #14: In reference: PAGE#7, Past Performance**

Answer #14:

- A) Please confirm, if the "proposed firm" in the above statement is referred to the clients that we have served or presently serving? If not, please provide a brief about the requirement?
 - Answer: Please include a list of companies you have provided leased staff to currently or in the past. Include their industry, number and type of staff provided and the period of time.
- B) Please confirm if the project staff in the above statement is referred to as key personnel who will be handling the staffing requirements of AEA? If not please provide a brief about the requirement?
 - Answer: Yes.

- **Question #15: In reference: PAGE#10, CERTIFICATION FOR ALASKA BUSINESS LICENSES AND REGISTRATIONS**

Answer #15:

- A) Please confirm, if this RFP is for staffing of consultants within the following domains: Architecture, Engineering & Land Surveying?
 - Answer: No.

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B) If not, please confirm share the categories & domains to be covered under the contract and brief about the above-mentioned requirement?

- Answer: Please check answer 5. This RFP may cover various categories and domains and depends on demand.

• **Question #16: In reference: PAGE#13 PROPOSED STATEMENT OF SERVICES**

Answer #16:

A) Could you please provide information on titles & respective job descriptions of the expected staff within the clerical, professional & senior management level to be filled under the resulting contract?

- Answer: Please check answer 5. General job descriptions and titles are determined once a need is identified. Formal job descriptions for these positions do not exist.

B) Can you please confirm, the exact category & domain to be covered under the contract?

- Answer: No, TBD

D) We understand anchorage is the most likely location but can you please confirm other locations to be served under the resulting contract?

- Answer: Other locations TBD.

• **Question #17: In reference: PAGE#16, CERTIFICATION OF COMPLIANCE**

Answer #17:

A) In the provided appendix, there are numerous requirements on "Architectural, Engineering, or Land Surveying" which do not relate to the scope of services under the resulting contract as it is a staffing contract?

- Answer: The requirement for: Architectural, Engineering, or Land Surveying Do not Apply.

B) Could you please confirm if the respective statement is not meant to be in appendix E? The certifications for "Architectural, Engineering, or Land Surveying"?

- Answer: The requirement for: Architectural, Engineering, or Land Surveying Do not Apply.

C) Please confirm if such requirements are mandatory?

- Answer: Please check answer 5. This RFP may cover various categories and domains and depends on demand.

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- **Question #18:** Can you offer some insight into the total current quantity of Leased employees and potential future needs? This number will help in determining our mark-up flexibility – the higher the quantity, the lower the mark-ups?

Answer #18: Please check answer to #1.b and answer #5.

- **Question #19:** Can you provide a list of labor categories or job titles for your Leased employee needs?

Answer #19: Please check answer #5.

- **Question #20:** For pricing of this RFP, are you open to alternative structures outside a standard blanketed mark-up? For example, can we provide a number of different mark-ups depending on the different labor categories? Or mark-ups based on a sliding scale depending on the pay rate?

Answer #20: No, Please check answer #4.

END OF ADDENDUM