



STATE OF ALASKA
Department of Transportation & Public Facilities
Statewide Contracting and Procurement
P.O. Box 112500
(3132 Channel Drive, Suite 310)
Juneau, Alaska 99811-2500

Request For Proposals
RFP #2512H008
Date of Issue: **September 16, 2011**

Title and Purpose of RFP:

Web-based Grants Management and Program Administration System

The State of Alaska, Department of Transportation & Public Facilities, Alaska Community Transit Program is seeking proposals from providers of Software as a Service (SaaS) Web-based Grant Management and Program Administration Systems for applications and services to support its statewide transit programs and activities.

Offerors Are Not Required To Return This Form.

Important Notice: If you received this solicitation from the State of Alaska's "Online Public Notice" web site, you must register with the procurement officer listed in this document to receive subsequent amendments. Failure to contact the procurement officer may result in the rejection of your offer.

John C. Wynne
Procurement Officer
Department of Transportation & Public Facilities
Telephone: 907-465-8446
Email: john.wynne@alaska.gov

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SECTION ONE INTRODUCTION AND INSTRUCTIONS

1.01 Return Mailing Address, Contact Person, Telephone, Fax Numbers and Deadline for Receipt of Proposals

Offerors must submit five (5) copies of their proposal, in writing, to the procurement officer in a sealed envelope, plus one (1) CD inclusive of both the technical and cost proposal.

Submit only one Cost Proposal in a separate, sealed envelope. No portion of the cost proposal shall be included within the body of the proposal.

Submissions must be addressed as follows:

Department of Transportation & Public Facilities
Statewide Contracting and Procurement
Attention: **John C. Wynne**
Request for Proposal (RFP) Number: **2512H008**
Project name: **Grants Management and Program Administration System**

Physical Address:

3132 Channel Drive
Room 300
Juneau, Alaska 99801-3134

Mailing Address:

P.O. Box 112500
Juneau, Alaska 99811-2500

Proposals must be received no later than **2:30 P.M.**, Alaska Time on **October 7, 2011**. Fax and oral proposals are not acceptable.

Important Note: There is **no** overnight express mail delivery to Juneau, Alaska. **All expedited mail services take at least two nights.**

An offeror's failure to submit its proposal prior to the deadline will cause the proposal to be disqualified. Late proposals or amendments will not be opened or accepted for evaluation.

PROCUREMENT OFFICER: **John C. Wynne** – PHONE **907-465-8446** - FAX **907-465-4010**

The State of Alaska provides one Request for Proposal (RFP). Additional RFPs may be purchased for the cost of reproduction, \$0.25 per page.

1.02 Contract Term and Work Schedule

The contract term and work schedule set out herein represents the State of Alaska's best estimate of the schedule that will be followed. If a component of this schedule, such as the opening date, is delayed, the rest of the schedule will be shifted by the same number of days.

The length of the GMPAS contract will be from the date of award through **October 31, 2014**, with the option to renew for three (3) additional one (1) year renewal terms, under the same terms and condition, as the original contract. Renewals shall be initiated solely by the state. However the contractor must provide their mutual agreement in order for the contracts to be renewed for any additional terms.

Unless otherwise provided in this RFP, the State and the Successful Offeror/contractor agree: (1) that any holding over of the contract excluding any exercised renewal options, will be considered as a month-to-month extension, and all other terms and conditions shall remain in full force and effect and (2) to provide written notice to the other party of the intent to cancel such month-to-month extension at least 30-days before the desired date of cancellation.

The approximate contract schedule is as follows:

- Issue RFP **September 16, 2011**,
- Deadline for Receipt of Proposals **October 7, 2011**,
- Proposal Evaluation Committee complete evaluation by **October 14, 2011**,
- State of Alaska issues Notice of Intent to Award a Contract **October 20, 2011**,
- State of Alaska issues contract **October 31, 2011**,
- Contract start **November 1, 2011**.

1.03 Purpose of the RFP

The State of Alaska, (SOA) Department of Transportation & Public Facilities (DOT&PF), Alaska Community Transit Program (State Transit Office) is seeking proposals from providers of Software as a Service (SaaS) *Web-based Grant Management and Program Administration Systems* (GMPAS) for applications and services to support its statewide transit programs and activities.

1.04 Budget – Not Used

1.05 Location of Work

The State will provide workspace for the Successful Offeror, as needed and for training, but most of the work will be performed at the Successful Offeror's facility/office.

By signature on their proposal, the offeror certifies that:

- (a) all services provided under this contract by the contractor and all subcontractors shall be performed in the United States; and
- (b) the offeror is not established and headquartered or incorporated and headquartered in a country recognized as Tier 3 in the most recent United States Department of State's Trafficking in Persons Report.

The most recent United States Department of State's Trafficking in Persons Report can be found at the following website: <http://www.state.gov/g/tip/>

Failure to comply with (a) or (b) of this requirement will cause the state to reject the proposal as non-responsive, or cancel the contract.

1.06 Assistance to Offerors with a Disability

Offerors with a disability may receive accommodation regarding the means of communicating this RFP or participating in the procurement process. For more information, contact the procurement officer no later than ten days prior to the deadline for receipt of proposals.

1.07 Required Review

Offerors should carefully review this solicitation for defects and questionable or objectionable material. Comments concerning defects and objectionable material must be made in writing and received by the procurement officer at least ten days before the proposal opening. This will allow issuance of any necessary amendments. It will also help prevent the opening of a defective solicitation and exposure of offeror's proposals upon which award could not be made. Protests based on any omission or error, or on the content of the solicitation, will be disallowed if these faults have not been brought to the attention of the procurement officer, in writing, at least ten days before the time set for opening.

1.08 Questions Received Prior to Opening of Proposals

All questions must be in writing and directed to the issuing office, addressed to the procurement officer. The interested party must confirm telephone conversations in writing. No further questions will be allowed after 1:30PM Alaska Prevailing Time, **September 29, 2011**.

All questions must be sent to: john.wynne@alaska.gov

Two types of questions generally arise. One may be answered by directing the questioner to a specific section of the RFP. These questions may be answered over the telephone. Other questions may be more complex and may require a written amendment to the RFP. The procurement officer will make that decision.

1.09 Amendments

If an amendment is issued, it will be provided to all who were mailed a copy of the RFP and to those who have registered with the procurement officer as having downloaded the RFP from the State of Alaska Online Public Notice web site. **All Mandatory Return amendments will be so noted and must be signed, dated and returned with the offeror's proposal.**

1.10 Alternate Proposals

Offerors may only submit one proposal for evaluation.

In accordance with 2 AAC 12.830 alternate proposals (proposals that offer something different than what is asked for) will be rejected.

1.11 Right of Rejection

Offerors must comply with all of the terms of the RFP, the State Procurement Code (AS 36.30), and all applicable local, state, and federal laws, codes, and regulations. The procurement officer may reject any proposal that does not comply with all of the material and substantial terms, conditions, and performance requirements of the RFP.

Offerors may not qualify the proposal nor restrict the rights of the state. If an offeror does so, the procurement officer may determine the proposal to be a non-responsive counter-offer and the proposal may be rejected.

Minor informalities that:

- do not affect responsiveness;
- are merely a matter of form or format;
- do not change the relative standing or otherwise prejudice other offers;
- do not change the meaning or scope of the RFP;
- are trivial, negligible, or immaterial in nature;
- do not reflect a material change in the work; or
- do not constitute a substantial reservation against a requirement or provision;

may be waived by the procurement officer.

The state reserves the right to refrain from making an award if it determines that to be in its best interest. **A proposal from a debarred or suspended offeror shall be rejected.**

1.12 State Not Responsible for Preparation Costs

The state will not pay any cost associated with the preparation, submittal, presentation, or evaluation of any proposal.

1.13 Disclosure of Proposal Contents

All proposals and other material submitted become the property of the State of Alaska and may be returned only at the state's option. AS 40.25.110 requires public records to be open to reasonable inspection. All proposal information, including detailed price and cost information, will be held in confidence during the evaluation process and prior to the time a Notice of Intent to Award is issued. Thereafter, proposals will become public information.

Trade secrets and other proprietary data contained in proposals may be held confidential if the offeror requests, in writing, that the procurement officer does so, and if the procurement officer agrees, in writing, to do so. Material considered confidential by the offeror must be clearly identified and the offeror must include a brief statement that sets out the reasons for confidentiality.

1.14 Subcontractors

Subcontractors may be used to perform work under this contract. If an offeror intends to use subcontractors, the offeror must identify in the proposal the names of the subcontractors and the portions of the work the subcontractors will perform. **Subcontractors cannot perform more than 40% of the annual value of the contract.**

If a proposal with subcontractors is selected, the offeror must provide the following information concerning each prospective subcontractor with their proposal:

- (a) complete name of the subcontractor;
- (b) complete address of the subcontractor;
- (c) type of work the subcontractor will be performing;
- (d) percentage of work the subcontractor will be providing;
- (e) evidence that the subcontractor holds a valid Alaska business license; and
- (f) a written statement, signed by each proposed subcontractor that clearly verifies that the subcontractor is committed to render the services required by the contract.

An offeror's failure to provide this information, within the time set, may cause the state to consider their proposal non-responsive and reject it. The substitution of one subcontractor for another may be made only at the discretion and prior written approval of the Project Director.

1.15 Joint Ventures

Joint ventures will not be allowed.

1.16 Offeror's Certification

By signature on the proposal, offerors certify that they comply with the following:

- (a) the laws of the State of Alaska;
- (b) the applicable portion of the Federal Civil Rights Act of 1964;
- (c) the Equal Employment Opportunity Act and the regulations issued thereunder by the federal government;
- (d) the Americans with Disabilities Act of 1990 and the regulations issued thereunder by the federal government;
- (e) all terms and conditions set out in this RFP;
- (f) a condition that the proposal submitted was independently arrived at, without collusion, under penalty of perjury;
- (g) that the offers will remain open and valid for at least 90 days; and
- (h) that programs, services, and activities provided to the general public under the resulting contract conform with the Americans with Disabilities Act of 1990, and the regulations issued thereunder by the federal government.

If any offeror fails to comply with [a] through [h] of this paragraph, the state reserves the right to disregard the proposal, terminate the contract, or consider the contractor in default.

1.17 Conflict of Interest

Each proposal shall include a statement indicating whether or not the firm or any individuals working on the contract has a possible conflict of interest (e.g., currently employed by the State of Alaska or formerly employed by the State of Alaska within the past two years) and, if so, the nature of that conflict. The Commissioner, Department of Transportation & Public Facilities, reserves the right to **consider a proposal non-responsive and reject it or** cancel the award if any interest disclosed from any source could either give the appearance of a conflict or cause speculation as to the objectivity of the program to be developed by the offeror. The Commissioner's determination regarding any questions of conflict of interest shall be final.

1.18 Right to Inspect Place of Business

At reasonable times, the state may inspect those areas of the contractor's place of business that are related to the performance of a contract. If the state makes such an inspection, the contractor must provide reasonable assistance.

1.19 Solicitation Advertising

Public notice has been provided in accordance with 2 AAC 12.220.

1.20 News Releases

News releases related to this RFP will not be made without prior approval of the Project Director.

1.21 Assignment

Per 2 AAC 12.480, the contractor may not transfer or assign any portion of the contract without prior written approval from the procurement officer.

1.22 Disputes

Any dispute arising out of this agreement will be resolved under the laws of the State of Alaska. Any appeal of an administrative order or any original action to enforce any provision of this agreement or to obtain relief from or remedy in connection with this agreement may be brought only in the Superior Court for the State of Alaska.

1.23 Severability

If any provision of the contract or agreement is declared by a court to be illegal or in conflict with any law, the validity of the remaining terms and provisions will not be affected; and, the rights and obligations of the parties will be construed and enforced as if the contract did not contain the particular provision held to be invalid.

1.24 Federal Requirements – Very Important

The offeror must identify all known federal requirements that apply to the proposal, the evaluation, or the contract. **Please see [Attachments #1, #2, & #3](#). [Attachments #2 & #3](#) must be completed, signed and returned with each offerors proposal.**

SECTION TWO

STANDARD PROPOSAL INFORMATION

2.01 Authorized Signature

All proposals must be signed by an individual authorized to bind the offeror to the provisions of the RFP. Proposals must remain open and valid for at least 90-days from the opening date.

2.02 Pre-proposal Conference

A pre-proposal conference will be held at **9:00am, Alaska Prevailing Time, on September 26, 2011. Prospective offerors may participate via teleconference by calling 1-800-315-6338 and entering the passcode 8446#.**

2.03 Site Inspection

The state may conduct on-site visits to evaluate the offeror's capacity to perform the contract. An offeror must agree, at risk of being found non-responsive and having its proposal rejected, to provide the state reasonable access to relevant portions of its work sites. Individuals designated by the procurement officer at the state's expense will make site inspection.

2.04 Amendments to Proposals

Amendments to or withdrawals of proposals will only be allowed if acceptable requests are received prior to the deadline that is set for receipt of proposals. No amendments or withdrawals will be accepted after the deadline unless they are in response to the state's request in accordance with 2 AAC 12.290.

2.05 Supplemental Terms and Conditions

Proposals must comply with Section **1.11 Right of Rejection**. However, if the state fails to identify or detect supplemental terms or conditions that conflict with those contained in this RFP or that diminish the state's rights under any contract resulting from the RFP, the term(s) or condition(s) will be considered null and void. After award of contract:

- a) if conflict arises between a supplemental term or condition included in the proposal and a term or condition of the RFP, the term or condition of the RFP will prevail; and
- b) if the state's rights would be diminished as a result of application of a supplemental term or condition included in the proposal, the supplemental term or condition will be considered null and void.

2.06 Clarification of Offers

In order to determine if a proposal is reasonably susceptible for award, communications by the procurement officer or the proposal evaluation committee are permitted with an offeror to clarify uncertainties or eliminate confusion concerning the contents of a proposal. Clarifications may not result in a material or substantive change to the proposal. The evaluation by the procurement officer or the proposal evaluation committee may be adjusted as a result of a clarification under this section.

2.07 Discussions with Offerors

The state may conduct discussions with offerors in accordance with AS 36.30.240 and 2 AAC 12.290. The purpose of these discussions will be to ensure full understanding of the requirements of the RFP and proposal. Discussions will be limited to specific sections of the RFP or proposal identified by the procurement officer. Discussions will only be held with offerors who have submitted a proposal deemed reasonably susceptible for award by the procurement officer. Discussions, if held, will be after initial evaluation of proposals by the PEC. If modifications are made as a result of these discussions they will be put in writing. Following discussions, the procurement officer may set a time for best and final proposal submissions from those offerors with whom discussions were held. Proposals may be reevaluated after receipt of best and final proposal submissions.

If an offeror does not submit a best and final proposal or a notice of withdrawal, the offeror's immediate previous proposal is considered the offeror's best and final proposal.

Offerors with a disability needing accommodation should contact the procurement officer prior to the date set for discussions so that reasonable accommodation can be made. Any oral modification of a proposal must be reduced to writing by the offeror.

2.08 Prior Experience – Very Important

In order for offers to be considered responsive, offerors **must provide evidence in writing** that they meet the following minimum prior experience requirements:

Offerors must have the following experience with the last ten (10) years:

- Five (5) years experience in the successful development, implementation and operation of a hosted web-based Grant Management system for state and federal transit, aviation and other grant programs.
- Must have familiarity and experience in and with Federal and State financial auditing.
- Each project team member has worked with the proposed system for a least one (1) year.
- Key project team members have successfully deployed the proposed system at least three (3) times.
- Three (3) letters of reference meeting the requirements outlined in Section 6.06.

An offeror's failure to meet these minimum prior experience requirements will cause their proposal to be considered non-responsive and their proposal will be rejected.

2.09 Evaluation of Proposals

The procurement officer, or an evaluation committee made up of at least three state employees or public officials, will evaluate proposals. The evaluation will be based solely on the evaluation factors set out in Section SEVEN of this RFP.

After receipt of proposals, if there is a need for any substantial clarification or material change in the RFP, an amendment will be issued. The amendment will incorporate the clarification or change, and a new date and time established for new or amended proposals. Evaluations may be adjusted as a result of receiving new or amended proposals.

2.10 Vendor Tax ID

A valid Vendor Tax ID must be submitted to the issuing office with the proposal or within five days of the state's request.

2.11 F.O.B. Point

Any goods purchased through this contract will be F.O.B. final destination. Unless specifically stated otherwise, all prices offered must include the delivery costs to any location within the State of Alaska.

2.12 Alaska Business License and Other Required Licenses

FEDERAL REQUIREMENTS

Federally Funded Project(s) and Alaska Business License Requirements

When Federal funds are involved, the Alaska Business License must be obtained prior to the award of a contract.

23 CFR 635.110; "Licensing and qualification of contractors", (c) reads:

"No contractor shall be required by law, regulation, or practice to obtain a license before submission of a bid or before the bid may be considered for award of a contract"

Offerors should contact the Department of Community and Economic Development, Division of Corporations, Business and Professional Licensing, P. O. Box 110806, Juneau, Alaska 99811-0806, for information on obtaining applicable licenses <http://www.commerce.state.ak.us/occ/home.htm>. Out of state corporations must first register as a "foreign corporation" and then obtain a business license. The document "Establishing a Business in Alaska" can be downloaded at the following state link: <http://www.commerce.state.ak.us/investments/pdf/EstablishingABusiness.pdf>.

Certifications

The Contractor must meet the following Federal certification requirements:

1. Debarment, suspension, and other responsibility matters for primary covered transactions

The Contractor certifies, to the best of its knowledge and belief, that it and its principles:

- a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
- b) Have not, within a three (3) year period preceding this certification, been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining

- attempting to obtain, or performing a public (Federal, state, or local) transaction or contract under a public transaction, violation of Federal or state antitrust statutes, or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, state, or local) with commission of any of the offenses listed in subparagraph (1)(b) of this certification: and
- d) Have not within three (3)-year period preceding this certification had one or more public transaction (federal, state, or local) terminated from clause or default.
- e) Contractor also certifies that, if it later becomes aware of any information contradicting the statements of paragraph a) above, it will promptly provide that information to the Alaska Department of Transportation.

Procurement Compliance

Contractor certifies that its procurements and procurement system will comply with all applicable requirements imposed by Federal laws, executive orders, or regulations.

2.13 Application of Preferences

No state or local preferences apply to this federally funded project.

2.14 Not Used

2.15 Not Used

2.16 Formula Used to Convert Cost to Points AS 36.30.250 & 2 AAC 12.260

The distribution of points based on cost will be determined as set out in 2 AAC 12.260 (c). The lowest cost proposal will receive the maximum number of points allocated to cost. The point allocations for cost on the other proposals will be determined through the method set out below. In the generic example below, cost is weighted as 40% of the overall total score. The weighting of cost may be different in your particular RFP. See section SEVEN to determine the value, or weight of cost for this RFP.

EXAMPLE

Formula Used to Convert Cost to Points

[STEP 1]

List all proposal prices, adjusted where appropriate by the application of all applicable preferences.

Offeror #1	-	Offeror	\$40,000
Offeror #2	-	Offeror	\$42,750
Offeror #3	-	Offeror	\$47,500

[STEP 2]

Convert cost to points using this formula.

$$\frac{[(\text{Price of Lowest Cost Proposal}) \times (\text{Maximum Points for Cost})]}{(\text{Cost of Each Higher Priced Proposal})} = \text{POINTS}$$

The RFP allotted 40% (40 points) of the total of 100 points for cost.

Offeror #1 receives 40 points.

The reason they receive that amount is because the lowest cost proposal, in this case \$40,000, receives the maximum number of points allocated to cost, 40 points.

Offeror #2 receives 37.4 points.

$$\begin{array}{ccccccc} \$40,000 & \times & 40 & = & 1,600,000 & \div & \$42,750 & = & 37.4 \\ \text{Lowest} & & \text{Max} & & & & \text{Offeror \#2} & & \text{Points} \\ \text{Cost} & & \text{Points} & & & & & & \end{array}$$

Offeror #3 receives 33.7 points.

$$\begin{array}{ccccccc} \$40,000 & \times & 40 & = & 1,600,000 & \div & \$47,500 & = & 33.7 \\ \text{Lowest} & & \text{Max} & & & & \text{Offeror \#3} & & \text{Points} \\ \text{Cost} & & \text{Points} & & & & & & \end{array}$$

2.17 Not Used

2.18 Contract Negotiation

2 AAC 12.315 CONTRACT NEGOTIATIONS After final evaluation, the procurement officer may negotiate with the offeror of the highest-ranked proposal. Negotiations, if held, shall be within the scope of the request for proposals and limited to those items which would not have an effect on the ranking of proposals. If the highest-ranked offeror fails to provide necessary information for negotiations in a timely manner, or fails to negotiate in good faith, the state may terminate negotiations and negotiate with the offeror of the next highest-ranked proposal. If contract negotiations are commenced, they may be held at the DOT&PF Headquarters, 3132 Channel Drive, Room 300, Juneau, AK.

If the contract negotiations take place in Anchorage, Alaska, the offeror will be responsible for their travel and per diem expenses.

2.19 Failure to Negotiate

If the selected offeror

- fails to provide the information required to begin negotiations in a timely manner; or
- fails to negotiate in good faith; or

- indicates they cannot perform the contract within the budgeted funds available for the project; or
- if the offeror and the state, after a good faith effort, simply cannot come to terms,

the state may terminate negotiations with the offeror initially selected and commence negotiations with the next highest ranked offeror.

2.20 Notice of Intent to Award (NOIA) — Offeror Notification of Selection

After the completion of contract negotiation the procurement officer will issue a written Notice of Intent to Award (NOIA) and send copies to all offerors. The NOIA will set out the names of all offerors and identify the proposal selected for award.

2.21 Protest

AS 36.30.560 provides that an interested party may protest the content of the RFP.

An interested party is defined in 2 AAC 12.990(a) (7) as "an actual or prospective bidder or offeror whose economic interest might be affected substantially and directly by the issuance of a contract solicitation, the award of a contract, or the failure to award a contract."

If an interested party wishes to protest the content of a solicitation, the protest must be received, in writing, by the procurement officer at least ten days prior to the deadline for receipt of proposals.

AS 36.30.560 also provides that an interested party may protest the award of a contract or the proposed award of a contract.

If an offeror wishes to protest the award of a contract or the proposed award of a contract, the protest must be received, in writing by the procurement officer within ten days after the date the Notice of Intent to Award the contract is issued.

A protester must have submitted a proposal in order to have sufficient standing to protest the proposed award of a contract. Protests must include the following information:

- a. the name, address, and telephone number of the protester;
 - b. the signature of the protester or the protester's representative;
 - c. identification of the contracting agency and the solicitation or contract at issue;
 - d. a detailed statement of the legal and factual grounds of the protest including copies of relevant documents; and
- (b) the form of relief requested.

Protests filed by telex or telegram are not acceptable because they do not contain a signature. Fax copies containing a signature are acceptable.

The procurement officer will issue a written response to the protest. The response will set out the procurement officer's decision and contain the basis of the decision within the statutory time limit in AS 36.30.580. A copy of the decision will be furnished to the protester by certified mail, fax or another method that provides evidence of receipt.

All offerors will be notified of any protest. The review of protests, decisions of the procurement officer, appeals, and hearings, will be conducted in accordance with the State Procurement Code (AS 36.30), Article 8 "Legal and Contractual Remedies."

SECTION THREE STANDARD CONTRACT INFORMATION

3.01 Contract Type

This contract is a fixed price contract with an hourly rate adjustment clause.

3.02 Contract Approval

This RFP does not, by itself, obligate the state. The state's obligation will commence when the contract is approved by the Commissioner of the Department of Transportation & Public Facilities, or the Commissioner's designee. Upon written notice to the contractor, the state may set a different starting date for the contract. The state will not be responsible for any work done by the contractor, even work done in good faith, if it occurs prior to the contract start date set by the state.

3.03 Standard Contract Provisions

The contractor will be required to sign and submit the attached State's Standard Agreement Form for Professional Services Contracts (form 02-093/Appendix A). The contractor must comply with the contract provisions set out in this attachment. No alteration of these provisions will be permitted without prior written approval from the Department of Law. Objections to any of the provisions in Appendix A must be set out in the offeror's proposal.

3.04 Proposal as a Part of the Contract

Part or all of this RFP and the successful proposal may be incorporated into the contract.

3.05 Additional Terms and Conditions

The state reserves the right to add terms and conditions during contract negotiations. These terms and conditions will be within the scope of the RFP and will not affect the proposal evaluations.

3.06 Insurance Requirements

The Successful Offeror must provide proof of workers' compensation insurance prior to contract approval. **Do not include proof of insurance with your proposal.**

The Successful Offeror must secure the insurance coverage required by the state. The coverage must be satisfactory to the Department of Administration Division of Risk Management. An offeror's failure to provide evidence of such insurance coverage is a material breach and grounds for withdrawal of the award or termination of the contract.

Offerors must review form APPENDIX B1, attached, for details on required coverage. No alteration of these requirements will be permitted without prior written approval from the Department of Administration, Division of Risk Management. Objections to any of the requirements in APPENDIX B1 must be set out in the offeror's proposal.

Certificate(s) of Insurance must be provided at the time of contract signing. The Certificate(s) must show the contract number and the Certificate Holder as: DOT&PF, POB 112500, Juneau, AK 99811-2500.

3.07 Contract Price Adjustments

The Interface Cost Estimate hourly rate will remain firm through October 31, 2012. The contractor may request a price adjustment, in writing to the Procurement Officer, annually or 30 days prior to the contract renewal date. If a contractor fails to request a price adjustment 30 days prior to the renewal date, the adjustment will be effective 30 days after the state receives their written request.

Contract Labor Rate Price Adjustments:

Price adjustments for the labor rates used in 5.02.1.5.7 Interface Cost Estimate, will be made in accordance with the percentage change in the U.S. Department of Labor Consumer Price Index (CPI-U) for All Urban Consumers, All Items, Anchorage Area or area where Successful Offeror's facility is located.

The price adjustment rate will be determined by comparing the percentage difference between the CPI in effect for the base year six month average (July through December 2011 OR January through June 2012); and each (January through June OR July through December) six month average) thereafter. The percentage difference between those two CPI issues will be the price adjustment rate. No retroactive contract price adjustments will be allowed.

3.08 Contract Funding

Approval or continuation of a contract resulting from this is contingent upon legislative appropriation and funding by the granting authority.

3.09 Proposed Payment Procedures

The state will make payments based on a negotiated payment schedule.

The Contractor shall provide a two-page (typical) report with each monthly billing for months in which services are performed. The report shall specifically describe the services and other items **for which the billing is submitted**, and shall estimate the percent the services are complete. Any delayed costs from previous billing periods that are included in the current billing must be clearly explained in the report.

No payment will be made until the report and invoice has been approved by the Project Director.

3.10 Contract Payment

No payment will be made until the contract is approved by the Commissioner of the Department of Transportation & Public Facilities or the Commissioner's designee. Under no conditions will the state be liable for the payment of any interest charges associated with the cost of the contract.

The state is not responsible for and will not pay local, state, or federal taxes. All costs associated with the contract must be stated in U.S. currency.

3.11 Informal Debriefing

When the contract is completed, an informal debriefing may be performed at the discretion of the Project Director. If performed, the scope of the debriefing will be limited to the work performed by the contractor.

3.12 Contract Personnel

Any change of the project team members or subcontractors named in the proposal, as required in Section 6.06 – Experience and Qualifications - must be approved, in advance and in writing, by the Project Director. Resumes must be provided to the Project Director for each new team member or subcontractor proposed. The Project Director will review the new resume(s) to determine if they meet the minimum job requirements, and approve or request new resumes be submitted. Personnel changes that are not approved by the state may be grounds for the state to terminate the contract.

3.13 Inspection & Modification - Reimbursement for Unacceptable Deliverables

The contractor is responsible for the completion of all work set out in the contract. All work is subject to inspection, evaluation, and approval by the Project Director. The state may employ all reasonable means to ensure that the work is progressing and being performed in compliance with the contract. The Project Director may instruct the contractor to make corrections or modifications if needed in order to accomplish the contract's intent. The contractor will not unreasonably withhold such changes.

Substantial failure of the contractor to perform the contract may cause the state to terminate the contract. In this event, the state may require the contractor to reimburse monies paid (based on the identified portion of unacceptable work received) and may seek associated damages.

3.14 Termination for Default

If the Project Director determines that the contractor has refused to perform the work or has failed to perform the work with such diligence as to ensure its timely and accurate completion, the state may, by providing written notice to the contractor, terminate the contractor's right to proceed with part or all of the remaining work.

This clause does not restrict the state's termination rights under the contract provisions of Appendix A, attached.

3.15 Not Used

3.16 Contract Changes - Unanticipated Amendments

During the course of this contract, the contractor may be required to perform additional work. That work will be within the general scope of the initial contract. When additional work is required, the Project Director will provide the contractor a written description of the additional work and request the contractor to submit a firm time schedule for accomplishing the additional work and a firm price for the additional work. Cost and pricing data must be provided to justify the cost of such amendments per AS 36.30.400.

The contractor will not commence additional work until the Project Director has secured any required state approvals necessary for the amendment and issued a written contract amendment, approved by the Commissioner of the Department of Transportation & Public Facilities or the Commissioner's designee.

3.17 Contract Changes – Anticipated Amendments

Amendments to this contract are anticipated if training is required for new personnel and if General Requirement 5.02.1.1.1 is invoked to add additional DOT&PF agencies to this GMPAS system. This additional work will increase the total contract dollar amount. That work will be within the general scope of the initial contract. Following each of these amendments, Notices To Proceed (NTP) will be issued to authorize the work.

3.18 Contract Invalidation

If any provision of this contract is found to be invalid, such invalidation will not be construed to invalidate the entire contract.

3.19 Nondisclosure and Confidentiality

Contractor agrees that all confidential information shall be used only for purposes of providing the deliverables and performing the services specified herein and shall not disseminate or allow dissemination of confidential information except as provided for in this section. The contractor shall hold as confidential and will use reasonable care (including both facility physical security and electronic security) to prevent unauthorized access by, storage, disclosure, publication, dissemination to and/or use by third parties of, the confidential information. "Reasonable care" means compliance by the contractor with all applicable federal and state law, including the Social Security Act and HIPAA. The contractor must promptly notify the state in writing if it becomes aware of any storage, disclosure, loss, unauthorized access to or use of the confidential information.

Confidential information, as used herein, means any data, files, software, information or materials

(whether prepared by the state or its agents or advisors) in oral, electronic, tangible or intangible form and however stored, compiled or memorialized that is classified confidential as defined by State of Alaska classification and categorization guidelines (i) provided by the state to the contractor or a contractor agent or otherwise made available to the contractor or a contractor agent in connection with this contract, or (ii) acquired, obtained or learned by the contractor or a contractor agent in the performance of this contract. Examples of confidential information include, but are not limited to: technology infrastructure, architecture, financial data, trade secrets, equipment specifications, user lists, passwords, research data, and technology data (infrastructure, architecture, operating systems, security tools, IP addresses, etc).

If confidential information is requested to be disclosed by the contractor pursuant to a request received by a third party and such disclosure of the confidential information is required under applicable state or federal law, regulation, governmental or regulatory authority, the contractor may disclose the confidential information after providing the state with written notice of the requested disclosure (to the extent such notice to the state is permitted by applicable law) and giving the state opportunity to review the request. If the contractor receives no objection from the state, it may release the confidential information within 30 days. Notice of the requested disclosure of confidential information by the contractor must be provided to the state within a reasonable time after the contractor's receipt of notice of the requested disclosure and, upon request of the state, shall seek to obtain legal protection from the release of the confidential information.

The following information shall not be considered confidential information: information previously known to be public information when received from the other party; information freely available to the general public; information which now is or hereafter becomes publicly known by other than a breach of confidentiality hereof; or information which is disclosed by a party pursuant to subpoena or other legal process and which as a result becomes lawfully obtainable by the general public.

SECTION FOUR BACKGROUND INFORMATION

4.01 Background Information

The Alaska Transit Office is within the Division of Program Development, which is a division of the State of Alaska, Department of Transportation and Public Facilities (AKDOT&PF).

The State Transit Office provides reimbursement grants to public transit providers and human service agencies providing transportation to their clients. The funding for our grant programs comes from the Federal Transit Administration (FTA) which is a part of the U.S. Department of Transportation (USDOT), and the Alaska Mental Health Trust Authority. AKDOT&PF works closely with a wide variety of local community partners to plan, fund, implement, and monitor transit programs. Below is a list of responsibilities handled by State Transit Office.

- Documentation of procedures in the State Management Plan
- Planning for future transportation needs, ensuring integration and coordination among diverse transportation modes, and providing technical assistance
- Developing program criteria and project eligibility
- Announcing the availability of funds
- Soliciting and reviewing applications
- Verifying the eligibility of project applicants and project activities
- Selecting projects
- Monitoring projects
- Ensuring timely implementation, program audit and closeout
- Ensuring adherence to Federal and State requirements by recipients

The State Accounting System (AKSAS) is a state owned mainframe system. Over a three (3) year time period we will be changing over to a new system for which a Notice of Intent to Award has been issued for a CGI system, although a contract has not yet been signed. See the following website for specifics: http://doa.alaska.gov/dof/erp/proc_file.html.

While only a portion of the FTA Transportation Electronic Award Management (TEAM) system is accessible to the public, the link to TEAM is at: <https://ftateamweb.fta.dot.gov/teamweb/teamlogin.asp>. The FTA National Transit Database link is: <http://www.ntdprogram.gov/ntdprogram/>.

SECTION FIVE

SCOPE OF WORK

5.01 Scope of Work

The State of Alaska, (SOA) Department of Transportation & Public Facilities (DOT&PF), Alaska Community Transit Program (State Transit Office) is seeking proposals from providers of Software as a Service (SaaS) *Web-based Grant Management and Program Administration Systems* (GMPAS) for applications and services to support its statewide transit programs and activities.

The State Transit Office seeks a system to assist in conducting the business of administering public transit programs in the state. Many of these business processes could be conducted much more efficiently utilizing an online electronic grants management system or related administrative tools, to replace manual and legacy systems currently in use.

A Grant Management and Program Administration System will increase the efficiency and effectiveness of the State Transit Office business functions in the following areas:

- Electronic Grant Applications
- Grant Review/Approvals
- Invoicing/Financial Operations and Management
- Tracking by Funding Source
- Federal Reporting
- Audit/Compliance Monitoring
- Performance Measurement
- Planning and Policy Evaluation
- Recipient Agency Contact Management
- Vehicle Inventory Management

The goal of the System is to improve the ability of the State Transit Office to effectively plan, implement, administer, and evaluate programs and grants to improve public transit, aviation, community transportation, and other transportation programs across Alaska. This includes administration of federal grant programs (e.g., Federal Transit Administration and others) as well as other state programs.

Potential providers of products and services related to the implementation of the System shall have a proven track record and experience in state Department of Transportation Grant Management Systems for state and federal transit, aviation, and other grant programs. Providers will assist the State Transit Office in establishing best practices utilizing proven methods, features, and functionality from other implemented systems.

In addition to any other information requested in this RFP, offerors must address and provide the following information in their proposals:

- A. A description of your company's products, services and history, such as number of employees, years in business, industries served, and contact information.
- B. Their capacity and prior experience in similar arrangements.
- C. Identify the city and state that your hosted system and the backup system is located. What type of system backup do you have? How often is data backed up?
- D. Your prior specialized experience, particularly experience related to the public transportation industry in providing similar products or services to other government agencies (See Section 2.08 Prior Experience).
- E. A description of the product(s) and services that your company offers which meets the requirements and underlying process needs described in this RFP, including features and functionality, suitability to the State Transit Office needs and operating environment, and innovative features that distinguish your product offering.
- F. A description of available user training, technical support, and maintenance services, including training availability, hosting, system maintenance, and upgrades.
- G. Provide examples of related projects and contact information for other state government agencies using your products and services, particularly for state public transportation applications (See Section 6.06).
- H. Offerors will provide a diagram of the proposed system architecture with their proposal. The diagram should show the framework and relationship of the physical system components, communication flow and dependencies.
- I. Offerors must provide a Change Control Management/Communication Plan. The plan will outline the formal process used to ensure that changes to the system are introduced in a controlled and coordinated manner. Control procedures will include minimal disruption to services, reduction in back-out activities, cost-effective utilization of resources involved in implementing change and the communication plan to ensure all stakeholders are engaged in the change process.
- J. Provide a Cost Proposal for the term of the agreement as well as for the optional extension. The Cost Proposal must be fixed and include the requirements set forth in this RFP to include the System, support, user training, maintenance, and other services. **Submit only one Cost Proposal in a separate, sealed envelope.**

Licenses

The successful offeror will be responsible for maintaining any licenses or certificates required for work under this contract.

Notices-to-Proceed

The DOT&PF Project Director, or designee, will issue sequentially numbered Notices-to Proceed (NTP) for all work under this contract. The Contractor shall not perform services or incur billable expenses except as authorized by an NTP.

Contract Amendments

Should an NTP require a contract amendment, that contract amendment must be processed thorough the DOT&PF Statewide Procurement, Procurement Officer. The Successful Contractor will not commence additional work under that NTP until the Project Director, or designee, has secured a written contract amendment, approved by the DOT&PF Statewide Procurement, Procurement Officer.

Service Contract Deficiencies

The contractor's failure to provide a service required by this contract will be grounds for the state to issue a Service Deficiency Claim (SDC) to the contractor. The SDC will be provided to the contractor in writing. The contractor will advise the state, in writing, of the corrective action being taken. If a deficiency is not corrected within 12 hours, the state may issue another SDC and procure, from another contractor, the services necessary to correct the problem. The contractor will then be obligated to reimburse the state for the amount required to correct the problem.

If a contractor gets more than two substantiated SDCs in a 30-day period or a total of three substantiated SDCs, will be grounds for the state to declare the contractor in default.

Travel Reimbursement

The State will reimburse the successful offeror for travel per the following criteria:

- Airfare is limited to coach fare.
- Lodging will be reimbursed at actual cost.
- Reimbursement for meals will not exceed \$60.00 per day.
- Rental vehicles are limited to standard size, make and model as opposed to premium options.
- Receipts must be provided with invoice for all travel expenses.
- Vehicle mileage reimbursement as of July 1, 2011 = \$0.555/mile. *Rates based upon State of Alaska, DOA, Finance website:* http://doa.alaska.gov/dof/travel/resource/POV_Rate_Table.pdf
- All travel costs must be shown as separate line items on the invoice.

Any travel must comply to the greatest extent possible with the following State of Alaska Travel policies: <http://doa.alaska.gov/dof/manuals/aam/resource/60t.pdf>

Monthly Invoices

The monthly billing shall estimate the percent of the services that are complete to date, for that period of performance of the contract. Each invoice must:

- Reference the Contractor name,

- Reference the Contract number,
- Itemize the contract services provided by Deliverable Task #,
- Include the Contractor's signed certification that the amount invoiced is for the services described in the Section 5.02 Deliverables during the period invoiced.

The State reserves the right to request copies of payment documents.

5.02 Deliverables

The Successful Offeror will be required to provide the following Deliverables under the direct supervision of the DOT&PF Project Director, or designee:

5.02.1 System Requirements

As many local agencies, Metropolitan Planning Organizations (MPOs), and authorities are stakeholders in the statewide transportation and grant process, the system should be capable of supporting extensive online access most likely from a freestanding online system and must include a vendor or third-party hosting agreement and a maintenance support contract.

1. General Requirements

The system provided by the Successful Offeror shall:

1. Support the Alaska Department of Transportation's Transit Office in carrying out its administrative functions for transit grant management. In addition, the system should be expandable and capable of supporting additional DOT&PF agencies grant programs if necessary. The System shall assist the DOT&PF agencies in administering programs which may include: public transit; pedestrian; motor vehicle programs and any other facilities and programs.
2. Support administration functions of the State Transit Office which presently include:
 - a. Planning (evaluating mobility needs, identifying service gaps and coordination opportunities, assets, and applicable strategies)
 - b. Grant Application (submittal, evaluation, and award processes)
 - c. Funding Recommendation (including matching sub-recipient grant applications with applicable funding programs)
 - d. Federal Approval (submission of grant applications and materials according to the requirements of applicable Federal guidelines)
 - e. Grant Agreement and Contract Execution (executing agreements with sub-recipients in accordance with federal requirements and applicable procurement guidelines)

- f. Financial Operations (grantee reimbursements, sub-recipient auditing, and compliance monitoring)
 - g. Performance Measurement (tracks specific performance management criteria established by the State Transit Office, tracks impact of specific initiatives against intermodal policy objectives, and tracks performance of sub-recipients against grant criteria)
 - h. Policy Development (development of new or revised policies based on past effectiveness and projected future need)
3. The OBJECTIVES of the system are:
- a. The system shall provide an easy to use graphical interface that is intuitive.
 - i. Icons should be multimodal; i.e. icons shall give a graphical representation of the action that they perform. If the pointing device is positioned over an icon, a tag should appear displaying the function performed.
 - ii. Basic functions should be able to be completed in a minimum number of steps.
 - iii. Navigation for all user interfaces should be able to be accomplished through the use of touch screen display, a mouse/pointing device or hot key navigation.
 - iv. All user interfaces should be similar in design, layout and functionality.
 - v. Displays and user interfaces shall be configurable for maximum efficiency.
 - b. The System should be adaptable enough to easily allow for modifications or upgrades as changing business requirements dictate. Modularity of design and easy configuration by roles having administrative authority are essential features for the Successful Offeror.
4. Support exchange of data, through defined interfaces, with other systems or modules that support multimodal administrative functions, so that the network of systems or modules can perform administrative functions in a seamless manner. The defined interfaces are: FTA Transportation Electronic Award Management (TEAM) system (see Attachment #1), SOA AKSAS (State Accounting System) system, and the FTA National Transit Database.
5. Support the evolution toward an electronic operating environment for its core business functions, and electronic management of data related to transportation programs in Alaska, both inside and external to DOT&PF.
6. Present a web-based, secure, electronic interface with local mobility partners and grant sub-recipients as the primary means of exchanging data and managing grant applications.
7. Assign unique identifiers to system transactions to facilitate administration, case management, usage tracking, and auditing functions.
8. Minimize the amount of redundant data entry or unnecessary data manipulation in order to support multiple administrative functions. For example, data entered electronically by a local partner agency for a grant application shall not require re-entry or extensive manipulation to support grant administration, reporting, or financial administration, planning.

9. Support electronic communications and notifications.
10. Be capable of incorporating system upgrades or additional functionality due to periodic significant changes in state or federal policies or programs (e.g. U.S. Department of Transportation (USDOT), Federal Transit Administration (FTA), Federal Highway Administration (FHWA), Environmental Protection Agency (EPA), etc.) that impact grant requirements, reporting requirements, performance requirements, auditing requirements, planning requirements, etc. of the State Transit Office and its partner agencies.
11. To the maximum extent possible, permit the State Transit Office user configurability to anticipate evolving business needs, including information that must be collected from sub-recipients to support grant application, invoicing, and reporting process.
12. Support enhanced information exchange and meet the reporting requirements of the FTA's Transportation Electronic Award Management (TEAM) system. Although automated electronic data interfacing is not mandatory, the System shall minimize the current resources required.
13. Interface or exchange information with the grant recipients to support central administration of a contact information database, grant applications, and business operations.
14. **Before the GMPAS system is implemented, the DOT&PF Project Director must sign off and approve the final website page design and formats.** Offers are required to comply with all web standards set by the SOA and DOT&PF – see [Attachments #4 & #5](#).
15. All archived materials will meet the State of Alaska Archive requirements as outlined in document " 4 AAC Chapter 59 Archives and Records Management Services.pdf " (see [Attachment #6](#): 4 AAC Chapter 59 Archives and Records Management Services).
16. All data generated under this contract is owned by the SOA. All data must be archived by the Successful Offeror for seven (7) years, based upon the Federal Records Retention Schedule. Upon request from the DOT&PF Project Director, the Successful Offeror will have to provide the records requested through an Oracle Export Dump of 10g or greater compatibility or equivalent way for DOT&PF to download the data into their Oracle environment. **Each offeror must state in their proposal how they will provide for this download.** See [Attachment #7](#) – DOTPF ASD IS Standards Software Memo.
17. Provide Software Licensing Annual Costs X Six (6) Years in the Cost Proposal. State in your proposal whether or not this is a Perpetual License.

2. Grant Application Requirements

The system provided by the Successful Offeror shall:

1. Include a secure, web-based application process for partner agencies applying for State Transit Office-administered grant programs, including but not limited to Federal 5300

programs, state transit programs, new and replacement vehicle programs, state and federal aviation programs, and other state and federal transportation related programs.

2. Capture and store grant application data in electronic format for use in subsequent grant application review, approval, and administrative processes.
3. Support evaluation and prioritization of grant applications to support efficient and effective allocation of available resources.
4. Track grant application activity and include grant application status such as In Development, Submitted, Pending Review, Approved, Allocated, etc.
5. Enable the State Transit Office to modify or customize grant application forms in accordance with evolving funding agency requirements or new policies.

3. Grant Funding and Management Requirements

The system provided by the Successful Offeror shall:

1. Provide tools, data, and functionality to support the funding requirements.
2. Support integration with the Statewide Transportation Improvement Program (STIP) (http://www.dot.state.ak.us/stwdplng/cip_stip/index.shtml) through streamlining of planning objectives with statewide transportation planning and the collection of eligible projects throughout the state.
3. Support analysis and matching of grant application criteria and budget requirements with candidate funding programs, to ensure the most appropriate and successful matching of applicant need and funding program/grant selection criteria.
4. Support submission of applications and supporting materials in electronic or submission-ready paper format to minimize the administrative burden of processing applications to meet Federal requirements.
5. Allow applicants to assess the status of Federal applications, through a secure electronic interface, based on information posted and updated by State Transit Office staff.
6. Facilitate automated distribution of notices to successful and un-successful grant applicants. Changes in status shall trigger automated notifications.

4. Grant Agreement and Contract Requirements

The system provided by the Successful Offeror shall:

1. Provide tools, data, and functionality to support the Grant Agreement and Contract Execution functions of the State Transit Office.
2. Support the minimization of manual data entry and the eventual electronic completion of grant agreements for successful sub-recipients with an electronic signature to authenticate and finalize grant applications between the State Transit Office and sub-recipients.

3. Support collection of information required to support grant administration, financial operations, and performance measurement subsequent to the successful execution of the Grant Agreement and Contract.
4. Support notification of the status of pending agreements as well as notification upon successful completion. Changes in status shall trigger automated notifications.
5. Provide tools, data, and functionality to support the financial operations functions of the State Transit Office.
6. Allow secure submission of sub-recipient invoices for reimbursement, including supporting documentation relating to projects and grant agreements.
7. Provide data and tools that allow the State Transit Office to evaluate financial performance in accordance with policies and requirements of the State Transit Office and funding agencies.
8. Include reports and tools that facilitate financial auditing of grant recipients of programs administered.
9. Allow for tracking of grant invoices, reimbursements, and budgets. The System shall interface to the extent possible with the State Transit Office financial systems, eliminating redundant data entry and inconsistencies.
10. Be capable of supporting reports and queries that meet federal and state financial auditing requirements.
11. Support notification of invoice and payment status as supplied by the State Transit Office staff. Changes in status shall trigger automated notifications by email.
12. Support performance evaluation and compliance monitoring of grant sub-recipients against grant criteria and requirements.
13. Support the State Transit Office in responding to executive or legislative queries on the performance of the funding programs.
14. The Successful Offeror recognizes that the services provided under this Contract are critical to the discharge by the State of important public functions and must be continued without interruption and that, upon expiration or termination of this Contract, a successor, either the State or another contractor, may continue them.

5. Reporting and Interface Requirements

The system provided by the Successful Offeror shall:

1. Support access to data contained within and through a combination of pre-defined reports, custom database queries, data exports, and executive dashboard capability.

2. To the extent possible allow for generation of reports using data drawn from multiple System processes and functional user areas such as Planning, Grant Application, and/or Financial Operations.
3. Allow the State Transit Office or its vendor(s) to configure additional pre-defined reports to meet changing data needs or reporting requirements. Report generation must restrict the resulting data in accordance with restricted access based upon user type to protect sensitive information, while providing broad access to less sensitive data.
4. Be capable of generating pre-defined reports that directly support the reporting requirements and data requests of State of Alaska and federal programs (such as the National Transit Database, TEAM grants administration system, and the FAA's System Of Airport Reporting). The System shall support development of state and federal mandated reports in a submission-ready output format, though not necessarily through an automated transfer of data.
5. Permit export of grant application and financial data in a common format (XLS) as well as printing of form data (PDF) that is entered electronically. The System shall support the import or export of relevant transportation data from other State of Alaska or third party transportation systems, upon demand when requested by the DOT&PF Project Director.
6. Support queries and reporting by geographic areas or other functional/jurisdictional boundaries, city, borough, planning jurisdiction, legislative district, etc.
7. Users shall be able to navigate through the user interface by using icon activation via touch screen interface, tabs, sub-menus, pointing device manipulation, key strokes, keyboard hot keys and other common interface methods.
8. All user functions shall be accessible via a Web browser.
9. The user interface shall be Web based and all functions shall operate fully with all popular Web browser/operating system family. All versions of any such Web browser that have been the latest version at any time in the past two years shall be supported, except for any version that was superseded within a month of its release.
10. The Successful Offeror should plan to develop all the required interfaces however some of the interface work may be performed by DOT&PF employees, with guidance and consultation provided by the Successful Offeror. The DOT&PF Project Director will determine who will perform the interface work. Offerors must specify an hourly Interface Cost Estimate rate in their Cost Proposal for future interface development work that may be requested.

6. **Training and Support Requirements**

1. During the life of the agreement, the successful Offeror is responsible for continual training and support of all system users including the State Transit Office program managers, recipient and sub-recipient agency users, regional oversight users, and any other user groups the State Transit Office deems necessary for the success of the grant program. Training will be needed for approximately five (5) State Transit Office personnel, fifty (50) subrecipients and five (5) other contractors or interested parties. The State Transit Office personnel will be training in Juneau, Alaska. Subrecipient training will be held online, or at the annual Alaska Community Transit (ACT) Transit Conference in October, 2012, in Anchorage, Alaska. Subrecipients will have access to online training modules to use at their leisure, following initial training.
2. All travel must be approved at least 14 days in advance by the DOT&PF Project Director, so that arrangements can be made for personnel to be available.
3. The System shall minimize requirements for in-house technical maintenance resources, specialized training, or knowledge in order to implement, configure, update, and/or maintain the System. The Successful Offeror shall be capable of supporting an ongoing network service and maintenance agreement to provide ongoing maintenance, support, upgrades, and troubleshooting. The support service will be available Mondays through Fridays, excluding national holidays, between 7:00am and 6:00pm Alaska Prevailing Time. The support service will be available via a toll-free phone number and an internet site.
4. In the event of unscheduled downtime/system failure, notifications will be sent immediately via e-mail to the DOT&PF Project Director and all DOT&PF vendors, on efforts to restore operations.

7. **Infrastructure and Access Requirements**

The system provided by the Successful Offeror shall:

1. Be hosted and capable of operating independently from other elements of AKDOT&PF's infrastructure. The system shall not require integration with other networks except to accomplish specific data transfers specified elsewhere.
2. Support secure access to restricted functionality through a protected login in accordance with access privileges of that specific user and in accordance with the SOA IT Password Policy as shown in [Attachment #8](#).
3. Support access to the system by external partner agencies (grant sub-recipients) of records, applications, data, and reports specific to that agency.
4. Incorporate multiple configurable levels of access privileges to distinguish between users with varying rights to access functionality and data within the system. The System shall support access of certain data types and functionality to various user types.
5. Support logging and reporting of System access by user, type, or agency.

6. Record a log of user actions within the System to understand utilization, issues, and investigate potential misuse or misconduct.
7. Support integration with other state and federal online functionality and services as necessary.

SECTION SIX PROPOSAL FORMAT AND CONTENT

Please read this section carefully and respond appropriately.

6.01 Proposal Format and Content

The state discourages overly lengthy and costly proposals, however, in order for the state to evaluate proposals fairly and completely, offerors must follow the format set out in this RFP and provide all information requested. **Offerors must provide thorough answers to the questions in Section Seven (7), as this is how the offeror's proposal will be scored.**

Electronic technical and cost proposal files on the CD provided **must not each exceed 6MB.**

6.02 Introduction

Proposals must include the complete name and address of offeror's firm and the name, mailing address, and telephone number of the person the state should contact regarding the proposal.

In a separate letter, proposals must confirm that the offeror will comply with all provisions in this RFP per Section 2.01. Proposals must be signed by a company officer empowered to bind the company to all provisions of this RFP. An offeror's failure to include these items in the proposals may cause the proposal to be determined to be non-responsive and the proposal may be rejected.

6.03 Understanding of the Project

Offerors must provide comprehensive narrative statements that illustrate their understanding of the requirements of the project and the project schedule.

6.04 Methodology Used for the Project

Offerors must provide comprehensive narrative statements that set out the methodology they intend to employ and illustrate how the methodology will serve to accomplish the work and meet the state's project schedule.

6.05 System Requirements – **Very Important**

Offerors must provide in their proposal comprehensive narrative descriptions and screen prints that demonstrate how their system meets or exceeds each of the 5.02.1 System Requirements.

6.06 Management Plan for the Project

Offerors must provide comprehensive narrative statements that set out the management plan they intend to follow and illustrate how the plan will serve to accomplish the work and meet the state's project schedule. Offerors must state and provide proof of whether they have the equipment and licenses required to perform this work.

Describe the administrative and operational structures that will be used to perform the proposed contract work. For example, consider: Who will have overall responsibility for the contract? What will the lines of authority be? A graphic depiction may be helpful in response to this criterion. Accordingly, responses should also identify how communications will be maintained between Project Staff, the Contracting Agency and subrecipients involved in the implementation.

Describe the work to be performed by the individuals identified to perform essential functions and detail their specific qualifications and substantive experience directly related to the proposed contract. A response prepared specifically for this proposal is required. Marketing resumes often include non-relevant information which may detract from the evaluation of proposal. Focus on individual's specific duties and responsibilities and how project experience is relevant to the proposed scope of work in this RFP.

6.07 Experience and Qualifications

Offerors must provide an organizational chart specific to the personnel assigned to accomplish the work called for in this RFP; illustrate the lines of authority; designate the individual responsible and accountable for the completion of each component and deliverable of the RFP.

Offerors must clearly provide evidence in writing, separate from any resumes, that they meet all of the minimum prior experience requirements listed in Section 2.08 Prior Experience. The page location of that evidence must be listed on the Checklist.

Offeror must also provide evidence in writing of the following knowledge and experience:

The capability of providing the required services by possessing adequate available resources, including personnel, facilities, software development/customization services, hardware and equipment, support systems, organization structure, operation controls, quality controls, technical services, training support and other related factors.

Offerors **must provide** a narrative description of the organization of the project team and a personnel roster that identifies each person who will actually work on the contract and provide the following information about each person listed:

- a. title,
- b. resume,

- c. location(s) where work will be performed,
- d. itemize the total cost and the number of estimated hours for each individual named above.
While the staff hours can appear in the Technical Proposal, the cost cannot. No portion of the Cost Proposal shall be included within the body of the Technical Proposal.

Offerors must provide at least three (3) letters of reference for similar projects the offeror's firm has completed, to include:

- ✓ company name
- ✓ contact name(s)
- ✓ phone number(s)
- ✓ e-mail address(es)
- ✓ project name

This contact information must be provided in the offeror's proposal, as the references may be contacted by the Procurement Officer. ***An offeror's failure to include these items in their proposal may cause the proposal to be determined to be non-responsive and the proposal may be rejected.***

6.08 Cost Proposal

Cost proposals must match the format shown in the Cost Proposal below. An Excel version of the Cost Proposal is available from the Procurement Officer. **Submit only one Cost Proposal in a separate, sealed envelope.**

Costs defined:

- Direct Costs are the hourly rates charged for each position
- Indirect Costs are the fringe benefits and overhead
- Other Indirect Costs include: equipment (company owned or rented) and reimbursable expenses (transportation, food and lodging, reproduction, etc.) – if not included in the Indirect Costs.

6.09 Evaluation Criteria

All proposals will be reviewed to determine if they are responsive. They will then be evaluated using the criterion that is set out in the Section SEVEN questions.

The responses received by the Procurement Officer from the three (3) references provided by the offerors will be part of the evaluation process and scored under Section 7.05 Experience and Qualifications.

An evaluation may not be based on discrimination due to the race, religion, color, national origin, sex, age, marital status, pregnancy, parenthood, disability, or political affiliation of the offeror.

A proposal shall be evaluated to determine whether the offeror responds to the provisions, including goals and financial incentives, established in the request for proposals in order to eliminate and prevent discrimination in state contracting because of race, religion, color, national origin, sex, age, marital status, pregnancy, parenthood, or disability.

SECTION SEVEN

EVALUATION CRITERIA AND CONTRACTOR SELECTION

PROPOSAL EVALUATION FORM

All proposals will be reviewed for responsiveness and then evaluated using the criteria set out herein.

Person or Firm Name _____

Name of Proposal Evaluation (PEC) Member _____

Date of Review _____

RFP Number **2512H008**

EVALUATION CRITERIA AND SCORING

THE TOTAL NUMBER OF POINTS USED TO SCORE THIS PROPOSAL IS 1000

7.01 Understanding of the Project—50 Points

Maximum Point Value for this Section - 50 Points
1000 Points x 5 Percent = 50 Points

Proposals will be evaluated against the questions set out below.

[a] How well has the offeror demonstrated a thorough understanding of the purpose and scope of the project?

EVALUATOR'S NOTES _____

[b] How well has the offeror identified pertinent issues and potential problems related to the project?

EVALUATOR'S NOTES _____

[c] To what degree has the offeror demonstrated an understanding of the deliverables the state expects it to provide?

EVALUATOR'S NOTES _____

[d] Has the offeror demonstrated an understanding of the state's time schedule and can meet it?

EVALUATOR'S NOTES _____

EVALUATOR'S POINT TOTAL FOR 7.01 _____

7.02 Methodology Used for the Project—50 Points

Maximum Point Value for this Section - 50 Points
1000 Points x 5 Percent = 50 Points

Proposals will be evaluated against the questions set out below.

[a] How comprehensive is the methodology and does it depict a logical approach to fulfilling the requirements of the RFP?

EVALUATOR'S NOTES _____

[b] How well does the methodology match and achieve the objectives set out in the RFP?

EVALUATOR'S NOTES _____

[c] Does the methodology interface with the time schedule in the proposal?

EVALUATOR'S NOTES _____

EVALUATOR'S POINT TOTAL FOR 7.02 _____

7.03 System Requirements – 200 Points

Maximum Point Value for this Section - 200 Points
1000 Points x 20 Percent = 200 Points

Proposals will be evaluated against the questions set out below.

[a] To what extent does the proposed system exceed the following System Requirements:
5.02.1.1 General Requirements?

EVALUATOR'S NOTES _____

[b] To what extent does the proposed system exceed the following System Requirements:
5.02.1.2 Grant Application Requirements?

EVALUATOR'S NOTES _____

- [c] To what extent does the proposed system exceed the following System Requirements:
5.02.1.3 Grant Funding and Management Requirements?

EVALUATOR'S NOTES _____

- [d] To what extent does the proposed system exceed the following System Requirements:
5.02.1.4 Grant Agreement and Contract Requirements?

EVALUATOR'S NOTES _____

- [e] To what extent does the proposed system exceed the following System Requirements:
5.02.1.5 Reporting and Interface Requirements?

EVALUATOR'S NOTES _____

- [f] To what extent does the proposed system exceed the following System Requirements:
5.02.1.6 Support and Training Requirements?

EVALUATOR'S NOTES _____

- [g] To what extent does the proposed system exceed the following System Requirements:
5.02.1.7 Infrastructure and Access Requirements?

EVALUATOR'S NOTES _____

EVALUATOR'S POINT TOTAL FOR 7.03 _____

7.04 Management Plan for the Project—100 Points

Maximum Point Value for this Section - 100 Points

1000 Points x 10 Percent = 100 Points

Proposals will be evaluated against the questions set out below.

- [a] How well does the management plan support all of the project requirements and logically lead to the deliverables required in the RFP?

EVALUATOR'S NOTES _____

[b] How well is accountability completely and clearly defined?

EVALUATOR'S NOTES _____

[c] Is the organization of the project team clear?

EVALUATOR'S NOTES _____

[d] How well does the management plan illustrate the lines of authority and communication?

EVALUATOR'S NOTES _____

[e] To what extent does the offeror have the hardware, software, equipment and licenses necessary to perform the contract?

EVALUATOR'S NOTES _____

[f] Does it appear that offeror can meet the schedule set out in the RFP?

EVALUATOR'S NOTES _____

[g] Has the contractor gone beyond the minimum tasks necessary to meet the objectives of the RFP?

EVALUATOR'S NOTES _____

[h] To what degree is the proposal practical and feasible?

EVALUATOR'S NOTES _____

[i] To what extent has the offeror identified potential problems?

EVALUATOR'S NOTES _____

EVALUATOR'S POINT TOTAL FOR 7.03

7.05 Experience and Qualifications—200 Points

Maximum Point Value for this Section - 200 Points
1000 Points x 20 Percent = 200 Points

Proposals will be evaluated against the questions set out below and questions asked of the three (3) references provided.

Questions regarding the personnel.

[a] Do the individuals assigned to the project have experience on similar projects, per Section 2.08?

EVALUATOR'S NOTES _____

[b] Are resumes complete and do they demonstrate backgrounds that would be desirable for individuals engaged in the work the RFP requires?

EVALUATOR'S NOTES _____

[c] How extensive is the applicable education and experience of the personnel designated to work on the project?

EVALUATOR'S NOTES _____

Questions regarding the firm.

[d] Has the firm demonstrated experience in completing similar projects on time?

EVALUATOR'S NOTES _____

[e] How successful is the general history of the firm regarding timely and successful completion of projects?

EVALUATOR'S NOTES _____

[f] Has the firm provided the (3) letters of reference from previous clients, as required under Section 6.07?

EVALUATOR'S NOTES _____

[g] If a subcontractor will perform work on the project, how well do they measure up to the evaluation used for the offeror?

EVALUATOR'S NOTES _____

EVALUATOR'S POINT TOTAL FOR 7.04

7.06 Contract Cost — 400 Points

Maximum Point Value for this Section - 400 Points
1000 Points x 40 Percent = 400 Points

Overall, a minimum of 40 percent of the total evaluation points will be assigned to cost.

Converting Cost to Points

The lowest cost proposal will receive the maximum number of points allocated to cost. The point allocations for cost on the other proposals will be determined through the method set out in Section 2.16.

EVALUATOR'S POINT TOTAL FOR 7.05

7.07 Not Used

EVALUATOR'S COMBINED POINT TOTAL FOR ALL SECTIONS

SECTION EIGHT ATTACHMENTS

8.01 Attachments

Attachments

1. Required Contract Provisions for Federal-Aid Contracts
2. FTA Certification Regarding Lobbying
3. FTA Offeror/Bidder Questionnaire
4. DOT&PF Web Page Standards
5. Contractor DOT&PF Website Package
6. 4AAC Chapter 59 Archives and Records Management Services
(The latest version of this code may be found at the following State of Alaska, Department of Law website: <http://law.alaska.gov/doclibrary/doclib.html>)
7. DOTPF ASD IS Standards Software Memo
8. SOA IT Password Policy SP 015
9. Standard Agreement Form **(Example)**
Appendix A & B1
10. Notice of Intent to Award Form **(Example)**

CHECKLIST

IMPORTANT NOTE TO OFFERORS: This checklist is provided to assist offerors and the Procurement Officer in addressing and/or locating specific requirements identified in the RFP for the offeror's proposal. **Offerors must complete and return this form.** There may be additional requirements beyond those listed on this checklist. Offerors are responsible for thoroughly reviewing the RFP to make sure that they have met all the requirements and have provided all necessary information.

Completion of this form does not guarantee a declaration of responsiveness.

Offeror: _____

Requirements	Proposal Page number(s) where evidence has been provided
One original and 5 copies, plus one (1) CD of proposal per Sections 1.01 and 6.01	
The complete name and address of offeror's firm and the name, mailing & email address, and telephone number of the person the state should contact regarding the proposal per Section 6.02	
Offeror's certification per Section 1.05	
Proposal not qualified or restricts the rights of the state per Section 1.11	
Offeror listed subcontractor information per Sec. 1.14	
Offeror listed joint venture information per Section 1.15	
Offerors certification per Section 1.16	
Conflict of Interest Statement per Section 1.17	
Federal Requirements 1.24 - Attachments #1, #2, & #3	
Authorized Signature per Section 2.01	
Minimum Prior Experience per Section 2.08	
Vendor Tax ID per Section 2.10	
Certification complies with Fed. laws, regs. Section 2.12	
Responded to Required Information in Section 5.01	
Responded to Deliverable Requirements Section 5.02	
Responded to System Requirements Section 5.04	
Responded to Hardware Requirements Section 5.05	
Project Understanding per Section 6.03	
Project Methodology per Section 6.04	
System Requirements Section 6.05	
Management Plan per Section 6.06	
Organizational Chart per Section 6.07	
Similar experience of personnel per Section 6.07	
Offerors experience and qualifications per Section 6.07	
Provided three (3) letters of reference per Section 6.07	
One (1) copy of Cost Proposal Worksheet in sealed separate envelope per Section 6.08	
Evaluation Criteria Section 6.09	
RFP Offeror's Certification form	

COST PROPOSAL

Note: The purpose of the cost formula is to provide a mechanism for offerors to submit costs per each deliverable in a manner that DOT&PF can evaluate and score and then use this to establish billing rates for the resultant contract. Please enter your cost in the spaces provided below for completing each deliverable.

The Successful Offeror must provide a cost proposal that is inclusive of **ALL COSTS**, as shown below, to provide the services outlined in the RFP.

RFP #2512H008 Grants Management & Program Administration System COST PROPOSAL								
Deliverable #	Deliverable Name	Year #1	Year #2	Year #3	Year #4	Year #5	Year #6	TOTAL ALL YEARS
5.02.1.1	General Requirements - Hosted System							
	Software Licensing - Annual Costs							
5.02.1.1 Sub-Total								
5.02.1.2	Grant Application Requirements							
5.02.1.3	Grant Funding & Management Requirements							
5.02.1.4	Grant Agreement & Contract Requirements							
5.02.1.5	Reporting & Interface Requirements							
-5.02.1.5.7	Interface Cost Estimate* Hourly Rate: \$ _____ X 60 Hours =							
5.02.1.5 Sub-Total								
5.02.1.6	Support & Training Requirements							
5.02.1.7	Infrastructure & Access Requirements							
TOTAL COSTS ALL DELIVERABLES - BY YEAR								
*The Interface Cost Estimate and hours shown for Year #1 will be used for Evaluation Purposes Only to award the Cost Points in Section 7.05, while the Hourly Rate will become part of the contract for possible Interface work in all years of the contract. <u>An Excel version of the Cost Proposal is available upon request from the Procurement Officer.</u> Offerors must complete and submit all portions of this fixed fee price summary Cost Proposal for the purpose of proposal scoring. Failure to do so will result in the proposal being declared non-responsive and rejected. No costs shall be included in the body of the proposal.								