



## STATE OF ALASKA

Alaska Commission on Postsecondary Education  
3030 Vintage Blvd  
Juneau, Alaska 99801

# Request For Proposals

RFP 2014-0500-2348

Date of Issue: **January 13, 2014**

### Title and Purpose of RFP:

#### **ANSWERS SLDS DEVELOPMENT AND IMPLEMENTATION SERVICES**

The Alaska Commission on Postsecondary Education (ACPE) is soliciting proposals for technical resources to develop and implement ANSWERS. ACPE is issuing this RFP on behalf of the ANSWERS team which is a collaboration of four partner organizations: ACPE, the University of Alaska (UA), the Alaska Department of Education and Early Development (EED), and the Alaska Department of Labor and Workforce Development (DOLWD).

The purpose of this RFP is to solicit proposals for a contractor with the appropriate experience and skills to provide technical resources to develop and implement a P-20W (early learning through the workforce) Statewide Longitudinal Data System (named the Alaska Navigator: Statewide Workforce and Education-Related Statistics or ANSWERS) that incorporates confidential data from multiple state agencies for the purpose of supporting education and workforce policy research and decision-making.

### 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.

**Cheryl Sams**  
Procurement Officer  
Alaska Commission on Postsecondary Education

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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 three hard copies of their proposal, in writing, to the procurement officer in a sealed envelope. It must be addressed as follows:

Alaska Commission on Postsecondary Education  
Attention: **Cheryl Sams**  
Request for Proposal (RFP) Number: **2014-0500-2348**  
Project Name: **ANSWERS SLDS Development and Implementation Services**

If using U.S. mail, please use the following address: PO Box 110505 Juneau AK 99811-0505

If using a delivery service, please use the following address: 3030 Vintage Blvd Juneau AK 99801

Proposals must be received no later than 2:00 P.M., Alaska Time on **February 3, 2014**. Electronically submitted proposals are acceptable but not encouraged. Oral proposals are not acceptable.

Important Note: there is no overnight express mail delivery to Juneau, Alaska. Expedited mail service takes at least two days.

If submitting a proposal electronically, the proposal must be emailed to **Worth.Barthel@alaska.gov**. It must contain the RFP number in the subject line of the email, and be submitted as an attachment in PDF format. It is also the offeror's responsibility to contact the issuing agency at **907-465-6671** to confirm that the entire proposal has been received.

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: **Cheryl Sams** – PHONE **907-465-6698** - FAX **907-465-5316** - TDD **907-465-3143**

The State of Alaska provides one Request for Proposal (RFP). Additional RFPs may be purchased for the cost of reproduction, \$.25 per page.

## 1.02 Contract Term and Work Schedule

ACPE and the ANSWERS team (see Background Section 4.01 for more information on the ANSWERS team) are seeking a contractor to provide a team of technical developers to complete the scope of this RFP as defined in Section 5.01. The contractor team will fulfill five identified roles. The contract terms and work schedule set out herein represent the best estimate of the schedule that will be followed. The length of the contract will be approximately 12 calendar months until completion based on the timeline below and on the estimated hours provided in the table below.

Resource/Role	Estimated Hours
Lead Developer	1,600 hours over 12 months
SQL Development	2,400 hours over 12 months
.Net Development	1,600 hours over 12 months
Database Architect	640 hours over 12 months
Systems Report Writer	800 hours over 12 months

These roles have been determined by the ANSWERS team based upon the tasks which will have to be completed in order to successfully develop, deploy, and test the core components of the ANSWERS system as defined by the State of Alaska. These roles are further defined in the Scope of Work in Section Five including the expected skills and experience which are needed for individuals to be considered qualified to complete the work assigned to the contract technical resources. The contractor selected will provide a team of individuals to fill these roles and will work closely with the ANSWERS team as the work progresses. All processes, approaches, and plans must be approved by the ANSWERS team.

Unless otherwise provided in this RFP, the State and the successful offeror 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 **January 13, 2014**
- Pre-proposal conference **January 23, 2014**
- Deadline for Questions **January 27, 2014**
- Deadline for Receipt of Proposals **February 3, 2014,**
- Proposal Evaluation Committee complete evaluation by **February 7, 2013**
- State of Alaska issues Notice of Intent to Award a Contract **February 13, 2014**
- State of Alaska issues contract **February 24, 2014,**
- Contract start , **March 3, 2014,**
- First contractor work period **March 3, 2014 to March 13, 2015.**

### **1.03 Purpose of the RFP**

ACPE and the ANSWERS team is soliciting proposals for a contractor to provide a team of developers to work closely with the ANSWERS technical team to develop and implement a statewide longitudinal P-20W data warehouse that incorporates confidential data from multiple state agencies, and other sources, for the purpose of supporting education and workforce policy research and decision-making. The ANSWERS team will be heavily involved throughout the development process and will make decisions throughout the project as additional requirements and needs are identified to ensure that all of the necessary functionality will be provided. An overview of the functionality is provided in Section Five, Attachment 6 - Functional Flow Charts and Attachment 7 - Functional and Technical Requirements.

### **1.04 Budget**

ACPE and the ANSWERS team estimates a budget of between \$600,000 and \$1,000,000 dollars for completion of this project. Proposals priced at more than \$1,000,000 will be considered non-responsive.

### **1.05 Location of Work**

The contractor's technical resources will work remotely for the majority of the contract and will work onsite in Juneau and Anchorage during critical times as needed. The offerors are asked to propose a travel schedule for each of the technical resources they intend to provide including the general time frame and duration of onsite work.

Alaska will provide work space and internet access while the contract technical resources are working onsite. The contractor must provide laptops or other hardware as needed while their resources are onsite in Alaska.

The contractor is responsible for providing an appropriate work location, computers, development environment, and any other equipment, internet access etc. for the contract technical resources when they are working remotely.

Note that travel to other locations for meetings and project activities may be required. The offeror should NOT include transportation costs in the price proposal. ACPE will separately make and pay for contractor travel arrangements in accordance with the State of Alaska travel requirements.

By signature on their proposal, the offeror certifies that all services provided under this contract by the contractor and all subcontractors shall be performed in the United States.

If the offeror cannot certify that all work will be performed in the United States, the offeror must contact the procurement officer in writing to request a waiver at least 10 days prior to the deadline for receipt of proposals.

The request must include a detailed description of the portion of work that will be performed outside the United States, where, by whom, and the reason the waiver is necessary.

Failure to comply with this requirement or to obtain a waiver may cause the state to reject the proposal as non-responsive, or cancel the contract.

## **1.06 Human Trafficking**

By signature on their proposal, the offeror certifies that 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 this requirement will cause the state to reject the proposal as non-responsive, or cancel the contract.

## **1.07 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.

## **1.08 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.

## 1.09 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 3:00 PM AST, on January 27, 2014.

Send questions to: [cheryl.sams@alaska.gov](mailto:cheryl.sams@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.

## 1.10 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 after receiving the RFP from the State of Alaska Online Public Notice web site.

## 1.11 Alternate Proposals

Offerors may submit only 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.

## 1.12 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.**

### **1.13 State Not Responsible for Preparation Costs**

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

### **1.14 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.

### **1.15 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.

If a proposal with subcontractors is selected, the offeror must provide the following information concerning each prospective subcontractor within five working days from the date of the state's request:

- (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 ACPE to consider their proposal nonresponsive 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.

### **1.16 Joint Ventures**

Joint ventures are acceptable. If submitting a proposal as a joint venture, the offeror must submit a copy of the joint venture agreement which identifies the principals involved and their rights and responsibilities regarding performance and payment.

The offeror should also describe any previous joint ventures between these firms.

### **1.17 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 contractor 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.

### **1.18 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 Executive Director of the Department of Alaska Commission on Postsecondary Education 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 Executive Director's determination regarding any questions of conflict of interest shall be final.

### **1.19 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.

### **1.20 Solicitation Advertising**

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

### **1.21 News Releases**

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

## **1.22 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.

## **1.23 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.

## **1.24 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.

## **1.25 Federal Requirements**

The offeror must identify all known federal requirements that apply to the proposal, the evaluation, or the contract.

## 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 10:30 am, Alaska Time, on January 23, 2014 in the Juneau conference room at ACPE's offices located at 3030 Vintage Park in Juneau, Alaska and via WebEx at <https://alaskadvantage.webex.com/alaskadvantage/j.php?ED=245195517&UID=1706028362&RT=MiMz> and teleconference at 800-315-6338 pass code 6788#. The purpose of the conference is to discuss the work to be performed with the prospective offerors and allow them to ask questions concerning the RFP. Questions and answers will be transcribed and sent to prospective offerors as soon as possible after the meeting.

Offerors with a disability needing accommodation should contact the procurement officer prior to the date set for the pre-proposal conference so that reasonable accommodations can be made.

### 2.03 Site Inspection

ACPE or the ANSWERS team 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 reasonable access to relevant portions of its work sites. Individuals designated by the procurement officer at ANSWERS' expense will conduct site inspections.

### 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 (PEC) 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 PEC may be adjusted as a result of a clarification under this section.

## 2.07 Discussions with Offerors

ACPE or the ANSWERS team 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 accommodations can be made. Any oral modification of a proposal must be reduced to writing by the offeror.

## 2.08 Prior Experience

In order for offers to be considered responsive the offering firm must meet these minimum prior experience requirements:

- Offeror must have at least five years' experience developing database and reporting systems that link person or entity level data together from multiple sources and maintain multiple years of data allowing longitudinal analysis.
- Experience developing data products using Visual Studio and Microsoft SQL 2012
- Experience developing data systems in the government industry
- Experience developing data systems using education data is preferred but not required

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

All 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

Prior to the award of a contract, an offeror must hold a valid Alaska business license. However, in order to receive the Alaska Bidder Preference and other related preferences, such as the Alaska Veteran and Alaska Offeror Preference, an offeror must hold a valid Alaska business license prior to the deadline for receipt of proposals. Offerors should contact the Department of Commerce, Community and Economic Development, Division of Corporations, Business, and Professional Licensing, P. O. Box 110806, Juneau, Alaska 99811-0806, for information on these licenses or visit our website at <http://commerce.alaska.gov/dnn/cbpl/BusinessLicensing/BusinessLicensingFormsFees.aspx>. Acceptable evidence that the offeror possesses a valid Alaska business license may consist of any one of the following:

- (a) copy of an Alaska business license;
- (b) certification on the proposal that the offeror has a valid Alaska business license and has included the license number in the proposal;
- (c) a canceled check for the Alaska business license fee;
- (d) a copy of the Alaska business license application with a receipt stamp from the state's occupational licensing office; or
- (e) a sworn and notarized affidavit that the offeror has applied and paid for the Alaska business license.

You are not required to hold a valid Alaska business license at the time proposals are opened if you possess one of the following licenses and are offering services or supplies under that specific line of business:

- fisheries business licenses issued by Alaska Department of Revenue or Alaska Department of Fish and Game,
- liquor licenses issued by Alaska Department of Revenue for alcohol sales only,
- insurance licenses issued by Alaska Department of Commerce, Community and Economic Development, Division of Insurance, or
- Mining licenses issued by Alaska Department of Revenue.

Prior the deadline for receipt of proposals, all offerors must hold any other necessary applicable professional licenses required by Alaska Statute.

## 2.13 Application of Preferences

Certain preferences apply to all contracts for professional services, regardless of their dollar value. The Alaska Bidder, Alaska Veteran, and Alaska Offeror preferences are the most common preferences involved in the RFP process. Additional preferences that may apply to this procurement are listed below.

Guides that contain excerpts from the relevant statutes and codes, explain when the preferences apply and provide examples of how to calculate the preferences are available at the Department of Administration, Division of General Service's web site:

<http://doa.alaska.gov/dgs/policy.html>

**Alaska Products Preference** - AS 36.30.332  
**Recycled Products Preference** - AS 36.30.337  
**Local Agriculture and Fisheries Products Preference** - AS 36.15.050  
**Employment Program Preference** - AS 36.30.321(b)  
**Alaskans with Disabilities Preference** - AS 36.30.321(d)  
**Alaska Veteran's Preference** - AS 36.30.321(f)

The Division of Vocational Rehabilitation in the Department of Labor and Workforce Development keeps a list of qualified employment programs and individuals who qualify as persons with a disability. As evidence of a business' or an individual's right to the Employment Program or Alaskans with Disabilities preferences, the Division of Vocational Rehabilitation will issue a certification letter. To take advantage of these preferences, a business or individual must be on the appropriate Division of Vocational Rehabilitation prior to the time designated for receipt of proposals. Offerors must attach a copy of their certification letter to the proposal. An offeror's failure to provide this certification letter with their proposal will cause the state to disallow the preference.

## **2.14 5 Percent Alaska Bidder Preference** **AS 36.30.321(a), AS 36.30.990[25], & 2 AAC 12.260**

An Alaska Bidder Preference of five percent will be applied prior to evaluation. The preference will be given to an offeror who:

- (1) holds a current Alaska business license prior to the deadline for receipt of proposals;
- (2) submits a proposal for goods or services under the name appearing on the offeror's current Alaska business license;
- (3) has maintained a place of business within the state staffed by the offeror, or an employee of the offeror, for a period of six months immediately preceding the date of the proposal;
- (4) is incorporated or qualified to do business under the laws of the state, is a sole proprietorship and the proprietor is a resident of the state, is a limited liability company (LLC) organized under AS 10.50 and all members are residents of the state, or is a partnership under AS 32.06 or AS 32.11 and all partners are residents of the state; and
- (5) if a joint venture, is composed entirely of ventures that qualify under (1)-(4) of this subsection.

### **Alaska Bidder Preference Affidavit**

In order to receive the Alaska Bidder Preference, the proposal must include a statement certifying that the offeror is eligible to receive the Alaska Bidder Preference.

If the offeror is a LLC or partnership as identified in (4) of this subsection, the affidavit must also identify each member or partner and include a statement certifying that all members or partners are residents of the state.

If the offeror is a joint venture which includes a LLC or partnership as identified in (4) of this subsection, the affidavit must also identify each member or partner of each LLC or partnership that is included in the joint venture and include a statement certifying that all of those members or partners are residents of the state.

## 2.15 5 Percent Alaska Veteran Preference AS 36.30.321(f)

An Alaska Veteran Preference of five percent will be applied prior to evaluation. The preference will be given to an offeror who qualifies under AS 36.30.990[25] as an Alaska bidder and is a:

- (a) sole proprietorship owned by an Alaska veteran;
- (b) partnership under AS 32.06 or AS 32.11 if a majority of the partners are Alaska veterans;
- (c) limited liability company organized under AS 10.50 if a majority of the members are Alaska veterans; or
- (d) corporation that is wholly owned by individuals, and a majority of the individuals are Alaska veterans.

### Alaska Veteran Preference Affidavit

In order to receive the Alaska Veteran Preference, the proposal must include a statement certifying that the offeror is eligible to receive the Alaska Veteran Preference.

## 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 - Non-Alaskan Offeror	\$40,000
Offeror #2 - Alaskan Offeror	\$42,750
Offeror #3 - Alaskan 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.**

$$\begin{array}{rclclcl}
 \$40,000 & \times & 40 & = & 1,600,000 & \div & \$42,750 & = & 37.4 \\
 \text{Lowest} & & \text{Max} & & & & \text{Offeror \#2} & & \text{Points} \\
 \text{Cost} & & \text{Points} & & & & \text{Adjusted By} & & \\
 & & & & & & \text{The Application Of} & & \\
 & & & & & & \text{All Applicable} & & \\
 & & & & & & \text{Preferences} & & 
 \end{array}$$

**Offeror #3 receives 33.7 points.**

$$\begin{array}{rclclcl}
 \$40,000 & \times & 40 & = & 1,600,000 & \div & \$47,500 & = & 33.7 \\
 \text{Lowest} & & \text{Max} & & & & \text{Offeror \#3} & & \text{Points} \\
 \text{Cost} & & \text{Points} & & & & \text{Adjusted By} & & \\
 & & & & & & \text{The Application Of} & & \\
 & & & & & & \text{All Applicable} & & \\
 & & & & & & \text{Preferences} & & 
 \end{array}$$

**2.17 Alaska Offeror Preference  
AS 36.30.321 & 2 AAC 12.260**

2 AAC 12.260(e) provides Alaska offerors a 10 percent overall evaluation point preference. Alaska bidders, as defined in AS 36.30.990[25], are eligible for the preference. Alaska offeror will receive 10 percent of the total available points added to their overall evaluation score as a preference.

**EXAMPLE**

**Alaska Offeror Preference**

**[STEP 1]**

Determine the number of points available to Alaskan offerors under the preference.

**Total number of points available - 100 Points**

$$\begin{array}{rclclcl}
 100 & \times & 10\% & = & 10 \\
 \text{Total Points} & & \text{Alaskan Offerors} & & \text{Number of Points} \\
 \text{Available} & & \text{Percentage Preference} & & \text{Given to Alaskan Offerors} \\
 & & & & \text{Under the Preference}
 \end{array}$$

**[STEP 2]**

Add the preference points to the Alaskan offers. There are three offerors: Offeror #1, Offeror #2, and Offeror #3. Offeror #2 and Offeror #3 are eligible for the Alaska Offeror Preference. For the purpose of this example presume that all of the proposals have been completely evaluated based on the evaluation criteria in the RFP. Their scores at this point are:

- Offeror #1 - 89 points
- Offeror #2 - 80 points
- Offeror #3 - 88 points

Offeror #2 and Offeror #3 each receive 10 additional points. The final scores for all of the offers are:

- Offeror #1 - **89 points**
- Offeror #2 - **90 points**
- Offeror #3 - **98 points**

Offeror #3 is awarded the contract.

## 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 in the ACPE conference room at 3030 Vintage Blvd. in Juneau, Alaska. Negotiations may be conducted telephonically.

If the contract negotiations take place in Juneau, 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 (NIA) — Offeror Notification of Selection

After the completion of contract negotiation the procurement officer will issue a written Notice of Intent to Award (NIA) and send copies to all offerors. The NIA 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 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 Rate Time and Materials contract.

### **3.02 Contract Approval**

This RFP does not, by itself, obligate ACPE or the ANSWERS team. ANSWERS' obligation will commence when the contract is approved by the Executive Director of ACPE. Upon written notice to the offeror, ANSWERS may set a different starting date for the contract. ANSWERS will not be responsible for any work done by the offeror, even work done in good faith, if it occurs prior to the contract start date set by ANSWERS.

### **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.

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.

### **3.07 Contract Funding**

Payment for the contract is subject to funds already appropriated and identified. Approval or continuation of a contract resulting from this is contingent upon legislative appropriation.

### **3.08 Proposed Payment Procedures**

ACPE will make payments based on a negotiated payment schedule. Each billing must consist of an invoice and progress report. No payment will be made until the progress report and invoice have been approved by the project director.

### **3.09 Contract Payment**

No payment will be made until the contract is approved by the Executive Director of ACPE, or the Executive Director's designee. Under no conditions will ACPE be liable for the payment of any interest charges associated with the cost of the contract.

ACPE 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.

### **3.10 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.

### **3.11 Contract Personnel**

Any change of the project team members or subcontractors named in the proposal must be approved, in advance and in writing, by the ANSWERS project director. Personnel changes that are not approved by ANSWERS may be grounds for the State to terminate the contract.

### **3.12 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. ACPE or the ANSWERS team 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 ACPE to terminate the contract. In this event, ACPE may require the contractor to reimburse monies paid (based on the identified portion of unacceptable work received) and may seek associated damages.

### **3.13 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, ACPE or the ANSWERS team 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 ACPE'S termination rights under the contract provisions of Appendix A, attached.

### **3.14 Contract Changes - Unanticipated Amendments**

During the course of this contract, the contract technical resources 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 contract technical resources a written description of the additional work and request the contract technical resources 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 contract technical resources 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 Executive Director of ACPE or the Executive Director's designee.

### **3.15 Contract Invalidation**

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

### **3.16 Nondisclosure and Confidentiality**

The contractor must agree that all source code developed or utilized in this product will be the property of the State of Alaska. ACPE and the ANSWERS team will also have the right to access the source code, obtain a copy and/or conduct code reviews at any time, or hire third party testers.

ACPE and the ANSWERS team will not provide any confidential data to be accessed on the contractor's environment. All testing utilizing confidential Alaska agency data must be performed in the ANSWERS environment. The confidential data may not be moved or copies made accessible outside of the ANSWERS environment.

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 APIPA, FERPA, the Social Security Act and GLBA. The contractor is responsible for being aware of the laws applicable to different data sets and performing appropriate due diligence to ensure contractor compliance with all applicable requirements. The contractor must immediately notify ACPE's procurement officer at 907-465-6698 upon becoming aware of any disclosure, loss of or unauthorized accesses to or storage of or use of the confidential information. The verbal notice must be promptly followed by a written description of the scope of the breach or non-compliance and the details of how the breach or non-compliance occurred and was detected. The contractor agrees to cooperate with ACPE and the ANSWERS team on any investigation required by any applicable laws.

Confidential information, as used herein, means any data, files, software, information or materials (whether prepared by ACPE, the ANSWERS team, its agents or advisors) in oral, electronic, tangible or intangible form and

however stored, compiled or memorialized that is classified as confidential as defined by State of Alaska classification and categorization guidelines 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 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 will immediately notify ACPE or the ANSWERS Project Manager. The contractor may disclose the confidential information after 1) providing ACPE or the ANSWERS Project Manager with written notice of the requested disclosure (to the extent such notice is permitted by applicable law), and 2) receiving express written consent from ACPE or the ANSWERS Project Manager to disclose confidential information (except in the case of lawful demands from a court or law enforcement agency for which ACPE or the ANSWERS Project Manager has provided verbal permission for release). Written notice of the requested disclosure of confidential information by the contractor must be provided to ACPE or the ANSWERS Project Manager within a reasonable time after the contractor's receipt of notice of the requested disclosure and, upon request of ACPE or the ANSWERS Project Manager, 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 State of Alaska, Department of Education and Early Development, was awarded a three-year \$4 million federal Institute of Education Sciences Grant in July of 2012 to build a statewide longitudinal data system (SLDS). The SLDS will allow Alaska to link education data from K-12 and postsecondary education with career training and workforce data to provide information to Alaska stakeholders and policy makers to assist in their ability to make informed decisions about education and workforce outcomes.

The development of the SLDS, which has been named Alaska Navigator: Statewide Workforce and Education-Related Statistics or ANSWERS, is a collaboration between four partner agencies: the Alaska Commission on Postsecondary Education (ACPE), the University of Alaska (UA), the Alaska Department of Education and Early Development (EED), and the Alaska Department of Labor and Workforce Development (DOLWD). ACPE is the partner agency who is responsible for issuing this RFP on behalf of ANSWERS.

The ANSWERS project has been divided into six outcomes:

1. Planning and Preparation
2. Infrastructure
3. Development
4. Data Reporting
5. Training and Professional Development
6. Sustainability

Year one of the ANSWERS project was dedicated to project planning and preparation phase and during that time:

- an overall project plan was developed,
- the project's mission statement and project methodology was defined,
- data governance was established,
- critical policy questions to be answered by the data in the SLDS were defined,
- contributing data systems were analyzed,
- business and technical requirements were identified, and
- a data model for the system was drafted.

Years two and three are/will be dedicated to developing the system, the hardware infrastructure and reporting.

For the purposes of this RFP, the tasks to be completed by the contract technical resources are included in outcomes two (Infrastructure) and three (Development).

The above plan should provide a sense of the work that has been completed to date as well as the work that will remain to be completed after the contract technical resources' tasks have been completed.

Communication between ANSWERS' data providing agencies, the contract technical resources and the ANSWERS technical project manager is a critical factor in the success of this aspect of the project. Decisions about project tasks identified above may involve the input of all stakeholders from time to time which can lead to multiple rounds of review and input to reach a final decision. The requirements, specifications, and project plan may change at the ANSWERS teams' discretion. The ANSWERS team will provide direction, technical approaches, and detailed input about how the databases are developed and how the applications operate. There will be extensive coordination between ACPE, the ANSWERS team, and the contract technical resources. The lead developer will function as the primary contact, on behalf of the contract technical resources, with the ANSWERS technical project manager and other ANSWERS team members.

## SECTION FIVE SCOPE OF WORK

### 5.01 Scope of Work

The ANSWERS team is requesting proposals for a team of technical developers to develop, implement, and test the database systems and applications that will house the processing modules necessary to securely receive and validate data from multiple data sources in a variety of file formats, match these data against previously received data to assign or create a unique identifier, transform that data to meet required business and security requirements, and ultimately load the data into the ANSWERS data warehouse.

Through the SLDS program ANSWERS has access to documents and examples from a wide variety of states who have developed, or are developing, similar databases. ANSWERS team members have conducted site visits to three states and had conversations with several others. The ANSWERS team has evaluated the strengths and weaknesses of these other solutions in terms of meeting the needs of this project. These have been integrated into the ANSWERS design specifications. The ANSWERS team will provide functional and technical requirements, flows and logic models, example code from other states, and other available resources to assist the technical team as they develop the core parts of the ANSWERS P-20W SLDS which are:

- File pre-processing/validation
- AIMS Matching
- ID Management
- Staging
- Data Warehouse
- Data Dictionary Database

#### Development Environment

The selected contractor's development team can develop the code and other applications for the project in one of two environments. The preferred method is for the development team to remotely login to a virtual environment maintained by Alaska and develop the system on the Alaska servers. Alaska will provide the necessary software and tools for the developers on the state's infrastructure. The developers will be required to use Microsoft SQL Server 2012 for database development and Visual Studio as a programming environment. They will also be required to utilize Alaska's selected software versioning and revision control system.

The contractor may elect for the development team to develop the database and applications source code within their own environment and move the resulting code to the Alaska servers for testing. Due to the sensitive nature of the data within this system, actual confidential person level data must not leave the Alaska servers nor be accessed or copied to any other environment. All testing must be conducted on the Alaska servers. Any testing conducted in the contractor's own environment must be conducted using "Dummy" data which is suboptimal for testing and evaluating matching or the data validation processes as it cannot anticipate the full scope of data quality issues which are likely to be present in the actual data. If the contractor elects for development to occur in their own environment, they must provide a Microsoft SQL Server 2012 environment with Visual Studio and the environment and all of the hardware used by the developers must have current anti-virus software, appropriate firewalls and meet any security standards specified by Alaska. In addition, the contractor must provide Alaska staff with remote access into their environment to review the source code and other documents being developed.

#### Development Process

ACPE and the ANSWERS team will be very involved in the development decisions and activities completed by the contractor. The ANSWERS team will provide functional and technical requirements. The contractor will provide preliminary technical designs, options, and detailed recommendations for how they suggest proceeding

with the technical development for ANSWERS review and approval. ANSWERS will hire a project manager independent of the contracted technical resource team to assist with planning and oversight of the contractor team. The contracted team will utilize the source documents and requirements received from the ANSWERS team and use this to develop:

- a technical design which will be reviewed and approved by the ANSWERS team;
- code walk-throughs for the ANSWERS team to approve the development work as it progresses;
- proposed testing plans for the custom applications;
- proposed methodology to be used to transition the applications to the ANSWERS environment; and
- a plan for knowledge transfer to hand off the completed applications and code to the ANSWERS team to operate, manage, and be able to expand and modify over time as needed.

Reviews and approvals may require staff from multiple agencies and may require time to be completed. This should be built into any proposed project timelines.

## 5.02 Deliverables

The overall goal of the project is to develop the custom database systems and supporting applications and processes from the ground up utilizing the requirements in Attachment 6 Functional Flow Charts and Attachment 7 Functional and Technical Requirements, install on selected hardware infrastructure, test data ETL processes, finalize ETL processes, and develop reports to assist with validation and testing, and prepare the data for access by reporting and analysis software.

Contractors should provide qualified technical staff to develop core system components according to Alaska's specifications including:

- Database architecture/design, security, integration, and optimization
- Development of SQL databases and applications to interface with SQL databases.
- .Net applications development
- System report creation and implementation
- System documentation including technical user procedures, program documents, database diagrams, etc.
- System migration from contractor's environment to ANSWERS' environment if applicable
- System training

The ANSWERS team has identified five basic project roles which are required from the successful offeror to complete the technical project: Lead Developer, SQL Developers, .Net Applications Developer, Report Writer, and Architect. The individuals who are provided to fulfill these roles must have the requisite skills and experience to complete the project as defined by the ANSWERS team and management.

Proposals that do not meet the individual requirements of the five basic roles identified will be considered non-responsive.

Proposals will be evaluated upon the experience and skills of the individuals who are being proposed to fill these roles

### Lead Developer

The Lead Developer's role includes developing SQL databases and writing applications to interface with SQL databases, as well as writing and testing code, coordinating tasks with the other developers and the report writer to ensure the project is completed on time. The Lead Developer will serve as an interface between the developers and the other technical staff on this project and function as the project manager and coordinator for

the technical staff provided by the contractor. The Lead Developer will report to Alaska's Technical Project Manager. The Lead Developer will work with the Architect on design issues and manage the work of the other developers to ensure that the system design is completed correctly. The Lead Developer will provide project status updates to Alaska's Technical Project Manager and other ANSWERS staff and work regularly with the Technical Project Manager to identify risks, issues, or other considerations which may affect the project plan.

#### Desired Skills

- Proven ability to complete project tasks as assigned, on time
- Ability to define, create and complete project deliverables with minimal guidance
- Ability to quickly adapt to new requirements and changing situations
- Knowledge of product development life cycle
- Demonstrated ability to multi-task and manage deliverables of multiple developers
- Demonstrated initiative and foresight relative to potential issues and problem solving
- Ability to work under pressure and manage projects to deliver on tight deadlines
- Excellent verbal and written communication skills
- Excellent analytical and organizational skills in concert with superb decision making skills
- Understanding of clustering and hardware-based database performance optimization a strong plus
- Excellent concepts and knowledge in Object-Oriented implementation
- Must be strong in the use and implementation of data structures and algorithms
- Experience importing and validating data from multiple data systems
- Experience in creating advanced logical and physical data models using a data modeling tool
- Experience with SQL Reporting Services and/or similar toolset; SQL; Database view development; SQL Server database experience; .NET
- Must show evidence of expert level understanding of SQL Server 2012 engine, indexing, capabilities, transact-SQL, performance tuning is required
- Experience with education data and/or public agency data preferred

#### Minimum Experience Required

- Bachelor's degree in Computer Science or related field from an accredited university or a combination of appropriate certifications and work experience above the minimum identified
- Five or more years of full-time experience managing developers on large database or application projects
- Six or more years of full-time experience developing in Microsoft SQL Server and Visual Studio
- Must show experience with a project or projects that linked person or entity level data across multiple data systems without a single common identifier

#### SQL Developers

The ANSWERS team has identified a need for at least two full-time SQL Developers to work with the Lead Developer to develop the Microsoft SQL Server 2012 code, scripts, and processes to create the databases for the AIMS and ANSWERS projects; import and transform data from the identified data sources; validate the data using information maintained in the data dictionary database, and load these data into the systems. The SQL Developers will report to and have their work coordinated by the individual(s) performing the role of the Lead Developer. The SQL Developers job duties include developing SQL databases and writing applications to interface with SQL databases, as well as writing and testing code. Development consists of designing tables, storing procedures, views and functions.

#### Desired Skills

- Proven ability to complete project tasks as assigned on time
- Ability to define, create and complete project deliverables with minimal guidance

- Ability to quickly adapt to new requirements and changing situations
- Demonstrated initiative and foresight relative to potential issues and problem solving
- Ability to work under pressure and manage projects to deliver on tight deadlines
- Excellent verbal and written communication skills
- Excellent concepts and knowledge in Object-Oriented implementation
- Demonstrated experience in the use and implementation of data structures and algorithms
- Experience importing and validating data from multiple data systems

#### Minimum Experience Required

- Two-year degree in Computer Information Systems, Computer Science or related field from an accredited institution or a combination of appropriate certifications and work experience above the minimum identified
- Three or more years of full-time experience developing in Microsoft SQL Server and Visual Studio
- Must show evidence of expert level understanding of SQL Server 2012 engine, indexing, capabilities, transact-SQL, performance tuning is required

#### **.Net Applications Developer**

The .NET Application Developer will develop and/or maintain custom software application code, including web applications, to meet Alaska's objectives and assist other developers in support of application delivery. They will provide application development for the construction of new or modified functions, queries or database features as required by the project manager. Additionally the .NET Developer will assist with SQL development on an as needed basis.

#### Desired Skills

- Experience writing and executing functional specifications
- Ability to collaborate with the team on application architecture design and decision-making
- Ability to solve complex production issues
- Excellent verbal and written communication skills
- Experience developing applications for securely transmitting confidential information and data files over the internet
- Experience with T-SQL development in the SQL Server environment

#### Minimum Experience Required

- Bachelor's degree in Computer Science or related field from an accredited university or a combination of appropriate certifications and work experience above the minimum identified
- 5 or more years of experience with object oriented development
- 5 or more years of relational database experience
- 5 or more years of experience developing .Net applications

#### **Report Writer**

The Report Writer role is responsible for developing and documenting customized reports from the ANSWERS, AIMS, and data dictionary databases. The Report Writer is responsible for providing analytical support for the ANSWERS project and will be heavily involved in the development of reports and other information products to provide information about data quality, validation, and processing processes.

#### Desired Skills

- Excellent verbal and written communication skills

- Experience with SQL Reporting Services and/or similar toolset; SQL; Database view development; SQL Server database experience; .NET.
- Proven expertise in report design, methodology and development

Minimum Experience Required

- Bachelor's degree from an accredited university or a combination of appropriate certifications and work experience above the minimum identified
- A minimum of 4 years of experience in a related position or capacity

**Architect**

The Architect's role includes designing, maintaining and building conceptual, logical and physical database models. The Architect will be responsible for database architecture, security, design, and creation, optimization, deriving conversion and migration methods for existing data, and developing automated conversion and migration methods. The Architect will be responsible for the planning, installation, configuration, maintenance and production monitoring of database instances.

Desired Skills

- Proven record of architecting robust relational database solutions
- In-depth experience with SSIS development using all areas of the environment, including scripting
- Excellent troubleshooting and performance optimization skills
- Experience in creating advanced logical and physical data models using a data modeling tool
- Ability to comprehend advanced technical and logical concepts and adapt quickly to change
- Ability to evaluate and make recommendations regarding data integrity
- Understanding of designing databases for performance including index design
- Strong quantitative, analytical, problem solving, organizational, communication and interpersonal skills are required

Minimum Experience Required

- Bachelor's degree in Computer Science/related field from an accredited university or a combination of appropriate certifications and work experience above the minimum identified
- 7 or more years of comprehensive SQL Server experience
- 5 or more years of experience in data system architecture

## SECTION SIX PROPOSAL FORMAT AND CONTENT

### 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.

### 6.02 Introduction

Please submit the following business information items about your company and subcontractors:

- Company name, headquarters address, and responsible office for this project
- Name, mailing address, email address, and telephone number of the person the state should contact regarding the proposal
- Number of years in business
- Number of years active in the development of database solutions
- Annual revenue
- Business structure (e.g., C-Corp, S-Corp, LLC)
- Ownership (if publicly traded, include exchange and symbol)
- Total number of employees
- At least three references (customer name, telephone number) for work performed over the last three years for projects relevant to this one (i.e., comparable functionality for similar size corporation in the Government industry).
- List of proposed project personnel who are not employees of your organization (e.g., subcontractors) and their employer(s).
- Names of involved parties, dates, jurisdiction and status of any litigation in which your organization has been involved within the last five years.

Proposals must confirm that the offeror will comply with all provisions in this RFP; and, if applicable, provide notice that the firm qualifies as an Alaskan bidder. Proposals must be signed by a company officer empowered to bind the company. 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. The offeror should outline their methodology to facilitate communication including a suggested communication plan by which they will discuss with ACPE and the ANSWERS' team all project related progress, issues and concerns.

## 6.05 Management Plan for the Project

Offerors must provide comprehensive narrative statements that set out the management methodology they intend to follow and illustrate how resources will be managed and how they will keep up with progress and identify issues that need to be dealt with in conjunction with ANSWERS' management. Regular updates will be required to ensure that the project is on schedule.

Offeror must identify the project development methodology they plan to use and communicate how it will benefit the project.

Offeror must also provide a detailed transition plan to transfer any code from the development environment to the ANSWERS environments; documentation and training for ANSWERS technical staff in the operation, maintenance, and modification of the software; and facilitate the transfer of any licenses etc. needed for ANSWERS to be able to operate the software independently in the future.

## 6.06 Experience and Qualifications

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

Offeror must provide each person's credentials and experience for each bulleted 'desired skill' and 'minimum experience' per the role descriptions in section 5.02.

- Name
- Title
- Resume
- Narrative descriptions of previous work experience
- Professional references

Offerors must provide reference names and phone numbers for similar projects the offeror's firm or the individual contract technical resource has completed.

Professional references, including names and phone numbers, should be provided for each of the specific individuals proposed for assignment in each of the technical roles identified in this RFP.

After the proposal deadline, offerors with responsive proposals will be contacted to set up a live telephone interview with the offerors management and with the individual(s) designated to perform the work outlined in the proposal. The same set of questions will be used for all interviews conducted. Results of the interview will be factored into the offeror's score related to experience and qualifications (see section 7.04).

## 6.07 Cost Proposal

Cost proposals must include an itemized list of all direct and indirect costs associated with the performance of the contract, including, but not limited to, total number of hours at various hourly rates, direct expenses, payroll, supplies, overhead assigned to each person working on the project, percentage of each person's time devoted to the project, and profit.

## **6.08 Evaluation Criteria**

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

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**

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

### **7.01 Understanding of the Project (10 Percent)**

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?
- [b] How well has the offeror identified pertinent issues and potential problems related to the project?
- [c] To what degree has the offeror demonstrated an understanding of the deliverables the state expects it to provide?
- [d] Has the offeror demonstrated an understanding of the state's time schedule and can meet it?

### **7.02 Methodology Used for the Project (5 Percent)**

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?
- [b] How well does the methodology match and achieve the objectives set out in the RFP?
- [c] Does the methodology interface with the time schedule in the RFP?

### **7.03 Management for the Project (5 Percent)**

Proposals will be evaluated against the questions set out below:

- [a] How well does the management identify how resources will be managed and how the offeror will keep up with progress and identify issues that need to be addressed?
- [b] How well is accountability completely and clearly defined?
- [c] Is the organization of the project team clear?
- [d] How well does the management plan illustrate the lines of authority, communication?
- [e] To what extent does the offeror already have the hardware, software, equipment, and licenses necessary to perform the contract?
- [f] Does it appear that the offeror can meet the schedule set out in the RFP?
- [g] Has the offeror gone beyond the minimum tasks necessary to meet the objectives of the RFP?

- [h] To what degree is the proposal practical and feasible?
- [i] To what extent has the offeror identified potential problems?

## 7.04 Experience and Qualifications (30 Percent)

Proposals will be evaluated against the questions set out below:

*Questions regarding the personnel: (25 Percent)*

- [a] Did the interview results demonstrate the designated personnel have the knowledge, skills and abilities to successfully carry out the contract requirements?
- [b] Do the individuals assigned to the project have experience on similar projects?
- [c] Are resumes complete and do they demonstrate backgrounds that would be desirable for individuals engaged in the work the project requires?
- [d] How extensive is the applicable education and experience of the personnel designated to work on the project?

*Questions regarding the firm :( 5 Percent)*

- [e] How well has the firm demonstrated experience in completing similar projects on time and within budget?
- [f] How successful is the general history of the firm regarding timely and successful completion of projects?
- [g] Has the firm provided letters of reference from previous clients?
- [h] If a subcontractor will perform work on the contract, how well do they measure up to the evaluation used for the offeror?

## 7.05 Contract Cost (40 Percent)

Overall, a minimum of 40% of the total evaluation points will be assigned to cost. The cost amount used for evaluation may be affected by one or more of the preferences referenced under Section 2.13.

### ***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 2.15.

## 7.06 Alaska Offeror Preference (10 Percent)

If an offeror qualifies for the Alaska Bidder Preference, the offeror will receive an Alaska Offeror Preference. The preference will be 10 percent of the total available points. This amount will be added to the overall evaluation score of each Alaskan offeror.

## **SECTION EIGHT ATTACHMENTS**

### **8.01 Attachments**

1. Proposal Evaluation Form (included in RFP document)
2. Standard Agreement Form – Appendix A
3. Appendix B1
4. Notice of Intent to Award
5. Offeror's RFP Checklist
6. Functional Flow Charts
7. Functional and Technical Requirements
8. Data Source Summary/ANSWERS Codebook Sample
9. ANSWERS Narrative Glossary

# PROPOSAL EVALUATION FORM - ATTACHMENT 1

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 \_\_\_\_\_

## EVALUATION CRITERIA AND SCORING

**THE TOTAL NUMBER OF POINTS USED TO SCORE THIS PROPOSAL IS 100**

### 7.01 Understanding of the Project—10 Percent

Maximum Point Value for this Section - 10 Points  
100 Points x 10 Percent = 10 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—5 Percent

Maximum Point Value for this Section - 5 Points  
100 Points x 5 Percent = 5 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 Management for the Project—5 Percent

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

Proposals will be evaluated against the questions set out below.

[a] How well does the management identify how resources will be managed and how the offeror will keep up with progress and identify issues that need to be addressed?

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 already 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 offeror 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** \_\_\_\_\_

### **7.04 Experience and Qualifications—30 Percent**

Maximum Point Value for this Section - 30 Points  
100 Points x 30 Percent = 30 Points

Proposals will be evaluated against the questions set out below.

[a] Do the individuals assigned to the project have experience on similar projects?

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 and within budget?

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 letters of reference from previous clients?

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** \_\_\_\_\_

## 7.05 Contract Cost — 40 Percent

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

Overall, a minimum of 40 percent of the total evaluation points will be assigned to cost. The cost amount used for evaluation may be affected by one or more of the preferences referenced under Section 2.13.

### 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** \_\_\_\_\_

## 7.06 Alaska Offeror Preference — 10 Percent

Alaska bidders receive a 10 percent overall evaluation point preference.

Point value for Alaska bidders in this section -- 10 Points

100 Points x 10 Percent = 10 Points

If an offeror qualifies for the Alaska Bidder Preference, the offeror will receive an Alaska Offeror Preference. The preference will be 10 percent of the total available points. This amount will be added to the overall evaluation score of each Alaskan offeror.

**EVALUATOR'S POINT TOTAL FOR 7.06 (either 0 or 10)**

\_\_\_\_\_

**EVALUATOR'S COMBINED POINT TOTAL FOR ALL SECTIONS**

\_\_\_\_\_