

STATE OF ALASKA REQUEST FOR PROPOSALS



ASMI WEBSITE DESIGN & MANAGEMENT

RFP 2021-0824

ISSUED OCTOBER 7, 2020

WEBSITE DESIGN, DEVELOPMENT & IMPLEMENTATION AND ANNUAL HOSTING, MAINTENANCE AND SUPPORT.

ISSUED BY:

DEPARTMENT OF COMMERCE COMMUNITY &
ECONOMIC DEVELOPMENT
ALASKA SEAFOOD MARKETING INSTITUTE

PRIMARY CONTACT:

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OFFERORS ARE NOT REQUIRED TO RETURN THIS FORM.

IMPORTANT NOTICE: YOU MUST REGISTER WITH THE PROCUREMENT OFFICER LISTED IN THIS DOCUMENT TO RECEIVE NOTIFICATION OF SUBSEQUENT AMENDMENTS. FAILURE TO CONTACT THE PROCUREMENT OFFICER MAY RESULT IN THE REJECTION OF YOUR OFFER.

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SECTION 1. INTRODUCTION & INSTRUCTIONS

SEC. 1.01 PURPOSE OF THE RFP

The **ALASKA SEAFOOD MARKETING INSTITUTE (ASMI)** is soliciting proposals for **A WEBSITE DESIGN, DEVELOPMENT AND MANAGEMENT SERVICES COMPANY TO CREATE, RESEARCH, DESIGN, DEVELOP AND EXECUTE A SEO AND MOBILE OPTIMIZED PLATFORM TO MEET THE USER NEEDS OF ASMI'S DIVERSE AUDIENCES PRIORITIZING AN EASY TO USE CONTENT MANAGEMENT SYSTEM, INTUITIVE NAVIGATION AND CLEAN AND FOCUSED DESIGN.**

SEC. 1.02 BUDGET

The **ALASKA SEAFOOD MARKETING INSTITUTE (ASMI)** estimates a budget of \$100,000 for Website Design, Development and Implementation (items 1 through 5), and approximately \$45,000 annually for Website Hosting, Maintenance and Support (items 6 and 7).

Website Design, Development and Implementation

1. Client Discovery Phase including research and strategy
2. Web Design and related project management
3. Website Development
 - a. Site Mapping and Buildout
 - b. Content Migration/Integration
4. Site Testing and UX Testing
5. Training key ASMI staff to manage the site

Website Hosting, Maintenance and Support

6. Hosting and Maintenance
 - a. Host of all ASMI websites (domestic and international)
 - b. Maintain of ASMI domestic websites (CMS and associated applications)
 - c. Perform standard GDPR-compliant Privacy and Security updates
 - d. Run analytic reports and perform/advise on SEO updates
7. Support
 - a. Update and provide user guidelines and training as needed
 - b. Provide support services, outlined in a Service Level Agreement or similar document
 - c. Provide a minimum of ongoing developer-level services

Payment for the contract is subject to funds already appropriated and identified.

SEC. 1.03 DEADLINE FOR RECEIPT OF PROPOSALS

Proposals must be received no later than **2 PM** prevailing Alaska Time on **OCTOBER 30, 2020**. Late proposals or amendments will be disqualified and not opened or accepted for evaluation.

SEC. 1.04 PRIOR EXPERIENCE

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

- Demonstrate a minimum of five (5) years' experience in web design and development by the agency and/or principals outlined in the project

- Provide a minimum of two (2) project examples related to web design and development

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

SEC. 1.05 REQUIRED REVIEW

Offerors should carefully review this solicitation for defects and questionable or objectionable material. Comments concerning defects and questionable or objectionable material should be made in writing and received by the procurement officer at least ten days before the deadline for receipt of proposals. This will allow time for the issuance of any necessary amendments. It will also help prevent the opening of a defective proposal and exposure of offeror's proposals upon which award could not be made.

SEC. 1.06 QUESTIONS PRIOR TO DEADLINE FOR RECEIPT OF PROPOSALS

All questions must be in writing and directed to the procurement officer. The interested party must confirm telephone conversations in writing.

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.

PROCUREMENT OFFICER: **BECKY MONAGLE**– PHONE **907-465-5570** - TDD **711**

SEC. 1.07 RETURN INSTRUCTIONS

Proposals may be emailed to bmonagle@alaskaseafood.org. The email must contain the RFP number in the subject line.

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

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

It is the offeror's responsibility to contact the issuing agency by email at bmonagle@alaskaseafood.org or by phone at 907.465.5570 to confirm that the proposal has been received. The state is not responsible for unreadable, corrupt, or missing attachments.

SEC. 1.08 PROPOSAL CONTENTS

The following information must be included in all proposals.

(a) 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 date set as the deadline for receipt of proposals.

(b) 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; and
- G. that the offers will remain open and valid for at least 90 days.

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

(c) 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.

(d) 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 procurement officer 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 contract to be performed by the offeror.

SEC. 1.09 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.

SEC. 1.10 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.

SEC. 1.11 AMENDMENTS TO THE RFP

If an amendment is issued, it will be provided to all who were notified of the RFP and to those who have registered with the procurement officer after receiving the RFP.

SEC. 1.12 RFP SCHEDULE

The RFP 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 deadline for receipt of proposals, is delayed, the rest of the schedule may be shifted accordingly. All times are Alaska Time.

- Issue RFP **OCTOBER 7, 2020**
- Deadline for Receipt of Proposals **2 PM, OCTOBER 30, 2020,**
- Proposal Evaluation Committee completes Phase I evaluation by **NOVEMBER 4, 2020,**
- Optional Phase II Presentations and Evaluations: **NOVEMBER 16 – 20, 2020,**
- State of Alaska issues Notice of Intent to Award a Contract **NOVEMBER 23, 2020,**
- State of Alaska issues contract **DECEMBER 4, 2020,**
- Contract start **IMMEDIATELY UPON FULLY SIGNED CONTRACT.**

This RFP does not, by itself, obligate the state. The state's obligation will commence when the contract is approved by the Alaska Seafood Marketing Institute's Executive Director. 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.

SEC. 1.13 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.

SEC. 1.14 NEWS RELEASES

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

SECTION 2. BACKGROUND INFORMATION

SEC. 2.01 BACKGROUND INFORMATION

1. **ASMI's Mission:** The primary objective of the Alaska Seafood Marketing Institute is to create a dynamic, market-driven environment that will expand the global consumption of Alaska seafood. It accomplishes this by fostering growth opportunities with the food industry. ASMI's programs emphasize collaborative marketing and quality assurance efforts, and build the identity of Alaska Seafood as a brand.
2. **ASMI's Authority:** ASMI was established by the Alaska State Legislature in 1981 as a public corporation within the Department of Commerce, Community and Economic Development (DCCED) State of Alaska. As a cooperative effort between the State of Alaska and private industry, the Institute has four legislative mandates: 1) to promote all species of Alaska seafood worldwide; 2) to maintain and promote quality awareness from point of harvest to final distribution; 3) to disseminate information on prices paid and market conditions for raw salmon and salmon products; and, 4) investigate new product forms and future markets for Alaska salmon.

ASMI is governed by a seven-member Board of Directors appointed by the governor of Alaska. The board consists of five processors and two harvesters. Five standing committees provide ASMI's board and staff with input and promotional direction. Staff is located in Juneau, Alaska, which is the corporate headquarters.

3. **Current Program:** The Alaska Seafood Marketing Institute is a marketing organization with the mission of increasing the economic value of the Alaska seafood resource through:
 - Increasing positive awareness of the Alaska Seafood brand;
 - Collaborative marketing programs that align ASMI and industry marketing efforts for maximum impact within the food industry;
 - Championing the sustainability of Alaska's seafood harvests resulting from existing Alaska fisheries management imperatives;
 - Proactive marketing planning to address short and long-term goals while remaining flexible and responsive to a changing environment and economy;
 - Quality assurance, technical industry analysis, education, advocacy and research; and
 - Prudent, efficient fiscal management.

ASMI stakeholders include:

- State of Alaska
- Alaska Seafood Industry Members (harvesters, processors, marketers, sellers)

ASMI audiences include:

- U.S. consumers
- U.S. foodservice, retailers and distributors
- International consumers
- International seafood trade members (importers, exporters, distributors, retailers, foodservice)

SECTION 3. SCOPE OF WORK & CONTRACT INFORMATION

SEC. 3.01 SCOPE OF WORK

The Alaska Seafood Marketing Institute (ASMI) is soliciting proposals for a website design, development and management services company to research, design, develop and execute a SEO and mobile-optimized web platform to meet the user needs of ASMI's diverse audiences, prioritizing an easy to use content management system, intuitive navigation and clean and focused design.

BACKGROUND:

EXISTING WEBSITES:

ASMI currently maintains two domestic websites on the WordPress platform, located at wildalaskaseafood.com and alaskaseafood.org. The intent of the sites is to reach the following audiences:

Wildalaskaseafood.com (consumer-facing)

- Current and future consumers of Alaska seafood, primarily in the US market
- Alaskaseafood.org (industry-facing)
- Alaska seafood industry members including harvesters, processors, and retailers in scale from direct marketers to large corporations
- Alaska seafood retailers, from online purveyors to national chains
- Foodservice and distribution customers, from online purveyors to national chains
- International partners and importers with interest in sourcing or marketing Alaska seafood
- Domestic partners with interest in sourcing or marketing Alaska seafood
- Alaska and US policymakers and media
- ASMI staff, contractors and committee members
- ASMI board members (with secure login area for communications)

The overall content on the sites ranges from promotional (brand videos, etc.) to highly technical (research database, etc.) and administrative (committee meeting calendar, etc.) in nature. We anticipate the new website or websites will provide a more intuitive backend user experience and a comparatively condensed level of content and pages presented in a more accessible and intuitive format with clear and direct user pathways.

The two websites at times compete with similar content causing consumers to reach the industry-facing site in error. The two sites are built on separate WordPress platforms, with varying backend experiences which requires duplication of work and difficulty for maintenance by ASMI staff with varying levels of technical ability. Of special note is the Recipe Database which feeds into both websites. The dated platform of the database is a cumbersome and restrictive user experience and does not allow for integration into digital platforms (ie. google recipes).

CURRENT SITE CHALLENGES

- Poorly defined user pathways
- Competing SEO between sites
- Dated platform for recipe database
- Dated platform for wildalaskaseafood.com
- Poor front-end menu experience on alaskaseafood.org
- CMS is not intuitive for multiple user levels
- Two websites have differing backend user access and experiences
- Sites both have poor load times
- Sites both need significant updates to SEO
- Sites/content lacks ADA compliance

- Sites lack visual cohesion

Other existing assets that are hosted on ASMI servers but not included in this RFP beyond hosting services:

- Suppliers Directory: an online marketplace for buyers and sellers of Alaska seafood
- Seafood U: an online educational course about Alaska seafood
- NetX: a digital asset library for Alaska seafood industry members
- KP: an online marketplace for ASMI point of sale posters, recipe cards, sales sheets, etc.
- Additional International Websites: See Appendix 1
- Content related to the Responsible Fisheries Management program, currently on alaskaseafood.org under the RFM Certification Menu, will be migrated to rfmcertification.com (not within the scope of this RFP). A link or callout to this site will need to be featured on the revised ASMI website(s).

NEW WEBSITE GOALS AND OBJECTIVES

DESIGN GOALS

The goal of this project is to utilize in-depth research to build a tool for ASMI audiences to engage with the Alaska Seafood brand, and ASMI stakeholders to engage with agency resources, incorporating current trends, practices and tools. Overall design goals include:

- Present visually appealing, easy to find content, relevant to diverse users
- Increase industry partner engagement and follow-up
- Increase consumer engagement and returns
- Increase search engine visibility
- Seamless integration with social media
- Mobile and user-friendly
- Easy to update
- Remains flexible and up to industry standards as technology and media advances

PRINCIPAL GOALS

Our principal goals for the new website(s) include:

- To promote the Alaska Seafood brand to consumers nationwide
- To engage consumers through fresh content, recipes, videos, photos and stories
- To educate trade partners on Alaska seafood through mobile-ready educational and promotional resources
- To educate the Alaska seafood industry regarding ASMI activities and resources
- To provide timely, well-organized and visually appealing communications to all key ASMI stakeholders
- To make important program materials, forms, schedules, policies, publications, announcements and other information readily available and accessible to industry
- To accommodate access portals for Board members and key stakeholders
- To be the principal source for marketing resources for Alaska seafood
- To be responsive to future needs, both known and unforeseen

DESIGN AND PROCESS REQUIREMENTS

RESEARCH & STRATEGY

IN-DEPTH DISCOVERY

ASMI's multiple audiences and stakeholders require in-depth research to determine better user experience pathways and to make informed decisions surrounding site structure. The ideal candidate will take time to:

- Work with ASMI's six programs (Communications, Domestic Marketing, International Marketing, Technical, Global Food Aid, Administrative/Executive) and key stakeholders to identify needs, goals and audiences and audit existing content to meet identified goals
- Research and explore the risks and benefits of merging the two domestic sites into one
- Audit User Experience through industry best practices including, but not limited to, persona research, surveys, focus groups, analytics and data analysis

DESIGN & LAUNCH

LOOK AND FEEL

Create a modern and engaging web presence that functions equally on desktop and mobile platforms, and that is representative of the Alaska Seafood brand:

- Incorporate ASMI brand guidelines for a consistent look and feel across all platforms
- Create web style guidelines for future content
- ASMI will provide photo and video content to integrate into sites

USER EXPERIENCE

- Create thoughtful and researched user path experiences to ensure audiences are reaching the correct content
- Create simple and intuitive user experience for ASMI technical and non-technical staff to maintain and update site content
- Create ASMI staff guidelines for maintenance/posting

PLATFORM

ASMI needs a flexible, scalable and user-friendly Content Management System in order to streamline maintenance and support while enabling us to have a unique, responsive website that adapts to the needs of our many services and programs. We have preference for supported, industry standard content management frameworks like WordPress and Drupal.

Implement an easy to use content management system that prioritizes client management:

- Allow ASMI staff to design pages and content
- Allow ASMI staff to integrate content from various document sources and file types
- Allow ASMI staff to embed and enable analytics codes
- Run analytic reports including monthly web statistics, detailed traffic statistics (page views, visits, visitors), usage trends and site rankings

Provide thorough training and guidance documents:

- Create and maintain schedule for archiving all content
- Provide guidance on best practices for content creation for various audiences
- Provide guidance on best practices for ADA Compliance when creating content

OPTIMIZATION

- Meet current industry standards for mobile optimization
- Meet current industry standards for load times across platforms
- Develop optimized recipe database for integration in google recipes and other current recipe digital platforms
- Meet current industry standards for SEO
- Optimize site for ADA Compliance with WCAG 2.0 and Section 508 of the Rehabilitation Act

INTEGRATION

- Integrate e-newsletter signups and content into website
- Integrate social media content into website
- Integrate video content into website
- Integrate the following third-party ASMI-owned sites both visually where possible and through quality user-experience:
 - suppliers.alaskaseafood.org
 - Netx.alaskaseafood.org
 - <https://cod.kpcorp.com/ASMI>
- Allow integration of third-party apps as necessary

LAUNCH

- Train ASMI staff on back and front end use of sites
- Provide style and user manual to ASMI staff
- Develop, coordinate and implement a cutover/transition plan acceptable to ASMI

MAINTENANCE AND HOSTING:

MAINTENANCE

In addition to website design, ASMI is seeking ongoing maintenance services to ensure that its website continues to meet the needs of the organization and its clients. Maintenance needs will include, but are not limited to:

- Complete regular repairs to scripting languages, basic HTML, broken images, broken links, and all other malfunctioning code or components.
- Complete regular software and plug-in updates for all programs in use on ASMI's website.
- Maintain site search engine by ensuring any content updates and new pages are searchable.
- Provide ongoing developer-level maintenance on an as-needed basis
- Maintain guidelines to reflect any changes to system interface, regulations or industry best practices

SECURITY

ASMI needs a comprehensive and secure network for their web assets that provides clear direction and guidance for security maintenance and breaches. Security needs will include, but are not limited to:

- Provide a comprehensive security plan with GDPR-compliant data breach policy
- Provide and post GDPR-compliant privacy notice on ASMI domestic websites
- Provide and maintain transparent and clear data use policy across platforms

HOSTING

ASMI hosts all web assets, inclusive of their International websites, from one centralized hub for ownership and security purposes. Hosting needs will include:

- Provide hosting services for all ASMI online websites and platforms

In performing and accomplishing the general scope of services, the winning offeror will work in cooperation with ASMI's Communications Program Director and other designated program staff and contractors to complete the project.

SEC. 3.02 CONTRACT TERM AND WORK SCHEDULE

The length of the contract will be from the date of award, approximately **DECEMBER 4, 2020** through June 30, 2021 with up to five (5) one-year renewal options.

Unless otherwise provided in this RFP, the State and the successful offeror/contractor agree: (1) that any extension 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) the procurement officer will provide notice to the contractor of the intent to cancel such month-to-month extension at least 30 days before the desired date of cancellation. A month-to-month extension may only be executed by the procurement officer via a written contract amendment.

SEC. 3.03 DELIVERABLES

Deliverables are included in Section 3.01 for Scope of Work.

SEC. 3.04 CONTRACT TYPE

This contract is a **FIRM, FIXED PRICE** contract.

SEC. 3.05 PROPOSED PAYMENT PROCEDURES

The state 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 has been approved by the project director.

SEC. 3.06 CONTRACT PAYMENT

No payment will be made until the contract is approved by the Alaska Seafood Marketing Institute's Executive Director. 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.

SEC. 3.07 LOCATION OF WORK

The location(s) the work is to be performed, completed and managed at the **LOCATION** of the selected offeror's firm and/or approved subcontractor(s) firm(s), with notable exceptions such as travel to or within Alaska.

The state **WILL NOT** provide workspace for the contractor. The contractor must provide its own workspace.

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 these requirements may cause the state to reject the proposal as non-responsive, or cancel the contract.

SEC. 3.08 SUBCONTRACTORS

Subcontractors will be allowed.

SEC. 3.09 JOINT VENTURES

Joint ventures will not be allowed.

SEC. 3.10 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.

SEC. 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 project director or procurement officer. Changes that are not approved by the state may be grounds for the state to terminate the contract.

SEC. 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. 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 or procurement officer 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.

SEC. 3.13 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 procurement officer has secured any required state approvals necessary for the amendment and issued a written contract amendment, approved by ASMI's Executive Director.

SEC. 3.14 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 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 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.

SEC. 3.15 INDEMNIFICATION

The contractor shall indemnify, hold harmless, and defend the contracting agency from and against any claim of, or liability for error, omission or negligent act of the contractor under this agreement. The contractor shall not be required to indemnify the contracting agency for a claim of, or liability for, the independent negligence of the contracting agency. If there is a claim of, or liability for, the joint negligent error or omission of the contractor and the independent negligence of the contracting agency, the indemnification and hold harmless obligation shall be apportioned on a comparative fault basis. "Contractor" and "contracting agency", as used within this and the following article, include the employees, agents and other contractors who are directly responsible, respectively, to each. The term "independent negligence" is negligence other than in the contracting agency's selection, administration, monitoring, or controlling of the contractor and in approving or accepting the contractor's work.

SEC. 3.16 INSURANCE REQUIREMENTS

Without limiting contractor's indemnification, it is agreed that contractor shall purchase at its own expense and maintain in force at all times during the performance of services under this agreement the following policies of insurance. Where specific limits are shown, it is understood that they shall be the minimum acceptable limits. If the contractor's policy contains higher limits, the state shall be entitled to coverage to the extent of such higher limits.

Certificates of Insurance must be furnished to the procurement officer prior to beginning work and must provide for a notice of cancellation, non-renewal, or material change of conditions in accordance with policy provisions. Failure to furnish satisfactory evidence of insurance or lapse of the policy is a material breach of this contract

and shall be grounds for termination of the contractor's services. All insurance policies shall comply with and be issued by insurers licensed to transact the business of insurance under AS 21.

Workers' Compensation Insurance: The contractor shall provide and maintain, for all employees engaged in work under this contract, coverage as required by AS 23.30.045, and; where applicable, any other statutory obligations including but not limited to Federal U.S.L. & H. and Jones Act requirements. The policy must waive subrogation against the State.

Commercial General Liability Insurance: covering all business premises and operations used by the Contractor in the performance of services under this agreement with minimum coverage limits of \$300,000 combined single limit per claim.

Commercial Automobile Liability Insurance: covering all vehicles used by the contractor in the performance of services under this agreement with minimum coverage limits of \$300,000 combined single limit per claim.

SEC. 3.17 TERMINATION FOR DEFAULT

If the project director or procurement 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.

SECTION 4. PROPOSAL FORMAT AND CONTENT

SEC. 4.01 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.

SEC. 4.02 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.

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.

SEC. 4.03 UNDERSTANDING OF THE PROJECT

Offerors must provide comprehensive narrative statements that illustrate their understanding of the requirements of the project and the project schedule, including but not limited to the following:

- 4.03.1 Website Design
- 4.03.2 Website Architecture Development
- 4.03.3 Website Hosting & Management
- 4.03.4 Responsive Design
- 4.03.5 SEO Optimization & ADA Compliance
- 4.03.6 Database Integration
- 4.03.7 Analytics and Searchability
- 4.03.8 Social Media Integration
- 4.03.9 Client CMS Training
- 4.03.10 Ongoing Web Support Services including Security and Customer Support
- 4.03.11 Experience working with commodity boards or similar food marketing organizations or governmental agencies

SEC. 4.04 METHODOLOGY USED FOR THE PROJECT

Offerors must describe the process and methods your company employs to develop, execute and manage client-centric websites. Explain the discovery process and what strategic planning tools you would typically include, in a project of this nature and scope.

SEC. 4.05 MANAGEMENT PLAN FOR THE PROJECT

Offerors must provide a work plan and timeline for the development and delivery of each of the key project elements defined in the scope of work, including what type of content would be created and by whom.

SEC. 4.06 EXPERIENCE AND QUALIFICATIONS

Offerors must provide at least two (2) case histories describing how your company employed the process outlined above in Section 4.04.

Offerors must describe, in no more than one (1) page, how they are suited to address the complex multi-audience needs outlined in this RFP.

Offerors must provide a list of three (3) client references. All clients referenced should include a complete address, contact name, telephone number and email address.

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 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:

- title,
- resume,
- location(s) where work will be performed,
- itemize the total cost and the number of estimated hours for each individual named above.

Offerors must identify each subcontractor throughout each element of the proposal, and provide a list which reflects the complete name and location of the place of business of each subcontractor.

SEC. 4.07 VALUE OF PROPOSAL

The **ALASKA SEAFOOD MARKETING INSTITUTE (ASMI)** estimates a budget of \$100,000 for Website Design, Development and Implementation (items 1 through 5), and approximately \$45,000 annually for Website Hosting, Maintenance and Support (items 6 and 7).

Your cost proposal should reflect the following and include all costs associated with the performance of this contract:

Website Design, Development and Implementation

1. Client Discovery Phase including research and strategy
2. Web Design and related project management
3. Website Development
 - a. Site Mapping and Buildout
 - b. Content Migration/Integration
4. Site Testing and UX Testing
5. Training key ASMI staff to manage the site

Website Hosting, Maintenance and Support

6. Hosting and Maintenance
 - a. Host all ASMI websites (see Appendix 1)
 - b. Maintain of ASMI domestic websites (CMS and associated applications)
 - c. Perform standard GDPR-compliant Privacy and Security updates on ASMI domestic websites
 - d. Run analytic reports and perform/advise on SEO updates on ASMI domestic websites
7. Support

- a. Update and provide user guidelines and training as needed
- b. Provide support services, outlined in a Service Level Agreement or similar document
- c. Provide ongoing developer-level services of between 1-3 hours per month

SEC. 4.08 EVALUATION CRITERIA

All proposals will be reviewed to determine if they are responsive. Proposals determined to be responsive will be evaluated using the criterion that is set out in **SECTION 5. EVALUATION CRITERIA AND CONTRACTOR SELECTION.**

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.

SECTION 5. EVALUATION CRITERIA AND CONTRACTOR SELECTION

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

SEC. 5.01 UNDERSTANDING OF THE PROJECT (100)

Proposals will be evaluated against the questions set out below:

- 1) How well has the offeror demonstrated a thorough understanding of the purpose and scope of the project?
- 2) How well has the offeror identified pertinent issues and potential problems related to the project?
- 3) To what degree has the offeror demonstrated an understanding of the deliverables the state expects it to provide?
- 4) Has the offeror demonstrated an understanding of the state's time schedule and can meet it?

SEC. 5.02 METHODOLOGY USED FOR THE PROJECT (150)

Proposals will be evaluated against the questions set out below:

- 1) How comprehensive is the methodology and does it depict a logical approach to fulfilling the requirements of the RFP?
- 2) How well does the methodology match and achieve the objectives set out in the RFP?
- 3) Does the methodology interface with the time schedule in the RFP?
- 4) Is the methodology clear, well written and neatly executed to the expectations ASMI holds for outward facing documents that represent ASMI?

SEC. 5.03 MANAGEMENT PLAN FOR THE PROJECT (150)

Proposals will be evaluated against the questions set out below:

- 1) How well does the management plan support all of the project requirements and logically lead to the deliverables required in the RFP?
- 2) How well is accountability completely and clearly defined?
- 3) Is the organization of the project team clear?
- 4) How well does the management plan illustrate the lines of authority and communication?
- 5) To what extent does the offeror already have the hardware, software, equipment, and licenses necessary to perform the contract?
- 6) Does it appear that the offeror can meet the schedule set out in the RFP?
- 7) Has the offeror gone beyond the minimum tasks necessary to meet the objectives of the RFP?
- 8) To what degree is the proposal practical and feasible?
- 9) To what extent has the offeror identified potential problems?

SEC. 5.04 EXPERIENCE AND QUALIFICATIONS (250)

Proposals will be evaluated against the questions set out below:

1) Questions regarding the personnel:

- a) Do the individuals assigned to the project have experience on similar projects?
- b) Do resumes provided demonstrate backgrounds that would be desirable for individuals engaged in the work the project requires?
- c) How extensive is the applicable education and experience of the personnel designated to work on the project?

2) Questions regarding the firm and subcontractor (if used):

- a) How well has the firm demonstrated experience in completing similar projects on time and within budget?
 - i) Has the firm demonstrated experience designing websites for organizations with multiple audience needs?
 - ii) Has the firm demonstrated experience creating and maintaining ADA compliant and GDPR compliant websites?
 - iii) Has the firm demonstrated in-depth discovery processes to determine both client and audience needs?
 - iv) Has the firm demonstrated technical expertise in database integration, website architecture development, and website accessibility and security compliance
 - v) Has the firm demonstrated technical expertise in website hosting and domain maintenance?
- b) How long has the agency or principals been in business and in what capacity?
- c) How successful is the general history of the firm regarding timely and successful completion of projects?
- d) Has the firm provided letters of reference from previous clients?
- e) If a subcontractor will perform work on the contract, how well do they measure up to the evaluation used for the offeror?

SEC. 5.05 VALUE OF PROPOSAL (250)

- 1) Does the proposal provide a cost estimate that encompasses all items in the scope of work and are the costs reasonable for the work produced?
- 2) Does the proposal provide the cost estimates with explanation or reasoning?
- 3) Does the proposal provide a full breakdown of costs with minimal to no combined budget items?
- 4) Are the provided cost estimates reasonable for ongoing hosting and maintenance services?
- 5) Does the proposal show a high level of quality? Specifically, does it reflect:
 - a. Creativity
 - b. Alaska branding and messaging

SEC. 5.06 ALASKA OFFEROR PREFERENCE (100)

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

SECTION 6. GENERAL PROCESS INFORMATION

SEC. 6.01 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.

SEC. 6.02 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 Preference 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, PO Box 110806, Juneau, Alaska 99811-0806**, for information on these licenses. Acceptable evidence that the offeror possesses a valid Alaska business license may consist of any one of the following:

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

SEC. 6.03 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.

SEC. 6.04 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.

SEC. 6.05 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 procurement officer or 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.

SEC. 6.06 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 5. EVALUATION CRITERIA AND CONTRACTOR SELECTION**.

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.

SEC. 6.07 CONTRACT NEGOTIATION

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.

SEC. 6.08 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.

SEC. 6.09 OFFEROR NOTIFICATION OF SELECTION

After the completion of contract negotiation, the procurement officer will issue a written Notice of Intent to Award and send copies of that notice to all offerors who submitted proposals. The notice will set out the names of all offerors and identify the offeror selected for award.

SEC. 6.10 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:

- the name, address, and telephone number of the protester;
- the signature of the protester or the protester's representative;
- identification of the contracting agency and the solicitation or contract at issue;
- 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."

SEC. 6.11 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 Shared Service's** web site:

<http://doa.alaska.gov/dgs/pdf/pref1.pdf>

- 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)

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 list 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.**

Sec. 6.12 ALASKA BIDDER PREFERENCE

An Alaska Bidder Preference of 5% will be applied to the price in the proposal. 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 former AS 32.05, 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 Certification Form

In order to receive the Alaska Bidder Preference, the proposal must include the Alaska Bidder Preference Certification Form attached to this RFP. An offeror does not need to complete the Alaska Veteran Preference questions on the form if not claiming the Alaska Veteran Preference. An offeror's failure to provide this completed form with their proposal will cause the state to disallow the preference.

SEC. 6.13 ALASKA VETERAN PREFERENCE

An Alaska Veteran Preference of 5%, not to exceed \$5,000, will be applied to the price in the proposal. The preference will be given to an offeror who qualifies under AS 36.30.990(2) 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.

In accordance with AS 36.30.321(i), the bidder must also add value by actually performing, controlling, managing, and supervising the services provided, or for supplies, the bidder must have sold supplies of the general nature solicited to other state agencies, other government, or the general public.

Alaska Veteran Preference Certification

In order to receive the Alaska Veteran Preference, the proposal must include the Alaska Bidder Preference Certification Form attached to this RFP. An offeror's failure to provide this completed form with their proposal will cause the state to disallow the preference.

SEC. 6.14 ALASKA OFFEROR PREFERENCE

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

SECTION 7. GENERAL LEGAL INFORMATION

SEC. 7.01 STANDARD CONTRACT PROVISIONS

The contractor will be required to sign and submit the State's Standard Agreement Form for Professional Services Contracts (form SAF.DOC/Appendix A). This form is found on ASMI's website www.alaskaseafood.org for your review. 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 in a separate document. Please include the following information with any change that you are proposing:

1. Identify the provision the offeror takes exception with.
2. Identify why the provision is unjust, unreasonable, etc.
3. Identify exactly what suggested changes should be made.

SEC. 7.02 QUALIFIED OFFERORS

Per 2 AAC 12.875, unless provided for otherwise in the RFP, to qualify as an offeror for award of a contract issued under AS 36.30, the offeror must:

- 1) Add value in the contract by actually performing, controlling, managing, or supervising the services to be provided; or
- 2) Be in the business of selling and have actually sold on a regular basis the supplies that are the subject of the RFP.

If the offeror leases services or supplies or acts as a broker or agency in providing the services or supplies in order to meet these requirements, the procurement officer may not accept the offeror as a qualified offeror under AS 36.30.

SEC. 7.03 PROPOSAL AS PART OF THE CONTRACT

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

SEC. 7.04 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.

SEC. 7.05 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: <https://www.state.gov/trafficking-in-persons-report/>

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

SEC. 7.06 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.

SEC. 7.07 STATE NOT RESPONSIBLE FOR PREPARATION COSTS

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

SEC. 7.08 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. The offeror's request must be included with the proposal, must clearly identify the information they wish to be held confidential, and include a statement that sets out the reasons for confidentiality. Unless the procurement officer agrees in writing to hold the requested information confidential, that information will also become public after the Notice of Intent to Award is issued.

SEC. 7.09 ASSIGNMENTS

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. Proposals that are conditioned upon the state's approval of an assignment will be rejected as non-responsive.

SEC. 7.10 DISPUTES

A contract resulting from this RFP is governed by the laws of the State of Alaska. If the contractor has a claim arising in connection with the agreement that it cannot resolve with the State by mutual agreement, it shall pursue the claim, if at all, in accordance with the provisions of AS 36.30.620 – AS 36.30.632. To the extent not otherwise governed by the preceding, the claim shall be brought only in the Superior Court of the State of Alaska and not elsewhere.

SEC. 7.11 SEVERABILITY

If any provision of the contract is found to be invalid or 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.

SEC. 7.12 SUPPLEMENTAL TERMS AND CONDITIONS

Proposals must comply with **SEC. 7.06 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:

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

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.

SEC. 7.13 SOLICITATION ADVERTISING

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

SEC. 7.14 FEDERALLY IMPOSED TARIFFS

Changes in price (increase or decrease) resulting directly from a new or updated federal tariff, excise tax, or duty, imposed after contract award may be adjusted during the contract period or before delivery into the United States via contract amendment.

- **Notification of Changes:** The contractor must promptly notify the procurement officer in writing of any new, increased, or decreased Federal excise tax or duty that may result in either an increase or decrease in the contact price and shall take appropriate action as directed by the procurement officer.
- **After-imposed or Increased Taxes and Duties:** Any federal excise tax or duty for goods or services covered by this contract that was exempted or excluded on the contract award date but later imposed

on the contractor during the contract period, as the result of legislative, judicial, or administrative action may result in a price increase provided:

- a) The tax or duty takes effect after the contract award date and isn't otherwise addressed by the contract;
 - b) The contractor warrants, in writing, that no amount of the newly imposed federal excise tax or duty or rate increase was included in the contract price, as a contingency or otherwise.
- **After-relieved or Decreased Taxes and Duties:** The contract price shall be decreased by the amount of any decrease in federal excise tax or duty for goods or services under the contract, except social security or other employment [taxes](#), that the contractor is required to pay or bear, or does not obtain a refund of, through the contractor's fault, negligence, or failure to follow instructions of the procurement officer.
 - **State's Ability to Make Changes:** The state reserves the right to request verification of Federal excise tax or duty amounts on goods or services covered by this contract and increase or decrease the contract price accordingly.
 - **Price Change Threshold:** No adjustment shall be made in the contract price under this clause unless the amount of the adjustment exceeds \$250.