REQUEST FOR PROPOSAL NO. 11P0010TR
Procurement Officer: Terry Rahlfs
Issue Date: January 7, 2011

AMENDMENT NO. 1
Effective Date: January 19, 2011

ISSUED TO:
All Prospective Bidders

ISSUED BY:
University of Alaska Fairbanks
Procurement & Contract Services
3295 College Road, Ste 103
Fairbanks AK 99775-7940

The following answers are provided in response to questions received via email. To help ensure all proposals conform to the requirements of the RFP, the following answers and clarifications are provided. Please incorporate as directed.

1.1 QUESTION: The page references listed on Page 29 of the RFP, Proposal Forms / Checklist of Required Submittals, under the section (last paragraph) “The following pages must be submitted with your proposal” seem to be incorrect.

ANSWER: The listed page references on Page 29 of the RFP are incorrect. The last paragraph should read:

The following pages must be submitted with your proposal:

a. Proposal Transmittal Form (Page 31)
b. Statement of Compliance Form (Page 32)
c. Representations, Certifications, and Statements of Offerors (Pages 33-39)
d. Request for Past Performance Form (Page 30)
e. Rate Response Form (Page 27-28) sealed and separate, as outlined on Page 24

Additionally, these same page references are listed incorrectly on page 24, Evaluation and Award, Paragraph 1, ADMINISTRATIVE EVALUATION, and incorrectly listed the closing date for the RFP as January 21, 2011. The correct date for proposals to be submitted by is no later than 5:00pm local (AKST) time, Wednesday February 2, 2011. Corrected copies of Page 24 and Page 29 of the RFP are included with this Amendment to clarify the required submittals with your proposal.

1.2 QUESTION: To be clear, is the Rate Response Form to be submitted separately in a sealed envelope?
ANSWER: Yes. One (1) completed (filled in with pricing information) Rate Response Form should accompany the one (1) signed original and four (4) copies of your proposal in a separate sealed envelope as outlined on Page 24 of the RFP.

Sincerely,
UNIVERSITY OF ALASKA FAIRBANKS

[Signature]
Terry Rahlfs
Procurement Officer

ACKNOWLEDGMENT
This Amendment must be signed and returned with your proposal or otherwise acknowledged prior to the closing date and time listed above. If you have already submitted a proposal and need to make corrections, submit a corrected Rate Response Form with this Amendment prior to the closing.

Bidder ___________________________ Signature ___________________________

Name & Title ___________________________ Date ___________________________
1. ADMINISTRATIVE EVALUATION

All proposals will be evaluated first to determine that they are responsive to the administrative and submittal requirements of the RFP (See Page 29 – Proposal Format / Checklist of Required Submittals). This evaluation will be performed by UAF Procurement & Contract Services. Proposals failing to comply with all administrative requirements may be declared non-responsive and eliminated from further consideration. Proposals will be reviewed for administrative compliance based on the following criteria:

a. The proposal was received on time. Late proposals will be returned to the proposer unopened.
b. One (1) original and four (4) copies of the Offeror’s proposal were received. Fax or other electronic submittal equipment proposals will not be accepted.
c. One (1) completed Rate Response Form (Pages 27-28) was included in a sealed envelope (price information shall not be included in any other part of the proposal package), with the following information clearly marked on the outside:

Sealed Rate Response Form
Firm’s name
For University of Alaska Fairbanks
RFP No. 11P0010TR
DATE: February 2, 2011 (or the date of the amended deadline for receipt of proposals)
d. Proposal forms were properly signed.
e. No material alterations or erasures were included unless initialed by signer of the proposal.
f. Proposal was submitted in the requested format.

The following pages must be submitted with your proposal:

a. Proposal Transmittal Form (Page 31)
b. Statement of Compliance Form (Page 32)
c. Representations, Certifications, and Statements of Offerors (Pages 33-39)
d. Request for Past Performance Form (Page 30)

Proposals failing to comply with the above requirements may be declared non-responsive and eliminated from further consideration

2. EVALUATION CRITERIA

All proposals determined to be acceptable in the evaluation of administrative responsiveness shall then be evaluated using both non-price and price criteria. Evaluation shall be weighted as follows:

A. Credentials, Management and Past Performance 30
B. Price 70*

Total 100

A Proposal Evaluation Committee (the Committee) shall be established to score the non-price portion of the evaluation and one (1) UAF Procurement Officer to score the price portion of the evaluation of each proposal meeting the criteria as specified herein. Proposals shall be evaluated on a weighted scale with award being made to the Offeror whose proposal receives the highest total number of evaluation points, past performance and price factors considered.

3. NON-PRICE EVALUATION

Past performance evaluations shall be completed for each proposal, independently by each individual member of the Committee, with no initial attempts being made to reach a scoring consensus. The Committee may discuss the details and features contained in an offer for the purpose of ensuring there is agreement about what is contained in an offer and/or to clarify parts of an offer which may be unclear. Proposals shall include information/documentation of the following:

a. Offeror’s Credentials and Certifications, particularly of experience in Occupational Medicine.
b. Offeror shall provide a short narrative letter addressing the offeror’s ability to accommodate unanticipated needs and the measures in place to ensure patients are seen on a timely basis.
To ensure that proposals are evaluated fairly and that comparisons between proposals can be easily made, proposals must be submitted in the specified format. Proposals submitted in any other format may be rejected as non-responsive. The following information is required and must be submitted using the following numbering system and in the following order:

1. Table of contents: Include page numbers in the table of contents and number pages throughout the proposal.
2. Required RFP forms in the following order: (1) Proposal Transmittal Form, (2) Statement of Compliance Form, (3) Representations, Certifications, and Statements of Offerors.
3. References: Provide a list of a minimum of four (4) customers for whom the offeror has provided the services sought through this RFP within the past one to two years. These customers should be as similar, with regards to size and type of service, to UA as possible. Information shall include firm name, contact person, phone number, and email address for each customer on the list. Identify any customers on this list who have terminated their contract with the offeror, and describe the circumstances.
4. Other Information: Include any other pertinent information which will allow UA to evaluate the offeror's capacity to perform.

In addition to the information requested above, please include with your offer the name of the person who shall be designated as the primary contact for UA. This person should be readily available to UA during regular business hours and be able to provide assistance regarding both medical information and billing issues.

To be considered for award, proposals must include all required submitals. To assist Offerors in returning all of the required information, the following checklist has been prepared. During the Administrative Evaluation, proposals will be reviewed for compliance with the proposal submittal requirements outlined in the Instructions to Offerors to determine that:

a. The proposal was received on time
b. The correct number of copies was submitted (1 signed original and 4 copies)
c. The proposal was submitted in the correct format
d. The proposal forms were properly signed
e. All other necessary forms were included
f. All material alterations or erasures, if any, were initialed
g. Evidence of Alaska Business License (see Page 8, paragraph 21)

Proposals failing to comply with the above requirements may be declared non-responsive and may be eliminated from further consideration.

The following pages must be submitted with your proposal:

a. Proposal Transmittal Form (Page 31)
b. Statement of Compliance Form (Page 32)
c. Representations, Certifications, and Statements of Offerors (Pages 33-39)
d. Request for Past Performance Form (Page 30)
e. Rate Response Form (Page 27-28) sealed and separate, as outlined on Page 24