



Addendum No. One
RFP AIDEA25-053
AIDEA STAFFING SERVICES

Date: **April 17, 2025**

TO ALL PLANHOLDERS:

The enclosed addendum amends the documents for the above-mentioned Project:

1. **QUESTION: Method to send questions to AIDEA about the solicitation:**
ANSWER: Please register as Plan Holder on the link provided:
<https://www.aideaaeprocmnt.org/Home/Planholders/4353>; and submit questions to email: procurement@aidea.org.
2. **QUESTION: Deadline (date and time) to send questions to AIDEA about the solicitation?**
ANSWER: April 25, 2025, Time:1:00PM AK Time
3. **QUESTION: Who are the previous incumbents on this project?**
ANSWER: There is no previous incumbent for this contract.
4. **QUESTION: What was the annual spend for the previous year on this Project?**
ANSWER: Since this is a newly introduced contract, there is no historical spending data available. However, based on the projected scope and similar efforts, we estimate the annual spend to have likely fallen within the range of \$500,000 to \$1,000,000.
5. **QUESTION: If this is a new contract, what is the anticipated budget for this contract?**
ANSWER: In alignment with our preliminary assessment, we estimate the anticipated annual budget for this contract to be between \$500,000 and \$1,000,000.
6. **QUESTION: Do we need to return Pat B SUBMITTAL CHECKLIST part of the proposal? Is this counted in the page limit? Is this for information only?**
ANSWER: Submittal Checklist is a guideline for the elements of the proposal for information purposes only, it's not counted on the page limit.
7. **QUESTION: Can we submit the proposal by email?**
ANSWER: Yes, Offerors may submit proposals via email as stated on page 2, Part A REQUEST FOR PROPOSALS PACKAGE:
"If submitting a proposal via email, the technical proposal and cost proposal must be saved as separate PDF documents and emailed to procurement@aidea.org as separate, clearly labeled attachments, such as the email must contain the RFP number in the subject line.
 - "Vendor A – Technical Proposal.pdf" (Must include Part D – Proposal Form); and
 - "Vendor A – Cost Proposal.pdf" (Vendor A is the name of the offeror).*The maximum size of a single email (including all text and attachments) that can be received is 20mb (megabytes). If the email containing the proposal exceeds this size, the proposal must be sent in multiple emails that are each less than 20 megabytes, and each email must comply with the requirements described above.*



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

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.

It is the Offeror's responsibility to contact the AIDEA Chief Procurement Officer on phone number: 907-771-3909 or email: procurement@aidea.org, to confirm that the proposal has been received. Alaska Industrial Development and Export Authority is not responsible for unreadable, corrupt, or missing attachments."

8. QUESTION: Could you please share the types of positions to be filled in this contract?

ANSWER: *At this time, AIDEA does not have specific positions definitively identified for this contract. However, the scope of potential roles remains flexible and will be determined based on evolving organizational needs. These positions are not limited to any category or group and may encompass a wide range of functions as required to support our goals.*

9. Labor Billing Rates (Required Format)

12. Weight: 40

Provide a proposed total Mark-Up Rate inclusive of All Indirect Costs and Fees. (i.e. If the Authority states that a Leased Employee must be paid \$50 per hour and the proposed Mark-Up Rate is 1.50, the amount the selected vendor would charge the Authority would be \$50 x 1.50 = \$75 per hour.

Example:		
Labor Categories	Labor Rate	Markup
All	All	(example) 1.50

*In accordance with the submittal Checklist (rfp-b'), item 10.3, Billing Rates must be signed and dated by the person who prepares it (maybe different signatures for each Subcontractor)

9. QUESTION: How many vendors were awarded in the past?

ANSWER: *This question was already addressed in response to Question #3.*

10. QUESTION: Is this a single or multi-award contract?

ANSWER: *a single Award.*

11. QUESTION: How many awards will be made?

ANSWER: *Just one award will be made.*

12. QUESTION: Do we need to submit a single markup for all job titles/ labor categories?

ANSWER: *Yes, please provide just a single markup.*

13. QUESTION: If there is no former employee, do we still need to notarize the Former Employee's Certification of Eligibility form (Page 5 of Part D—Proposal Form)? Can we put "not applicable," and do we still need to notarize it if it is not applicable?

ANSWER: *Please sign with date and indicate: "Not applicable".*



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14. QUESTION: Is CERTIFICATION OF CONTRACTOR AND LOWER-TIER PARTICIPANTS REGARDING DEBARMENT, SUSPENSION, AND OTHER INELIGIBILITY AND VOLUNTARY EXCLUSION document counted in page limit? Do we need to submit with proposal response?

ANSWER: *No, this document is not counted toward the page limit. Yes, it must be submitted with the proposal response. If selected for the award, a signed version will also be required at that time.*

15. QUESTION: Do we need to submit Appendix D, Indemnification and Insurance form? Is this counted in page limit of 10 pages?

ANSWER: *No, Appendix D is not counted toward the 10-page limit. It serves as a guideline for the required insurance and indemnification provisions. If your proposal is selected for award, the Certificate of Insurance based on this documentation will need to be provided in order to execute the Professional Services Agreement.*

16. QUESTION: Do we need to submit Appendix E, CERTIFICATION OF COMPLIANCE? Is this counted in page limit of 10 pages?

ANSWER: *No, Appendix E is not counted toward the 10-page limit.*

17. QUESTION: Could you please confirm that the 10-page limit is only for technical proposals or having points in evaluation?

ANSWER: *The 10-page limit is only for Technical Proposal.*

18. QUESTION: Could you please conform following Appendices are counted or not in the 10-page limit?

Appendices	ANSWER
Former Employee’s Certification of Eligibility	Not counted on the 10-page limit
PSA Appendix B, Proposed Statement of Services	
Certification Regarding Debarment	
PSA Appendix D, Indemnification & Insurance	
PSA Appendix E, Certification of Compliance	

19. QUESTION: Employees would be used as contractor(s) with a W2 or 1099?

ANSWER: *The vendor should be responsible for managing the leased employees and providing them with W2.*

20. Is there a more detailed list of the types of positions and approximate quantities? The Scope just says, “from clerical employees to professional and senior management employees.”

ANSWER: *This question was already addressed in response to Question #8.*

21. Are these positions primarily short and long-term assignments (i.e. weeks, months, years)? “Leased Employees are not bound to a minimum or maximum period of employment up to the limit of the contract”

ANSWER: *This question was already addressed in response to Question #8.*

22. Is there an expected head count or current staffing level by position?

ANSWER: *This question was already addressed in response to Question #8.*



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23. Do you expect current staff to transition to the winning bidder?

ANSWER: *This question was already addressed in response to Question #8.*

24. Certificate of Registration for each individual to be in "responsible charge" (AS 08.48.341(11-14)) for Architecture, Engineering, Land Surveying, or Landscape Architecture (Form 08-2407 issued under AS 08.48.211) issued prior to submittal of proposal. Associates, consultants, or specialists under the supervision of a registered individual in "responsible charge" are exempt from registration requirements (AS 08.48.331).

ANSWER: *At this stage, no leased employee has been identified for assignment to this role. However, in the event a leased employee is selected to perform the work under this contract, it will be the responsibility of the awarded vendor to ensure compliance with all applicable state regulations. If the work falls under the categories requiring a Certificate of Registration, the vendor must verify that any individual in "responsible charge" holds the appropriate certification prior to performing those duties.*

25. In the above section is it your intent that the winning agency has the Responsible Charge in place or are one of the 'Staff' to be a Responsible Charge for other staff at AIDEA?

ANSWER: *This question was already addressed in response to Question #3 and 24.*

26. Does this also assume we have AIDEA staffing personnel decided without and NTP, assuming Responsible Charge is working for AIDEA.

ANSWER: *A Notice to Proceed (NTP) will be issued to identify a potential candidate, confirm the applicable rate, and establish the period of performance. Staffing decisions, including assignment of a Responsible Charge, will be made following issuance of the NTP.*

END OF ADDENDUM

We appreciate your participation in this solicitation.

Sincerely,

DocuSigned by:

Kelly W. Noble

Kelly W. Noble
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AIDEA Chief Procurement Officer

4/17/2025 | 8:39:34 AM AKDT