



**Addendum No. Two**  
**RFP AIDEA25-053**  
**AIDEA STAFFING SERVICES**

Date: **April 18, 2025**

TO ALL PLANHOLDERS:

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

1. **QUESTION: Do we need to submit Part B - Submittal Checklist with the proposal response?:**

**ANSWER:** *You don't need to submit Part B - Submittal Checklist with the proposal response.*

2. **QUESTION: Former Employee's Certification of Eligibility, if this is not applicable, do we need to get notarized or can an Authorized person sign and submit with the proposal?**

**ANSWER:** *No, notarization is not required. The form just needs to be signed and dated by an authorized representative.*

3. **QUESTION: Regarding the form, "Former Employee's Certification of Eligibility Under the Alaska Executive Branch Ethics Act" - Do we need to submit this form if it does not apply to us?**

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

4. **QUESTION: Shall the AIDEA25-053 contract encompass any leased employees who are currently under the Alaska Energy Authority Leased Employees Staffing Services contract?**

**ANSWER:** *Please note that the Alaska Energy Authority (AEA) and the Alaska Industrial Development and Export Authority (AIDEA) are separate agencies.*

*The AIDEA25-053 contract is specific to AIDEA and does not encompass leased employees currently under the AEA Leased Employees Staffing Services contract.*

*This solicitation has been issued to establish a separate contract tailored to AIDEA's specific staffing needs.*

5. **QUESTION: Could you please indicate why this contract has been put out for bid given that the AEA Leased Employees Staffing Services contract is currently in place?**

**ANSWER:** *This question was already addressed in response to Question #4.*



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**6. QUESTION: Is this a new contract or a rebid of an existing contract? If there currently is a contract in place, can you please provide the incumbent vendor's name and contract?**

**ANSWER:** *This question has already been addressed in response to Question #3 in Addendum One, there is no previous incumbent for this contract.*

**7. QUESTION: The Authority indicates that the leased employees shall include clerical employees to professional and senior management employees. Can the Authority indicate which specific job titles it anticipates referring for leased employee staffing services? Workers comp codes (and associated costs) vary based on the risk associated with the position. For example, engineering WC codes are different than admin/clerical?**

**ANSWER:** *This question has already been addressed in response to Question #8 in Addendum One. To reiterate and clarify: At this time, AIDEA does not have specific job titles definitively identified for this contract.*

*The scope of potential leased employee roles remains flexible and will be determined based on the Authority's evolving operational needs. These roles may span a wide range of job categories—from clerical and administrative to professional and senior management—based on the requirements necessary to support AIDEA's mission.*

*Contractors should consider a broad range of potential classifications when preparing their proposals, recognizing that workers' compensation codes and associated costs will vary accordingly.*

<b>9. Labor Billing Rates (Required Format)</b>	<b>12. Weight: 40</b>
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)

**8. QUESTION: Please confirm that all employees will be sourced by AIDEA and referred to the awarded vendor of this contract to provide professional employer organization (PEO) services?**

**ANSWER:** *Yes, AIDEA will identify and select the individual to be hired for each role. The awarded vendor will then provide professional employer organization (PEO) services for those selected individuals, including onboarding, payroll, and other administrative employment functions.*



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9. **QUESTION:** Page 16 of the RFP document, Section 2, paragraph 2 - The RFP states: "*Staff identified by AIDEA and submitted to the staffing service to be hired and then leased back to AIDEA to perform the identified work.*" Can you please clarify whether AIDEA intends to:
- a. Identify and select the individual(s) for each role, then direct the contractor to hire and lease them back to AIDEA,  
OR
  - b. Rely on the contractor to recruit, vet, and propose qualified candidates for AIDEA's approval?

**Understanding whether the contractor is expected to handle recruitment or simply onboard individuals already selected by AIDEA will help us align our staffing approach and pricing accordingly.**

**ANSWER:** *AIDEA is seeking only leased employee services under this contract. AIDEA will identify and select the employee to be hired for each role.*

*The contractor's responsibility will be to facilitate the onboarding process, which may include recruitment-related administrative tasks, but not the recruitment or vetting of candidates.*

*In other words, the contractor may assist in onboarding individuals already selected by AIDEA, or, in some cases, help formalize employment arrangements with individuals identified by AIDEA.*

**END OF ADDENDUM**

We appreciate your participation in this solicitation.

Sincerely,

DocuSigned by:  
*Kelly W. Noble*  
Kelly W. Noble E19440...

AIDEA Chief Procurement Officer

4/18/2025 | 1:17:39 PM AKDT