

## State Executive Branch Departments

**Executive Branch Departments** must follow the State Procurement Code, regulations and policies – all are available at the Division of General Services' (DGS) web site.

**The list of Executive Branch Departments** and contact information is located in the 'Public Purchasing Officer' section of DGS' web site. This list also includes contact information for other non-Executive Branch agencies such as the Court System, University of Alaska and Alaska Railroad should you have questions about their purchasing procedures.

**The Department of Transportation and Public Facilities** contracts for construction and the state equipment fleet requirements:

[www.dot.state.ak.us/procurement](http://www.dot.state.ak.us/procurement)

### Competitive Levels:

#### **Procurements below \$50,000**

(\$100,000 for construction) generally require the solicitation of only 3 quotes or informal proposals – therefore you should market your goods or services directly to the various state agencies:

<http://www.alaska.gov/dgs/cam/staff.htm>

**Procurements above \$50,000** are generally posted to the state's online public notice system:

<http://notes.state.ak.us/pn>

This brochure is part of an initiative to ensure rural vendors and businesses throughout Alaska are successful in doing business with the State

The Division of General Services (DGS) is a customer driven organization that values integrity, customer service, mutual respect, teamwork and innovation.

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Division of General Services  
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State Purchasing Web Site:

[www.alaska.gov/dgs/purchasing](http://www.alaska.gov/dgs/purchasing)

# How to do Business With the State of Alaska



Division of General Services  
Purchasing Section

WE'RE  
OPEN FOR  
BUSINESS!

THE STATE IS INTERESTED IN DOING BUSINESS WITH A VARIETY OF CUSTOMERS. HERE'S SOME OF THE ALASKA BIDDER AND PRODUCT PREFERENCES YOU MAY QUALIFY FOR:

5% Alaska Bidder  
3%, 5%, 7% Alaska Products  
15% Employment Program  
10% Alaskans With Disabilities

GUIDE BOOKS THAT EXPLAIN THE VARIOUS STATE PREFERENCES, INCLUDE QUALIFICATION CRITERIA AND PROVIDE EXAMPLES ARE AVAILABLE AT:

[www.alaska.gov/dgs/policy.htm](http://www.alaska.gov/dgs/policy.htm)

See: Preferences – RFP & Informal Proposal  
Preferences – ITB & RFQ

**More information, including a "How to do Business with the State" booklet, FAQs, Public Purchasing Officers list, vendor application packet, etc., are posted online at:**

[www.alaska.gov/dgs/purchasing](http://www.alaska.gov/dgs/purchasing)

## Top ten areas that may help or hinder your efforts to do business with the state.

**1. Late is late** – your bid/proposal must arrive before the opening date or it will not be accepted.

**2. AK Business License (ABL)** – All companies must possess a valid ABL prior to conducting business in Alaska. Businesses responding to formal solicitations (above \$50,000) must possess and submit evidence of a valid ABL with their bid or proposal – otherwise the offer is considered non-responsive.

**3. Modifications** – Do not change or modify the terms or conditions of a solicitation when you submit an offer. Contact the procurement officer with any questions. Also, include every required item when submitting your offer. Check and double-check the solicitation requirements.

**4. Pre-Bid/Proposal Conferences** – It's important to attend any pre-bid/proposal conferences. Most conferences are conducted telephonically.

**5. Solicitation Problems/Concerns** - Advise the procurement officer in writing of problems or concerns before the deadline for small procurements, or at least 10 days before the deadline for formal solicitations above \$50,000.

**6. Protest** – If all else fails, file a written protest. Protest procedures are usually included in the solicitation documents. For procurements less than \$50,000, you are required to first attempt to resolve the dispute informally. Protest procedures are also included in the statutes and regulations on DGS' website.

**7. Previous State Prices** – You might not know this, but the state's previous bid and contract prices are public information. Simply request such information from the procurement officer.

**8. State Payments** – Payments are usually made within a couple of weeks. The state is generally required to process payments within 30 days or there's a 1.5% interest penalty on the unpaid balance.

**9. Company Size** – Some companies believe their business is too small to sell to the state. However, the state actually spends millions of dollars in-state each year for small quantity purchases.

**10. Help** – The state is open for business and we are here to help you succeed. Please contact the Division of General Services with any questions about doing business in Alaska; (907) 465-2250, email:

[doa.dgsinfo@alaska.gov](mailto:doa.dgsinfo@alaska.gov)

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