

FORMAL PROCUREMENT MATRIX

REQUEST FOR PROPOSALS (RFP) PROCESS

SUPPLIES, SERVICES OR PROFESSIONAL SERVICES

PRICE OF PROCUREMENT	MINIMUM COMPETITION REQUIRED	FORMS USED BY AGENCY	PUBLIC NOTICE REQUIREMENT	AWARD METHOD	KEEP IN PROCUREMENT FILE
<p>Greater Than \$100,000</p> <p>AS 36.30.200</p> <p>The TOTAL procurement value must include all options to renew or extend. For example:</p> <ul style="list-style-type: none"> If contract runs for 1 year with 2 one-year renewal options, use the total value for all 3 years. <p>Purchase Requisition (form #02-099) must be sent to the Division of Enterprise Technology Services for telephone systems, radios, and other telecommunications equipment (see agency delegation of authority).</p> <p>Agencies are to submit requirements for construction, State Equipment Fleet vehicles, mobile homes, portable shelter units and prefabricated and/or sectional office, housing or shelter units directly to the Department of Transportation and Public Facilities.</p> <p>Agencies may not procure leased office space without a specific delegation of authority from the Division of General Services (DGS).</p>	<p>Issue formal Request for Proposals (RFP) in accordance with AS 36.30.130 and 2 AAC 12.130.</p> <p>The Competitive Sealed Proposals (CSP) process may be used for non-professional service contracts if the procurement officer determines in writing, with particularity, that the use of a CSP is more advantageous to the state than an ITB AS 36.30.200(b).</p> <p>No determination is required to use a CSP for professional service contracts.</p> <p>Service contracts above \$25,000 must be performed in the United States unless a waiver has been approved by the Chief Procurement Officer in advance.</p>	<p>Agencies should use DGS's RFP shell (see DGS's internet home page for copies of the document). Request for Proposal must contain:</p> <ol style="list-style-type: none"> date, time, place for delivery of proposals; specific description of service, supply or professional service; contract terms and conditions; sufficient information for an offeror to submit proposal; evaluation criteria and its relative importance or weight; and price must be an evaluation criteria. <p>If professional service, ensure contract meets definition per AAM 82.430.</p> <p>Clearly state all mandatory requirements.</p> <p>An ASPS form for Professional Services may be required by an agencies P&P (if used, the number is assigned by the agency).</p> <p>A Standard Agreement Form (#02-093) and appropriate appendices for Professional Services that has been approved by AG's Office.</p> <p>Delivery order may be used for non Professional Services contracts.</p> <p>RAP form (#02-100) if applicable.</p>	<p>Circulate RFP for 21 days unless procurement officer determines in advance and in writing that a shorter notice period is advantageous and adequate competition is anticipated. Agencies should "time/date" stamp proposal envelopes immediately upon receipt.</p> <p>Advertise on the State of Alaska Online Public Notice system and when practicable, at least one of the following advertising methods may be used per AS 36.30.130 and 2 AAC 12.130:</p> <ul style="list-style-type: none"> Publication in a newspaper of general or local circulation. Notices posted in public places where work will be performed or material/supplies furnished. Publication in other appropriate media, including electronic media. <p>The Chief Procurement Officer must approve requests to provide out-of-state notice if it is impracticable to solicit only from Alaskan vendors.</p>	<p>Award is made to the proposal determined in writing to be the most advantageous to the state taking into consideration price and the evaluation factors in the RFP (AS 36.30.250).</p> <p>The evaluation committee is made up of a procurement officer, or at least three state employees or public officials (2 AAC 12.260).</p> <p>Only in-state residents can participate on the evaluation committee unless an exception is approved by the Commissioner of Administration (AAM 81.470).</p> <p>Include a 5% Alaska bidder preference, 5% Alaska veteran preference, 10% Alaskan offerors preference (if a numerical rating system is used), and all other statutory and regulatory preferences that apply.</p> <p>Only timber, lumber or manufactured lumber products originating in Alaska shall be used unless it is determined to be impracticable under AS 36.15.010.</p> <p>A valid Alaska business license is required at the time the contract is awarded (AS 36.30.210).</p> <p>You must issue a written Notice of Intent to Award (AS 36.30.365).</p> <p>A written determination required if awarding to a nonresident (AS 36.30.362).</p> <p>RFP's must weight price at 40% or higher for professional/non-professional services and 60% or higher for supplies, unless the Chief Procurement Officer approves a waiver.</p>	<p>Keep a copy of:</p> <ul style="list-style-type: none"> ASPS (if required by Agency P&P). RAP (if used). Original RFP. All proposals including late proposals. All RFP amendments. Register of Proposals prepared under AS 36.30.230 Vendor list or advertising order. Required licenses, permits, insurance coverage, etc. Relevant RFP correspondence. Written determination of award prepared under AS 36.30.250. Contract document. Procurement summary report prepared under AS 36.30.510 - 520. All determinations required by statute, regulation, or the Alaska Administrative Manual. Notice of Intent to Award. Protest, if filed; procurement officer's decision, protest report, appellant comments, appeal, Commissioner's decision if applicable. List of PEC members. All scoring sheets and notes. Confidential items identified under AS 36.30.230(a).

Note: Procurements for legal services must be approved in advance by the Attorney General's Office. RFPs for Architects, engineers, and land surveys follow different procedures.

FORMAL PROCUREMENT MATRIX

INVITATION TO BID (ITB) PROCESS

SUPPLIES OR SERVICES

PRICE OF PROCUREMENT	MINIMUM COMPETITION REQUIRED	FORMS USED BY AGENCY	PUBLIC NOTICE REQUIREMENT	AWARD METHOD	KEEP IN PROCUREMENT FILE
<p>Greater Than \$100,000</p> <p>AS 36.30.100.</p> <p>The TOTAL procurement value must include all options to renew or extend. For example:</p> <ul style="list-style-type: none"> If the contract will run for 1 year with 2 one-year renewal options, use the total value for all 3 years <p>Purchase Requisition (form #02-099) must be sent to the Division of Enterprise Technology Services for telephone systems, radios, and other telecommunications equipment (see agency delegation of authority).</p> <p>Agencies are to submit requirements for construction, State Equipment Fleet vehicles, mobile homes, portable shelter units and prefabricated and/or sectional office, housing or shelter units directly to the Department of Transportation and Public Facilities.</p> <p>Agencies may not procure leased office space without a specific delegation of authority from the Division of General Services (DGS).</p>	<p>Issue a formal Invitation to Bid (ITB) in accordance with AS 36.30.130 and 2 AAC 12.130.</p> <p>Service contracts above \$25,000 must be performed in the United States unless a waiver has been approved by the Chief Procurement Officer in advance.</p>	<p>Agencies must use the Standard Terms and Conditions boilerplate, and High Tech boilerplate, if applicable (see DGS's internet home page for copies of the documents). The AG's Office must approve any changes to these documents.</p> <p>Agencies should use DGS's ITB shell (see DGS's internet home page).</p> <p>Delivery Order (form #02-601) may be used for contract document.</p>	<p>Circulate ITB for 21 days unless procurement officer determines in advance and in writing that a shorter notice period is advantageous and adequate competition is anticipated. Agencies should "time/date" stamp bid envelopes immediately upon receipt.</p> <p>Advertise on the State of Alaska Online Public Notice system and when practicable use at least one of the following methods per AS 36.30.130 and 2 AAC 12.130:</p> <ul style="list-style-type: none"> Publication in a newspaper of general or local circulation. Notices posted in public places where work will be performed or material/supplies furnished. Publication in other appropriate media, including electronic media. <p>The Chief Procurement Officer must approve requests to provide out-of-state notice if it is impracticable to solicit only from Alaskan vendors.</p>	<p>Award to the lowest responsive and responsible bidder per AS 36.30.170.</p> <p>Include in evaluation:</p> <ul style="list-style-type: none"> 5% Alaska bidder preference per AS 36.30.321(a). 5% Alaska veteran preference per AS 36.30.321(f). 3%, 5%, or 7% Alaska product preference per AS 36.30.332. 15% Employment program preference per AS 36.30.321(b). 10% Alaskans with disabilities preference per AS 36.30.321(e). 7% Local agricultural and fisheries product preference per AS 36.15.050. Recycled product preference per AS 36.30.337. <p>Only timber, lumber or manufactured lumber products originating in Alaska shall be used unless it is determined to be impracticable under AS 36.15.010.</p> <p>Valid Alaska business license required at the time the contract is awarded per AS 36.30.110. To qualify as an Alaska bidder, as defined under AS 36.30.990(2), a valid Alaska business license is required at the time designated for bid opening.</p> <p>You must issue a written Notice of Intent to Award (AS 36.30.365).</p> <p>Written determination required if awarding to a nonresident per AS 36.30.362.</p>	<p>Copy of:</p> <ul style="list-style-type: none"> Original ITB. RAP (if used). All bids including late bids. All bid amendments. ITB bidlog. Vendor list or advertising order. The name of each bidder, bid prices, and other appropriate information tabulated under AS 36.30.140 and 2 AAC 12.150. Relevant ITB correspondence. Contract document. All determinations required by statute, regulation, or the Alaska Administrative Manual. Notice of Intent to Award. Protest, if filed; procurement officer's decision, protest report, appellant comments, appeal, Commissioner's decision if applicable.