

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

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://doa.alaska.gov/dgs/cam/staff.html>

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

<http://notes4.state.ak.us/pn>

This brochure is part of the Governor's 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.

State of Alaska
Department of Administration
Division of General Services
P.O. Box 110210
Juneau, AK 99811

Phone (907) 465-2250
Fax (907) 465-2189

State Purchasing Web Site:

<http://doa.alaska.gov/dgs/purchasing/>

How to do Business With the State of Alaska



WE'RE
OPEN FOR
BUSINESS!

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

5% Alaska Bidder
5% Alaska Veterans
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 THE FOLLOWING LINKS:

<http://doa.alaska.gov/dgs/docs/pref1.doc>
<http://doa.alaska.gov/dgs/docs/pref2.doc>

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:

<http://doa.alaska.gov/dgs/purchasing/index.html>

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 also 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.dgs.info@alaska.gov
