

State Executive Branch Departments

Executive Branch Departments must follow the state's procurement code, which is made up of statutes, regulations, and policies. These are all available on the Division of General Services' (DGS) website, located at:
<http://doa.alaska.gov/dgs/>

The list of Executive Branch departments and contact information is located in the Public Purchasing Officers section of the website. This list also includes contact information for other non-Executive Branch agencies, such as the Court System, the University of Alaska, and the Alaska Railroad, should you have questions about their purchasing procedures, which may vary from those of the Executive Branch.

The Department of Transportation and Public Facilities contracts for construction and the state equipment fleet. Their website is at:
<http://dot.alaska.gov/procurement>

Competitive Levels

Procurements below \$100,000 (\$200,000 for construction) generally require the solicitation of only 3 quotes or informal proposals. Therefore, you should market directly to the various state agencies:

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

Procurements above \$100,000 are typically posted to the state's Online Public Notice System:

<http://aws.state.ak.us/OnlinePublicNotices>

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

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State of Alaska
Department of Administration
Division of General Services
PO Box 110210
Juneau, AK 99811-0210

Phone: (907) 465-2250
E-mail: doa.dgs.info@alaska.gov

DGS Purchasing Website:
<http://doa.alaska.gov/dgs/purchasing>



Doing Business With the State of Alaska



*Tips & Resources
for Contracting with
State Agencies*

Preferences

The State of Alaska is interested in doing business with a variety of customers. Alaskan companies in particular may qualify for one or more preferences, which are applied to the cost of the bid for evaluation purposes only. Some of these preferences are:

- Alaska Bidder (5%)
- Alaska Veteran (5%)
- Alaska Product (3%, 5%, or 7%)
- Employment Program (15%)
- Alaskans w/ Disabilities (10%)

A guide to all available preferences, qualification criteria, and examples of how they are applied may be found at:

<http://doa.alaska.gov/dgs/pdf/pref1.pdf>



More Information

More information, including a more detailed guide on doing business with the state, Frequently Asked Questions, a listing of public purchasing officers for all state agencies, and more can be found by visiting the Division of General Services' website at: <http://doa.alaska.gov/dgs/>

Top Ten Areas The May Affect 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. **Alaska Business License (AKBL).** All companies must possess a valid AKBL before being awarded a contract. Alaskan companies wishing to claim a preference must possess a valid AKBL by the bid opening date.
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, be sure to include every required item when submitting your offer. Check and double-check the solicitation requirements.
4. **Pre-Bid/Pre-Proposal Conference.** It's important to attend any pre-bid or pre-proposal conference. These are often your best opportunity to ask questions about the solicitation and offer your input.
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 \$100,000.
6. **Protest.** If all else fails, file a written protest. Protest procedures are usually included in the solicitation documents. For procurements less than \$100,000, you are required to first attempt to resolve the dispute informally. Protest procedures are also included in the statutes and regulations on DGS's 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 with the state.