MEMORANDUM

STATE OF ALASKA
Department of Administration

To: All Agencies **Date:** April 3, 2003

From: Mike Miller
Commissioner
Department of Administration

Phone: 465-2200

Subject: Administrative Manual

STATE ADMINISTRATIVE MANUAL—TRANSMITTAL NUMBER **37**

This transmittal revises procurement sections of the Administrative Manual. The revisions are effective May 1, 2003. The following is a brief summary of the changes.

- Section **AAM 81.020** is revised to require all informal requests for proposals above $5,000 to comply with the minimum weighting requirements identified in AAM 81.470(3).

- Section **AAM 81.470(3)** is revised to require that the minimum weight given to price must be 75% for supplies, 60% for both professional and non-professional services, and between 60% and 75% for procurements involving a combination of both. If, for some reason, this is contrary to the public interest, a written request must be forwarded to the Chief Procurement Officer. The request must explain with particularity why it is not in the State's best interest to use the minimum percentages identified above for price evaluation, and why those minimums will prevent the agency from accomplishing its public mission.

You should keep this memorandum as well as future transmittal memorandums in your manual for reference.