

ATTACHMENT C - SUBMITTAL FORM A

OFFEROR INFORMATION, AMENDMENTS, CERTIFICATIONS, PREFERENCES AND SIGNATURE

OFFEROR INFORMATION: This form shall be the cover page for the Offerors Proposal. In the space provided, enter the requested Offeror identification information. Use this form to indicate your acknowledgement of the response conditions.

RFP Number:	19000044
RFP Title:	Audio Video Equipment and Supplies
Company Name:	
Mailing Address:	
Contact Person:	
Title:	
Telephone Number:	
Alternate Phone:	
Federal Tax Id #:	
Alaska Business License #:	
E-Mail Address:	
Alternate Email:	
Fax Number:	

AMENDMENT ACKNOWLEDGEMENT: Offeror acknowledges receipt of the following amendments and has incorporated the requirements of such amendments into the proposal. *(List all amendments issued for this RFP):*

No.	Date
No.	Date

No.	Date
No.	Date

No.	Date
No.	Date

OFFEROR CERTIFICATION: Acknowledge the following Certifications by clearly marking the space provided. Failure to answer or answering “False” may be grounds for disqualification. For any “False” responses, provide clarification (up to 250 word maximum for each “False” clarification) below. Add rows if necessary.

No	CERTIFICATIONS	RESPONSE
1	Offeror certifies they meet the minimum requirement of three years of experience in the category(s) for which they are bidding.	True False
2	The offeror is presently engaged in the business of selling the amount of product equal to the complexity listed in this RFP.	True False
3	The offeror confirms that it has the financial strength to perform and maintain the requirements set out in Attachment B: Scope of Work for this RFP.	True False
4	The offeror accepts the terms and conditions set out in the RFP (including the NASPO ValuePoint Terms and Conditions – Appendix A) and agrees not to restrict the rights of any Participating State.	True False
5	The offeror confirms that they can obtain and maintain all necessary insurance as required in Section 4.4.1, and in Attachment A. 19.	True False
6	The offeror agrees to pay a NASPO ValuePoint administrative fee as specified in Section 5 and meet all the usage reporting requirements of Section 6 of the NASPO ValuePoint Master Agreement Terms and Conditions.	True False
6	The offeror is not established and headquartered or incorporated and headquartered, in a country recognized as Tier 3 in the most recent United States Department of State’s Trafficking in Persons Report.	True False
7	Offeror complies with the American with Disabilities Act of 1990 and the regulations issued thereunder by the federal government.	True False
8	Offeror complies with the Equal Employment Opportunity Act and the regulations issued thereunder by the federal government.	True False
9	Offeror complies with the applicable portion of the Federal Civil Rights Act of 1964.	True False
10	The offeror certifies that it is not currently debarred, suspended, proposed for debarment, or declared ineligible for award by any public or federal entity.	True False
11	The offeror certifies that they do not have any governmental or regulatory action against their organization that might have a bearing on their ability to provide products to Participating States.	True False
12	Neither the offeror’s firm nor any individuals working on the contract have a possible conflict of interest. If false, explain in the Clarification section below.	True False
13	The offeror does not have any judgments, claims, arbitrations or suits pending/outstanding against his/her company in which an adverse outcome would be material to the company.	True False
14	Offeror certifies they comply with the laws of the State of Alaska.	True False
15	Offeror confirms their proposal will remain valid and open for at least 180 days.	True False

No	Clarification

ALASKA PREFERENCES

If you wish to claim any Alaska Preferences (Section 3.6), please complete the Alaska Bidder Preference Certification Form that follows the signature section below.

SIGNATURE: All responses must be signed by a duly constituted official legally authorized to bind the Offeror to its response, including the cost schedule.

Signed: _____

Printed Name: _____

Title: _____

Date: _____



ALASKA BIDDER PREFERENCE CERTIFICATION

AS 36.30.321(A) / AS 36.30.990(2)

BUSINESS NAME: _____

Alaska Bidder Preference: Do you believe that your firm qualifies for the Alaska Bidder Preference?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Alaska Veteran Preference: Do you believe that your firm qualifies for the Alaska Veteran Preference?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Please list any additional Alaska Preferences below that you believe your firm qualifies for.	
1. _____	2. _____
3. _____	4. _____
5. _____	6. _____

To qualify for and claim the Alaska Bidder Preference you must answer **YES** to all questions below in the Alaska Bidder Preference Questions section. To qualify for and claim the Alaska Veteran Preference, you must answer **YES** to these questions as well as answer **YES** to all the questions in the Alaska Veteran Preference section. A signed copy of this form must be included with your bid or proposal no later than the deadline set for receipt of bids or proposals.

If you are submitting a bid or proposal as a **JOINT VENTURE**, all members of the joint venture must complete and submit this form before the deadline set for receipt of bids or proposals. [AS 36.30.990\(2\)\(E\)](#)

If the procuring agency is unable to verify a response, the preference may not be applied. Knowingly or intentionally making false or misleading statements on this form, whether it succeeds in deceiving or misleading, constitutes misrepresentation per [AS 36.30.687](#) and may result in criminal penalties.

An Alaska Bidder Preference of 5% will be applied to the price of the proposal to all offerors who qualify.

Alaska Bidder Preference Questions:

- 1) Does your business hold a current Alaska business license per [AS 36.30.990\(2\)\(A\)](#)?

YES NO

If YES, enter your current **Alaska business license number**: Click or tap here to enter text.
- 2) Is your business submitting a bid or proposal under the name appearing on the Alaska business license noted in **Question 1** per [AS 36.30.990\(2\)\(B\)](#)?

YES NO
- 3) Has your business maintained a **place of business** within the state **staffed by the bidder or offeror** or an employee of the bidder or offeror for a period of six months immediately preceding the date of the bid or proposal per [AS 36.30.990\(2\)\(C\)](#)?

YES NO

If **YES**, please complete the following information:

A. Place of Business

Street Address: _____
City: _____
ZIP: _____

“**Place of business**” is defined as a location at which normal business activities are conducted, services are rendered, or goods are made, stored, or processed; a post office box, mail drop, telephone, or answering service does not, by itself, constitute a place of business per [2 AAC 12.990\(b\)\(3\)](#).

Do you certify that the **Place of Business** described in **Question 3A** meets this definition?

YES **NO**

If **YES**, please **describe the location, how many of your employees occupy or use the location, and the business activities those employees perform at the location** (and how often):

B. The bidder or offeror, or at least one employee of the bidder or offeror, must be a resident of the state under [AS 16.05.415\(a\)](#) per [2 AAC 12.990\(b\)\(7\)](#).

1) Do you certify that the bidder or offeror OR at least one employee of the bidder or offeror is physically present in the state with the intent to remain in Alaska indefinitely and to make a home in the state per [AS 16.05.415\(a\)\(1\)](#)?

YES **NO**

2) Do you certify that that the resident(s) used to meet this requirement has maintained their domicile in Alaska for the 12 consecutive months immediately preceding the deadline set for receipt of bids or proposals per [AS 16.05.415\(a\)\(2\)](#)?

YES **NO**

3) Do you certify that the resident(s) used to meet this requirement is claiming residency **ONLY** in the state of Alaska per [AS 16.05.415\(a\)\(3\)](#)?

YES **NO**

4) Do you certify that the resident(s) used to meet this requirement is **NOT** obtaining benefits under a claim of residency in another state, territory, or country per [AS 16.05.415\(a\)\(4\)](#)?

YES **NO**

4) Per [AS 36.30.990\(2\)\(D\)](#), is your business (**CHOOSE ONE**):

A. Incorporated or qualified to do business under the laws of the state?

YES **NO**

If **YES**, enter your current **Alaska corporate entity number**: [Click or tap here to enter text.](#)

B. A sole proprietorship AND the proprietor is a resident of the state?

YES **NO**

C. A limited liability company organized under AS 10.50 AND all members are residents of the state?

YES **NO**

- D. A **partnership** under former AS 32.05, AS 32.06, or AS 32.11 **AND** all partners are residents of the state?
 YES NO

Alaska Veteran Preference Questions:

An Alaska Veteran Preference of 5%, not to exceed \$5,000, will be applied to the price in the proposal. The preference will be given to an offeror who qualifies under AS 36.30.990(2) as an Alaska bidder, and who can answer “yes” to the following:

1) Per [AS 36.30.321\(F\)](#), is your business (**CHOOSE ONE**):

- A. A **sole proprietorship** owned by an Alaska veteran?
 YES NO
- B. A **partnership** under AS 32.06 or AS 32.11 **AND** a majority of the partners are Alaska veterans?
 YES NO
- C. A **limited liability company** organized under AS 10.50 **AND** a majority of the members are Alaska veterans?
 YES NO
- D. A **corporation** that is wholly owned by individuals, **AND** a majority of the individuals are Alaska veterans?
 YES NO

Per [AS 36.30.321\(F\)\(3\)](#) “**Alaska veteran**” is defined as an individual who:

(A) Served in the

- (i) Armed forces of the United States, including a reserve unit of the United States armed forces; or
- (ii) Alaska Territorial Guard, the Alaska Army National Guard, the Alaska Air National Guard, or the Alaska Naval Militia; and

(B) Was separated from service under a condition that was not dishonorable.

Do you certify that the individual(s) indicated in **Question 1A, 1B, 1C, or 1D** meet this definition and can provide documentation of their service and discharge if necessary?

YES NO

SIGNATURE

By signature below, I certify under penalty of law that I am an authorized representative of _____ and all information on this form is true and correct to the best of my knowledge.

Printed Name _____

Title _____

Date _____

Signature _____

ATTACHMENT C - SUBMITTAL FORM B1

Offeror's Company Name: _____

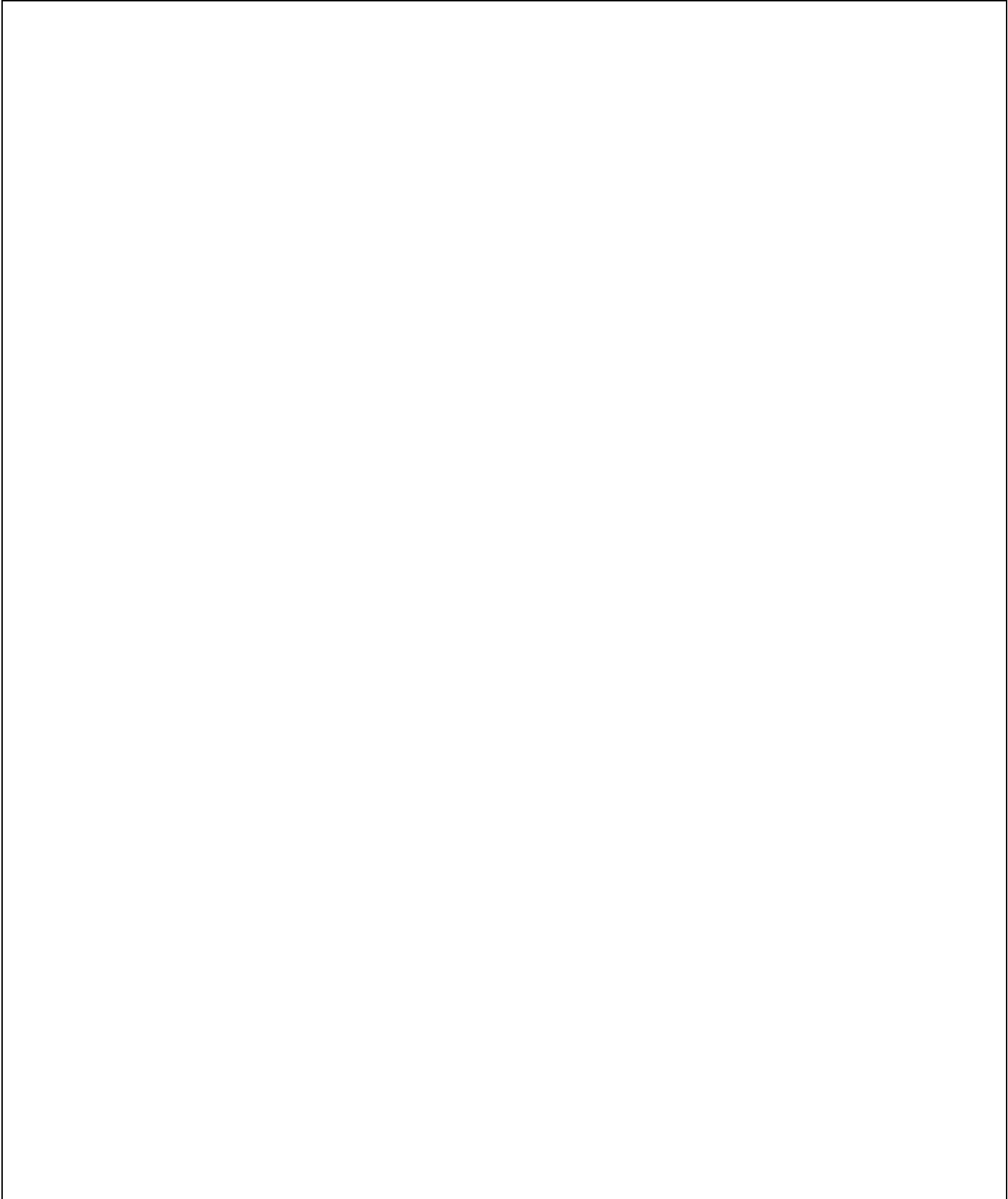
Sections 4.4, 4.5, 4.6, 4.8.1-3 – Experience and Capabilities – (50 Points)

SPECIAL REQUIREMENTS: The Offeror's company name must be filled in on each Submittal Form included in the Technical Proposal. This Submittal Form must not exceed the 3-page limit (Reference RFP Section 4.2). If an Offeror exceeds a page limit, the information that is in excess of the limit will be removed by the Procurement Officer prior to the proposal evaluation and will not be evaluated.

4.4, 4.5, 4.6, 4.8.1-3 – Experience and Capabilities – Page 2

A large, empty rectangular box with a thin black border occupies the majority of the page. This box is intended for the bidder to provide detailed information regarding their experience and capabilities, as indicated by the section header above it.

4.4, 4.5, 4.6, 4.8.1-3 – Experience and Capabilities – Page 3



ATTACHMENT C - SUBMITTAL FORM B2

Offeror's Company Name: _____

Section 4.8.4 – Experience and Capabilities -Technical Requirements (100 Points)

SPECIAL REQUIREMENTS: The Offeror's company name must be filled in on each Submittal Form included in the Technical Proposal. This Submittal Form must not exceed the 2-page limit (Reference RFP Section 4.2). If an Offeror exceeds a page limit, the information that is in excess of the limit will be removed by the Procurement Officer prior to the proposal evaluation and will not be evaluated.

4.8.4 – Experience and Capabilities – Technical Requirements – Page 2

A large empty rectangular box with a black border, occupying the majority of the page. It is intended for the bidder to provide technical requirements related to the experience and capabilities of the proposed vendor.

ATTACHMENT C - SUBMITTAL FORM C1

Offeror's Company Name: _____

Section 4.9 – Customer Service (75 Points)

SPECIAL REQUIREMENTS: The Offeror's company name must be filled in on each Submittal Form included in the Technical Proposal. This Submittal Form must not exceed the 2-page limit (Reference RFP Section 4.2). If an Offeror exceeds a page limit, the information that is in excess of the limit will be removed by the Procurement Officer prior to the proposal evaluation and will not be evaluated.

4.9 - Customer Service – Page 2



ATTACHMENT C - SUBMITTAL FORM C2

Section 4.9.1 – Customer Service - References (25 Points)

SPECIAL REQUIREMENTS: These Submittal Forms must be included with the Technical Proposal.

- A complete and separate Client Reference Form must be provided for each reference.
- Offeror must complete the first part of the Client Reference Form, filling in the information for Company (Offeror) Name, Company (Offeror) Address, and the Name of Project.
- A responsible party of the organization for which the products were provided (the Client) must provide the reference information.
- The person providing the reference must sign and date the form.
- The Client Reference Form(s) must be submitted with the Offeror's proposal.
- The State may contact the reference to verify the information given within the Client Reference Form and within the proposal. If the State finds erroneous information, points may be deducted, or the proposal may be rejected.
- If all questions are not answered on the Client Reference Form, if information is missing, or if the form is not signed, points may be deducted, or the proposal may be rejected.
- If a proposal is submitted without a Client Reference Form, points may be deducted, or the proposal may be rejected.

ATTACHMENT C - SUBMITTAL FORM C2

Client Reference Form

Offeror Information

Company Name (Offeror):	Company (Offeror) Address:
Name of Project:	

Client Information

Organization Name (Client):	Organization Address:
Person Providing the Reference:	Title:
Phone Number:	Email address:
Reference <u>Signature</u> & Date:	

The person providing the reference, as identified above, must provide the following information. This person must be a responsible party of the organization for which the work was performed. This person should have comprehensive knowledge about the project and the company's (Offeror) role and responsibilities within the project.

1. Briefly describe the products received by the company identified above.

2. Rate each of the following concerning this company's performance using the ratings below:

- S – Strongly Agree/Very Positive
- A – Agree/Positive
- N – Neutral
- D – Disagree/ Negative
- F – Failed

Rating

- _____ A. This company ensured the project deliverables were shipped/received on time and within the agreed budget.
- _____ B. Ordered products were received well packaged, with proper labeling for ease of identity.
- _____ C. Product returns went smoothly at the contractor's expense, with no restocking charges, and were replaced by the contractor with specified products, or we were credited/refunded for the full purchase price.
- _____ D. Backordered products were shipped with no additional cost to us.
- _____ E. This company provided open, timely communications, and was responsive to our needs and requirements.
- _____ F. I recommend this company and would choose to work with this company again.

Additional Comments:

ATTACHMENT C - SUBMITTAL FORM C2

Client Reference Form

Offeror Information

Company Name (Offeror):	Company (Offeror) Address:
Name of Project:	

Client Information

Organization Name (Client):	Organization Address:
Person Providing the Reference:	Title:
Phone Number:	Email address:
Reference <u>Signature</u> & Date:	

The person providing the reference, as identified above, must provide the following information. This person must be a responsible party of the organization for which the work was performed. This person should have comprehensive knowledge about the project and the company's (Offeror) role and responsibilities within the project.

1. Briefly describe the services provided by the company identified above.

2. Rate each of the following concerning this company's performance using the ratings below:

- S – Strongly Agree/Very Positive
- A – Agree/Positive
- N – Neutral
- D – Disagree/ Negative
- F – Failed

Rating

- _____ A. This company ensured the project deliverables were shipped/received on time and within the agreed budget.
- _____ B. Ordered products were received well packaged, with proper labeling for ease of identity.
- _____ C. Product returns went smoothly at the contractor's expense, with no restocking charges, and were replaced by the contractor with specified products, or we were credited/refunded for the full purchase price.
- _____ D. Backordered products were shipped with no additional cost to us.
- _____ E. This company provided open, timely communications, and was responsive to our needs and requirements.
- _____ F. I recommend this company and would choose to work with this company again.

Additional Comments:

ATTACHMENT C - SUBMITTAL FORM C2

Client Reference Form

Offeror Information

Company Name (Offeror):	Company (Offeror) Address:
Name of Project:	

Client Information

Organization Name (Client):	Organization Address:
Person Providing the Reference:	Title:
Phone Number:	Email address:
Reference <u>Signature</u> & Date:	

The person providing the reference, as identified above, must provide the following information. This person must be a responsible party of the organization for which the work was performed. This person should have comprehensive knowledge about the project and the company's (Offeror) role and responsibilities within the project.

1. Briefly describe the services provided by the company identified above.

2. Rate each of the following concerning this company's performance using the ratings below:

- S – Strongly Agree/Very Positive
- A – Agree/Positive
- N – Neutral
- D – Disagree/ Negative
- F – Failed

Rating

- _____ A. This company ensured the project deliverables were shipped/received on time and within the agreed budget.
- _____ B. Ordered products were received well packaged, with proper labeling for ease of identity.
- _____ C. Product returns went smoothly at the contractor's expense, with no restocking charges, and were replaced by the contractor with specified products, or we were credited/refunded for the full purchase price.
- _____ D. Backordered products were shipped with no additional cost to us.
- _____ E. This company provided open, timely communications, and was responsive to our needs and requirements.
- _____ F. I recommend this company and would choose to work with this company again.

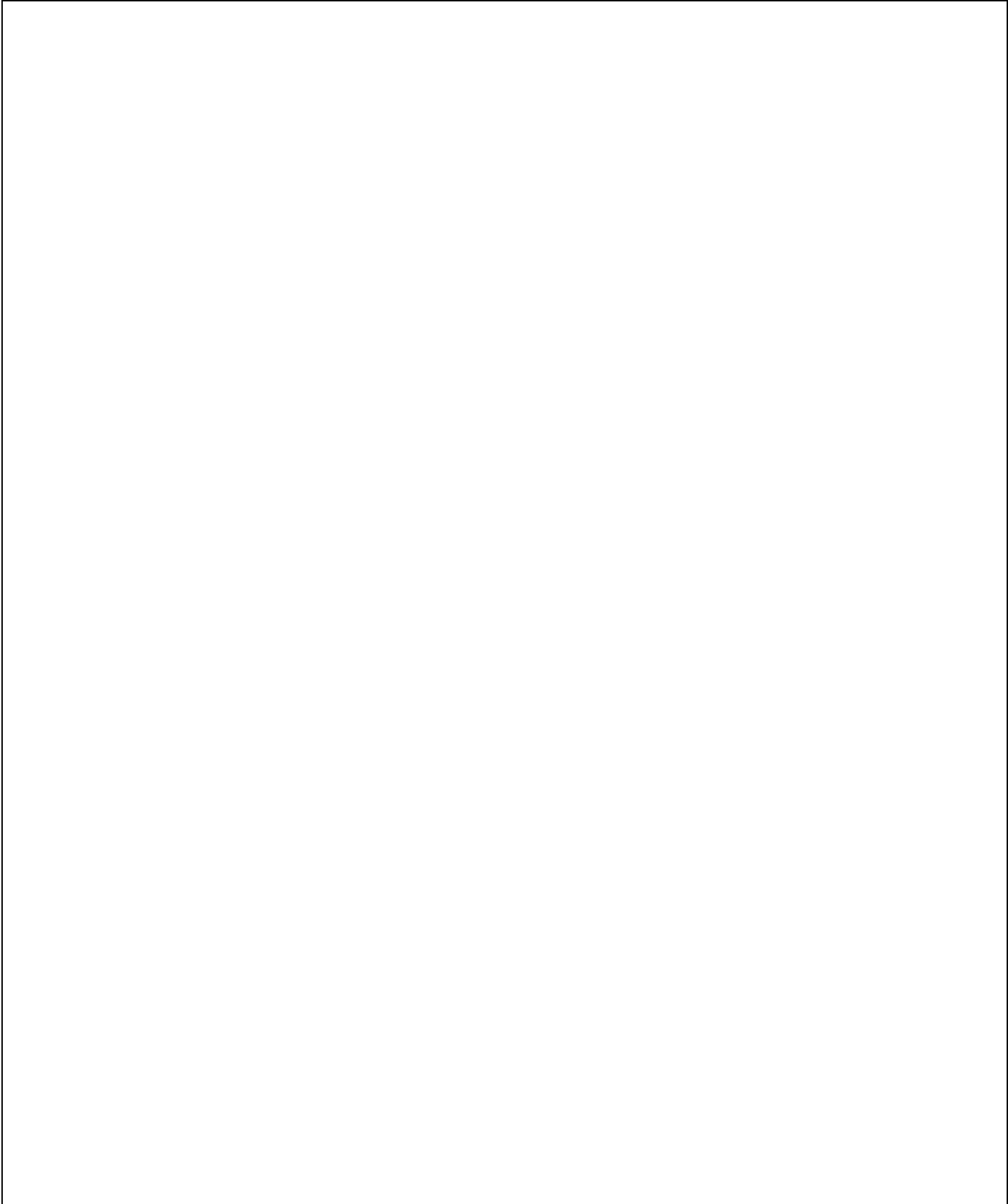
Additional Comments:

ATTACHMENT C - SUBMITTAL FORM D

Offeror's Company Name: _____

Section 4.10 - Attachment B – Scope of Work (100 Points)

SPECIAL REQUIREMENTS: The Offeror's company name must be filled in on each Submittal Form included in the Technical Proposal. This Submittal Form must not exceed the 3-page limit (Reference RFP Section 4.2). If an Offeror exceeds a page limit, the information that is in excess of the limit will be removed by the Procurement Officer prior to the proposal evaluation and will not be evaluated.



4.10 – Scope of Work – Page 3



ATTACHMENT C - SUBMITTAL FORM E

Offeror's Company Name: _____

Section 4.11 – Marketing of NASPO ValuePoint MA (50 Points)

SPECIAL REQUIREMENTS: The Offeror's company name must be filled in on each Submittal Form included in the Technical Proposal. This Submittal Form must not exceed the 3-page limit (Reference RFP Section 4.2). If an Offeror exceeds a page limit, the information that is in excess of the limit will be removed by the Procurement Officer prior to the proposal evaluation and will not be evaluated.

4.11 – Marketing of NASPO ValuePoint MA – Page 2

