



To: Prospective Bidders

Date: March 21, 2024

RE: Addendum No. 1
RFP Employee Engagement Survey
RFP # SCF24-1129

Issue Date: February 28, 2024

This document forms a part of the Contract Documents and modifies the original Procurement Documents dated February 28, 2024. Acknowledge receipt of this Addendum in the provided on the Bid Form. Failure to acknowledge receipt of this addendum may subject Proposers to disqualification.

This Addendum consists of two (2) pages.

1. Responses to Bidder questions

Comment or Question Provided by Bidder	SCF Response
Is there a budget or budget range for this project or a rough order of magnitude budget that can be shared with potential proposers?	SCF looks forward to reviewing all bids and is open to exploring any recommended features. While no firm maximum, budget is set the targeted range is \$30,000 to \$45,000.

Comment or Question Provided by Bidder	SCF Response
<p>As a company not based in Alaska, we lack an Alaska business license.</p> <p>Could you consider making an exception to the business license requirement for our submission?</p>	<p>Unfortunately, SCF cannot waive the Alaska Business License requirement completely. (see below)</p> <p>State of Alaska regulations require an Alaska Business License for the privilege of engaging in a business in the State of Alaska. The requirement is based on business activity and not whether there is a physical presence or location within the State of Alaska. See State of Alaska Business Licensing details - https://www.commerce.alaska.gov/web/cbpl/BusinessLicensing/BusinessLicensingFAQs.aspx</p>
<p>Is it acceptable for us to say that we will acquire the license if we are awarded the contract? We have a valid state license in another state and will immediately secure an Alaska license if awarded the contract.</p>	<p>The successful bidder shall provide a valid Alaska Business License prior to the completion of a contract. However, SCF will accept the assurance of any bidder in their proposal that if selected they will secure an Alaska Business License as soon as possible after receiving the notice of award.</p>
<p>What are the number of subsets for reporting on this survey?</p>	<p>At the department level there are 113 separate subsets (departments) for the survey.</p>
<p>Approximately how many questions are forecasted for this survey?</p>	<p>Prior survey was approximately 30 questions. The largest survey had 98 questions with 2 open ended items.</p>
<p>Do all employees have individual email accounts?</p>	<p>Yes.</p>
<p>Are redlines required at this stage for Exhibit D: Sample SCF Agreement?</p>	<p>No, redlines are not required to the Sample Agreement, but proposers may ask questions. That sample is provided for reference and to ease the contract process with the selected bidder after the notice of award.</p>
<p>What is the budget amount not to be exceeded, as outlined in Exhibit D – Section 3 (Compensation)?</p>	<p>See response to the first question above on page 1.</p>