



**ALASKA AEROSPACE CORPORATION**

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Anchorage, Alaska 99503

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**REQUEST FOR PROPOSAL**

**Quotations will be received until  
5 p.m. November 20, 2020**

**RFP No.: AAC-20-023**

**Date: November 5, 2020**

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**OFFEROR NOTICE (This is NOT a Purchase Order)**

This is a proposal that will not be read at public opening. The information may be publicly reviewed after award. The instructions to offerors and AAC general terms and conditions should be reviewed and understood before preparing a proposal and are available at <https://akaerospace.com/purchase-order/>. The quotation shall include net price, FOB destination, to include all delivery charges. As a state agency, AAC is exempt from federal, state and local taxes. Delivery schedule and discount for early payment shall be indicated in the spaces provided below if applicable. AAC will not pay for any information received in response to this Request for Proposal (RFP), nor will AAC compensate any respondent for any cost incurred in developing the Proposal. All information submitted by respondents to this RFP, including appropriately marked proprietary information, will be safeguarded and protected from unauthorized disclosure. All personnel reviewing the RFP information have been briefed regarding Non-disclosure and Organizational Conflict of Interest (OCI) issues. Return the proposal by the above time and date. The proposal is to be valid for 120 days.

**SUBMISSION LOCATION:** AACProcurement@akaerospace.com

**AAC OFFEROR QUOTATION**

Item	Description of Supply or Service	Price
1	Six rows of consoles to sit up to 24 people.	
2	Delivery to Pacific Spaceport Complex-Alaska, Kodiak, AK NOT LATER THAN March 31, 2021. Mile Post 13, Pasagshak Road, Kodiak, AK 99615.	
<b>TOTAL:</b>		

**OFFEROR CERTIFICATION**

**THIS SECTION MUST BE COMPLETED BY OFFEROR**

Company Name	Address	City	State	ZIP Code	Phone Number
E-Mail Address	Offeror Tax I.D. No.	Payment Terms			

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Type/Print Name and Title

By signature on the proposal, offerors certify that they comply with the following:

- A. the laws of the State of Alaska;
- B. the applicable portion of the Federal Civil Rights Act of 1964;
- C. the Equal Employment Opportunity Act and the regulations issued thereunder by the federal government;
- D. the Americans with Disabilities Act of 1990 and the regulations issued thereunder by the federal government;
- E. all terms and conditions set out in this RFP;
- F. a condition that the proposal submitted was independently arrived at, without collusion, under penalty of perjury; and
- G. that the offers will remain open and valid for at least 120 days.

If any offeror fails to comply with [A] through [G] of this paragraph, AAC reserves the right to disregard the proposal, terminate the contract, or consider the contractor in default.

**Expanded Mission Control Console Buildout**

**SECTION 1. INSTRUCTIONS TO OFFERORS**

Offerors are required to submit the AAC Offeror Quotation (provided above) and Technical Proposal to AAC for the purpose of acquiring services from the offeror that is fully responsive to the scope and has the capability to complete all requirements described in this solicitation.

**Section 1.01 PROJECT OVERVIEW**

Alaska Aerospace Corporation (AAC) is seeking a qualified vendor to support an upgrade to the Extended Mission Control Center (EMCC) at Pacific Spaceport Complex Alaska (PSCA). The Contractor will design a layout of consoles for the EMCC to support both individual and dual workstations to meet the configuration and space requirements as outlined in the Statement of Work (Reference Section 2) . Upon layout acceptance, the Contractor will manufacture and deliver the consoles to PSCA. AAC’s delivery location is Mile Post 13, Pasagshak Road, Kodiak, AK 99615.

**Section 1.02 TYPE OF CONTRACT**

AAC contemplates award of a Firm-Fixed Price (FFP) Contract. The duration of this contract is anticipated as 1 December 2020 – 31 March 2020.

**Section 1.03 PROPOSAL SUBMISSION**

Proposals must be submitted electronically via [AACProcurement@akaerospace.com](mailto:AACProcurement@akaerospace.com) on or before the RFP closing date of **November 20<sup>th</sup>, 2020, 5 PM AKST**. The technical proposal and Offeror quotations sheet must be saved as separate clearly labeled PDF attachments, such as “Offeror A – Technical Proposal.pdf” and “Offeror A – AAC Offeror Quotation Sheet” (Offeror A is the name of the offeror). The email must contain the RFP number in the subject line.

**Section 1.04 REQUIRED REVIEW**

Offerors should carefully review this solicitation for defects and questionable or objectionable material. Comments concerning defects and objectionable material must be made in writing and received by the procurement team at least ten days before the deadline for receipt of proposals. This will allow time for the issuance of any necessary amendments. Protests based on any omission or error, or on the content of the solicitation, will be disallowed if these faults have not been brought to the attention of the procurement officer, in writing, at least ten days before the deadline for receipt of proposals.

**Section 1.05 AMENDMENTS TO THE RFP/ AMENDMENTS TO PROPOSALS**

If an amendment is issued, it will be provided to all who were emailed a copy of the RFP and to those who have expressed interest and will be posted on the AAC website. Amendments to or withdrawals of proposals will only be allowed if acceptable requests are received prior to the deadline that is set for receipt of proposals. No amendments or withdrawals will be accepted after the deadline.

**Section 1.06 ANTICIPATED SCHEDULE**

- ISSUE RFP-AAC-20-023: 11/05/2020
- DEADLINE FOR RECEIPT OF PROPOSALS: 11/20/2020
- AAC ISSUES NOTICE OF INTENT TO AWARD: 11/23/2020
- AAC EXECUTES CONTRACT: 11/27/2020

This RFP does not, by itself, obligate Alaska Aerospace. AAC’s obligation will commence when the contract is executed. Upon written notice to the contractor, AAC may set a different starting date for the contract. AAC will not be responsible for any work done by the contractor, even work done in good faith, if it occurs prior to the contract start date set by AAC.

**Section 1.07 PROPOSAL CONTENTS**

**(a) PROPOSAL FORMAT**

<b>Volume</b>	<b>Description</b>
<b>1</b>	<b>AAC Offeror Quotation Sheet (Provided)</b>
<b>2</b>	<b>Section 1: Technical Approach Section 2: Layout (Design Drawings) Section 3: Schedule Section 4: Experience and Qualifications</b>

**Volume 1: AAC OFFEROR QUOTATION SHEET**

The AAC Offeror Quotation sheet shall be a separate volume from the technical proposal. Pricing on the quotation sheet shall include all anticipated costs to fully perform all objectives as stated in the solicitation. This proposal is to be valid for at least 120 days.

**Volume 2, Section 1: TECHNICAL APPROACH**

The offeror shall provide a specific outline or plan on how the requested service will be provided.

**Volume 2, Section 2: LAYOUT DESIGN DRAWINGS**

The drawing package must include sufficient detail for every component so AAC can verify all requirements have been met.

**Volume 2, Section 3: SCHEDULE**

The offeror shall provide a schedule with the proposal that provides the time frame required to complete the services outlined in the Statement of Work (Section 2).

If the anticipated schedule is not achievable, please notify AACProcurement@akaerospace.com immediately with specific concerns. Additionally, it is requested that the vendor provide a Not Later Than date that they must receive contract award to achieve delivery by 03/31/2021.

**Volume 2, Section 4: EXPERIENCE AND QUALIFICATIONS**

The offeror shall ensure their technical volume outlines the experience the provider has in the requested service area and provide two clients in which they performed a similar service in the past three years.

**Section 1.08 SELECTION PROCEDURE**

Contract award shall be made to the responsible Offeror whose offer, in conforming to this RFP, provides an overall best value to AAC, technical evaluation factors and cost considered. AAC's objective is to obtain the highest technical quality considered necessary to achieve the project objectives, with a realistic and reasonable cost. All proposals will be reviewed to determine if they are responsive. Proposals determined to be responsive and within the competitive range will be evaluated using the criterion that is set out SECTION 3. EVALUATION CRITERIA AND CONTRACTOR SELECTION.

## **SECTION 2. STATEMENT OF WORK**

### **2.01 REQUIREMENT**

Alaska Aerospace has a requirement to upgrade the Extended Mission Control Center (EMCC) at Pacific Spaceport Complex Alaska (PSCA). The Contractor shall develop a layout of consoles in the EMCC for individual or dual workstations. The console layout shall incorporate six (6) rows of consoles to sit up to 24 people and will be installed in the EMCC which has the following room dimensions: 22'7" wide by 53'11" long. PSCA personnel will perform the installation.

### **2.02 GROUND RULES**

- 1) All consoles will need to be fitted for the following.
  - a. Dual monitors
  - b. CPU Storage
  - c. Power Strip
  - d. COVID Barrier
  - e. Ability to support Communication Console
- 2) All consoles will need to be movable, with the ability to reconfigure if needed.
- 3) All consoles will have either with permanent, or temporary, solid barriers, to separate console operators for COVID protection. The barrier will be placed between operators, and in front of the console.
- 4) Consoles will need to be manufactured so PSCA personnel can assemble with basic tools and minimum instruction/guidance.
- 5) Consoles will be manufactured and shipped to PSCA.

### **SECTION 3. TECHNICAL EVALUATION CRITERIA**

All proposals will be reviewed for responsiveness and then evaluated using the criteria set out herein.  
**THE TOTAL NUMBER OF POINTS USED TO SCORE THIS PROPOSAL IS 100.**

#### **SECTION 3.01 TECHNICAL APPROACH (10%)**

- A. Does the offeror's technical approach demonstrate the technique that will be used to ensure all consoles have the ability to reconfigure if needed?
- B. Does the offeror's technical approach emphasize that consoles will need to be manufactured so PSCA personnel can assemble with basic tools and minimum instruction/guidance?
- C. Does the Offeror's proposal adequately address the requirement for COVID protection barriers?

#### **SECTION 3.02 LAYOUT DESIGN DRAWINGS (20%)**

- D. Does the Offeror's console layout include six rows of consoles that will sit to 24 people?
- E. Does the Offeror's layout ensure the layout will fit in the Expanded Mission Control Room (dimensions are 22'7" wide by 53'11" long)?
- F. Does the offeror's design emphasize ease of assembly with basic tools and minimum instruction/guidance?

#### **SECTION 3.03 SCHEDULE (20%)**

- A. Does the offeror's proposed schedule allow AAC to meet Program Requirements?

#### **SECTION 3.04 EXPERIENCE AND QUALIFICATIONS (10%)**

- A. Did the Offeror demonstrate it's ability and experience with similar scope for two other clients in the last three (3) years?

#### **SECTION 3.05 CONTRACT COST (40%)**

AAC will consider both the price proposed for Task Order #01 and the five-year Time and Material Rate Schedule when evaluating price and identifying the competitive range. Alaska bidders will be accorded a five percent preference on acceptable bids. Offerors must complete the Alaska Bidder Preference Certification to receive preference. If the offeror plans to submit an Alaska Bidder Preference, please request the form from AACProcurement@akaerospace.com.