



## Anchorage School District

*Educating All Students for Success in Life*

Purchasing Department, 4919 Van Buren Street, Anchorage, AK 99517-3137

### INVITATION TO SUBMIT

**THIS IS NOT AN ORDER**

Show the following on the outside of all envelopes submitted OR email subject line:

**ITS 2020-004 Supplemental Education Services**

DATE ISSUED:  
May 4, 2020

DUE: **Prior to 2:00 pm, Local Time**  
DATE: **May 5, 2021**

The Anchorage School District (referred to as the “District”) invites SUBMITTALS from qualified persons/firms to provide SUPPLEMENTAL EDUCATION SERVICES to the District in accordance with the following documents that are a part of this ITS 2020-004:

Section	Title	Pages
Cover Page	Invitation to Submit	Consisting of 1 page
Section I	Instructions to Offerors	Consisting of 7 pages
Attachment A	Signature Page/Submittal Form	Consisting of 1 page
Attachment B	Description of Services and Fee Schedule	Consisting of 1 page
Attachment C	Insurance Coverage	Consisting of 2 pages
Exhibit No. 1	Submittal Checklist – Current (2019/2020) Approved Contractors	Consisting of 1 page
Exhibit No. 2	Submittal Checklist – New Contractors – Initial Requirements	Consisting of 2 pages
Exhibit No. 3	Interested Person’s Report and Background Check/Fingerprinting Information	Consisting of 1 page
Exhibit No. 4	Fingerprinting Authorization Form	Consisting of 1 page

**AVAILABILITY OF ITS:** This Invitation to Submit (.pdf) is available electronically at the District’s Purchasing Department website: <https://www.asdk12.org/Page/5417>.

**ITS SUBMISSION METHOD:** Please submit all required documents to the Anchorage School District Purchasing Department, 4919 Van Buren Street, Anchorage, AK 99517-3137 prior to the date and time specified in the header of this cover page. Submissions can be mailed, hand delivered, or emailed. Submissions shall be clearly labeled on the outside of envelopes with the offeror’s name, address, and phone number, and as follows:

INVITATION TO SUBMIT  
ITS 2020-004 Supplemental Education Services

Email submissions can be sent to [purchasing@asdk12.org](mailto:purchasing@asdk12.org) – Attn: Thomas Johns, Operations Supervisor, Purchasing/Warehouse. Reference: ITS 2020-004 Supplemental Education Services

**AWARD:** Award of any contract as a result of this Invitation to Submit will be at the sole discretion of the District and is contingent upon the availability of funds. The District reserves the right to reject any and all submissions and to act in the best interest of the District.

**SECTION I**  
**INSTRUCTIONS TO OFFERORS**

**A. GENERAL REQUIREMENTS**

This solicitation is an INVITATION TO SUBMIT (referred to as “ITS”) governed by applicable Anchorage School Board Policies, Administrative Regulation 3311.1(b) of said Policies. School Board Policies are available at <https://www.boardpolicyonline.com/?b=anchorage>. Offerors should read this ITS carefully and review all instructions contained herein. Incomplete or incorrect offers may be rejected as not conforming to the essential requirements of this ITS.

**B. EXAMINATION OF DOCUMENTS**

Offerors should read this ITS and review all instructions contained herein. A submission shall constitute acknowledgement that the offeror has thoroughly examined and is familiar with the solicitation documents.

**C. INTENT OF THE SOLICITATION**

1. This ITS is to allow for multiple contractors, who agree to the District’s Contract Terms and Conditions, to provide Supplemental Education Services for District Charter Schools. Services to be provided include, but are not limited to, tutoring in a variety of subjects, for example; math, science, English, creative writing, world languages, computer technology, social studies, music instruction in various instruments, voice, choral, music theory and practices, art instruction in various media, physical fitness programs and various sport programs that compete at a recreational level as opposed to a competitive level. Instruction may be provided in group or individual settings. Services must be for educational instruction with students.
2. Clothing, equipment, food, and lodging are not covered or allowable expenses. Services provided are subject to District and State of Alaska Correspondence Schools regulations (for example; District funds shall not be used to pay for instruction by a family member).
3. Contractors will be governed by the District’s and the Alaska Department of Education & Early Development’s guidelines for non-sectarian curricula.
4. District Charter Schools and parents of students enrolled in Correspondence Charter Schools will choose individual contractors from a list of approved contractors compiled from submissions to this ITS. Contractors have the responsibility to make certain that all contractual documents (See Exhibit No. 5 – Sample – Educational Service Agreement) are in place and that funding has been allocated (inclusive of party responsible for payment) prior to providing services. Contractors will be paid commensurate to services provided to students.
5. The list of approved contractors maintained by the District will be available and can be utilized by all schools and departments throughout the District. Again, contractors have the responsibility to make certain that all contractual documents are in place and that funding has been allocated (inclusive of party responsible for payment whether that be the parent, school, or department) prior to providing services.

**D. DEBARMENT AND SUSPENSION**

Offerors must fully comply with the requirements regarding debarment and suspension in Subpart C of 2 CFR Part 180, as adopted by the Department of Education at 2 CFR §3485.12. Offerors are responsible for ensuring lower tier covered transactions include a term or condition requiring compliance with Subpart C of 2 CFR Part 180 and 2 CFR Part 3485, entitled Responsibilities of Participants Regarding Transactions. Contractors, subcontractors, or suppliers that appear on the Excluded Parties List System are not eligible for award of

contracts that are a covered transaction under Subpart B of 2 CFR Part 180 and 2 CFR Part 3485. Offerors may access the Excluded Parties List System at <https://www.sam.gov/SAM/>.

#### **E. CONFLICT OF INTEREST**

1. The Contractor agrees to certify that District employees, School Board members, or a member of their household are not in conflict of interest with the contract and Board Policy 3311, Administrative Regulation 3311.1(e).1.
2. Board Members, District employees, and their household and/or immediate family members are required to comply with Board Policy 3311, Administrative Regulation 3311.1(e).1 and the Municipal Ethics Code by disclosing conflicts of interest. The responsibility for complete and timely filing rests solely with the Board Member or District employee.

Note: *Notice of Intent to Respond to Public Solicitation* shall be filed with the Municipal Clerk's office in advance to allow a minimum of seven (7) calendar days to elapse between electronic publication by the clerk and the final date for submitting a response to the solicitation. The form may be obtained from the Municipality of Anchorage website, [www.muni.org/](http://www.muni.org/).

District *Disclosure* and *Request for Waiver* forms and instructions may be obtained from the District's Purchasing Department webpages, <https://www.asdk12.org/Page/8014>

3. **Copies of all conflict of interest and ethics code documents should be submitted with your offer.**

#### **F. ALASKA BUSINESS LICENSE**

If applicable, the selected offeror must provide the District with the offeror's Alaska business license number prior to award. Offerors should contact the State of Alaska; Department of Commerce, Community and Economic Development; Division of Corporations, Business & Professional Licensing, for information regarding business licensing. Contact information, information regarding business licensing, and business licenses, is available at [www.commerce.alaska.gov/web/cbpl/BusinessLicensing.aspx](http://www.commerce.alaska.gov/web/cbpl/BusinessLicensing.aspx).

#### **G. THE DISTRICT**

1. Two (2) of the District's core values are that "*Every student deserves the opportunity to achieve his or her potential*" and that "*Public education should be responsive to an ever-changing world.*" In support of these core values, the District offers neighborhood schools, alternative schools, charter schools, and individual programs as a viable non-sectarian, educational options. Supplemental Education Services can provide support for all educational options.
2. Educational opportunities in the District are outlined/summarized on the District's website at [www.asdk12.org/aboutschools/](http://www.asdk12.org/aboutschools/). Extensive information regarding enrollment, ranking, diversity, programs, etc., is also available on the District's website at [www.asdk12.org/aboutasd/](http://www.asdk12.org/aboutasd/).

#### **H. FEDERAL EXCISE TAXES**

The District is exempt from Federal Excise Taxes. An Exemption Certificate will be furnished when required.

## I. QUESTIONS; METHOD FOR CLARIFICATION

1. Any offeror in doubt as to the true meaning of any part of this ITS may submit to the District a written request for an interpretation thereof. Questions can be submitted as follows:

Reference: ITS 2020-004 Supplemental Education Services  
Email: [purchasing@asdk12.org](mailto:purchasing@asdk12.org)  
[OR fax: Anchorage School District Purchasing Department, 907-243-6293]  
Attn: Thomas Johns, Operations Supervisor, Purchasing/Warehouse

2. Two types of questions generally arise. One may be answered by directing the offeror to a specific section of the ITS. These questions may be answered by direct communication to the offeror submitting the question. Questions which, in the opinion of the Purchasing Senior Director, require a more detailed or complex reply, or require an answer that may affect responses to this ITS or may be prejudicial to other prospective offerors, will be answered by issuing an addendum prior to the submission due date.
3. The District's Purchasing Department will be closed beginning December 23 and will reopen the first business day after January 2. Any emails, correspondence, questions, and others received during the closure will be responded to, if required, as soon as possible after the Department reopens.

## J. SUBMISSION OF OFFER

1. The Signature Page/Submittal Form (Attachment A) must be completed and manually signed by an authorized representative of the firm submitting the offer and returned with all other required documents.
2. **CURRENT APPROVED CONTRACTORS** - see Exhibit No. 1 - Submittal Checklist - Current Approved Contractors - Section B. Required Documents for Submission.

### **OR**

**NEW CONTRACTORS** - see Exhibit No. 2 - Submittal Checklist - New Contractors - Initial Requirements - Section B. Required Documents for Submission.

3. Any documentation not submitted in the manner required by the District, incomplete submissions, and submissions lacking required signatures, will not be returned; however, the District may request additional information and/or materials.
4. Offerors should be aware that addenda may be issued for this ITS. It is the offeror's responsibility to ascertain if addenda have been issued by checking the District's Purchasing Department website: [www.asdk12.org/purchasing/](http://www.asdk12.org/purchasing/).
5. It is the responsibility of the offeror to ensure that their submittal and all required documents are received by the Purchasing Department prior to the due date and time.

## K. DESCRIPTION OF SERVICES AND FEE SCHEDULE

All submissions/offers shall specify the Description of Educational Service and pricing for each applicable service offered on Attachment B - Description of Services and Fee Schedule. All prices shall be net, FOB Destination, and be stated in U.S. dollars.

## L. PROCUREMENT CARD PAYMENT

The District desires to utilize Procurement Cards (credit cards) as a method of payment under any contract awarded as a result of this ITS for all individual purchases under \$2,500. The Contractor's authorization of Procurement Card payments can be so indicated on Attachment B - Description of Services and Fee Schedule Form of this ITS.

## M. INSURANCE COVERAGE

The Contractor shall submit proof of all required/appropriate insurance as identified on Attachment C - Insurance Coverage, and maintain such throughout the term of the contract and in order to maintain approved contractor status.

## N. INTERESTED PERSON'S REPORT AND BACKGROUND CHECK/FINGERPRINTING

1. **Sole Proprietors** must provide proof of criminal records search (Interested Person's Report) by the Alaska State Troopers office at 5700 East Tudor Road, Anchorage, Alaska (See Exhibit No. 3), and proof of background check/fingerprinting by a District approved contractor (See Exhibit No. 3). Copies of receipts are required to be submitted with this agreement. Final reports are required to be submitted by a District approved background check/fingerprinting vendor (See Exhibit No. 3 - Section B) to the District Human Resources Department at the following address:

Anchorage School District  
Human Resources Department  
5530 E. Northern Lights Blvd.  
Anchorage, AK 99504-3135

NOTE: Contractor/Individual has a duty to immediately report to the District Principal or Department Supervisor any arrest, charge, or conviction for felony or misdemeanor crimes. Traffic violations do not require reporting unless job related.

2. **Businesses/Companies/Corporations with a storefront and/or employees, and owners of Limited Liability Companies** must have background check policies and procedures in place and are liable for their employees, sub-contractors and/or volunteers. Background check policies and procedures may be requested by the District for review. Include with your submission an attachment listing all employees, sub-contractors and/or volunteers who will be providing services under this agreement/contract. This List of Employees, sub-contractors and/or volunteers Attachment must be amended during the course of the contract if any additional employees will be providing services. The contractor certifies that, to their knowledge, no employee or agent is a convicted sex offender or child kidnapper.

NOTE: Contractor/Individual has a duty to immediately report to the District Principal or Department Supervisor any arrest, charge, or conviction for felony or misdemeanor crimes. Traffic violations do not require reporting unless job related.

3. Applicant Notification and Record Challenge: If fingerprints are required, Contractor/Individual fingerprints will be used to check the criminal history records of the FBI. Contractor/Individual has the opportunity to complete or challenge the accuracy of the information contained in the FBI identification record. The procedure for obtaining a change, correction, or updating a FBI identification records are set forth in Title 28, CFR, 16.34, <https://www.gpo.gov/fdsys/granule/CFR-2010-title28-vol1/CFR-2010-title28-vol1-sec16-34>

#### **O. RIGHT OF REJECTION, CLARIFICATION, AND CANCELLATION**

The District reserves the right to reject any and all offers, to request clarification of information from any offeror and to waive irregularities in the submission procedures. The District is not obligated to enter into a contract on the basis of any offer submitted in response to this ITS. The District reserves the right, at its sole discretion, to cancel this ITS or any part thereof, at any time, prior to the award of contract under this ITS.

#### **P. REQUEST FOR ADDITIONAL INFORMATION**

Prior to the final approval, offerors may be required to submit additional information, which the District may deem necessary to further evaluate the offeror's submission. Responses are due within three (3) calendar days of request by the District.

#### **Q. DISTRICT NOT RESPONSIBLE FOR PREPARATION COSTS**

The District will not pay any cost associated with the preparation, submittal, presentation, or evaluation of any offer. The District shall not be liable for any cost incurred by an offeror in responding to this solicitation or incurred for any work done, even in good faith, prior to execution of a contract and issuance of a notice to proceed, including but not limited to: offer preparation costs and other costs, including attorney fees associated with any challenge (administrative, judicial or otherwise) to the determination of the lowest responsive, responsible offeror and/or award of contract and/or rejection of offers. By submitting an offer, each offeror agrees to be bound in this respect and waives all claims to such costs and fees.

#### **R. CONTRACTOR APPROVAL TERM AND EDUCATIONAL SERVICE AGREEMENT TERM**

1. Contractor Approval Term: The term of any contractor approval, resulting from this solicitation, shall be for 24 months from the date of approval. A list of approved contractors will be maintained by the District. To maintain contractor approval status, the contractor will be required to respond, prior to their 24 month expiration date, to the annually issued ITS for Supplemental Education Services posted on the District's website at that time.
2. Educational Service Agreement (ESA) Term: The term of any ESA, between the District and any approved contractor who is offered and accepts an ESA resulting from solicitation, shall be from the date of the contract through the end of the current fiscal year, June 30. The District reserves the sole right thereafter to offer additional extensions of the contract term, upon terms and conditions mutually agreeable to the parties, pursuant to the continued availability of funding, satisfactory contractor performance, and the continued need for the products or services provided under the contract, if found to be in the District's best interest. Contractors have the responsibility to make certain that all contractual documents are in place and that funding has been allocated (inclusive of party responsible for payment) prior to providing services.

#### **S. UTILIZATION GUARANTEE**

Interested parties are hereby notified that the District makes no expressed guarantee of an award or a minimum estimated value of an award of an ESA, as a result of this ITS. Upon becoming approved as an educational vendor, the District's programs/schools are not obligated to utilize any of the services offered by any approved

educational vendor. The District programs/schools reserve the right to select any approved educational vendor for services, based on their own specific program needs/vendor qualifications, as needed. Therefore, there is no implied or expressed guarantee that an approved educational vendor will be utilized as a result of becoming an approval educational vendor when responding to this ITS.

#### **T. CONTRACT**

Any contract(s), as a result of this solicitation, between the District and the offeror shall consist of (1) the Purchase Order, (2) the ITS and any addenda thereto, (3) any and all documents submitted by the offeror in response to the ITS inclusive of any additional submission documents requested by the District, and (4) the consummated Educational Service Agreement. In the event of a conflict in language between the documents referenced above, the provisions and requirements set forth and/or referenced in the ITS shall govern; however, the District reserves the right to clarify any contractual relationship in writing with the concurrence of the contractor, and such written clarification shall govern in case of conflict with the applicable requirements stated in the ITS or the contractor's submission. In all other matters not affected by the written clarification, if any, the ITS shall govern.

**In addition to reading all of the information in the ITS, offerors must read and review the standard agreement terms and conditions;**

<https://drive.google.com/file/d/1LO61JbFQaQtE1AHskvLxbRr9czBzFg8P/view?usp=sharing>.

**The successful contractor(s) shall be required to enter into an Educational Service Agreement with each school or department for which they are providing services. The Educational Service Agreement will be substantially similar to the sample.**

#### **U. USE OF DISTRICT/DISTRICT PROGRAM/SCHOOL SEAL OR LOGO**

Vendors shall not use any District, District program, or school seal(s), logos, crests, or reproductions or likeness of District employees or officials without the express pre-approval by the District's Sr. Purchasing Director or designee. Vendors shall not refer to themselves as District, District program, or School teachers, the vendor designation to be used is Educational Vendor or Vendor only.

#### **V. CONTRACT FUNDING; NON-APPROPRIATION**

The contract is contingent upon funding. No financial obligation beyond a current District fiscal/school year shall exist under the contract unless and until an appropriation of funds to be expended on the contract for the following fiscal/school year is made by the Anchorage School Board. In the event that the School Board does not appropriate or allocate funds, or appropriates or allocates insufficient funds for the following fiscal/school year, the District shall notify the contractor and the contract shall terminate on the last day of the preceding fiscal/school year, or on the date when appropriated or allocated funds for the contract are exhausted. Under no event shall the District be financially obligated to the contractor in any way beyond amounts appropriated and allocated by the School Board for the contract. If funding for any fiscal/school year is reduced or terminated by the School Board for purposes of this contract, the District shall have the option to either cancel the contract with no liability occurring to the District or offer to amend the contract with the contractor that reflects the reduced amount and reduced scope of work.

#### **W. TECHNICAL OR CONTRACT RESOLUTION MEETINGS**

The contractor will be required to meet with the District's project manager, or their designated representative(s), to resolve technical and/or contractual issues that may occur during the term of the contract, at no additional cost to the District. Meetings will occur as issues arise and will be coordinated by the District. Failure to participate in resolution meetings or failure to make a good faith effort to resolve issues may result in termination of the contract.

**X. PUBLIC RECORDS CLAUSE**

This ITS and the resulting offers received, together with copies of all documents pertaining to the award of a contract, will be kept by the District's Purchasing Department and made part of the record which will be open to public inspection after award of contract. If an offer contains any information which is proprietary or confidential, each page of the offer containing such information must be clearly marked. Cost or price information will be open to public inspection after award of contract.

**END OF SECTION I**



**ATTACHMENT A**  
**SIGNATURE PAGE/SUBMITTAL FORM**

**This form must be completed, signed, and returned with the offeror's submission.**

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Addendum Number(s) \_\_\_\_\_ is/are hereby acknowledged.

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FOR OFFERORS USE ONLY  
PLEASE COMPLETE ALL APPROPRIATE INFORMATION

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DATE: \_\_\_\_\_

OFFEROR/FIRM: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_

PHYSICAL BUSINESS ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_

CONTACT PERSON FOR THIS SOLICITATION: \_\_\_\_\_

TELEPHONE NO: \_\_\_\_\_ FAX NO: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

FEDERAL TAX ID NO: \_\_\_\_\_ ALASKA BUSINESS LICENSE NO: \_\_\_\_\_

**CERTIFICATION**

I certify that I am a duly authorized representative of the firm listed above and that the information and materials submitted accurately represent the capabilities of the firm to provide the services indicated in compliance with all requirements of the solicitation. I certify that no member of the School Board or District employee, or spouse, or other member of their household, has or shall have any undisclosed interest in the firm or this offer, as provided in the Instructions to Offerors – Conflict of Interest. The District is hereby authorized to request from any individual any pertinent information deemed necessary to verify information regarding the capacity of the firm or for purposes of determining responsiveness of the submission or responsibility of the firm as a prospective contractor.

In compliance with the solicitation, if this offer is accepted, the offeror agrees to furnish the required services at the times and locations specified in the executed Educational Service Agreement.

OFFEROR SIGNATURE: \_\_\_\_\_

PRINTED NAME: \_\_\_\_\_

PRINTED TITLE: \_\_\_\_\_

**ATTACHMENT B**  
**DESCRIPTION OF SERVICES AND FEE SCHEDULE**

We, the undersigned, hereby submit our description of services and fee schedule as listed below to provide SUPPLEMENTAL EDUCATIONAL SERVICES to the Anchorage School District.

General Category of Educational Service (Please check all that apply)

English Language Arts;  STEM (Science, Technology, Engineering, Math);  Social Studies;  Health & PE;  Music & Fine Arts;  World Languages

Description of Educational Service	Rate	Unit of Measure
<i>[Example: Individual Math Tutoring Services]</i>	<i>\$30</i>	<i>Per .5 hours]</i>

Procurement Card (Credit Card) Use Acknowledgement (Check One):  Authorized  Not Authorized

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PLEASE COMPLETE ALL INFORMATION BELOW

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DATE: \_\_\_\_\_

CONTRACTOR/BUSINESS NAME: \_\_\_\_\_

CONTRACTOR'S SIGNATURE: \_\_\_\_\_

PRINTED NAME: \_\_\_\_\_ PRINTED TITLE: \_\_\_\_\_

**ATTACHMENT C**  
**INSURANCE COVERAGE**

The Contractor is required to read and provide the following evidence of insurance regarding automobile and worker's compensation coverage or in the alternative verify and affirm that such coverage is not required by signing the relevant sections of this Attachment C.

**1. INSURANCE REQUIREMENTS**

- A. **WORKER'S COMPENSATION.** Contractor shall provide evidence of worker's compensation insurance in compliance with state law, unless contractor is a sole proprietor and is not required by applicable State law to have such coverage.

Contractor verifies and affirms that they are not required by State law to carry worker's compensation coverage and that the District's worker's compensation insurance will not cover the contractor. Contractor further agrees and affirms that if the contractor is required to obtain worker's compensation coverage during the performance of this contract (that is; Contractor hires or utilizes employees or agents) that the contractor will provide prior notice to the District and provide evidence of workers compensation coverage that is in compliance with applicable state law.

**Note: Signature is only required when Contractor does not have employees and is *not* required by state law to have worker's compensation insurance.**

\_\_\_\_\_  
Contractor's Signature    Date

- B. **AUTOMOBILE INSURANCE.** Contractor shall provide evidence of auto liability insurance for all vehicles used during the performance of this contract unless no automobiles will be used to fulfill the terms and conditions of this contract.

Contractor verifies and affirms that they will not be using any automobiles to fulfill the terms and conditions of this contract. Contractor further agrees and affirms that if it becomes necessary to use an automobile to fulfill the terms and conditions of the contract, the Contractor will provide prior notice to the District and provide evidence of auto liability insurance.

**Note: Signature is only required when Contractor is *not* driving a vehicle during the performance of this contract.**

\_\_\_\_\_  
Contractor's Signature    Date

**C. INSURANCE**

- 1. The contractor shall obtain insurance required under this section and shall file copies of the insurance policies and/or Certificates of Insurance in the Office of the District Purchasing Department with their submittal and prior to award of a contract.
- 2. STATUTORY LIMITS WORKER'S COMPENSATION
- 3. COMMERCIAL GENERAL LIABILITY: \$1,000,000 COMBINED SINGLE LIMIT

Services that involve physical/sport student activity (dance, martial arts, equestrian, gymnastics, swimming, fencing, etc.) or driver's education, cooking instruction, pottery instruction or other higher risk activities will be required to provide Commercial General Liability.

The requirements for Commercial General Liability for other types of instructional services may be reduced on a case-by-case basis with prior written approval of the District's Director of Risk Management and Insurance; **however, should Commercial General Liability be reduced or waived, the person or entity's personal assets may be at risk in the event of injury or lawsuit for any claims. District insurance policies do not cover contracted services.**

4. COMPREHENSIVE AUTOMOBILE - At least minimum State required auto liability insurance.
5. PROTECTION AND INDEMNITY "Marine Liability": a minimum of \$5,000,000 coverage for contracts with services being provided over open water on a commercial marine vessel.
6. CERTIFICATES OF INSURANCE shall be in the name of ANCHORAGE SCHOOL DISTRICT.
  - a. All policies, where applicable, will include a waiver of subrogation in favor of the District.
  - b. All policies will note the District as an additional insured, except for Worker's Compensation.
7. The successful contractor agrees to pay for the insurance specified at no additional cost to the District; and agrees to provide the District's Purchasing Department with a 60 day written notice of cancellation or nonrenewal of such insurance, if such cancellation or nonrenewal occurs during the contract period.

**EXHIBIT NO. 1**  
**SUBMITTAL CHECKLIST**  
**CURRENT APPROVED CONTRACTORS**

**INSTRUCTIONS**

**A. GENERAL**

Offerors are advised that, notwithstanding any instructions or implications elsewhere in this ITS, only the documents shown and detailed on this Checklist need to be submitted with and made part of their offer. Other documents may be required to be submitted after offer submission, but prior to approval. Offerors are hereby advised that failure to submit the documents shown and detailed on this Checklist may be justification for rendering the offer non-responsive.

**B. REQUIRED DOCUMENTS FOR SUBMISSION**

1. Attachment A, Signature Page/Submittal Form (consisting of 1 page) must be manually signed.
2. Attachment B, Description of Services and Fee Schedule, (consisting of 1 page) must be manually signed.
3. Attachment C, Insurance Coverage (consisting of 2 pages) AND Certificate(s) of Insurance, if applicable, as required per Attachment C – Insurance Coverage.
4. Conflict of Interest documentation, if applicable, per Section I, Instructions to Offerors, Paragraph E. Conflict of Interest. This documentation is required to be submitted annually.
5. Erasures and/or other corrections made to any and all Form(s) must be initialed by the person signing the offer.
6. All addenda issued shall be acknowledged by manually signing each addendum and submitting prior to the submission due date, or by indicating acknowledgement in the space provided on the Signature Page/Submittal Form - Attachment A.

**C. REQUIRED DOCUMENTS FROM OFFEROR TO BE SUBMITTED WITHIN THREE (3) CALENDAR DAYS FROM NOTIFICATION BY THE PURCHASING DEPARTMENT**

\_\_\_ Any other information deemed necessary by the Senior Purchasing Director or their designee.

**NOTE:** Contractors who were previously approved during the 2019/2020 school/fiscal year, and had previously completed a Background Check, will not be required to submit an additional ‘Interested Person’s Report’ (Exhibit No. 3), or a ‘Receipt’ from a Background Check/Fingerprinting Service (Exhibit No. 3), in response to this ITS. Contractors who have a current/valid ‘State of Alaska Teacher Certificate’ can submit a copy of said, in lieu of the ‘Interested Person’s Report’ and the ‘Receipt’ from a Background Check/Fingerprinting Service. Please contact [purchasing@asdk12.org](mailto:purchasing@asdk12.org), Attn: Thomas Johns, prior to your submission to obtain verification of approvals from the previous school/fiscal years.

**CONTRACTOR APPROVAL TERM:** The term of any contractor approval, resulting from this fiscal/school year 2020/2021 solicitation, shall be for 24 months from the date of approval. A list of approved contractors will be maintained by the District. To maintain contractor approval status, the contractor will be required to respond, prior to their 24 month expiration date, to the annually issued ITS for Supplemental Education Services posted on the District’s website at that time.

**EXHIBIT NO. 2**  
**SUBMITTAL CHECKLIST**  
**NEW CONTRACTORS – INITIAL REQUIREMENTS**

**INSTRUCTIONS**

**A. GENERAL**

Offerors are advised that, notwithstanding any instructions or implications elsewhere in this ITS, only the documents shown and detailed on this Checklist need to be submitted with and made part of their offer. Other documents may be required to be submitted after offer submission, but prior to approval. Offerors are hereby advised that failure to submit the documents shown and detailed on this Checklist may be justification for rendering the offer non-responsive.

**B. REQUIRED DOCUMENTS FOR SUBMISSION**

1. Attachment A, Signature Page/Submittal Form (consisting of 1 page) must be manually signed.
2. Attachment B, Description of Services and Fee Schedule, (consisting of 1 page) must be manually signed.
3. Attachment C, Insurance Coverage (consisting of 2 pages) AND Certificate(s) of Insurance, if applicable, as required per Attachment C – Insurance Coverage.

4. **FOR SOLE PROPRIETORS ONLY**

Interested Person’s Report (see Exhibit No. 3) (applies to Sole Proprietors) **as required per Section I, Instructions to Offerors, Paragraph O. Interested Person’s Report and Background Check/Fingerprinting.**

**Note:** Contractors who have a current/valid ‘State of Alaska Teacher Certificate’ can submit a copy of said in lieu of the ‘Interested Person’s Report.’

5. **FOR SOLE PROPRIETORS ONLY**

Copy of Receipt for Background Check Report/Fingerprinting\* (see Exhibit No. 3) (applies to Sole Proprietors) **as required per Section I, Instructions to Offerors, Paragraph O. Interested Person’s Report and Background Check/Fingerprinting.**

**Note:** Contractors who have a current/valid ‘State of Alaska Teacher Certificate’ can submit a copy of said in lieu of the ‘Receipt’ from a Background Check/Fingerprinting Service.

**\* Final report is required to be submitted by a District approved background check/fingerprinting Vendor (See Exhibit No. 3, Paragraph B) to:**

Anchorage School District  
Human Resources Department  
5530 E. Northern Lights Blvd.  
Anchorage, AK 99504-3135

6. **FOR BUSINESSES/COMPANIES/CORPORATIONS ONLY**

‘List of Employees’ Attachment (applies to Businesses/Companies/Corporations with a storefront and employees and owners of Limited Liability Companies) **as required per Section I, Instructions to Offerors, Paragraph O. Interested Person’s Report and Background Check/Fingerprinting.**

7. Conflict of Interest documentation, if applicable, per Section I, Instructions to Offerors, Paragraph E. Conflict of Interest.
8. Completed, current IRS W-9 Form (available at [www.irs.gov/Forms-&-Pubs](http://www.irs.gov/Forms-&-Pubs)) must be manually signed.
9. Erasures and/or other corrections made to any and all Form(s) must be initialed by the person signing the offer.
10. All addenda issued shall be acknowledged by manually signing each addendum and submitting prior to the submission due date, or by indicating acknowledgement in the space provided on the Signature Page/Submittal Form - Attachment A.

**C. REQUIRED DOCUMENTS FROM OFFEROR TO BE SUBMITTED WITHIN THREE (3) CALENDAR DAYS FROM NOTIFICATION BY THE PURCHASING DEPARTMENT**

\_\_\_ Any other information deemed necessary by the Purchasing Senior Director or their designee.

**NOTE:** Contractor/individual has a duty to immediately report to the District Principal or Department Supervisor any arrest, charge, or conviction for felony or misdemeanor crimes. Traffic violations do not require reporting unless they are job related.

**CONTRACTOR APPROVAL TERM:** The term of any contractor approval, resulting from this fiscal/school year 2020/2021 solicitation, shall be for 24 months from the date of approval. A list of approved contractors will be maintained by the District. To maintain contractor approval status, the contractor will be required to respond, prior to their 24 month expiration date, to the biannually issued ITS for Supplemental Education Services posted on the District's website at that time.

**EXHIBIT NO. 3**  
**INTERESTED PERSON'S REPORT AND BACKGROUND CHECK/FINGERPRINTING**  
**INFORMATION**

**A. INTERESTED PERSON'S REPORT**

1. This report may be obtained at the Alaska State Troopers Office (Anchorage Department of Public Safety) 5700 E. Tudor Road, Anchorage, AK 99507. Phone 907-269-5767. Hours of Operation – Monday-Friday, 8:15 a.m. – 4:00 p.m. Please call or visit their website to verify fees and all requirements.  
([www.dps.state.ak.us/statewide/background/walkin.aspx](http://www.dps.state.ak.us/statewide/background/walkin.aspx))
2. Two Pieces of Identification Required - You must appear in person and present two pieces of identification, one of which must be valid picture identification issued by a government unit, (For example, your driver's license or identification card, a passport or visa).
3. Fees - You will be required to pay a fee of \$20 for your report, plus an additional \$5 per copy if you immediately request additional copies. You may pay in cash, by check or money order. Credit/debit cards are not accepted at this time.
4. Date – This report is time sensitive and must have been obtained within the last 30 days.

**NOTE: This report is required to be included with your submission.**

**B. BACKGROUND CHECK/FINGERPRINTING INFORMATION**

The following three (3) vendors are currently approved by the District to provide background check/fingerprinting services. Fee rates vary and are subject to change. Please call or visit vendor websites to verify rates and all requirements.

**Provide Exhibit No. 4 and request that the vendor conduct background check/fingerprinting and reporting in accordance with Anchorage School District requirements.**

**CasTech Fingerprinting Services**, 2217 East Tudor Road, Suite 12, Anchorage, AK 99507. Phone 907-337-5002. [www.alaskafingerprinting.com/Fingerprinting.html](http://www.alaskafingerprinting.com/Fingerprinting.html)

**Driver's Educational School, Inc.: Finger Printing**, 4007 Old Seward Highway, #350, Anchorage, AK 99503. Phone 907-563-4659. [www.hitechfingerprinting.com/](http://www.hitechfingerprinting.com/)

**Independent Fingerprint Consulting, Inc.**, 5929 Camden Circle, Anchorage, AK 99504. Phone 907-338-6066. [www.independentfingerprintconsulting.com/](http://www.independentfingerprintconsulting.com/)

**NOTES:**

**A copy of your receipt is required to be included with your submission.**

**The final report is required to be submitted by a District approved background check/fingerprinting vendor (see Paragraph B.) to the District Human Resources Department at the following address:**

Anchorage School District  
Human Resources Department  
5530 E. Northern Lights Blvd.  
Anchorage, AK 99504-3135



**EXHIBIT NO. 4**  
**FINGERPRINTING AUTHORIZATION FORM**

This form must be completed and presented to the fingerprinting agency.

The following contractor/individual is responding to the Anchorage School District’s Invitation to Submit for Supplemental Education Services and is required to complete the fingerprinting process:

_____	Thomas Johns
Contractor/Individual Name	ASD/Purchasing Representative
_____	Operations Supervisor, Purchasing/Warehouse
Contractor/Individual Position/Title	ASD/Purchasing Representative Title

Statute authorizing criminal background checks is as follows:

AkS 12.62.160, when read with AkS 12.62.400