Anchorage School District

Educating All Students for Success in Life

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

REQUEST FOR PROPOSAL

THIS IS NOT AN ORDER

Show the following on the outside of the sealed proposal package/envelope: **RFP 2027-606 State Lobbying Services**	DATE ISSUED: October 14, 2026	DUE: **Prior to 2:00 p.m., Local Time** DATE: **November 4, 2026**

The Anchorage School District (referred to as the "District") invites sealed proposals from qualified persons/firms to provide State Lobbying Services for the District, in accordance with the following documents that are a part of this RFP 2027-606:

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Attachment A	Proposal Transmittal Form	Consisting of 1 Page
Attachment B	Fixed Fee Proposal Form	Consisting of 1 Page

AVAILABILITY OF RFP: This Request for Proposal (.pdf) is available electronically at the District's Purchasing website: www.asdk12.org/purchasing/.

SUBMISSION OF PROPOSALS: Proposals must be submitted to the Anchorage School District Purchasing Department, 4919 Van Buren Street, Anchorage, AK 99517-3137 prior to the date and time specified above. Proposals received after that time will not be considered and will be returned. FAXED or ELECTRONIC proposals are not acceptable. Proposals must be submitted in a SEALED package/envelope with the outside of the package clearly marked with the offeror's name, address, and phone number, and as follows:

REQUEST FOR PROPOSAL – RFP 2027-606 State Lobbying Services
Due: Prior to 2:00 p.m., Local Time
Date: November 4, 2026

PLAN HOLDER'S LIST:
A copy of the current plan holder's list can be viewed at:
http://apps.asdk12.org/depts/purchasing/meeting/Plan_Holders/2027/606.xlsx

SECTION I
INSTRUCTIONS TO OFFERORS

A. GENERAL REQUIREMENTS

This solicitation is a REQUEST FOR PROPOSALS ("RFP") governed by applicable Anchorage School Board Policies, including Section 3311 of such Policies. Anchorage School Board Policies are available at https://www.boardpolicyonline.com/?b=anchorage

Offerors should read this RFP carefully and review all instructions contained herein. Incomplete or incorrect proposals may be rejected as not conforming to the essential requirements of the RFP. Proposals submitted on other than the prescribed forms contained in this RFP will be rejected. Offerors may copy the forms contained in the RFP for use in their proposals, but substitute forms or formats are unacceptable. Electronic copies of the forms which offerors must submit as part of any proposal, if any—if not provided with this RFP—may be obtained by contacting the Anchorage School District Purchasing Department. Forms shall not be altered except to supply requested offeror information.

B. INTENT OF SPECIFICATIONS

The District desires to enter into a contract with an offeror whose primary business it to provide state lobbying services for the District in accordance with all of its terms and conditions and in compliance with all applicable laws. The scope of work is considered performance oriented and it is the intent of the District to rely on the experience and expertise of the offeror to fully appraise itself of the work required to fulfil the terms of the contract resulting from the RFP.

C. EXAMINATION OF DOCUMENTS

Offerors should read this RFP carefully and review all instructions contained herein. The submission of a proposal shall constitute acknowledgement that the offeror has thoroughly examined and is familiar with the solicitation documents.

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 www.sam.gov.

E. CONDITIONS OF THE WORK

Each offeror must acquaint itself thoroughly as to the character and nature of the services to be provided to fulfill the requirements of the resulting contract. Each offeror must complete a careful examination of the existing systems, infrastructure, geographical features, and prevailing weather conditions, as applicable, and must inform itself fully as to the difficulties to be encountered in the performance of the work, the availability of a qualified work force and other conditions related to providing the required services. No claim of ignorance of conditions that exist or hereafter may exist, or difficulties that may be encountered in the execution of the work, as a result of failures to make necessary investigations and examinations, will be accepted as an excuse for any failure or omission on the part of a successful offeror(s) to fulfill all of the requirements of the contract documents and to complete the work for the consideration set forth therein, or as the basis for any claim whatsoever.

F. ALASKA BUSINESS LICENSE

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.

G. CONFLICT OF INTEREST

1. The Contractor agrees to certify that Anchorage School District employees, School Board members, or a member of their household are not in conflict of interest with the contract and Board Policy as follows (AR3311.1(e).1 Disclosure and Waiver of Conflict of Interest):

    a. No Board member, employee, or a member of their household, shall acquire, directly or indirectly, an economic interest in a District or Municipal contract, or engage in business with the District or the municipality, unless the contract is competitively solicited and other requirements of Section 3311 of Board Policy and section 1.15 of the Anchorage Municipal Code are met.

    b. No Board member, employee, or a member their household, shall acquire, directly or indirectly, an economic interest in a District or municipal contract, or engage in business with the District or the municipality, unless the contract is competitively solicited and other requirements of Section 3311 of Board Policy and Section 1.15 of the AMC are met.

    c. The following acts and circumstances shall not be deemed to be in conflict with the performance of official duties if, at the earliest opportunity after having acquired such knowledge, the Board member or employee files a disclosure pursuant to AR3311.1(e).1 or requests and obtains a waiver pursuant to Board Policy AR3311.1(e).2:

        i) Such person owns a sole proprietorship, or is a partner in a partnership, or is an officer, director, major shareholder (five percent (5%) or more of the outstanding shares) or has management control in a corporation that submits a bid, proposal or quotation to the District or attempts to enter or enters into a contract with the District;

        ii) Such person has any significant financial interest in any sale, lease or rental to the District of any service or property and such person has knowledge that the District intends to purchase, lease or rent the property or service;

        iii) Such person wishes to sell or receive royalties on books or materials sold to the District for use in the school system for which the employee is the author;

        iv) Such person is an employee who has been providing private services to a child who transfers to a new school or class or advances to a higher grade and the child becomes a student in the class being taught/aided by his/her service provider.

2. Board Members, District employees, and their household and/or immediate family members are required to comply with Board Policies and the Municipal Ethics Code by disclosing conflicts of interest.

    a. When a board member, employee, or their household and/or immediate family member intends to do business with the District, the appropriate District and Municipal forms must be filed by the Board Member or District employee with the Municipal Clerk's Office and the Purchasing Department.

        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/.

District *Disclosure* and *Request for Waiver* forms and instructions may be obtained from the District's Purchasing Department webpages, www.asdk12.org/purchasing/conflictofinterest/.

b. The responsibility for complete and timely filing rests solely with the Board Member or District employee.

H. FIRM OFFER

Offers made in response to this RFP must be good and firm for a period of ninety (90) calendar days from the date specified for submittal of proposals.

I. WITHDRAWAL OF PROPOSALS

Proposals may be withdrawn on written request delivered to the District's Purchasing Senior Director only prior to the time specified for submittal. Proposals not withdrawn prior to the specified time may not be withdrawn for a period of ninety (90) calendar days after the time for receipt of proposals.

J. AVAILABILITY OF FUNDS

1. The District reserves the right, at its sole discretion, to cancel this RFP or any part thereof, at any time, prior to the award of contract under this solicitation.

2. Awards are contingent upon the availability of funds.

K. FEDERAL EXCISE TAXES

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

L. QUESTIONS; METHOD FOR CLARIFICATION

Any offeror in doubt as to the true meaning of any part of this RFP may submit to the District a written request for an interpretation thereof. Questions must be received by the District's Purchasing Department no later than ten (10) calendar days prior to the date set for the submission of proposals. If such date falls on a weekend or holiday, the deadline shall be the last business day before the weekend or holiday. Oral questions cannot be answered and are not binding for this RFP. Questions can be submitted as follows:

Reference:	RFP 2027-606 State Lobbying Services
Email:	purchasing@asdk12.org
[OR fax:	Anchorage School District Purchasing Department @ 907-243-6293]
Attn:	Dane Sutterfield, Purchasing Supervisor
Mail:	Anchorage School District Purchasing Department, 4919 Van Buren Street, Anchorage, AK 99517-3137

Two types of questions generally arise. One may be answered by directing the offeror to a specific section of the RFP. 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 RFP or may be prejudicial to other prospective offerors, will be answered by issuing an addendum to all RFP plan holders prior to the submittal opening.

M. CONTACT WITH DISTRICT PERSONNEL

Offerors shall not contact any District Employee or elected official, except at the request or authorization of the District's Purchasing Senior Director. Please see the preceding paragraph for information regarding questions and methods for clarification. ***LOBBYING***: All firms are hereby placed on **NOTICE** that the District does not wish to be lobbied either individually or collectively about a project for which a firm has submitted a Proposal. Firms and their agents are not to contact members of the District for such purposes as meeting or introduction, luncheons, dinners, etc. During the process, **from Proposal closing to final award**, no firm or their agent shall contact any other employee of the District in reference to this Proposal, with the exception of the Purchasing Senior Director or designee(s). Failure to abide by this provision may serve as grounds for disqualification for award of this contract to the firm.

N. ERRORS AND AMBIGUITIES

Offeror comments concerning discrepancies, defects, ambiguities or other errors in the RFP must be made in writing and received by the District's Purchasing Department at least ten (10) days prior to the date set for the submission of proposals. If such date falls on a weekend or holiday, the deadline shall be the last business day before the weekend or holiday. Comments can be delivered as set forth in Section L, above. Any clarifications, changes or corrections to the RFP will be made only by written notice or addendum issued by the District.

If an offeror fails to notify the District of a discrepancy, defect, ambiguity or other error in the RFP, the offeror's proposal shall be submitted at the offeror's own risk and if a contract is awarded as a result of such proposal, the offeror shall not be entitled to additional compensation or other consideration by reason of the discrepancy, defect, ambiguity or other error, or its later correction or clarification. Protests based on any error or omission, or on the content of the solicitation, will be disallowed if the fault has not been brought to the attention of the District, in writing, at least ten (10) days prior to the date set for submission of proposals. If such date falls on a weekend or holiday, the deadline shall be the last business day before the weekend or holiday.

O. ADDENDA

Addenda may be issued when changes, clarifications, or amendments to this RFP are deemed necessary by the District for any reason. If an addendum is issued, the District will make reasonable efforts to ensure that each prospective offeror receives the addendum in a timely fashion; however, the risk of non-receipt of any addendum lies solely with prospective offerors. Offerors should contact the District at the addresses set forth in Paragraph L – Questions/Method for Clarification, above, to ascertain if any addenda have been issued. Offerors must acknowledge receipt of each addendum issued in the space provided on the appropriate addendum form and submit such signed addendum with the proposal. No oral change or interpretation of this RFP shall be relied upon by prospective offerors or shall be binding on the District whether issued at a pre-proposal conference or otherwise.

P. SUBMISSION OF PROPOSALS

1. Proposals must be submitted to the Anchorage School District Purchasing Department, 4919 Van Buren Street, Anchorage, AK 99517-3137 prior to the date and time specified on the Notice/Cover Page of this RFP. Proposals received after that time will not be considered and will be returned.

2. Proposals must be submitted in the format specified in Section III of this RFP.

3. All proposals, addenda, and forms must be manually signed.

4. Proposals must be submitted in a SEALED package with the outside of the package clearly marked with the offeror's name, address, and phone number, and as follows:

   REQUEST FOR PROPOSALS
   RFP 2027-606 State Lobbying Services
   DUE: Prior to 2:00 p.m., Local Time
   DATE: November 4, 2026

5. **One (1) original and three (3) copies of the proposal, for a total of four (4) must be submitted.** Include with your proposal packet a flash/thumb drive containing an electronic copy of the proposal.

6. The Fixed Fee Proposal Form (Attachment B) must be submitted in a **separate sealed envelope** (clearly marked as Fee Proposal Form) and included within the proposal package.

7. Proposals delivered by telefax, facsimile or by electronic means are not acceptable and will not be considered.

8. Offerors are solely responsible for ensuring that the offeror's proposal package is received by the District's Purchasing Department prior to the deadline.

9. Late proposals will not be considered and will be returned to the offeror unopened.

10. Offerors may submit only one (1) proposal for evaluation.

11. No responsibility will attach to any officer or agent of the District for the premature opening of, or the failure to open, a proposal not properly addressed and identified.

12. Any proposal and associated bid package not clearly identified or submitted incomplete, not conforming to the instructions herein, which cannot be verified or otherwise confirmed for purposes of determining responsiveness to the solicitation, may be considered non-responsive and may not be considered for evaluation (see Paragraph R – Right of Rejection of Proposals).

Q. FEE PROPOSAL

1. Each proposal shall specify prices on the Fixed Fee Proposal Form (Attachment B) typed or written in ink for each item called for. In the case of discrepancies between the lump sum and the extended total indicated, the individual lump sum prices shall govern.

2. The fee shall be at fixed lump sum unit prices that will included all costs for providing state lobbying services required by this RFP, including research/data gathering, preparation of reports, facilitating public meetings, and presentations, but not be limited to all labor, material, equipment, travel, shipping, and administrative costs to complete the contract in accordance with all of its terms and conditions and in compliance with all applicable laws.

R. RIGHT OF REJECTION OF PROPOSALS

1. Offerors must comply with all of the terms of this RFP, and all applicable local, state, and federal laws, codes and regulations. The District may reject any proposal that does not comply with all of the material and substantial terms, conditions, and performance requirements of this RFP and any proposal which contains information or material which cannot be verified or otherwise confirmed for purposes of determining responsiveness to the solicitation.

2. The District reserves the right to waive informalities and minor irregularities, and/or reject any and all proposals, and to not award the proposed contract, if in its best interest. "Informalities and minor irregularities" means matters of form rather than substance which are evident from the submittal, or are insignificant matters that have a negligible effect on price, quantity, quality, delivery, or contractual conditions and that can be waived or corrected without prejudice to other offerors. These include items that:

    a. Do not affect responsiveness;

    b. Are merely a matter of form or format;

    c. Do not change the relative standing or otherwise prejudice other offers;

    d. Do not change the meaning or scope of the RFP;

    e. Are trivial, negligible, or immaterial in nature;

    f. Do not reflect a material change in the work; or

    g. Do not constitute a substantial reservation against a requirement or provision of the RFP.

S. RESPONSIBLE OFFERORS

1. A contract will be awarded only to prospective offerors who are determined to be responsible.

2. In order to determine responsibility of a prospective offeror, the District may require offerors to supply additional information or documentation and may perform on-site pre-award surveys. Failure of an offeror to promptly cooperate or supply information in connection with a District inquiry with respect to responsibility may result in a determination of non-responsibility with respect to the offeror.

3. To be determined responsible, a prospective offeror must:

    a. Have adequate financial resources to perform the contract or the ability to obtain them;

    b. Be able to comply with the contract performance schedule taking into consideration all existing other business commitments;

    c. Have a satisfactory performance record;

    d. Have a satisfactory record of integrity, and business ethics;

    e. Have the necessary organization personnel, experience, accounting and operational controls, and technical skills, or the ability to obtain them;

    f. Have the necessary equipment and facilities or the ability to obtain them; and

    g. Be otherwise qualified and eligible to receive an award under applicable laws and regulations.

T. SELECTION FOR AWARD

1. Selection for award will be accomplished in accordance with Anchorage School Board Policy Section 3311 and the terms and conditions of this solicitation. A recommendation for award, based upon the

evaluation criteria specified in this RFP, will be made to the Anchorage School Board for approval, unless approval is not required under Board Policy Section 3311.

2. The District may award a contract on the basis of initial proposals received, without discussions. Therefore, each proposal should contain the offeror's best efforts from a technical standpoint.

3. For those awards requiring Board approval, the District's Purchasing Department will make public in the Purchasing Department each 'Notice of Intent to Award' ten (10) calendar days prior to the scheduled date for award by the Board. Offerors may, upon request to the Purchasing Department, review the proposal scoring summary prior to the scheduled Board award date.

4. Any contract awarded as a result of this solicitation will incorporate the contents of this RFP and the successful offeror's proposal, subject to the reservations set forth herein for provisions of a proposal that do not comply with material and substantial terms, conditions, and requirements of this RFP or that impermissibly restrict the rights of the District. The successful offeror(s) will be required to execute a written contract in the form included as part of this RFP and comply with its terms.

U. NEGOTIATIONS

After final evaluation, the District may negotiate with the offeror of the highest-ranking proposal. Negotiations, if held, shall be within the scope of the RFP and limited to those items which would not have an effect on the ranking of proposals. The District reserves the right to change terms and conditions during contract negotiations. If the highest-ranked offeror fails to provide necessary information for negotiations in a timely manner or fails to negotiate in good faith, or if the offeror and the District, after a good faith effort, cannot come to terms, the District may terminate negotiations and commence negotiations with the offeror of the next highest-ranking proposal.

V. 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 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.

W. AWARD AND EXECUTION OF CONTRACT

1. Award of Contract

   Selection of the successful offeror will be by a notice in writing signed by a duly authorized representative of the District and no other act of the District or its representative will constitute an acceptance of a proposal.

2. Execution of Contract

   a. The offeror whose proposal is accepted by the District shall execute the contract and furnish the required insurance within five (5) days after presentation of the contract for signature. Failure or neglect to provide the required insurance or to execute the contract within the time specified, or within such additional time as the District, in its sole discretion, may allow, shall constitute a breach of the agreement affecting the award. The damages to the District for such breach shall include loss due to delay and interference with the District's general operations improvements program, and

increased administrative expense, and other items whose accurate amount would be difficult or impossible to compute.

b. Upon receipt of the above referenced contract executed by the offeror, and all required insurance certificates, the properly authorized District representatives will execute the contract. The contract shall not be effective until it is executed by a properly authorized representative of the District.

X. STANDARD CONTRACT TERMS

In addition to carefully reading all of the information in the RFP, offerors must carefully read and review the standard contract terms and conditions [Form of Contract (Sample)]. The successful offeror shall be required to enter into an agreement with the District which will be substantially similar to the sample.

A sample copy of the form of contract can be viewed at:
http://apps.asdk12.org/depts/purchasing/meeting/Sample_Contract/FORM_OF_CONTRACT.dotx

Y. CONTRACT INDUCEMENTS

No payment, gratuity of offer of employment shall be made in connection with any contract, by or on behalf of the subcontractor to the prime contractor or higher tier subcontractor or any person associated therewith, as an inducement for the award of a subcontract or order.

Z. PROTEST AND APPEAL PROCESS FOR AGGRIEVED OFFERORS/PROPOSERS

1. Protest

   a. An interested party may protest a solicitation or a proposed award of a contract.

      i) A protest as to the specifications and/or terms and conditions of a solicitation must be received by the Purchasing Senior Director as least five (5) calendar days prior to the due date of the bid or proposal; failure to protest as provided herein constitutes a waiver of any objection to the solicitation.

      ii) For construction projects and architectural/engineering design services, the protest of a proposed award of a contract must be received by the Purchasing Senior Director within ten (10) calendar days after issuance of the notice of intent to award, except that for purchases under $100,000, the protest must be received within three (3) business days.

      iii) For goods or services, the protest of a proposed award of a contract must be received by the Purchasing Senior Director within seven (7) calendar days after issuance of the notice of intent to award, except that for purchases under $100,000, the protest must be received within three (3) business days.

      iv) The protest must include the name of the person submitting the protest, the name of the bidder/proposer represented by that person, the specific action or bid/request for proposal contract award which is being protested, a detailed explanation of the reasons for the protest, and the relief requested.

      v) The aggrieved person must serve all other interested parties with its protest.

   b. The Purchasing Senior Director shall stay the intended award of a contract unless the Purchasing Senior Director determines the award of the contract without further delay is necessary to protect the District's best interest.

c. The Purchasing Senior Director may, in his/her sole discretion, hold a hearing.

d. The rights and remedies granted by this section are not available for informal small purchases with an actual or potential value of less than twenty-five thousand dollars ($25,000).

e. Failure to protest as provided herein constitutes a waiver of any objection to the solicitation and contract award.

2. Appeal

a. A decision by the Purchasing Senior Director may be appealed to the Anchorage School Board.

b. Any appeal shall be filed with the Superintendent within five (5) days after the decision is received by the protester and must include the name of the person submitting the appeal, the name of the bidder/proposer represented by that person, and a detailed explanation of the basis for the appeal.

c. The aggrieved bidder/proposer must serve all other interested parties with its appeal.

d. The Superintendent may obtain an independent review of the appeal issues if the Superintendent determines such review will assist consideration of the appeal.

e. The independent review shall be conducted by a not directly involved District employee or an experienced but disinterested third party from outside the District.

f. Failure to appeal to the Anchorage School Board as provided herein constitutes a waiver of any objections to the solicitation and the contract award.

3. Consideration of Appeal

a. The decision being appealed and the findings from the independent review, if any, will be reported to the Board.

b. Upon consideration of the appeal and allowing interested parties an opportunity to address the issues on appeal, the Board may:

i) Award the contract as recommended, if applicable, indicating its reasons for rejecting the appeal;

ii) Grant the appeal, indicating its reasons for granting the appeal, and determine an appropriate remedy consistent with AR3311.1(c).1 of Board Policy. The Board may award the contract at that meeting to some other bidder/proposer if it finds that a delay in making the award would adversely affect the District;

iii) Stay any award of the contract to permit further consideration of the appeal, with action to be scheduled as soon as practicable, but in no event more than twenty (20) days after the stay as initiated;

iv) Reject all bids/proposals in accordance with AR 3311.1(a).13;

v) Take such other action as appears appropriate and in the best interest of the District under the circumstances, in accordance with Board Policy 3311.1(c).1 Appeal.

4. Frivolous Protests

a. Signature on Protest Constitutes Certificate

The signature of an attorney or party on a request for review, protest, motion, or other document constitutes a certificate by the signer that the signer has read the document, to the best of his/her knowledge, information, and belief formed after reasonable inquiry it is well grounded in fact and is warranted by existing law or a good faith argument for the extension, modification, or reversal of existing law, and that it is not interposed for an improper purpose, such as to harass, limit competition, or to cause unnecessary delay or needless increase in the cost of the procurement or of the litigation.

b. Sanctions for Violation

If a request for review, protest, pleading, motion, or other document is filed with the Purchasing Senior Director is signed in violation of AR 3311.1(c).1, the Board, may impose upon the person who signed it, a represented party, or both, an appropriate sanction, that may include an order to pay to the other party or parties the amount of the reasonable expenses incurred because of the filing of the protest, pleading, motion, or other paper, including a reasonable attorney's fee.

AA. PROTECTION OF PROPERTY

The contractor assumes full responsibility for and shall indemnify the District for any loss or damage to any District property, resulting in whole or in part from the negligent acts or omissions of the contractor, or any employee, agent or representative of the contractor.

BB. PUBLIC RECORDS CLAUSE/CONFIDENTIALITY

1. This RFP and the resulting proposals 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 contract award. Proposers, upon request to the Purchasing Senior Director, may review the proposal scoring summary after issuance of the 'Notice of Intent to Award' has been issued, except to the extent permissibly restricted by the offeror.

2. Offerors are advised to consult School Board Policy Section 1340 and the Alaska Public Records Act, A.S. 40.25.120-40.25.220 to verify if any of their proposal information may qualify for exemption from public disclosure. Exemptions to public disclosure requirements are narrowly construed. As such, the District cannot exempt materials that are not of a truly proprietary nature under applicable law and policy, and cannot be held liable for the disclosure of such information, even if marked for restriction by an offeror.

3. If a proposal contains any information that an offeror reasonably believes is proprietary or confidential, and is subject to protection under applicable law, each such page of the proposal must be marked "Confidential" by the offeror and the offeror must explain the basis for its determination that the information is not subject to disclosure under applicable public records laws. Cost or price information may not be restricted and will be open to public inspection. Marking an entire proposal "Confidential" is not acceptable and may result in disclosure of the entire proposal.

4. By submitting a proposal, the offeror agrees to release the District from any liability resulting from the District's disclosure of information not clearly marked "Confidential." The offeror also agrees to defend any action seeking release of information marked "Confidential" and to indemnify and hold the District, its Board, employees and agents, harmless from any judgments, damages and costs awarded against the District, its Board, employees or agents, in favor of a party requesting information submitted by an offeror. Additionally, the offeror understands and agrees that if a request is made under applicable public records laws, the District will notify the offeror of such request but under no circumstance shall the

District be required to commence or defend any action to prevent the disclosure of any information submitted by an offeror, including information the offeror believes to be confidential or proprietary.

CC.TENTATIVE SCHEDULE FOR SOLICITATION

The District reserves the right to deviate from this solicitation schedule.

Requirement	Anticipated Dates
Public Notice of RFP	October 14, 2026
Deadline for Receipt of Written Questions	October 21, 2026
Response to Written Questions	October 28, 2026
Deadline for Receipt of Written Proposals	November 4, 2026
Issuance of Notice of Intent to Award	Approximately: November 2026
Contract Award	Approximately: January 2027

END OF SECTION I

SECTION II
EVALUATION OF PROPOSALS

A. EVALUATION OF PROPOSALS

1. All proposals will be reviewed by the District's Purchasing Department to evaluate administrative responsiveness of proposals to determine if offerors have complied with the administrative proposal requirements and to determine if proposals meet the minimum mandatory criteria set forth in this RFP.

2. Proposals meeting minimum mandatory requirements will then be evaluated by an evaluation committee comprised of School Board members using the Evaluation Criteria specified in this RFP. Evaluation of proposals in accordance with the evaluation criteria will result in a numerical score for each proposal. Each criterion has an assigned weight for this RPF which demonstrates its relative importance. Evaluation of proposals will be accomplished as follows:

   a. Each evaluator will individually review and score each offeror's proposal on a scale of 0 to 1 for each of the Technical Evaluation Criteria.

      A rating of "0" indicates a proposal which is non-responsive and/or provides no quality or value to the District and a rating of "1" indicates a proposal which is completely responsive and/or provides significant quality and value to the District. Ratings within the range indicate the level at which the proposal is responsive and/or provides quality and value to the District.

   b. After completion of ratings by each evaluator, the evaluation committee may discuss the proposal. Evaluators may then alter their ratings; however, any changes shall be based only on the proposal and the evaluation criteria.

   c. The chairperson will obtain the ratings for the evaluation criteria and ratings will then be multiplied against the points available for each criterion. The sum of the weighted scores for each proposal will result in a total weighted score from each member of the evaluation committee. The total weighted scores of all evaluators will be summed to determine the total weighted score for each proposal. The maximum score obtainable for any proposal is equal to the product of the maximum points for the evaluation criteria multiplied by the number of evaluators.

   d. Based upon the results of the proposal scoring, the District may, in its discretion, conduct discussions with offerors whose proposals are determined to be reasonably susceptible to award. Such discussions, visits and presentations are for the purposes of ensuring full understanding of the requirements of the RFP and offeror proposals and may not result in any material or substantive change to proposals. Offerors selected by the evaluation committee for interviews may be permitted to submit final written, graphic and verbal presentation information for consideration by the evaluation committee in response to the aforementioned purposes. Only those members of the offeror's staff who will be in responsible charge and/or will carry out the actual tasks should participate in the interviews.

   e. Subsequent to the interviews, the evaluation committee will make a final rating based upon the evaluation criteria. The evaluation committee shall use the same procedure as specified for the initial proposal rankings. The final ranking may or may not be the same as the order of ranking after completion of the initial ranking.

   f. The District reserves the right to request the highest ranking proposers whose proposals are determined to be reasonably susceptible to award to review their previous bids with consideration of any additions, clarifications or modifications, submit revised cost proposal for Best and Final Offers

(cost proposal). If Best and Final Offers are requested, selected offerors must submit revised cost proposals on the forms provided by the District to be considered for evaluation and award. Offerors who do not submit a Best and Final Offer (revised cost proposals) will not be considered for evaluation and award and their proposals will be rejected and considered non-responsive.

g. For purposes of this RFP, proposals that are "reasonably susceptible to award" means the three (3) highest scoring proposals, unless, in the sole discretion of the District's Purchasing Senior Director, one or more of the three (3) highest scoring proposals did not achieve a score high enough to be within the competitive range and to remain under consideration for award when ranked with other proposals or the District received one or more additional proposals that are within the competitive range of the three (3) highest scoring proposals such that the additional proposal(s) may remain under consideration when ranked with the other proposals. This is not a strict mathematical formula and may not be challenged on that basis except in the case of obvious arithmetic errors.

3. The District reserves the right, at any time, to determine that a proposal is non-responsive and to request additional information to determine responsiveness.

B. EVALUATION CRITERIA

Proposals will be scored using the criteria listed below to determine which proposal best meets the needs of the District. The criteria to be considered during the evaluation and their associated weights are as follows:

Item	Criteria	Points
1.	**FIRM'S PROFILE AND EXPERIENCE**	30
2.	**PROJECT COMPREHENSION**	25
3.	**APPROACH AND METHODOLOGY**	20
4.	**LOBBYING TEAM**	10
	Technical:	**85**
5.	**COST**	**15**
	TOTAL POINTS POSSIBLE	**100**

C. FEE PROPOSAL

Please submit one (1) copy of the completed Fixed Fee Proposal Form (Attachment B) in a **separate sealed envelope**, clearly marked as Fee Proposal.

The fee proposed shall be inclusive of overhead, G&A, fringe benefits, profit, insurance, and all other costs.

The proposed fee will be scored based on the total proposed price with the maximum possible points awarded to the lowest total fee proposed. Fee Proposals will be examined to determine if they are consistent with the rest of the proposal and that their calculations are accurate. The offeror is entirely responsible for the accuracy, completeness, and consistency of its Proposal Form.

Proposed fee will be scored using the following formula:

$$\frac{PL}{PE} \times PP = PA$$

Lowest Proposal Fee = PL
Proposal Fee of proposal being evaluated = PE
Points Possible = PP
Points Assigned = PA

END OF SECTION II

SECTION III
PROPOSAL FORMAT

Each response must be identified and keyed to the applicable criterion and assembled in the order in which the criterion are listed in Section II, Part B, so the criterion to which information applies shall be plainly evident. Material not so identified or assembled may be discarded without evaluation. Each proposal shall be submitted on standard 8 1/2" x 11" bond paper bound on one side. Proposals should be prepared simply and economically, providing a straightforward, concise delineation of the capabilities proposed to satisfy the requirements of this RFP. In addition, small print or typeface that is difficult to read may affect scoring.

To achieve a uniform review process and obtain the maximum degree of comparability, it is required that the proposals be organized in the manner specified below. Proposals shall not exceed ten (10) pages in length (excluding letter of transmittal, resumes (resumes shall not exceed two (2) pages in length), table of contents, attachments, or dividers. Information in excess of those allowed will not be evaluated or scored. One page shall be interpreted as one side of single lined, typed, 8 1/2" X 11", piece of paper.

To ensure that proposals are evaluated fairly and that comparisons between proposals are accurate, offerors must submit proposals in the format outlined below. Failure to comply with these requirements may cause a proposal to be rejected as non-responsive and eliminated from further consideration.

A. PROPOSAL TRANSMITTAL FORM

Submit the completed Proposal Transmittal Form (Attachment A) as the first page of the proposal. The Proposal Transmittal Form must be signed by an authorized representative of the offeror.

B. EXECUTIVE SUMMARY

The executive summary shall include a brief narrative description of the offeror and its product and/or service offerings and a brief statement of the offeror's understanding and approach to the required work (Maximum length: two (2) pages).

1. Briefly state your firm's understanding of the work to be done and make a positive commitment to perform the work.

2. Identify your proposal's principal strengths.

3. Provide the names, titles, addresses and telephone numbers of the persons who will be authorized to make representations for your firm.

C. PROPOSAL NARRATIVE

Provide a narrative with detailed information regarding how your firm intends to meet the requirements of this RFP. The written presentation should be a complete and detailed response that clearly indicates to the District how your firm will accomplish the work required.

D. PROPOSAL CONTENT

Proposals will be primarily evaluated against the following criteria:

1. Firm's Profile and Experience

Information should be provided that describes the firm's size and background, demonstrates the firm's experience providing state lobbying services to similar governmental entities (e.g. municipalities, boroughs, school districts of similar size and/or budget), as well as ability to perform the services adequately and reasonably. Please provide the following information:

a. A history of the firm highlights.

b. A description of the firm and organization.

c. A current organizational chart.

d. The current number of employees in the firm.

e. The locations of all offices and indicate where the main office is located.

f. Provide a listing of services provided to other state of Alaska agencies or school districts within the past five (5) years. The listing should include the name of the agency/district, description of services provided, as well as the date(s) performed.

g. A minimum of three references for whom the firm has or is currently providing services.

1) References must include a name, address, telephone number and contact.
2) Emphasis should be given to government and school district clients.
3) Experience will not be considered complete unless complete reference data is provided.

h. If subcontractors are used, provide all of the information listed in items a.–g. above for each subcontractor.

2. Project Comprehension

Describe your understanding of the objectives and scope of this project.

3. Approach and Methodology

A description of the firm's approach and methodology must be provided. In addition, the following must be provided:

a. Provide sufficient information that demonstrates how you/your firm effectively approaches lobbying for education based organizations.
b. What methods do you/your firm utilize to provide lobbying that would successfully influence legislators, committee members, a governor and/or their staff ("authority") to effect desired outcomes in legislation that positively effects the goals/mission of the District.
c. Describe an action plan that defines each segment of the action plan. The description should include each segment and define the purpose of each segment.

4. Project Team

Information regarding the project team should be provided that demonstrates the individuals working on the engagement have experience providing lobbying services for governmental agencies and/or school districts. In addition, experience with government processes, procedures and regulations must also be evident. The following information must be provided: The level of experience of the individuals assigned to this project, especially as it relates to state/local government agencies/school districts.

If subcontractors are used, provide all of the information listed in items 1-4 above for each subcontractor.

E. OTHER CONSIDERATIONS

1. All proposing firms shall familiarize themselves with and comply with the provision of any and all federal/state/municipal statutes, ordinances, charter rules and regulations that may pertain to lobbying services required as the result of this proposal.

    a. The District reserves the right to approve substitutes for personnel assigned to this project. Substitution may be allowed for staff turnover, sickness, or other emergency situations.

F. DOCUMENTS OF AGREEMENT

Offerors submitting proposals that require the District to sign additional proposer contract/agreement documents must submit all such documents in their entirety and in original form with their proposal. Documents not submitted with the proposal will not be reviewed or signed by the District and will not constitute a part of the agreement. Furthermore, any documents requiring District signature must conform to the requirements, terms and conditions set forth in this RFP and are subject to District legal review, revision and approval. Offerors unwilling to accept the District's revision(s) to documents shall be subject to rejection/disqualification of their proposal.

G. COST (Fee Proposal Form)

Please submit the completed Fee Proposal Form in a separate sealed envelope (clearly marked as Fee Proposal Form). Offerors must provide firm annual fixed lump amounts for each item specified.

END OF SECTION III

SECTION IV
SPECIFICATIONS/SCOPE OF SERVICES/WORK

A. PURPOSE

It is the purpose of the Request for Proposal to solicit proposals from qualified firms to provide state lobbying services for the Anchorage School District ("the District").

B. BACKGROUND

The Anchorage School District (ASD) is a component unit of the Municipality of Anchorage, governed by a seven-member School Board, and is responsible for providing public education to students throughout the Municipality. ASD is Alaska's largest public school district, serving more than 40,000 students across more than 100 schools and programs from Girdwood to Mirror Lake. The District employs more than 6,000 staff and maintains 86 school buildings encompassing more than 7.8 million square feet. ASD's workforce includes employees represented by eight bargaining units, as well as exempt, non-represented, substitute, and temporary employees.

Central administration for the District is located at 5530 E. Northern Lights Boulevard, Anchorage, Alaska 99504.

Extensive information regarding the District can be found on our website at www.asdk12.org.

C. SCOPE OF SERVICES

The successful proposer will, in accordance with all applicable laws and the highest ethical and professional standards, provide state lobbying and legislative advocacy services at the direction of the Anchorage School District's Chief of Staff or designee. Services shall include, but are not limited to:

1. Represent and advocate for the Anchorage School District before the Alaska State Legislature, Governor's Office, state agencies, and other appropriate state officials on matters consistent with the District's established legislative priorities and positions.

2. Monitor and analyze legislation, appropriations, amendments, regulations, administrative actions, and other state governmental activity that may directly or indirectly affect the District.

3. Monitor and advise the District board and staff of legislation scheduled for upcoming legislative session(s), which would affect the District in a positive or negative manner, and provide lobbying recommendations.

4. Advise the District on legislative, budget, regulatory, and administrative developments, including potential impacts and recommended advocacy strategies.

5. Advocate for the District's interests throughout the legislative and state budget processes, including committee proceedings, amendments, appropriations, floor action, and executive review.

6. Maintain an active presence in Juneau during legislative sessions, as necessary, including attending legislative hearings, meetings, and other proceedings relevant to the District's priorities.

7. Maintain effective working relationships with legislators, legislative staff, the Governor's Office, state agencies, and other appropriate officials and stakeholders.

8. Facilitate meetings and communications between District leadership and legislators, legislative staff, the Governor's Office, state agencies, and other state officials as requested,

9. Provide timely notice of significant developments affecting the District, particularly matters requiring immediate attention, action, or direction.

10. Provide written reports at least weekly during regular and special legislative sessions summarizing relevant activity, the status of priority issues, anticipated actions, and recommended next steps.

11. Provide legislative and governmental affairs support during the legislative interim, including monitoring emerging issues and assisting the District in preparing for upcoming legislative sessions.

12. Coordinate with other organizations and stakeholders when authorized by the District and when such coordination supports the District's established legislative priorities.

13. Maintain all registrations, disclosures, reports, and other requirements applicable to the proposer's lobbying activities under Alaska law and Alaska Public Offices Commission requirements.

14. Perform other state lobbying and legislative advocacy services as requested by the Chief of Staff or designee.

D. CONTRACT TERM

The term of any contract resulting from this solicitation shall for the term of the 2027 regular legislative session, which may include any number of special sessions, from the date of contract execution, with the District's option to utilize the consultant for any or all special sessions, based on the availability of funding. The District shall have a right to extend the contract for additional two (2) additional terms for a maximum of three (3) regular legislative sessions, and/or any special sessions.

E. CONTRACT TYPE

The contract awarded as a result of this solicitation shall be a fixed sum unit price contract for providing the services listed herein and offered by the offeror. All of the lump sum unit prices for each item offered shall be firm and fixed prices for the term of the contract.

F. FUTURE SERVICES

The firms submitting proposals are to be fully aware that the School District has no obligation to engage the firm for future professional services to implement any recommended changes that may come as a result of employee surveys, etc.

G. CONTRACT MANAGEMENT

At the commencement of the resulting contract, the District and the successful offeror shall each designate a project manager. Such persons shall be the respective party's single point of contact for purposes of management

of the contract. The offeror's project manager shall assume responsibility for the coordination of all contract issues under the contract.

H. OTHER CONSIDERATIONS

1. All proposing firms shall be fully aware that the District has no obligation to engage the firm for future professional services.

2. The District reserves the right to approve substitutes for personnel assigned to this project. Substitution may be allowed for staff turnover, sickness, or other emergency situations.

I. SUBCONTRACTORS

1. Subcontractors may be used to perform work under the contract resulting from the RFP. If an offeror intends to use subcontractors, the offeror must identify, in its proposal, the name of the subcontractor(s), the specific tasks and portions of the work the subcontractors(s) will perform, and the qualifications of the subcontractor. All proposed subcontractors will be bound by the terms and conditions of the RFP and any resulting contract. Copies of any agreements that have been entered into between an offeror and a proposed subcontractor must be included in the proposal.

2. The offeror shall ensure that any prospective subcontractors are appropriately licensed, insured and bonded and of sufficient high quality to meet all requirements of the RFP. If a proposal with subcontractors is selected, the offeror must provide the following information concerning each prospective subcontractor within five (5) working days of request notice by the District: complete name and address of the subcontractor; the type of work the subcontractor will perform; the percentage of work the subcontractor will perform; evidence, as required in the RFP, of the subcontractor(s) Alaska business license; a written statement, signed by each proposed subcontractor, that clearly verifies that the subcontractor is committed to render the services required by the contract.

J. CONTRACT PERSONNEL

The personnel identified or described in the offeror's proposal shall perform the services provided for the District under any resulting contract. The offeror agrees that any personnel substituted during the term of the contract must be able to conduct the required work to industry standards and be equally or better qualified than the personnel originally assigned. The District reserves the right to approve personnel assigned to work under the contract, and any changes or substitutions to such personnel. The District's approval of a substitution will not be unreasonably withheld. Any such approval or disapproval shall not relieve the contractor from its obligations under the contract. In the event that offeror personnel become unavailable, it will be the offeror's responsibility to provide an equally qualified replacement in time to avoid delays to the work.

K. MEETINGS AND REPORTS

1. Contractual Problems. The offeror will be required to meet with the District's personnel, or designated representatives, to resolve contractual problems that may occur during the term of the contract, at no additional cost to the District. Meetings will occur as problems arise and will be coordinated by the District. Failure to participate in problem resolution meetings or failure to make a good faith effort to resolve problems may result in termination of the contract.

2. Progress Meetings. During the term of any resulting contract, the District's project manager may plan and schedule progress meetings with the successful offeror to discuss the progress made by the offeror and the District in the performance of their respective obligations under this contract. At each such meeting, the successful offeror shall provide the District with a written status report that identifies any problem or

circumstance encountered by offeror, or of which offeror gained knowledge during the period since the last such status report, which may prevent offeror from completing any of its obligations as required or that may generate charges in excess of those previously agreed to by the parties. The successful offeror shall identify the amount of excess charges, if any, and the cause of any identified problem or circumstance and the steps taken to remedy the same.

3. Failure to Notify. In the event successful offeror fails to specify in writing any problem or circumstance with respect to the period during the term covered by offeror's status report, it shall be conclusively presumed for purposes of the resulting contract that no such problem or circumstance arose during such period, and the offeror shall not be entitled to rely upon such problem or circumstance as a purported justification for either claiming it is entitled to receive any amount (including without limitation damages or additional charges arising out of a breach by the District of any District obligation) with respect to any of offeror's obligations under the contract in excess of those previously agreed to; or failing to complete any of offeror's obligations. Submission by the successful offeror of the status reports shall not alter, amend or modify the offeror's or the District's rights or obligations pursuant to any provision of the resulting contract.

4. District's Failure or Delay. For a problem or circumstance identified in the offeror's status report, which the offeror claims was the result of the District's failure or delay in discharging any District obligation, the District shall review the same and determine if such problem or circumstance was in fact the result of such alleged failure or delay. If the District agrees as to the cause of such problem or circumstance, then the parties shall extend any deadlines or due dates affected thereby, and provide for any additional charges by the offeror. If the District does not agree as to the cause of such problem or circumstance, the parties shall each attempt to resolve the problem or circumstance in a manner satisfactory to both parties.

L. CONTRACT FUNDING; NON-APPROPRIATION

The contract is contingent upon funding. No financial obligation beyond a current District fiscal year shall exist under the contract unless and until an appropriation of funds to be expended on the contract for the following fiscal year is made by the School Board. In the event that the School Board does not appropriate funds, or appropriates insufficient funds for the following fiscal year, the District shall notify the contractor and the contract shall terminate on the last day of the preceding fiscal year, or on the date when appropriated funds for the contract are exhausted. Under no event shall the District be financially obligated to the contractor in any way beyond amounts appropriated by the School Board.

END OF SECTION IV

ATTACHMENT A
PROPOSAL TRANSMITTAL FORM

This form must be returned with the offeror's proposal.

Addendum Number(s) _____ is/are hereby acknowledged.

FIRM'S NAME: _____

MAILING ADDRESS: _____

CITY/STATE/ZIP: _____

PHYSICAL BUSINESS ADDRESS: _____

CITY/STATE/ZIP: _____

CONTACT PERSON FOR THIS SOLICITATION: _____

TELEPHONE: _____ FAX NUMBER: _____

EMAIL ADDRESS: _____

ALASKA BUSINESS LICENSE NO: _____ FEDERAL TAX ID NO: _____

CERTIFICATION

All proposers must certify that personnel performing services for the District shall be properly registered with the State of Alaska, as per AS 24.45.041 and shall further comply with all applicable Federal, State, Municipal laws which govern lobbying activities. This shall include but not limited to AS 24.45. I certify that I am a duly authorized representative of the firm listed above and that the information and materials enclosed with this proposal accurately represent the capabilities of the firm to provide the services indicated in compliance with the requirements of the solicitation. I certify that no member of the School Board or District employee, or spouse or other member of his/her household, has or shall have any undisclosed interest in the firm or this proposal, as provided in the Instructions to Offerors ("Conflicts 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 and for purposes of determining responsiveness of the proposal or responsibility of the firm as a prospective contractor.

In compliance with the solicitation, the offeror agrees, if this offer is accepted within ninety (90) calendar days from the date specified in the solicitation for receipt offers, to furnish any or all items on which prices are offered at the price set opposite each item, delivered at the designated places, within the times specified in the solicitation.

SIGNATURE: _____

PRINTED NAME AND TITLE: _____

DATE: _____

ATTACHMENT B
FIXED FEE PROPOSAL FORM

We, the undersigned, in accordance with the preceding Cover Page, Section I – Instructions to Offerors, Section II – Evaluation of Proposals, Section III – Proposal Format, Section IV – Scope of Services, and Attachment A – Proposal Transmittal Form hereby submit our Fixed Lump Sum Fees, as listed below to provide independent audit services.

The lump sum fees proposed below shall be all inclusive of overhead, G&A, fringe benefits, profit, insurance, and all other costs.

Item	Qty.	Unit	Description	Lump Sum
1.	1	Each	Regular Legislative Session, Annual Cost	$_____
2.	1	Each	Legislative Special Session(s), Any Additional Special Session, As Required	$_____
			Total (Items 1 & 2):	$_____

NOTE: The total aggregate amount will be used for evaluation purposes. This Form **must** be in a **separate sealed envelope** (clearly marked as "Fee Proposal") and included with the proposal.

FOR PROPOSERS USE ONLY
PLEASE COMPLETE ALL BLANKS

DATE:_____

FIRM NAME: _____

OFFEROR SIGNATURE: _____

PRINTED NAME: _____ PRINTED TITLE: _____