



Request for Qualifications
Consulting & Contracting Services

Alaska Manufacturing Extension Partnership, Inc.

November 2009



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OVERVIEW

The purpose of this Request for Qualifications (RFQ) is to establish a pool of contracting service providers to supplement the capacity of the Alaska Manufacturing Extension Partnership, Inc. (AMEP) to provide services to its manufacturing and business clients throughout Alaska. A public and private partnership funded by the National Institute of Standards and Technology and the Alaska Department of Commerce, Community and Economic Development, the Alaska Manufacturing Extension Partnership, Inc. is committed to developing the state's economy through the provision of technical, business and economic training and assistance to Alaska's small manufacturers and to rural Alaskans producing, marketing and distributing Native art and other home-based manufactured products.

AMEP seeks to develop a base of qualified consultants and vendors to fulfill project needs as they arise and for assistance in identifying manufacturing needs state-wide. Through this RFQ process, contractors can state their ability to provide services and make themselves eligible for future contract work with AMEP. The terms of each agreement will be determined at the time of the agreement by the scope of services, scale of the project and required outcomes.

A limited number of projects will be funded by AMEP per month and selection will be based on AMEP's Project Acceptance Ranking (PAR) system in order to maximize utilization of funds and provide the greatest impact to the State of Alaska and the client need, however projects may also be funded on a first-come, first-funded basis. Projects will be limited to specific scope of services to be performed for a client in ten hour increments. Billable rates for additional work beyond the AMEP contract are between the client and the contractor. All clients become AMEP clients and are required to be surveyed for impacts six months to one year after the end of the project. Clients remain AMEP clients for subsequent projects within a period of two calendar years from the completion of the initial project. Fees generated from these projects will be processed through AMEP with consideration for AMEP's overhead rate of 12.5% of the final contracted amount.



The contractor will be required to submit a scope of services and a completed PAR at least ten days prior to the beginning of the project to obtain approval from AMEP's deputy director. The contractor will be required to complete AMEP project management forms during the project which will then be turned in to the project management staff for review to ensure the project meets scope requirements. It will then be submitted by the project management staff to the operations manager for payment disbursement. All consultants will be required to sign a non-disclosure, non-compete, non-circumvent agreement to protect AMEP, the client and the consultant from the risks associated with the project. The contractor will ensure that the client has or obtains a manufacturing NAICS code and is registered with Dunn & Bradstreet.



REQUIRED SERVICES

Services required will vary as necessitated by specific projects. Anticipated service needs include, but are not limited to the following:

QUALITY MANAGEMENT SYSTEMS

LEAN, SIX SIGMA, TRAINING WITHIN INDUSTRY (TWI), ENERGY EFFICIENCY

- Implementation and management of LEAN projects for Alaska manufacturers
- Implementation and management of Six Sigma projects for Alaskan companies
- Delivery of training workshops in LEAN, Six Sigma and TWI
- Performance of commercial energy audits and identification of energy cost saving measures for small businesses
- Cooperation with AMEP staff on the development of training and resource materials in these areas

ORGANIZATIONAL DEVELOPMENT

START-UP PLANNING, BUSINESS PLANNING, PROJECT MANAGEMENT, FUNDING ACQUISITION

- Performance of start-up planning including visioning, role development, resource allocation planning, funding source identification and development, product development and market identification
- Production of feasibility studies and pro forma financials
- Definition of markets for client products
- Guidance of clients through the process of funding acquisition

MARKETING

MARKET RESEARCH, INTERNET MARKETING, MARKETING MATERIAL PRODUCTION

- Performance of market research and preparation of reports for clients
- Development of Internet marketing strategies for clients
- Development of plans for market expansion of client products and services



SUBMISSION REQUIREMENTS

Submissions will be accepted on an ongoing basis. All contractors seeking to provide services to AMEP must fulfill all of the following submission requirements to be considered for qualification:

- **Prequalification Application** on file with AMEP

Submission Packet containing:

- **Letter of Interest** - The letter of interest should contain the name and contact information of the organization or individual offering services, a brief description of services to be provided and a brief overview of expertise in each relevant service area.
- **Statement of Qualifications** (Attachment A)
- **Billable Rates** for project staff
- **Non-Disclosure, Non-Compete, Non-Circumvent Agreement**
- **Resumes** - Individuals must include a copy of their resume. Organizations must provide resumes for all applicable project staff as well as an **organizational chart** listing roles and responsibilities.
- **Additional Information** - Interested parties may also include marketing materials or additional job histories if deemed appropriate.

Submission materials should be submitted as a single packet in the order listed above. Submissions may be mailed, faxed or e-mailed. AMEP reserves the right to reject any and all submissions. AMEP is not liable for any costs associated with the production and delivery of responses to this Request for Qualifications. All submissions become the property of AMEP.

Submissions and questions regarding this RFQ are to be directed to:

Bobby Jo Kramer
Operations Manager
Alaska Manufacturing Extension Partnership, Inc.
701 Sesame Street, Suite 200
Anchorage, Alaska 99503
bobbyjo@alaskamep.org (907) 279-2637