

REQUEST FOR PROPOSAL (RFP)
RFP Closes 4:00 p.m., A.S.T., 11/25/2015.

THE ASSOCIATION OF VILLAGE COUNCIL PRESIDENTS (AVCP) is soliciting proposals for obtaining the services of a qualified company to perform an upgrade to their Temporary Assistance to Needy Families (TANF) processing system. The current system has been in place since 2002 and no longer meets the necessary requirements for processing. Additionally, it is important that AVCP's Customer Relationship Management (CRM) processes be productive and efficient; thus, achieving Data integration and visibility across the organization is imperative. AVCP expects that any software system selected will be built on best practices and offer the scalability to provide organizational visibility, Data integration, process deduplication and a managed CRM process.

Important Dates to Remember:

10/22/2015 Deadline for receipt of intent to bid acknowledgment form

10/28/2015 Deadline for questions, comments

11/25/2015 Bid closes, no proposal accepted after this time

Proposals must be received by **4:00 P.M., A.S.T., 11/25/2015.**

I. **General Information**

AVCP is soliciting proposals for obtaining the services of a qualified company who is experienced in developing a system that will have to scale to be operational in at least 60 locations. The expectation is that we will have approximately 100 concurrent users accessing the system over the internet.

A. **Primary Contact**

All questions, comments, and proposals must be directed and mailed to:

John McIntyre, TANF Director
Association of Village Council Presidents, Inc
Temporary Assistance for Needy Families
P.O. Box 219
Bethel, AK 99559
Email: jmcintyre@avcp.org

B. **Proposal Documents**

Proposal Documents shall include all information contained in this Request for Proposal, any additional information supplied by AVCP, and any addenda issued prior to award of a contract.

Addenda are written or graphic instruments issued by AVCP prior to the selection of a contracting firm which modify or interpret the Proposal Documents by additions, deletions,

clarification of Respondents' question or corrections.

C. Respondent's Representation

The Respondent, by submitting a proposal, represents that the Respondent is a qualified company who is experienced in software development, integration and management; that they are familiar with local conditions under which the services are to be performed; and has correlated the Respondent's observations with the requirements of this Request for Proposal.

D. Solicitation Review

Respondents should carefully review this solicitation, without delay, for omitted information or ambiguity. Any or all of any proposal may become an integral part of any contract arising from this solicitation. Furthermore, any contract arising from this solicitation shall not be limited by any matter stated in this solicitation or the successful proposal. The contract formed after receipt of a proposal may include additional terms and conditions.

AVCP reserves the right to make use of any idea or matter made a part of any proposal submitted in response to this solicitation. The right to use any idea or matter made a part of any proposal shall not be limited by AVCP acceptance or rejection of the proposal containing such idea or matter.

E. Reply to Questions or Comments regarding this Solicitation

At its discretion, AVCP shall choose whether or not to respond to particular questions or comments about this solicitation from Respondents. Additionally, AVCP may at its discretion provide responses to questions or comments to all Respondents or may reply only to the Respondent who submitted the question or comment.

F. Amendments to this Solicitation

In the event it becomes necessary to revise any part of this solicitation, a copy of the revision shall be sent to each Respondent who shall timely acknowledge receipt of the original solicitation and advise AVCP of their intention to submit a proposal.

G. Submission Date

To be considered, three copies of a Respondent's proposal must be received by the primary contact, at the mailing address identified above, no later than 4:00 PM, A.S.T., 11/25/2015. Faxed proposals will not be accepted. Bids may be modified up to 4:00 PM, A.S.T., on 11/25/2015, by email or in person.

H. Multiple or Alternate Proposals

Multiple or alternate proposals will not be considered.

I. Right of Rejection

AVCP reserves the right to reject any and all proposals and to waive any and all stated requirements relative to proposals.

J. Respondent Costs

Any and all costs incurred by each Respondent in connection with the preparation, submission, and/or presentation of a proposal, including but not limited to travel expenses, shall be the sole responsibility of the Respondent and will not be reimbursed by AVCP.

K. In Person Presentation

Each Respondent submitting a proposal must be willing, if requested by AVCP, to make a presentation in person to AVCP in Bethel, Alaska, at a date and time requested by AVCP. All travel expenses must be paid for by Respondent.

L. Disclosure of Proposal Contents

AVCP will review proposals submitted in such a manner as to avoid disclosure of content to competing Respondents. Nevertheless, all proposals and other material submitted in support of any proposal shall become, upon receipt by AVCP, property of AVCP, and AVCP reserves the right to use any idea or any other matter contained in any proposal or any material accompanying the proposal regardless of whether or not the proposal is accepted by AVCP.

M. Respondent's Certificate

By submission of a proposal, a Respondent is certifying to AVCP that it is not colluding with any other Respondent. AVCP will be privileged upon discovery that such certificate is false to reject the proposal or terminate any contract to which it is a party arising from the proposal.

N. Information about the Association of Village Council Presidents

AVCP is a Native non-profit corporation operating under the pertinent laws and regulations of the State of Alaska and the United States. AVCP provides governmental programs to its 56 member Tribes, which are located throughout southwest Alaska. AVCP is located in Bethel, Alaska.

O. Minimum Respondent Qualifications

1) No Joint Ventures

AVCP will not enter into a contract with a joint venture for the services made a subject of this solicitation. Nor will AVCP enter into more than one contract to obtain all of the services made a subject of this solicitation.

2) Financial Condition

AVCP will not contract with any Respondent whose financial condition is not satisfactory to AVCP.

3) Business and Insurance License

AVCP will not enter into any contract with any Respondent who is not the holder of a current business license issued by the State of Alaska. Also the respondent must hold the appropriate licenses and insurances required by AVCP and the State of Alaska in order to be engaged in the business described in this Request for Proposal.

- 4) **EEO Policy**
AVCP will not enter into any contract with any Respondent who has been debarred from Government contracts pursuant to Executive Order 11246. AVCP will not enter into any contract with any Respondent who will not expressly, in writing, undertake to abide by every applicable law governing equal employment opportunity. Any contract arising from any proposal made in response to this request, and any subcontract, will include any term(s) respecting the same matters as is prescribed by such law(s).
- 5) **Minimum Privacy and Confidentiality Standards**
AVCP will not contract with any Respondent who will not expressly, in writing, agree to adhere to AVCP standards in connection with privacy of AVCP confidential information and the information of its participating employers.

P. Standard Contract Information

- 1) **Written Contract**
To be enforceable, any contract arising from this solicitation must be stated in writing, signed by the parties. It will expressly provide that it is, and is intended to be, a complete statement of the entire agreement of the parties and shall include a description of duties, obligations and responsibilities of the parties providing assurances of performance, reliability, security, confidentiality, and reporting requirements. If any Respondent will require that a written contract with AVCP be in a particular form, or that such a contract contain a particular written provision, such writing should be included as part of the Respondent's proposal.

Any or all of any proposal may become an integral part of any contract arising from this solicitation. Furthermore, any contract arising from this solicitation shall not be limited by any matter stated in this solicitation or the successful proposal. The contract formed after receipt of a proposal may include additional terms and conditions.

- 2) **Indemnification**
The successful Respondent will, as a part of any contract arising from this solicitation, be required to expressly, in writing, indemnify, save harmless and defend AVCP, its officers, agents and participants from all liability, including costs and expenses, for all actions or claims resulting from injuries or damages (including, without limitation, solely economic damages), sustained by any person or property arising directly or indirectly as a result of any error, omission or negligent act of the successful Respondent, a sub-contractor, or anyone directly or indirectly employed by them in the performance of any portion of any contract arising from this solicitation. Any proposal submitted, to be considered by AVCP must be accompanied by evidence satisfactory to AVCP of Respondent's ability to perform such an undertaking.
- 3) **Financial Responsibility Requirements**
As a part of any contract arising from this solicitation, the successful Respondent shall be required to obtain at its own expense, and maintain in

force at all times during its performance of any aspect of the contract the policies of insurance described in Appendix B of this solicitation in such form and with such insurer(s) as is satisfactory to AVCP. Where specific limits are shown, they shall be the minimum acceptable limits.

If Respondent does not carry the minimum acceptable limits of insurance required in Appendix B, Respondent shall describe in writing the insurance that it does carry.

4) **Payment**

AVCP will pay by check for services performed under any contract arising from this solicitation. The successful Respondent will submit end of month invoices, detailing services provided for that month. AVCP shall pay an approved invoice within twenty (20) working days of approval.

Under any contract arising from this solicitation, AVCP will not undertake to pay any tax arising from the transaction whatsoever.

5) **Prime Contractor Responsibilities**

As part of any contract arising from this solicitation, the successful Respondent will be required to assume responsibility for all services to be furnished whether they are furnished by the successful Respondent or a subcontractor. Furthermore, the successful Respondent will be the only party other than AVCP that is a party to the contract; the only one with whom AVCP will engage in communication respecting matters related to performance under the contract; and the only one to whom any payment required of AVCP under the contract will be made.

6) **No Assignment**

Any contract arising from this solicitation will expressly bar the successful Respondent's assignment of the contract or any of such Respondent's rights under the contract, without the prior written consent of AVCP; and expressly provide, in substance, that any purported assignment or transfer without such prior written consent will be void and without force or effect. However, Respondent understands that AVCP shall be permitted to assign the contract or any AVCP rights under the contract.

7) **Contract Term**

The term of the proposed contract shall commence on or after 12/1/2015 and terminate 12/1/2016. Further extensions will be at the discretion of AVCP.

Q. AVCP Furnished Items

AVCP will provide a contact person to coordinate these services.

R. Respondent Furnished Items

Respondent shall perform services as set forth in the Scope of Work outlined in Section III.

S. Form of Proposal

Information provided in this proposal is intended to bring about a complete proposal by each Respondent, not to limit the content of proposals. Respondent's proposal may include any information in whatever form the Respondent may choose.

The form of proposal must contain at a minimum the following information to be considered:

- 1) Provide a narrative that shall include a history of the Respondent including: the company's legal name, location(s), and contact information; the number of employees within the company and within each department; certifications, partnerships or other awards or affiliations; a statement of differentiators describing the key ways the Respondent's products and services differ from those of its competitors; experience in Alaska and in the Yukon-Kuskokwim Delta; and other historical information the Respondent believes will demonstrate relevant experience.
- 2) Provide a summary of the Respondent's proposed solution, including: the technical architecture and framework design; user interface and experiences; extensibility and customization; security; auditing; and other available but not included modules or functionality.
- 3) Discuss the technical requirements of the Respondent's solution: the minimum and recommended hardware, software, network, telecommunication specifications and any other technical details you deem appropriate for your proposed solution.
- 4) Complete the System and Functionality Specifications Worksheet (Appendix A). Each item in the specification should be answered using the appropriate response column and these corresponding responses: **Available** (current release of the proposed solution provides this feature and can be demonstrated); **Not Available** (feature is not provided, not planned for future development, or not available through customization); **Custom Develop** (proposed solution could be customized to meet this specification. If feature can be included through customization include a line item referencing this specification in the cost description) **Future Develop** (feature is not provided in current release but is planned for a future software release. Provide an estimated release date for the feature). In the **Comment** column, please include any further definition or explanation necessary.
- 5) Describe your implementation plan and methodology. Provide a Project Plan including timeline, resource allocation, and milestones.
- 6) Outline the proposed support and maintenance offered with the proposed solution. Include hours of available support, response time, incident tracking, and any limits on support incidents or contacts. Please attach any Support, Maintenance, License, or Subscription Agreements as appendices.
- 7) Describe how training will be accomplished and what documentation is available and in what formats. AVCP requires that the initial training take place at AVCP offices in Bethel.

- 8) Detail the costs associated with your proposed solution. The information should clearly distinguish between one-time and on-going costs, data conversion costs, and be complete enough (along with the information and additional costs from the System and Functionality Specifications Worksheet) for AVCP to develop a three-year budget for the proposed solution.
- 9) Provide a certification that the respondent will comply with Equal Employment Opportunity guidelines.
- 10) Provide a certification that the respondent will comply with AVCP's privacy and confidentiality standards.
- 11) Provide a certification that the respondent did not collude with any other respondents in preparing the response.
- 12) Identify who will be the responsible for the work and provide resumes for key individuals. Please list contact persons in Respondent's organization and their credentials.
- 13) Discuss the Respondent's completed projects and working relationship with other Tribal TANF Consortiums.
- 14) If Respondent is asserting Minority Owned Business Enterprise/Women Owned Business Enterprise eligibility or claiming an Alaska Native/American Indian owned business status, provide documentation.
- 15) Describe in detail any portion of the Respondent's obligations under the proposed contract Respondent intends to subcontract.
- 16) List three references that have used your services. Include company name, address, contact, phone number/email and the scope of the services provided.

T. Draft Contract

Respondent's form of proposal may be accompanied by a proposed form of written contract. Respondent's proposal should be accompanied by a complete written statement of any contract term that, according to Respondent, must be a term of any contract it makes with the AVCP arising from this solicitation.

U. Confidentiality of the Association of Village Council Presidents Information

Information supplied by AVCP to Respondent in connection with this request for proposal is the confidential information of AVCP. Respondent and its employees and agents shall protect the confidentiality of AVCP furnished information and prevent its use and disclosure.

II. Selection Criteria

A. Introduction

AVCP will use the criteria outlined below for the purposes of scoring proposals. The criteria will be used in concert with reference contacts to determine a most responsive proposal, one that most accurately meets the interests of AVCP in coordination/oversight of project development.

B. Criteria

1. Objectives and Services

Weight 15

Response demonstrates an understanding of objectives and services for the proposed contract. The response correctly outlines opportunities and challenges inherent in the objectives and services and recommends strategies for enhancing opportunities and addresses challenges.

2. Methods

Weight 15

Response outlines methods for accomplishing the proposed contract. The response describes specific tasks and their execution order in a way that shows an understanding of task sequence and effort. Response illustrates tasks to be performed by subcontractors and accurately accounts for the percentage of overall work load those tasks represent. The response illustrates alternate methods or approaches to achieve the scope of work and recommends specific methods that are most appropriate to the scope of work. Response illustrates distinct and substantive qualifications inherent in the proposed team and how those qualifications, concepts and/or methods will enhance scope of work accomplishment.

3. Management

Weight 15

Response describes the administrative and operational structures to be used for the scope of work. Response shows lines of authority and responsibility, personnel who will accomplish specific tasks/methods illustrated in the response. Response illustrates location of work stations, and the methods/procedures for communicating with AVCP and applicable agencies, communities and other contractors.

4. Proposed Staff

Weight 15

Response names individuals who will perform project coordination/oversight functions, including Contract Management, Project Management, Coordination/Oversight responsibilities and other individuals as needed. The response identifies specific qualifications and experience directly related to the proposed scope of work.

5. Workload and Resources

Weight 15

Response identifies current and anticipated workload and time commitments for individual project team members. Response illustrates support personnel capable of providing services necessary to accomplish the scope of work. Response provides a current list of contracts the firm is working on and confirms capacity within the ongoing work to accomplish AVCP tasks associated with the scope of work.

6. Past Performance

Weight 15

Response describes previous projects the firm has worked on that are related in size and scope to the proposed scope of work. Response describes the dollar value of past projects and illustrates the success of the projects within their respective scopes of work. Response illustrates how the stated project history will help the firm accomplish the AVCP scope of work, and provides project contacts for potential AVCP follow up.

7. Quality of Proposal

Weight 5

Proposers do not respond to this criterion.

8. Cost

Weight 5

Response details the costs associated with the proposed solution. The information is clearly distinguished between one-time and on-going costs, data conversion costs, and is complete enough (along with the information and additional costs from the System and Functionality Specifications Worksheet) for AVCP to develop a three-year budget for the proposed solution.

III. Project Description /Scope of Work

A. Project Description

The Association of Village Council Presidents (AVCP) is in need of an upgrade to the TANF processing system. The current system has been in place since 2002 and no longer meets the necessary requirements for processing. Additionally, it is important that AVCP's Customer Relationship Management (CRM) processes be productive and efficient. It is imperative for AVCP to achieve Data integration and visibility across the organization. AVCP expects that any software system selected be built on best practices and offer the scalability to provide organizational visibility, Data integration, process deduplication and a managed CRM process. The primary purpose of this Request for Proposal (RFP) is to replace the current system used by the Association of Village Council Presidents (AVCP) TANF Program. The proposed solution should be able to perform all of the case management and reporting requirements that are essential for the TANF program. Additionally, AVCP would like the proposed solution to automate TANF processes such as: application and documentation submission from village offices, communication between AVCP and village TANF staff, and interface AVCP accounting software (if information about specific software used would be necessary or helpful, please inquire with the primary contact above) used by the AVCP Finance Department. In addition to completing the System Requirements detailed in Appendix A, responders should elaborate on how the proposed solution can automate these and any other processes. The secondary purpose of this RFP is to determine if the proposed solution can integrate the data management and reporting requirements of other AVCP Programs into the same proposed solution. Other programs identified as candidates to use the proposed solution include: Tribal Services; Social Services; Education Employment, Training and Child Care (EETCC); and Indian Child Welfare (ICWA). Requirements for these Programs are also detailed in Appendix A. Responders should explain how the proposed solution will be able to integrate the requirements of different departments and how security can be implemented to keep program-specific information confidential to the program in the solution while sharing other information. If proposing to integrate the needs of any of the other programs, responders

should also elaborate on how the proposed solution may be able to automate processes of the other programs as well as communication between TANF and other programs. AVCP desires to use this project as an opportunity to automate the processes of TANF and potentially other programs. If responders have qualifications or experience in business process redesign and automation consulting for similar projects please include descriptions of such. If responders wish to propose consulting services for business process redesign include pricing or pricing rates for this work. Additionally, AVCP would solicit recommendations from responders to other companies or consultants who may be appropriate for business process redesign consulting and documentation.

B. Scope of Work

The system will have to scale to be operational to at least 60 disparate locations. The expectation is that we will have approximately 100 concurrent users accessing the system over the internet. The system should be scalable to accept 250 concurrent users in the future.

AVCP Application Technology environment is as follows:

MS.Net Framework
MS SQL Server Database
Dell Poweredge Servers
VMware Server virtualization
Dell Equallogic SAN
Windows 7 Desktop OS

There are 3 systems in place from which data will have to be converted, and use of these systems varies among TANF, Tribal Services, and HR. The oldest system dates from 2002 and has not been upgraded. The most recent dates from 2009 and has not been upgraded. More detailed information about these systems may be obtained through the primary contact.

VII. **Solicitation Acknowledgement Form**

The undersigned acknowledges that the firm they represent is in receipt of the solicitation for a proposal for the Association of Village Council Presidents' Application Integration Solution for the Temporary Assistance for Needy Families Program and intends to respond to the solicitation on or before 11/25/2015. Whereas completed proposals are due 11/25/2015, **the Solicitation Acknowledgement Form must be submitted by 10/22/2015.**

Firm Name: _____

Firm Address: _____

By: _____

Title: _____

Printed Name: _____

Date: _____

APPENDIX A

System and Functionality Specifications	Available	Not Available	Custom Develop	Future Develop	Comment
1. System Specifications					
1.1. Is the solution web-based? What is the technology used by the solution?					
1.2. Can the solution be accessed using the Internet Explorer browser?					
1.3. Is transmission of data encrypted?					
1.4. Can users be given different levels of access and functionality based upon security groups?					
1.5. Is all activity in the solution audited and recorded?					
1.6. Is the audit log available through a User or Administrative interface?					
1.7. Can User Accounts be created and modified through an Administrative interface?					
1.8. Can combo or drop-down list values be changed through an Administrative interface?					
1.9. Does the solution include inline Help functionality?					
1.10. Does the solution have the ability to log Users off following a period of inactivity?					
1.11. Does the solution have a SQL Server database? If so, what versions are currently supported?					

<p>1.12. Does the solution reflect database normalization? Are there multiple linked tables for all functionality? For instance, is there a limit to the number of phone numbers or addresses that can be added to a Client record? Define any limits to the number of primary or describing sub-records.</p>					
<p>1.13. Does the solution have General Ledger functionality?</p>					
<p>1.14. Can the solution be interfaced with accounting software? List any accounting software the solution has already been interfaced with.</p>					
<p>1.15 Can the solution be accessed from remote village sites? For instance, could a TANF caseworker input a TANF application from the village without having to mail a hard copy to the AVCP offices?</p>					
<p>1.16 Could applications for services be automated so that people applying could fill out an application online or through a kiosk in AVCP or village offices?</p>					
<p>1.17 Is the solution able to send email notifications and reminders to AVCP staff based upon triggers in the system and data?</p>					

4. Staff Management								
4.1. Certifications								
4.2. Phone numbers								
4.3. Email addresses								
4.4. Addresses								
4.4.1 Address validation								
4.5. Case load								
4.6. Organization affiliations								
4.7. Notes								
4.8. Supervisor								
5. Account Management								
5.1. General Ledger for transactions								
5.2. Parent account								
5.3. Account code								
5.4. Real-time Account balance								
6. Financial Services								
6.1. Does solution provide the ability to manage both TANF and non-TANF Services?								
6.2. Does the solution provide the ability to record which Account(s) funded Financial Services by date range?								

8. Reporting							
8.1. Does the solution generate the FTANF Report?							
8.1.1. How is the FTANF Report generated or delivered?							
8.1.2. Does the solution provide error reporting for the FTANF Report?							
8.1.3. Is there an interface to allow viewing of errors in the FTANF Report?							
8.2. Does the solution have any means by which caseworkers can view and correct errors in their cases?							
8.3. Does the solution generate a Household TANF Services report?							
8.4. Does the solution contain other canned reports? Please list all reports included.							
8.5. Does the solution have ad-hoc reporting capabilities?							
8.5.1. Are the ad-hoc reporting capabilities proprietary?							
8.6. Can reports be output to electronic formats? Please list available formats.							
TRIBAL SERVICES REQUIREMENTS							
9.1 Can enrollment data be converted from legacy software system into proposed solution?							
9.2 Is the solution capable of recording enrollment to different tribes and villages?							

11.4 Can the solution report on financial assistance provided to clients?							
11.5 Can the solution enable printing of mailing labels through the AVCP network?							
ICWA REQUIREMENTS							
12.1 Can the solution track actions taken by AVCP in ICWA cases?							
12.1.1 Can the solution track active efforts in ICWA cases?							
12.1.2 Can the solution track out of home placements of children?							
12.1.3 Can the solution track referrals to programs in ICWA cases?							
12.2 Can the solution track Structured Decision Making model for child protection assessments?							
12.3 Can the solution track group activities and trainings?							
12.4 Can the solution generate notifications to ICWA when a new TANF case is opened?							

APPENDIX B
REQUEST FOR PROPOSAL
INSURANCE AND FINANCIAL RESPONSIBILITY REQUIREMENTS

The Respondent shall provide proof and maintain, at its own expense, acceptable evidence of financial responsibility (insurance, fully funded self-insurance, financial guarantee bond, cash bond, or letter of credit) with the following terms and conditions:

I. General Liability, in a form* which includes the following types of coverages:

- a) Premises/Operations;
- b) Products and completed operations;
- c) Broad form property damage;
- d) Personal & advertising injury;
- e) Contractual liability;
- f) Independent Contractors;
- g) Limit: Not less than \$ 1,000,000 bodily injury and property damage combined single limit and \$ 2,000,000 aggregate.

* If the policy form used is other than commercial general liability (e.g., manufacturers' & Contractors' form; owners', landlords' & tenants' form; etc.), the policy must be endorsed to include above coverages b, e, and f, applicable to this contract.

II. Automobile Liability, to include the following coverages:

- a) Owned auto liability;
- b) Non-owned auto liability;
- c) Hired auto liability (when applicable);
- d) Limit: Not less than \$1,000,000 bodily injury and property damage combined single limit.

III. Workers' Compensation and Employer's Liability:

Workers' Compensation -Statutory coverage in the state work is being performed

Employer's Liability: Bodily Injury by Accident - \$1,000,000 each accident
Bodily Injury by Disease - \$1,000,000 each employee
Bodily Injury by Disease - \$1,000,000 policy limit
Organizations using volunteer labor will provide evidence of coverage for volunteers.

IV. Professional Liability Insurance: Covering all errors, omissions, or negligent acts of contractor, subcontractor, or any one directly or indirectly employed by them.

IV. Crime/Employee Dishonesty Liability: Not less than \$500,000 per incident.

V. Supplemental Umbrella/Excess Liability: Not less than \$5,000,000 per occurrence.

Additional Insured Endorsements

The Respondent's insurer(s) will endorse all policies (except Workers' Compensation) to name The Association of Village Council Presidents as an Additional Insured.

Waiver of Subrogation Endorsements

The Respondent's insurer(s) will endorse all policies with a waiver of subrogation in favor of The Association of Village Council Presidents.

General Requirements

- a) All policies (except Workers' Compensation/Employer's Liability) must be endorsed to reflect that this coverage is primary as respects The Association of Village Council Presidents, regardless of other insurance that may be in force.
- b) All policies must be endorsed to reflect that The Association of Village Council Presidents has no premium responsibility as respects any of these acquired coverages.
- c) No required coverage may be cancelled, materially changed, or non-renewed, without 30 days prior written notification to The Association of Village Council Presidents.
- d) Any sub-Contractor(s) will provide coverages at least equal to those required of the Respondent.
- e) Insurer(s) must be filed with the State of Alaska to write insurance business on an admitted basis.
- f) Insurer(s) must be rated at least "A-, VII" or better by A.M. Best.
- g) All coverages shall remain in effect until the completion of the contract. When possible The Association of Village Council Presidents would prefer any insurance coverage to be written on an occurrence based policy.
- h) The Respondent shall provide a certificate or copies of documents evidencing all required coverages, prior to beginning work under any contract resulting from this Request for Proposals.

The Respondent shall file with the contract administrator within 5 days after date of contract, all financial responsibility to documentation previously mentioned.