



ALASKA NATIVE
TRIBAL HEALTH
CONSORTIUM

November 18, 2015

Alaska Native Tribal Health Consortium
Contracting Department
4000 Ambassador Drive
Anchorage, Alaska 99508

RE: ANTHC Contractor Pre-Qualification Program for ANMC Campus Construction Services

Dear Potential ANMC Campus Construction Contractors,

This letter is to let you know that on December 1st, 2015 the Alaska Native Tribal Health Consortium (ANTHC) will be introducing our brand new Contractor Pre-Qualification Program for Construction Services located on the Alaska Native Medical Center (ANMC) Campus in Anchorage, Alaska. ANTHC was formed pursuant to Section 325 of the FY 1998 Interior and Related Agencies Appropriations Act, P.L. 105-83, for the purpose of managing the programs and services previously provided by the Indian Health Service Alaska Area Office and the Alaska Native Medical Center in Alaska.

ANTHC has adopted this Contractor Pre-Qualification Program in order to develop information relative to the contractor's experience, organization and other pertinent and material facts to acquaint ANTHC with the bidder's qualification for performing work in the construction and maintenance of its facilities with a value estimated at \$5,000 or more.

ANTHC will pre-qualify prime contractors in the general construction and flooring categories. Sub-contractors of the prime are not required to be pre-qualified. ANTHC will indicate in the bid documents whether the solicitation is limited to contractors approved through the Contractor Pre-Qualification Program.

The details of the program are outlined in the attached program document. Please review this information carefully so you understand how it works and can take full advantage of the opportunities it offers. In addition, please feel free to contact myself, Bethany A. Jones (bajones@anthc.org), if you have any questions or if you need any additional information related to this program.

Respectfully,

A handwritten signature in black ink, appearing to read 'Bethany A. Jones'.

Bethany A. Jones
Contracting Officer



ALASKA NATIVE
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ALASKA NATIVE TRIBAL HEALTH CONSORTIUM

CONTRACTOR PRE-QUALIFICATION PROGRAM

FOR

GENERAL CONSTRUCTION SERVICES

By:

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1. GENERAL INFORMATION

1.1. Background:

The Alaska Native Tribal Health Consortium (ANTHC) was formed pursuant to Section 325 of the FY 1998 Interior and Related Agencies Appropriations Act, P.L. 105-83, for the purpose of managing the programs and services previously provided by the Indian Health Service Alaska Area Office and the Alaska Native Medical Center in Alaska.

1.2. Purpose of the Contractor Pre-Qualification Program:

The ANTHC has adopted a Contractor Pre-Qualification Program in order to develop information relative to the contractor's experience, organization and other pertinent and material facts to acquaint ANTHC with the bidder's qualifications for performing work in the construction and maintenance of its facilities with a value estimated at \$5,000 or more.

1.3. Applicability:

ANTHC pre-qualifies prime contractors in the general construction and flooring categories. Sub-contractors of the prime are not required to be pre-qualified. ANTHC will indicate in the bid documents whether the solicitation is limited to contractors approved through the Contractor Pre-Qualification Program.

1.4. Pre-Qualification:

Contractor must provide full and complete answers to the questions in the contractor pre-qualification application. Contractor must sign and date its application and it must be signed by persons duly authorized to sign on behalf of the contractor. ANTHC may reject an incomplete pre-qualification application. ANTHC reserves the right to request additional information from an applicant as part of its pre-qualification program. ANTHC reserves the right to waive any minor irregularities in the pre-qualification process and/or any minor irregularities in the pre-qualification applications submitted as part of the process.

The contractor's pre-qualification application will be read and evaluated by ANTHC program staff. Contractors will be notified of their pre-qualification status within 14 days after submission of a complete contractor's pre-qualification application, unless such time is extended by ANTHC. The contractor will not receive an Invitation to bid on projects until the application is approved and the dollar threshold established.

1.5. Contractor Pre-Qualification Application Submission:

Contractor pre-qualification applications may be filed with ANTHC at any time provided that the date of filing is at least fourteen (14) days prior to the invitation to bid issuance date of work on which a contractor seeks to bid.

1.6. Term of Approved Pre-Qualification Status:

Contractors that successfully complete ANTHC's Contractor Pre-Qualification Program will be pre-qualified to bid on ANTHC projects until May 31 of the even numbered year (eg 5/31/2016, 5/31/2018, etc.). Contractors will need to reapply to continue in the program.

1.7. Notice of Indian Economic Enterprise Set-Aside:

Under the Buy Indian Act, 25 U.S.C. 47, offers maybe solicited only from Indian Economic Enterprises ("IEE")(Subpart 1480.8). An Indian Economic Enterprise is any business activity owned

by one or more Indians or Indian Tribes that is established for the purpose of profit. ANTHC will reject all offers received from ineligible enterprises. Any award resulting from an "IEE" solicitation will be made to an Indian Economic Enterprise. In response to an IEE Set-Aside requirement, an offeror must also submit a completed ANTHC Representations and Certifications of Bidder/Offer form.

1.8. Joint Ventures:

The prequalification applications of the individual contractors desiring to submit a bid as a Joint Venture will be considered in extending prequalification to the Joint Venture. Each contractor in a proposed joint venture shall be prequalified. The joint venture shall submit a **joint venture statement of intent** at least five (5) calendar days before the applicable bid opening date.

Bids & Proposals:

The contractor shall submit bid proposals under the same exact name as shown on the prequalification application.

2. Evaluation

2.1. Definitions:

- 2.1.1. "Application" means a request for contractor pre-qualification, consisting of an application booklet available from ANTHC's office, and a financial statement prepared according to the requirements of this section.
- 2.1.2. "Compiled Financial Statements" means a financial statement prepared for form, appropriateness, and arithmetic accuracy. It does not express an opinion or provide any assurance regarding the financial statement.
- 2.1.3. "Contractor" means the individual, partnership, firm, corporation, joint venture, or any combination acceptable to ANTHC that seeks to contract with ANTHC.
- 2.1.4. "Contractor Pre-Qualification" means ANTHC's process of review and evaluation of a contractor's work history and current financial condition before a contractor is allowed to submit a proposal for constructing or reconstructing ANTHC facilities.
- 2.1.5. "Audited Financial Statement" means a financial report prepared according to generally accepted accounting principles ("GAAP") by an independent certified public accountant or an independent public accountant. The financial statement includes a cover letter on the accountant's letterhead, a balance sheet, a statement of cash flow, and income statement, and all notes and appropriate supporting schedules. An Audited Financial Statement provides assurance that an organization's financial statements are free of material misstatement and are fairly presented based upon the application of GAAP.
- 2.1.6. "Reviewed Financial Statement" means a financial statement that includes an inquiry of company personnel, and a review of the analytical procedures applied to the financial data. It does not express an opinion regarding the financial statement taken as a whole. A Reviewed Financial Statement provides limited assurance that no material modifications to the financial statements are necessary; they are in conformity with GAAP.
- 2.1.7. "Compilation Financial Statement" means a financial statement that includes the amounts and disclosures in the firm's financial statement, an assessment of the accounting principles used and the significant estimates made by management, and an evaluation of the overall financial statement presentation.

- 2.1.8. "Joint Venture" means the combination of two or more contractors for the purpose of submitting a proposal to ANTHC and performing a contract for constructing or reconstructing ANTHC facilities.
- 2.1.9. "Indian" means a person who is a member of an Indian Tribe or "Native" as defined in the Alaska Native Claims Settlement Act (PL 92-203; 85 Stat. 688; 43 U.S.C. 1601).
- 2.1.10. "Indian Economic Enterprise" means any business activity owned by one or more Indian or Indian Tribes that is established for the purpose of profit, provided that; (i) The combined Indian or Indian Tribe ownership shall constitute not less than 51 percent of the enterprise; (ii) the Indians or Indian Tribes shall, together, receive at least a majority of the earning from the contract; and (iii) the management and daily business operations of an Indian economic enterprise must be controlled by one or more individuals who are members of an Indian Tribe.
- 2.1.11. "Indian Tribe" means an Indian Tribe, band, nation, or other recognized group or community which is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indian, including any Alaska Native village, regional or village corporation established under the Alaska Native Claims Settlement Act (PL 92-203, 85 Stat.688; 43 U.S.C. 1601).
- 2.1.12. "Pre-Qualification Amount" means the dollar limitation of each contract, based on ANTHC's estimate of contract value, for which a contractor may submit a proposal to ANTHC for constructing or reconstructing ANTHC facilities.
- 2.1.13. "Staff" means ANTHC personnel responsible for processing the Contractor's Pre-Qualification Application.

2.2. Contractor Pre-Qualification:

An applicant for contractor pre-qualification shall include on the application and ANTHC staff shall consider the following information in determining the prequalification amount for a contractor:

- 2.2.1. Organizational structure.
- 2.2.2. History of past or current projects and contracts.
- 2.2.3. Any applicable licenses.
- 2.2.4. Any pre-qualification or bidding disputes with a government agency, and
- 2.2.5. Financial condition.

2.3. Company Information:

Provide an overview of the company. The application shall indicate if the company is a subsidiary or division of a larger corporation. The primary information shall be of the subsidiary/division that will be providing the contracting services.

2.4. Bonding Capacity & Financials:

Provide the bonding and financial information. For applicants that are a subsidiary/division of a larger company, the bonding information shall be for the entity providing the contracting services. Financial Statements of the parent company and the entity providing the contracting services shall be provided.

2.5. Insurance Information:

Provide insurance information for the entity that will be providing the contracting services.

2.6. Experience:

The contractor's statement of experience shall include information as to the contract amount, type of work, date of completion and the name and address of the owner of the work for each contract completed as a prime contractor. In lieu of any prime contract work, a similar statement should be provided for any subcontract work successfully completed.

The experience record shall include the major projects completed within three years from the date of application. Additional information covering experience may also be submitted.

The statement of Experience shall include construction experience of the principal individuals of the applicant.

2.7. Business License Requirement:

All proposers, and their subcontractors, if any, must have a valid Alaska Business License prior to award of contract.

2.8. Other Licenses and Registrations Requirement:

All proposers are required to hold any and all necessary applicable professional licenses and registrations required by law. Obtaining and ensuring compliance to all licensing and registering requirements is the complete responsibility of the proposer.

3. Pre-Qualification Determination:

3.1. Classification of Contractors:

ANTHC shall categorize contractors into the following classifications:

- 3.1.1. **Inexperienced Firms:** Firms that have no experience as contractors in Hospitals and/or Medical Office Buildings.
- 3.1.2. **New Firms:** Recently organized firms that have officers with experience with other contractors in positions of responsibility for Hospitals and/or Medical Office Buildings.
- 3.1.3. **Unknown Firms:** Firms that have experience as contractors but have not completed a Hospital and/or Medical Office Building construction contract as a contractor for ANTHC within the past three (3) years or at any time.
- 3.1.4. **Known Firms:** Firms that have successfully completed at least one (1) Hospital and/or Medical Office Building contract within the past three years as a contractor for ANTHC.

3.2. Classification of Financial Statements:

- 3.2.1. All financial statements shall be audited, reviewed, or compiled according to generally accepted accounting principles, by either an independent certified public accountant or an independent public accountant, registered and licensed under the laws of any state. A contractor shall not submit a financial statement prepared by either a certified or public accountant who is directly or indirectly interested in or affiliated with a business of the contractor.
- 3.2.2. A contractor that submits a compiled financial statement will be limited to a maximum pre-qualification amount of \$250,000.
- 3.2.3. A contractor that submits a reviewed financial statement will be limited to a maximum pre-qualification amount of \$750,000.

- 3.2.4. A contractor that desires a pre-qualification amount in excess of \$750,000 shall submit an audited financial statement.

3.3. Pre-Qualification Limits:

In determining the pre-qualification amount for each contractor, the amount set by ANTHC may be less than the maximum amount set out in this subsection due to ANTHC's evaluation of the contractor's information.

- 3.3.1. **Inexperienced Firms.** An inexperienced firm will be limited to a maximum pre-qualification amount of \$250,000 until the contractor has satisfactorily completed at least one Hospital and/or Medical Office Building construction contract.
- 3.3.2. **New Firms.** A new firm will be limited to a maximum pre-qualified amount of 20% of the firm's single project bonding capacity.
- 3.3.3. **Unknown Firms.** An unknown firm will be limited to a maximum pre-qualification amount of 20% of the firm's single project bonding capacity or the amount of the largest Hospital/Medical Office Building construction contract it has successfully completed as a contractor, whichever is larger.
- 3.3.4. **Known Firms.** A known firm will be limited to the firm's single project bonding capacity.

3.4. Reconsideration of Pre-Qualification Determination:

If a contractor is dissatisfied with ANTHC's decision, the contractor may request in writing a meeting, within fifteen (15) days of receiving ANTHC's decision. The letter shall indicate the basis for the request and shall provide supportive data. ANTHC shall review the request and accompanying information and decide on the request within thirty (30) calendar days of its receipt.

3.5. Reduced Pre-Qualification Amounts or Disqualifications:

ANTHC may reduce the pre-qualification amount of a contractor already pre-qualified or disqualify a contractor from bidding if a contractor:

- 3.5.1. Falsifies any documents or misrepresents any material facts in the information furnished to ANTHC;
- 3.5.2. Fails to enter into a contract with ANTHC;
- 3.5.3. Defaults on a previous contract with any public agency;
- 3.5.4. Has an unsatisfactory work performance record with ANTHC on the basis of workmanship, competent superintendence, timely completion, or failure to submit required documentation for closing out a contract; or
- 3.5.5. Fails to provide notification to ANTHC, within thirty (30) calendar days of occurrence, of any change in ownership, corporate officers or general partners, bankruptcy, receivership, court supervised reorganization, or the entry of a judgment in judicial or administrative proceeding adverse to the contractor.
- 3.5.6. ANTHC shall notify a contractor in writing of its intention to reduce the pre-qualification amount or to disqualify a contractor. ANTHC's notice to reduce pre-qualification or to disqualify a contractor shall become a final determination unless the contractor requests a meeting with ANTHC within twenty (20) calendar days after receiving such notification.

4. Administrative:

4.1. Conflict of Interest and Restrictions:

If any proposer, proposer's employee, subcontractor, or any individual working on the proposed contract may have a possible conflict of interest that may affect the objectivity, analysis, and/or performance of the contract, it shall be declared in writing and submitted to ANTHC within ten days of issuance of an RFP. ANTHC shall determine in writing if the conflict is significant and material and if so, may eliminate the proposer from submitting a proposal.

4.2. Access to ANTHC Pre-Qualification Files:

Pre-qualification files are considered to be strictly confidential. The files will be available only to:

- 4.2.1. Members of the ANTHC Board of Directors
- 4.2.2. Employees or any authorized agents of ANTHC,
- 4.2.3. Agents of surety upon the filing of an application for bond duly signed by an authorized party of the pre-qualified firm contractor,
- 4.2.4. The contractor that is the subject of the file.

4.3. ANTHC Contact Person:

Any information required or questions regarding this Program should be addressed and/or delivered to:

Alaska Native Tribal Health Consortium
Strategic Access Development
Attn: Bethany A. Jones, Contracting Officer
4000 Ambassador Drive
Anchorage, Alaska 99508
(907)729-2697 phone

PERTINENT HISTORICAL INFORMATION

ANTHC:

The Alaska Native Tribal Health Consortium is a non-profit health organization owned and managed by Alaska Native tribal governments and their regional health organizations. The Consortium was created in 1997 to provide statewide Native health services. Through its four divisions, the Consortium works in cooperation with tribes, Native health organizations and municipalities to achieve its goals. ANTHC's four divisions are: Alaska Native Medical Center (ANMC), Division of Environmental Health and Engineering (DEHE); Community Health Services (CHS); and Consortium Business Support Services (CBSS). The Alaska Native Tribal Health Consortium and Southcentral Foundation jointly own and manage Alaska Native Medical Center. The ANTHC has committed to continuous improvement through the use of the Baldrige National Quality Program health care criteria for performance excellence. Our Vision, Mission and Values are provided below. For more information please visit us at www.anthc.org

Our VISION:

Alaska Natives are the healthiest people in the world.

Our MISSION:

Providing the highest quality health services in partnership with our people and the Alaska Native Tribal Health System

Our VALUES:

Achieving excellence

We achieve excellence through actions that support the ANTHC Mission, and which demonstrate consistency; the commitment of our leaders and all staff to our values; responsibility to the organization, our co-workers and our customers; collaboration with colleagues; accountability for our actions; careful stewardship of the organization's resources; quality in everything we do; and continuous learning and improvement throughout the organization.

Native Self-Determination

We express the value of Native self-determination through Alaska Natives setting health policies, programs and priorities; through our Native professional and health care development activities; a focus on the importance of the Native community of Alaska; and by supporting the desirability and integrity of Native choice in matters of life and health.

Treat with respect and integrity

We value our co-workers and our customers and we aspire to act in ways that are considerate and appreciative of them. We strive to always behave ethically in our business and personal lives. We are trusting, respectful, and open and honest in our interactions.

Health and wellness

We promote lifelong health and wellness by pursuing health in mind, body and spirit, safety in the workplace and balance in our work and personal lives.

Compassion

We illustrate compassion through actions that demonstrate our awareness that we are part of a larger community; through an understanding of diversity; caring relationships; sincerity and our interactions with others; and sensitivity to others' needs and ways of living.