



Mayor Suzanne LaFrance
Municipality of Anchorage
-- Purchasing Department --

July 30, 2026
REQUEST FOR PROPOSAL
RFP 2026P040

**Anchorage Metropolitan Area Transportation Planning
Provide E-TIP Software**

The Municipality of Anchorage is an equal opportunity employer.

Enclosed is pertinent information for use in preparing your proposal.

Pre-Proposal Conference:	N/A
Site Visit:	N/A
Questions Due:	12PM Local Time, August 13, 2026
Proposals Due:	12PM Local Time, September 17, 2026

Electronic Submission through BidExpress at [Bid Express :: Municipality of Anchorage](#) or submission through Sealed Envelope with ONE SIGNED ORIGINAL, single sided, unbound, of your proposal and, a flash-drive containing a PDF copy of the complete proposal, including attachments must also be provided.

If applicable, the phone number to call into the Pre-Bid Conferences is 907-343-6089. Conference lines are opened 5 minutes prior to the Pre-Bid Conference times. To attend meetings in person, you may do so at 632 W. 6th Avenue, Suite 520, Anchorage, AK 99501. FOR AUXILIARY AIDS, SERVICES, OR SPECIAL MODIFICATIONS TO PARTICIPATE PLEASE CONTACT THE PURCHASING DEPARTMENT TO REQUEST REASONABLE ACCOMMODATIONS AT 907-343-4590; OR wwpur@muni.org

For further information contact Purchasing at (907) 343-4590 or email wwpur@muni.org. All correspondence should include the RFP number and title.

The Municipality of Anchorage reserves the right to reject any and all proposals and to waive any informalities in procedures.

Sincerely,

Kim Ovsepyan
Deputy Purchasing Officer

2026P040

Provide E-TIP Software

- Section 1 - General Information
 - Section 2 - Rules Governing Competition
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The Municipality of Anchorage Purchasing Department is pleased to announce that we have begun using the Bid Express® service at www.bidexpress.com.

Electronic bid submission:

- **allows for digitally-signed bids**
- **eliminates costs for delivery of bid packages**
- **provides error checking and alerts to omissions before submission**
- **easily accommodates last-minute changes and price cuts**
- **automates email notifications to alert vendors of solicitation postings and solicitation changes**

If you are not a current user, please register for a free vendor account to reference the Municipality of Anchorage's upcoming advertisements.

For more information about the service, please refer to the Bid Express service's Knowledge Center [here](#) to get started.

For technical assistance, please call the service's Customer Success team at 888-352-2439, available Monday - Friday from 7:00 am – 8:00 pm (EST). You can also email them at bidexpress.support@infotechinc.com.

Additional information and notices of solicitation opportunities will be posted on the Purchasing webpage at Muni.org.

1.0 GENERAL INFORMATION

1.1 Purpose

This Request for Proposal (RFP) seeks to solicit bids for an electronic software (e-TIP) for the Anchorage Metropolitan Area Transportation Solutions (AMATS) to use for the Transportation Improvement Program (TIP). The selected software will be an upgrade from the current Excel-based workflow that AMATS uses and will serve as an integrated, enterprise-level solution for managing all aspects of TIP development, programming, fiscal constraint, project tracking, scenario evaluation, as well as streamline public communication. A centralized environment will support real-time data updates, automated fiscal constraint validation, improved auditability, version control, and configurable reporting dashboards.

1.2 Background

AMATS is the Metropolitan Planning Organization (MPO) for the Anchorage and Chugiak/Eagle River areas and directly responsible for overseeing federal transportation dollars. As part of this responsibility AMATS uses the TIP to program and fund transportation projects throughout the boundary. The TIP is a 4-year funding program that needs robust public engagement, exceptional reporting, sound fiscal constraint, and interactivity with the general public and stakeholders both policy and technical. The TIP is one of the core documents essential for ensuring hundreds of millions of dollars in federal funding is eligible to be spent within the Municipality of Anchorage each year. Consequently, the e-TIP software platform must be sufficiently robust, secure, and adaptable to support these requirements, facilitate transparent decision-making, and maintain seamless interoperability with State of Alaska and Federal transportation funding and programming systems.

1.3 Questions

Any questions regarding this Request for Proposal are to be submitted in writing **in writing via:** wwpur@muni.org

For ease of identification please identify the RFP number in the subject line of any correspondence.

Purchasing Office hours of operation are: 8:00 a.m. to 5:00 p.m. local time Monday through Friday, excluding Municipal holidays. All questions must be received prior to the deadline indicated on the RFP cover letter.

1.4 Preparation Costs

The Municipality will not be responsible for proposal preparation costs, nor for costs including attorney fees associated with any (administrative, judicial, or otherwise) challenge to the determination of the highest ranked Proposer and/or award of contract and/or rejection of proposal. By submitting a proposal each Proposer agrees to be bound in this respect and waives all claims to such costs and fees.

2.0 RULES GOVERNING COMPETITION

2.1 Examination of Proposals

Proposers should carefully examine the entire RFP and any addenda thereto, and all related materials and data referenced in the RFP. Proposers should become fully aware of the nature of the work and the conditions likely to be encountered in performing the work.

2.2 Proposal Acceptance Period

Award of this proposal is anticipated to be announced within 45 calendar days, although all offers must be complete and irrevocable for 180 calendar days following the submission date.

2.3 Confidentiality

The content of all proposals will be kept confidential until the selection of the Contractor is publicly announced. At that time the selected proposal is open for review. After the award of the Contract, all proposals will then become public information.

2.4 Proposal Format

Proposals are to be prepared in such a way as to provide a straightforward, concise delineation of the Proposer's capabilities to satisfy the requirements of this RFP. Emphasis should be concentrated on

- 1) conformance to the RFP instructions.

- 2) responsiveness to the RFP requirements.
- 3) completeness and clarity of content.

2.5 Signature Requirements

All proposals must be signed (electronically through BidExpress or manually/ DocuSign) by an officer or other agent of a corporate vendor if authorized to sign contracts on its behalf; a member of a partnership; the owner of a privately-owned vendor; or other agent if properly authorized by a power of attorney or equivalent document. Signature on the "Letter of Transmittal" (See Para 4.3.4) will meet this requirement.

Failure to sign the Proposal is grounds for rejection. The name and title of the individual(s) signing the proposal must be clearly shown immediately below the signature.

2.6 Proposal Submission Requirements

2.6.1 Electronic Submission through BidExpress

2.6.1.1 [Bid Express :: Municipality of Anchorage](#)

(OR)

2.6.2 Submission through Sealed envelope

2.6.2.1 ONE ORIGINAL, single sided unbound of the proposal must be received by the Municipality prior to the date and time specified in the cover letter.

2.6.2.2 IN ADDITION to the copies required by paragraph 2.6.2.1 above, provide a flash drive containing a PDF copy of the complete proposal, including attachments.

2.6.2.3 All copies of the proposals shall be submitted in a single sealed cover which shall be plainly marked as a Request for Proposal Response with the Number and Title prominently displayed on the outside of the package.

2.6.2.4 Proposals must be delivered or mailed to:

**Physical Address
Municipality of Anchorage
Purchasing Department
632 W. Sixth Avenue, Suite 520
Anchorage, AK 99501**

2.6.3 Faxed or emailed proposals will NOT be accepted.

2.7 News Releases

News releases by or on the behalf of any Proposer pertaining to the award resulting from the RFP shall not be made without prior written approval of the Municipal Purchasing Director.

2.8 Disposition of Proposals

All materials submitted in response to this RFP will become the property of the Municipality of Anchorage. One copy of the submitted material shall be retained for the official files of the Purchasing Department and will become public record after award of the Contract.

2.9 Oral Change/Interpretation

No oral change or interpretation of any provision contained in this RFP is valid whether issued at a pre-proposal conference or otherwise. Written addenda will be issued when changes, clarifications, or amendments to proposal documents are deemed necessary by the Municipality.

2.10 Modification/Withdrawal of Proposals

A Proposer may withdraw a proposal at any time prior to the final submission date by sending written notification of its withdrawal, signed by an agent authorized to represent the agency. The Proposer may thereafter submit a new proposal prior to the final submission date; or submit written modification or addition to a proposal prior to the final submission date. Modifications offered in any other manner, oral or written will not be considered. A final proposal cannot be changed or withdrawn after the submission date, except for modifications requested by the Municipality after the date of receipt and following oral presentations.

Modifications to electronically-submitted proposals may be made any time prior to the proposal deadline using BidExpress.

2.11 Late Submissions

PROPOSALS NOT RECEIVED BY THE DATE AND TIME AND AT THE LOCATION SPECIFIED IN THE RFP COVER LETTER WILL NOT BE CONSIDERED AND WILL BE RETURNED UNOPENED.

2.12 Rejection of Proposals

The Municipality of Anchorage reserves the right to reject any or all proposals if determined to be in the best interest of the Municipality.

2.13 Equal Employment Opportunity Contract Compliance

2.13.1 Every municipal contract shall include language substantially the same as the following: "The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, national origin, ancestry, age, sex, sexual orientation, gender identity, marital status, or physical or mental disability. The contractor will comply with all laws concerning the prohibition of discrimination including, but not limited to, Title 5 and Title 7 of the Anchorage Municipal Code."

2.13.2 Every municipal contract shall state, in all solicitations or advertisements for employees to work under the contract, that all qualified applicants will receive consideration for employment without regard to race, color, religion, national origin, ancestry, age, sex, sexual orientation, gender identity, marital status, or physical or mental disability.

2.14 Confidential/Proprietary Information

The content of proposals will be kept confidential until the selection of the Contractor is announced. At that time, the selected proposal is open for review to the competing proposers only (except for information properly identified as being proprietary). After the award of the contract, all submitted proposals shall become public information except for properly identified proprietary information. If a proposer wishes individual pages, which contain actual business, proprietary information to be held confidential, each page must be marked and an explanation furnished of its proprietary nature. In addition to marking individual pages, the Proposal's Cover must also be annotated with the words "THIS PROPOSAL CONTAINS PROPRIETARY INFORMATION". "Confidential and Proprietary" information is not meant to include any information which, at the time of disclosure, is generally known by the public and/or competitors. MOA's ability to treat information submitted as confidential is limited by Anchorage Municipal Code. Proposers concerned with the confidentiality of information submitted should familiarize themselves with the following Anchorage Municipal Code provisions:

AMC 3.90 Access to Public Records
AMC 3.90.010 Policy
AMC 3.90.020 Definitions
AMC 3.90.030 Information Available to the Public
AMC 3.90.040 Exemptions for Particular Records

2.15 Disadvantaged Business Enterprise (DBE) Goals

DBE participation goals have been established for this project. Instructions and DBE specification requirements are contained in the appendices of this RFP and made a part hereof. FAILURE TO SUBMIT THE REQUIRED DBE FORMS MAY RENDER THE PROPOSAL NON-RESPONSIVE. A list of currently approved DBE Contractors may be obtained by contacting:

Alaska DOT Civil Rights Office
2200 E. 42nd Avenue
PO Box 196900
Anchorage AK 99519-6900
907-269-0851
907-269-0847 Fax
<http://www.dot.state.ak.us/cvlrts/aucp.shtml>

3.0 SCOPE OF WORK

3.1 Solution

It is the intent of the Municipality of Anchorage (MOA) to select a qualified consultant and enter into a Professional Services Contract to assist AMATS (Anchorage Metropolitan Area Transportation Solutions) with implementing and ongoing maintenance of an electronic TIP (e-TIP) software.

This e-TIP software is expected to provide the following:

A	FUNDING PROGRAMMING SYSTEM (TIP)
1	Ability to add individual fund codes specific to MPOs
2	Ability to do a fiscal constraint analysis or summary
3	Ability for the system to determine if the changes are Admin Mod, Amendment, or Staff level.
4	Provide an Overview of funding changes
5	Version control and Amendment Tracking - (Past Program archives)
6	Ability to pull internal reports based on specific queries
7	Ability to customize alerts for different types of events (approaching deadlines, budget expiration, public comment period)
8	Ability to archive individual projects and access all project information after archival
B	PUBLIC OUTREACH/ENGAGEMENT
1	Ability for the public to pull reports on the TIP or amendments

2	Ability for the system to take public comments on new TIPs or amendments
3	Public-facing portal and map with some downloadable features
4	Accessibility features
5	Public Review Period Tracking Capabilities
6	Provide a seamless program for either mobile or desktop use.
C	GIS INTEGRATION
1	System has an interactive mapping feature to show projects as line features or polygons, as appropriate for each project, within the MPO boundary
2	Ability to search for projects by project location, street intersections, etc.
3	Users can access details for each project within the interactive map
4	Users can submit comments on specific projects within the interactive map
5	Ability for staff to export/download a .shp, .kmz, or .gdb of the project corridors and their details and comments
6	Ability to overlay demographic layers
7	Ability to integrate with Local and State GIS platforms
D	SYSTEM FEATURES
1	Provide a software specific to MPOs.
2	Ability to integrate with the State system at a future date.
3	Ability to sync with other primary MPO documents like the MTP and UPWP for project tracking.
4	Workflow approval to have MPO first, State second, then FHWA/FTA (where needed).
5	Ability to assign different users with roles and permissions.
6	Ability to gather and incorporate user feedback into product development.
7	Ability for robust backup and recovery procedures.
8	On-going support from a customer service representative.
9	GovRAMP certified environment.
10	Ensure full compliance with WCAG (Web Content Accessibility Guidelines) for digital accessibility. Implement assistive features, including but not limited to screen reader compatibility, alternative text for images, and keyboard navigation.

Any submitted proposals at a minimum must outline and demonstrate how the software can meet each item under A through D in the above table. Proposals are encouraged to go above the minimum listed above.

3.2 Security Requirements

The system must meet stringent technical and cybersecurity standards to ensure high availability, protect sensitive data, and support integration with municipal systems. An MOA Hosting Agreement based on data type, Public or Non-Public, will be included in the contract.

Prior to award, the proposer will be requested to complete an MOA Security Questionnaire, provide 3rd party security audit results, and must receive Municipality of Anchorage's IT Security Team approval.

The proposers should describe their approach to various technical criteria including cybersecurity, frequency and approach of upgrades and maintenance offerings, integration capabilities, and hosting/deployment services and standards.

The following security items will be in the contract scope; therefore, all proposers must describe their solution relative to the following security concerns:

1	Encryption in Transit: TLS 1.2 or higher. Encryption at Rest: AES-256 or equivalent industry-standard encryption.
2	Annual independent third-party penetration testing.
3	SOC 2 Type II report, ISO 27001 certification, or equivalent third-party independent security assessment.
4	SSO integration using SAML 2.0 or OpenID Connect with Microsoft Entra ID or equivalent identity provider.
5	Multi-Factor Authentication (MFA): MFA for administrative accounts and all customer users where applicable.
6	Reporting Common Vulnerabilities and Exposures (CVEs) and patching critical CVEs.
7	Documented vulnerability management process with timely remediation of identified issues.
8	Tenant Segregation: Logical separation of customer data within shared or multi-tenant environments.
9	Audit Controls: audit logs for authentication events, administrative actions, and permission changes.
10	Role-based access control (RBAC) with configurable user permissions and least privilege access.
11	Account Management: Customer administrators' ability to provision, disable, and remove user accounts without vendor intervention.

12	Security Configuration: Customer administrators' ability to manage user permissions, review logs, and configure basic security settings.
13	Session Security: Session timeout and automatic logout after inactivity.
14	Software development and change management practices.
15	Incident response plan and customer notification of confirmed security incidents affecting customer data or service availability.
16	Backups, disaster recovery, and business continuity procedures.
17	Hosting Location: Disclose the geographic location(s) where customer data is stored and processed.
18	Data Ownership: Customer retains ownership of all submitted data and must be able to export data upon request or contract termination.
19	Data Destruction: Delete customer data upon contract termination or written request within 90 Days.
20	Privacy Compliance: Compliance with applicable federal, state, and local privacy and data protection regulations.
21	Data Use Restrictions: Vendor shall not sell, mine, or otherwise monetize customer data for advertising or unrelated business purposes.
22	All APIs must require authentication, support OAuth 2.0 or OpenID Connect, implement API rate limiting, generate audit logs for API calls, and must not provide anonymous or unauthenticated endpoints.

4.0 PROPOSAL AND SUBMISSION REQUIREMENTS

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 thirty (30) pages in length (excluding letter of transmittal, resumes, title page(s), index/table of contents, required attachments, or dividers). One page shall be interpreted as one side, single-spaced, letter size (8-1/2" X 11") sheet of paper, **or its electronic equivalent**. Excess pages will be removed prior to evaluation, which could result in incomplete responses and lower scores.

Proposals should not include any use of the municipal seal. The use of the municipal seal (Logo) is limited by code AMC 8.30.085.a.b. which states.

AMC 8.30.085 – Use of Seal without permission prohibited.

A. Pursuant to section 1.40.030 unauthorized use of the municipal seal is prohibited.

- B. Upon conviction, unauthorized use is punishable by fine of not more than \$500.00, or by imprisonment for not more than six months, or by both.

4.1 Title Page

Include the RFP number and subject, the name of your firm, address, telephone number(s), name of contact person, contact information (phone number, email address), and date.

4.2 Table of Contents

List the proposal's sections with page numbers. Include the page numbers for each RFP Evaluation Criterion.

4.3 Letter of Transmittal (Limited to two(2) pages).

4.3.1 Briefly state your firm's understanding of the services to be performed and make a positive commitment to provide the services as specified.

4.3.2 List your company's contact for this RFP along with their phone number and email address.

4.3.3 Provide the name(s) of the person(s) who are authorized to make representations for your firm, their titles, address, email, and telephone numbers.

4.3.4 **The letter of transmittal must be signed by a corporate officer or other individual who has the authority to bind the firm.**

4.4 Evaluation Criteria

4.4.1 Firm Qualifications and Experience

- Detail the firm's experience in the same or similar areas of expertise, stability, and its adaptability to providing the required services.
- Provide at least three (3) references for which your firm has provided the same or similar services. Include a point of contact, telephone number, and a brief description of the services provided.

4.4.1 Software Capabilities

Provide detailed information on the capabilities of the software to meet the items outlined in section 3.1 of the RFP.

4.4.2 Key Project Staff and Subconsultants

Identify key project staff and subconsultants expected to provide services on behalf of the firm. Resumes should be included for each of the individuals and subconsultants referenced.

4.5 Fee Schedule

A Fee Schedule is not required with the proposal as it will not be used in the evaluation. After proposals are evaluated and scored, the highest rated Proposer will be required to provide a fee schedule to show direct labor rates, indirect labor rates, (General and Administrative (G&A) expense; overhead, fringe benefits, insurance, etc.), and proposed profit in a tabular format for the personnel to be utilized on this contract.

Payments for Other Direct Costs (EXPENSES) will be made for actual substantiated costs that are directly chargeable to and necessary for performance of services assuming they are not recovered through the Indirect Cost Rate. "Markup" of Expenses is prohibited. This does not include mark-up on subconsultants, which will be negotiated and treated as a fixed fee.

After contract negotiations are complete, the selected contractor will provide a fully loaded fee schedule for all services required for the performance of the work. This fee schedule shall be inclusive of all direct labor rates, overhead, G&A, insurance, fringe benefits, profit, etc. This Fee Schedule will become an appendix to the contract, which will become public information.

5.0 EVALUATION CRITERIA AND PROCESS

5.1 Evaluation Criteria Weighting

The criteria to consider during evaluations, and the associated point values, are as follows:

1. Experience	20 points
2. Software Capabilities	60 points
3. Key Project Staff	20 points
Total Points Available	100 points

5.2 Qualitative Evaluation Criterion

Firms will be ranked using the following qualitative rating factors for each RFP criterion:

- 1.0 Outstanding
- .8 Excellent
- .6 Good
- .4 Fair
- .2 Poor
- 0- Unsatisfactory

The rating factor for each criteria category will be multiplied against the points available to determine the total points for that category.

EXAMPLE: If an evaluator decides that the response provided for a criterion that has a maximum of 30 points was “Good,” they will assign a “qualitative rating factor” of 0.6 to that criterion. The qualitative rating factor is then multiplied by the maximum points available (30) for a resultant 18 points.

The award of the “cost” points will be determined by the calculation shown below. The lowest cost proposal will receive the maximum number of points awarded for the “cost” criteria:

$$\frac{\text{Lowest cost proposal} \times \text{Maximum \# points for category}}{\text{Cost of proposal being scored}}$$

EXAMPLE

Method used to convert Total Cost to Points (30 Points Maximum)

[STEP 1]

List all proposal costs.

Proposer #1	-	\$40,000
Proposer #2	-	\$45,000
Proposer #3	-	\$48,000

[STEP 2]

The RFP awards a maximum of 30% (30 points) of the total of 100 points for fee schedule.

Proposer #1 receives 30 points.

Proposer #1 receives 30 points (the max) because they submitted the lowest cost proposal.

Proposer #2 receives 26.7 points.

$$\frac{\$40,000 \times 30}{\$45,000}$$

Proposer #3 receives 25.0 points.

$$\frac{\$40,000 \times 30}{\$48,000}$$

5.4 Evaluation Process

A committee of individuals representing the Municipality of Anchorage will perform an evaluation of the proposal(s). The committee will score the proposal(s) as submitted. The Municipality of Anchorage reserves the right to award a contract solely on the written proposal.

The Municipality also reserves the right to request oral interviews with the highest ranked firms (short list). The purpose of the interviews with the highest ranked firms is to allow expansion on the written responses. If interviews are conducted, a maximum of two (2) firms will be short-listed. A second score sheet will be used to score those firms interviewed. The final selection will be based on a combination of written proposals and interviews. The same categories and point ranges will be used during the second evaluation as for the first. The highest ranked Proposer after the second scoring, if performed, may be invited to enter into final negotiations with the Municipality for the purposes of contract award.

6.0 SELECTION PROCESS

The Proposer with the highest total evaluation points may be invited to enter into contract negotiations with the Municipality of Anchorage. If an agreement cannot be reached, the second highest Proposer may be contacted for negotiations. This process may continue until successful negotiations are achieved. However, the Municipality reserves the right to terminate negotiations with any Proposer should it be in the Municipality's best interest. The Municipality of Anchorage reserves the right to reject any and all proposals submitted.

7.0 SAMPLE CONTRACT

All Proposers must carefully read and review ATTACHMENT A - Sample Contract. The final Contract with the Municipality of Anchorage will be substantially similar to it.

If a Proposer wishes to make changes to the Sample Contract, the proposed changes must be submitted with the proposal. All desired changes must be submitted in a separate document, and must be clear, legible, and conspicuous. The Proposer must also provide the rationale for all proposed changes. No changes will be considered until after the highest scored proposal(s) has been determined.

IF NO CHANGES ARE SUBMITTED WITH THE PROPOSAL, IT IS UNDERSTOOD THAT THE TERMS AND CONDITIONS OF THE SAMPLE CONTRACT HAVE BEEN ACCEPTED.

8.0 ATTACHMENTS

Attachment A - Sample Contract

Attachment B - Cloud and Offsite Hosting of “Non-public” Data Agreement

Attachment C - Cloud and Offsite Hosting of “Public” Data Agreement

Attachment D – DBE Forms

*If required negotiations for hosting requirements should occur before contract award. Hosted services will be governed by the MOA's Cloud and Offsite Hosting Agreement (public or non-public).