



**Date:** January 11, 2024  
**To:** Assembly Member Volland  
**Thru:** ✉ Kimberly Rash, Acting Director  
**From:** ↩ Tamiah Liebersbach, Administration Manager  
**Subject:** Recommended Change to AMC Title 7

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As requested, the Anchorage Health Department (AHD) respectfully shares recommended changes to AMC [7.20.020.D<sup>1</sup>](#) and [7.20.060.C<sup>2</sup>](#) as described below.

The 2 sections of Title 7 referenced above require sealed bids and sealed proposals to be submitted by mail or in person. Functionally, what this means, is any business, organization, or individual who would like to submit a bid under an Invitation to Bid (ITB) or a proposal/application under a Request for Proposals (RFP) or Request for Grant Proposals (RFGP) has to provide a physical paper copy of their documents to the Purchasing Department. AHD has consistently received feedback from entities that this is a burden on organizations, especially non-profits that may be applying for grant funds. Physical documents also add to the staff time required to run ITBs/RFPs/RFGPs because all documents need to be scanned in for electronic distribution either between department staff or to evaluation committee members.

AHD recommends changing code to require or at least to allow electronic submissions. Electronic submissions are standard at both the State and Federal levels and were allowed by the Municipality during the declared COVID-19 emergency. AHD's experience was that electronic submissions were both easier for proposing entities and more efficient for our staff.

If you have any questions, please email me at [tamiah.liebersbach@anchorage.ak.gov](mailto:tamiah.liebersbach@anchorage.ak.gov).

CC: Kent Kohlhase

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<sup>1</sup> 7.20.020.D

Sealed bids shall be designated as such on the outer envelope and shall be submitted by mail or in person at the place and no later than the time specified in the invitation for bids. Bids not submitted at the proper place or within the time specified shall not be opened or considered.

<sup>2</sup> 7.20.060 C

Sealed proposals shall be designated as such on an outer envelope and shall be submitted by mail or in person at the place and no later than the time specified in the request for proposals. Proposals not submitted at the place or within the time so specified shall not be opened or considered.