

Alaska Universal Service Administrative Company
Request for Proposal
Reporting Website/Database Development

September 16, 2026

Introduction

Alaska Universal Service Administrative Company (AUSAC) is soliciting proposals from companies specializing in IT solutions to develop an updated version of the internal company database, forms and reports to move to a secure reporting portal for users to self-report.

AUSAC is a member-based nonprofit corporation. AUSAC is the administrator of the Alaska Universal Service Fund, which was established by the Regulatory Commission of Alaska on December 29, 1998.

Project Description:

The internal company database is used to enter monthly information from about 140 companies, acts as an address book for the various companies and reporters, tracks approved rates, tracks reported revenues and the associated payment and report submission dates, generates several reports based on monthly periods and effective dates, and compiles data into pdf and Excel reports.

There are an estimated eight (8) forms and seventeen (17) reports. Report submitters (public users) would use an estimated two (2) forms and one (1) report. The submitted data is confidential.

The majority of calculations in the database are sums with a few multiplication calculations. Current report queries are fairly consistent throughout the reports and average six (6) criteria selections with two (2) multiple selection dropdown lists.

The website will need secure record storage and secure login parameters. Anomaly detection and notification to identify when submitted data significantly varies from historical entries, certification of submissions by public users, secure ability for a single user to submit for multiple companies, option to save submissions for another user to submit and certify, feature for admin to verify payment receipt date.

Report submitters would enter data monthly and have on demand access to a verification report. Site should include an automatic 6-month certification requirement for each company to verify the prior 6 months of submitted data, option to delay certification one time.

Submitted reports can be adjusted for only the prior 6 periods by the reporters and no restriction for adjustment submission to periods for admin. Adjustment report should be stored as a separate submission from the original report.

Record retention policy to retain records for seven (7) years and initiated by admin annually.

AUSAC prefers the ability to create ad-hoc reports in the system. Preference is for the site design to enable admin users to modify template information in the site without requiring the assistance of the programmer. Admin should have the ability to add additional input fields to the monthly remittance worksheet.

AUSAC currently uses a VM through Azure to run the Linex web application. AUSAC is open to all system formats.

The bid should include estimated system hosting or subscription costs.

The developer will create any instructions necessary to install or setup/maintain the system on other servers or computers.

For additional details on the current reporting form please review the monthly remittance worksheet and instructions located at: <https://ausac.org/monthly-remittance-reporting/>

General Requirements:

- Provide AUSAC with your bid by October 16, 2026.
- Deliver the final database project by March 8, 2027.
- Low maintenance system with consideration for ongoing management services or on a T&M basis.

Proposal Requirements:

A proposal should include the following information:

- Current Resume
- Experience in past database development
- Other qualifications
- Rough bid estimate

Evaluation of Proposals

The proposals will be evaluated based upon the degree to which services match AUSAC's needs and on the technical experience, qualifications and costs of the bidder. A follow-up interview, based on the evaluated proposals, will be conducted and more detailed project requirement information will be provided for use in a final quote.

Submission of Proposals

All proposals, including those submitted by email, must have the signature of a representative of the bidder who is authorized to bind the bidder. All proposals must be submitted or postmarked no later than close of business October 16, 2026.

Email proposals should be submitted to **info@ausac.org** and received no later than close of business October 16, 2026. AUSAC will acknowledge receipt of email proposals within one business day. If you do not receive acknowledgement, please contact AUSAC at 907-561-6300 to confirm receipt or to make alternative delivery arrangements.

Compensation

Compensation will be based on a fixed bid.

Pre-Bid Conference

Thursday, October 1, 2026 at 9:30 a.m.

Held virtually, please email AUSAC for meeting link: **info@ausac.org**