



Department of Health and Social Services
Finance and Management Services
Grants and Contracts Support Team
350 Main Street, Room 6
Juneau, Alaska 99801

RFP #2015-0600-2718
Employment and Income Verification Services

Amendment #1

Amendment Issue Date: July 31, 2014

Please alter the following language to match the amendment.

IMPORTANT NOTE TO OFFERORS: Only the following items referenced in this amendment are to be changed. All other sections of the RFP remain the same. A copy of the amendment is available on the State's Online Public Notice website.

- **The following revision has been made to RFP Section 1.04, page #5 and page #30 question#2.**
 1. Page 5, section 1.04 should read, Department of Health and Social Services, Division of Public Assistance, estimates a budget of \$500,000 for completion of this project, including the first year and two one-year optional renewals. Proposals priced at more than \$500,000 for the full three years of the contract will be considered non-responsive.
 2. Page 30, question 2 should read, Per section 1.04, the budget does not exceed \$500,000.
- **Responses to questions submitted by interested parties**

Q1: We provide income and employment verification services to employers, housing authorities and landlords. The request is submitted via our website, and then fulfilled by our processors. The results are then entered and viewable via our site. The turnaround time on the on the results can be a few minutes to 48 hours dependent on reaching the employer contact success. Is this the type of service this RFP is seeking, or is it seeking a custom built application?

A1: This is the type of service the Division of Public Assistance (DPA) is seeking. However, DPA prefers to receive immediate response which is much shorter than 48 hours. DPA's eligibility staff need to be able to access the vendor's system and get information necessary immediately in order to verify client's earned income and employment history.

Q2: Approximately how many individuals will need to be verified annually?

A2: DPA averages between 2500 to 3000 lookups every month, or an approximate of 36,000 annually.

Q3: Are you asking for verification of current employment only or past employment as well?

A3: Both

Q4: Are you familiar with The Work Number (Equifax) and how their service will factor into your verification process and cost?

A4: Department of Public Assistance (DPA) is familiar with Equifax and their basic service and express service. Agencies that can offer comparable services are invited to propose.

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