



THE STATE  
of **ALASKA**  
GOVERNOR SEAN PARNELL

**Department of Corrections**  
DIVISION OF ADMINISTRATIVE SERVICES  
Anchorage Procurement Section

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August 19, 2014

**ATTN:** Vendors List

**RE:** Title: X-Ray Technician Services – ACC  
RFP Number: 2015-2000-2727  
Location: Anchorage, Alaska

**Amendment # 1**

The Department of Corrections is issuing this Amendment to the above listed Solicitation to make changes as follows; ALL changes are underlined in each section.

1. Section 1.15 Subcontractors has been modified with several changes. Please see attached pages 9 - 10 for changes.
2. Section 5.03 Work Schedule; has been modified with several changes. Please see attached page 31 for changes.

All other terms and conditions remain unchanged.

Any questions or concerns please call me.

\*\*\*\*\*END OF AMENDMENT #1\*\*\*\*\*

Sincerely,

ORIGINAL SIGNED

Gary Bailey  
Procurement Specialist II

any proposal that does not comply with all of the material and substantial terms, conditions, and performance requirements of the RFP.

Offerors may not qualify the proposal nor restrict the rights of the state. If an offeror does so, the procurement officer may determine the proposal to be a non-responsive counter-offer and the proposal may be rejected.

Minor informalities that:

- do not affect responsiveness;
- are merely a matter of form or format;
- do not change the relative standing or otherwise prejudice other offers;
- do not change the meaning or scope of the RFP;
- are trivial, negligible, or immaterial in nature;
- do not reflect a material change in the work; or
- do not constitute a substantial reservation against a requirement or provision;

may be waived by the procurement officer.

The state reserves the right to refrain from making an award if it determines that to be in its best interest.

A proposal from a debarred or suspended offeror shall be rejected.

### **1.13 State Not Responsible for Preparation Costs**

The state will not pay any cost associated with the preparation, submittal, presentation, or evaluation of any proposal.

### **1.14 Disclosure of Proposal Contents**

All proposals and other material submitted become the property of the State of Alaska and may be returned only at the state's option. AS 40.25.110 requires public records to be open to reasonable inspection. All proposal information, including detailed price and cost information, will be held in confidence during the evaluation process and prior to the time a Notice of Intent to Award is issued. Thereafter, proposals will become public information.

Trade secrets and other proprietary data contained in proposals may be held confidential if the offeror requests, in writing, that the procurement officer does so, and if the procurement officer agrees, in writing, to do so. The offeror's request must be included with the proposal, must clearly identify the information they wish to be held confidential, and include a statement that sets out the reasons for confidentiality. Unless the procurement officer agrees in writing to hold the requested information confidential, that information will also become public after the Notice of Intent to Award is issued.

### **1.15 Subcontractors**

Subcontractors may be used to perform work under this contract and are required for any absences of seven (7) days or more during the course of any performance period. The offeror must identify in the proposal the names of the subcontractors that will perform all work under the resulting contract.

The offeror must provide the following information concerning each prospective subcontractor within five working days from the date of the state's request:

- (a) complete name of the subcontractor;
- (b) complete address of the subcontractor;
- (c) type of work the subcontractor will be performing;
- (d) percentage of work the subcontractor will be providing;
- (e) evidence that a subcontractor holds a valid Alaska business licenses and required certifications (as applicable) must be provided 15 days in advance of any subcontractor services being performed.
- (f) a written statement, signed by each proposed subcontractor that clearly verifies that the subcontractor is committed to render the services required by the contract.

An offeror's failure to provide this information, within the time set, may cause the state to consider their proposal non-responsive and reject it. The substitution of one subcontractor for another may be made only at the discretion and prior written approval of the project director.

**NOTE:**

Subcontractors are required during all scheduled absences of 7 days or more:

All subcontractors must be approved by the DOC project director or designee, prior to any contractor absence and subcontractor performance.

Failure to provide an approved subcontractor and leaving the DOC with no x-ray services of more than 7 days may result in the contractor:

- Paying for any x-ray services rendered by another provider during their absence. This will only apply if the DOC is left with no subcontractor coverage and only if a health care provider states the x-rays the inmate needed were urgent and needed to be sent to an outside facility to be accomplished. This must be approved by the Chief Medical Officer or their designee prior to any charges or fees being charged to the contractor for outside x-ray services.

**Note:**

DOC is aware that there are certain extenuating circumstances (such as emergencies, death, etc.) that are unforeseen and that the contractor may not be able obtain a subcontractor in time prior to departure. However the contractor will provide at minimum two weeks' notice to the DOC for all scheduled absences. No charges for outside x-ray services will apply for certain extenuating circumstances.

The offeror will be required to have a subcontractor in place prior to any scheduled absence of more than 7 days. All subcontractors must be approved by the DOC and in place 15 days prior to scheduled departure.

Subcontractors will not be required to have a business license until their services are required and must be submitted to the procurement officer prior to any services being performed for the contractor.

Blood Borne Pathogens Requirement:

Offeror's will be required to comply with all current blood borne pathogens standards and regulations. Refer to 29 CFR 1910.1030 and AS 18.60.890, Alaska Division of Labor Standards, Alaska Occupational Safety and Health (AKOSH) and DOC P&P 202.03.

### 5.03 Work Schedule

The contractor will provide and arrange for scheduled visits to the Anchorage Correctional Complex. Services are required 52 weeks per year for approximately 3-5 hours per week for a total not to exceed 260 hours annually. The offeror must establish a set day, Monday through Friday between 8 am – 4 pm, for provision of service at the institution. Services will be provided on a weekly basis, unless notified in advance by institutional personnel that service provision is not necessary for the regularly scheduled visit.

**NOTE:** Weekend and holiday hours are not required, any services provided on weekends and holidays must be approved in writing by the DOC prior to any services being performed. However the DOC may allow services on weekday holidays but cost negotiations maybe necessary and will be based on submitted proposals.

The successful offeror will be required to coordinate and schedule their visit/s to the institution with the medical staff or designee and must be mutually agreed upon. If additional time is required beyond two hours, and approved by DOC, it will be billed in quarter-hour increments. Time has been allotted within the 2 hour period to include developing the film on-site. The finalized schedule is subject to approval by the Superintendent, Institution Health Care Officer, and Medical Director or their designees.

- Typically the technician will see approximately 5-10 inmates per schedule visit.
- If the DOC has no need for the contractor to report for a regularly scheduled weekly visit, DOC medical staff will provide a minimum of 4 hours' notice to the contractor that services are not needed that day. (If DOC provides a minimum of 4 hours' notice to the contractor that they have cancelled the regular weekly visit, the 2-hour minimum billing will not apply.)
- Offerors are required to indicate in the proposal their availability to respond to any additional requests for services on an as-needed basis.
- The successful offeror will be required to meet all its own relief requirements and provide for relief coverage for absences of 7 days or more.
- The successful offeror will be required to provide a minimum of 2 weeks' notice for all scheduled vacations or absences other than emergencies. Notification shall be provided to the facility medical staff, the DOC Administrative Officer and the DOC Procurement Staff. Names and contact information will be provided to the successful offeror.
- If the regular scheduled visit falls on a State observed holiday, provision of service may be moved to an alternate day upon prior arrangements with the institutional medical staff. It is the contractors responsibility to ensure prior arrangements are made within two weeks prior to the week day holiday. (See attachment 12 for list of State holidays.)
- The DOC will provide administrative support to include assistance in assuring that the prisoners needing x-rays are present at the scheduled time.