



Department of Health and Social Services  
Finance and Management Services  
Grants and Contracts Support Team  
333 Willoughby Ave., Room 760  
Juneau, Alaska 99801

**RFP #0619-067**

**Facilitation Support: Take Heart Alaska Coalition and the Alaska Diabetes Coalition**

**Amendment #1**

**Issue Date:** January 29, 2019

**Issued By:** Katy Hogan, Procurement Officer      [katy.hogan@alaska.gov](mailto:katy.hogan@alaska.gov)      907.465.1625

**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 Vendor Self Service website.

This amendment serves to alert offerors to revised sections of the RFP (**Amendment Part 1**), and to provide responses to questions submitted by interested parties (**Amendment Part 2**). The revised RFP may be found at the State of Alaska Online Public Notice Site: <https://aws.state.ak.us/OnlinePublicNotices/>

## **Amendment Part 1: RFP Revisions**

Removed language has been indicated with ~~strike-through~~, and added language has been indicated with **yellow highlighting**.

### **SEC. 1.01 PURPOSE OF THE RFP**

The Department of Health and Social Services, Division of Public Health, is soliciting proposals for coalition facilitation support for both the Take Heart Alaska (THA) Coalition and the Alaska Diabetes Coalition. The contractor will provide support for THA and the Alaska Diabetes Coalition to develop new 5-year strategic plans for both coalitions. The contractor will also provide meeting facilitation. ~~and development of marketing strategies, including printed materials and increased social media presence.~~

### **SEC. 1.02 BUDGET**

The Department of Health and Social Services, Division of Public Health, estimates a budget of ~~\$423,000.00~~ **\$243,000.00** for completion of this project. Year 1 not to exceed \$123,000.00. Proposals priced at more than ~~\$423,000.00~~ **\$243,000.00** will be considered non-responsive.

Approval or continuation of a contract resulting from this is contingent upon legislative appropriation.

### **SEC. 1.03 DEADLINE FOR RECEIPT OF PROPOSALS**

Proposals must be received no later than **2:00PM** prevailing Alaska Time on ~~WEDNESDAY FEBRUARY 6, 2019~~ **FRIDAY FEBRUARY 15, 2019**. Proposals shall be submitted via email.

Late proposals or amendments will be disqualified and not opened or accepted for evaluation.

### **SEC. 1.04 MINIMUM QUALIFICATIONS AND PRIOR EXPERIENCE**

In order for offers to be considered responsive offerors must meet these minimum qualifications:

- 1) Three (3) years, within the last ten (10) years, of experience building coalition capacity and/or other collaborative structures.
- 2) Three (3) years, within the last ten (10) years, of experience in the field of organizational structure, operational planning, and organizational sustainability.
- 3) Three (3) years, within the last ten (10) years, of experience in the field of assessment, strategic and action planning, implementation, and evaluation.

An offeror's failure to meet these minimum prior experience requirements may cause their proposal to be considered non-responsive and their proposal may be rejected.

While not a required minimum qualification, offerors will be evaluated based on past experience showing the ability to do the following:

- Coordinating and facilitating coalition meetings with effective communication to promote collaboration, negotiation, and problem solving.
- Developing networks and building alliances, including collaboration across boundaries to build strategic relationships and achieve common goals.
- ~~Implementing marketing strategies for social change, including developing marketing and media materials, organizing campaigns, and developing opportunities in relation to public health or similar.~~
- Applying appropriate principals, procedures, regulations, and policies related to coalition building.

## SEC. 1.12 RFP SCHEDULE

The RFP schedule set out herein represents the State of Alaska's best estimate of the schedule that will be followed. If a component of this schedule, such as the deadline for receipt of proposals, is delayed, the rest of the schedule may be shifted by the same number of days.

- Issue RFP - **Wednesday January 16, 2019**
- Deadline for Receipt of Questions - ~~Monday January 28, 2019 2:00PM Alaska Time,~~ **Wednesday February 6, 2019**
- Deadline for Receipt of Proposals - ~~2:00PM Alaska Time, Wednesday February 6, 2019~~ **2:00PM Alaska Time, Friday February 15, 2019**
- Proposal Evaluation Committee complete evaluation - by ~~Wednesday February 13, 2019~~ **Friday February 22, 2019**
- State of Alaska issues Notice of Intent to Award a Contract - by ~~Thursday February 14, 2019~~ **Friday February 22, 2019**
- State of Alaska issues contract ~~Monday February 25, 2019~~ **Monday March 4, 2019**

## SEC. 3.02 CONTRACT TERM AND WORK SCHEDULE

The length of the contract will be from the date of award, approximately ~~February 25, 2019~~ **March 4, 2019** thru June 30, 2019 with ~~four~~ **one** annual ~~(4)~~ **(1)** renewal option available, to be exercised at the sole discretion of the State.

## SEC. 3.03 DELIVERABLES

For **both** the Take Heart Alaska Coalition, and for the Alaska Diabetes Coalition, the contractor will be required to provide the following deliverables:

### Deliverable 1: Project Management and Communication

- Identify, contact, and recruit potential and former coalition members. Recruit a broad range of stakeholders at the individual and organizational level, and reflect a variety of disciplines and areas of expertise from the public and private sector.

- b) Provide periodic status reports and communication updates on deliverable activities, as requested by the Program Manager.
- c) Maintain on-going communication with the Program Manager regarding coalition activities and updates.

**Deliverable 2: Develop 5-year Strategic Plan**

- a) Develop and conduct a web-based needs assessment survey to solicit input from coalition members on relevant topics for strategic plan development.
- b) Develop a rough draft of a 5-year strategic plan, for coalition review and feedback, by June 30, 2019.
- c) Develop the final draft of the 5-year strategic plan by ~~December 31, 2019~~ May 31, 2020.

**Deliverable 3: Facilitate Monthly Meetings**

- a) Plan and facilitate monthly meetings with coalition members via teleconference and/or webinar.
- b) Coordinate with Program Manager to develop each meeting's agenda, materials and handouts, and send to coalition members prior to each meeting.
- c) Facilitate discussion during each meeting. Meetings will focus on developing a five-year strategic plan with the goal of implementation of the Strategic plan by June 2020. Assist the group in identifying and prioritizing activities.
- d) Prepare and distribute the meetings' minutes to program managers and meeting participants.

**Deliverable 4: Organize and Purchase Travel for In-Person Meetings**

- a) Plan and facilitate 2 in-person, 2-day\* meetings in Anchorage, AK. The purpose of these in-person coalition meetings is to facilitate conversation and develop strong working relationships amongst the coalition members.  
\*NOTE: In Year 1, the initial in-person coalition meeting (approximately April 2019) will be for 3 days.
- b) Organize and purchase travel for up to 10 coalition members who live in-state but outside of Anchorage to attend the in-person meetings (see State Approved Travel Guidelines).
- c) Organize and purchase travel for guest speakers if necessary.
- d) Secure the meeting location, any necessary audio/visual equipment, supplies, and refreshments for approximately 20 people.
- e) Coordinate with the Program Managers to develop each meeting's agenda, materials and handouts. These materials shall be sent to the coalition members prior to each meeting.

- e) Facilitate discussion during each meeting. Meetings will focus on developing a five-year strategic plan with the goal of implementation of the Strategic plan by June 2020. Assist the group in identifying and prioritizing activities.
- f) Prepare and distribute the meeting minutes to Program Managers and meeting participants.

**NOTE: State Approved Travel Guidelines upon contract award**

The State will cover costs associated with travel per the criteria listed below. Expenses above these criteria must be approved in advance by the Program Manager.

- Air Travel: copies of receipts and boarding passes for flights must be submitted with the invoice. The State will reimburse for coach travel only.
- Hotel: copies of original hotel receipts at commercial facilities must be submitted with the invoice. Actual lodging expenses that exceed \$200 room rate per night, excluding taxes, must be approved in advance by the Program Manager.
- Rental Car: copies of the rental car receipt and agreement must be submitted with the invoice. Rental should be for a mid-size or less car (unless approved in advance) and the rental period is to cover the business travel period only.
- Ground Transportation: between the Contractor's home and the airport, and the destination airport and hotel; via airport shuttle, courtesy van, or taxi service.
- Per Diem: the maximum amount for food and all other travel related incidentals in Alaska is \$60 per day, per person.
- Costs of parking violations will not be reimbursed.

**~~Deliverable 5: Update Coalition Website and Social Media Accounts~~**

- ~~a) Update the Take Heart Alaska Coalition website and social media accounts, with approximately 1 new post per week. Updates shall include current news, events, and heart health information. All content must be approved by the Program Manager prior to posting.~~
- ~~b) Along with the Program Manager, develop a website and social media accounts for the Alaska Diabetes Coalition. Update the website and social media accounts, with approximately 1 new post per week. All content must be approved by the Program Manager prior to posting.~~

**NOTE:** These services may be sub-contracted.

~~For only the Take Heart Alaska Coalition, the contractor will be required to provide the following deliverable:~~

**~~Deliverable 6: Create Take Heart Alaska Coalition Brochures and Printed Education Materials~~**

- ~~a) In coordination with the Program Manager, evaluate the need for revised print material for the Take Heart Alaska Coalition. Design and update brochures and education materials with current information.~~
- ~~b) Materials shall be of a professional graphic design standard. All content must be approved by the Program Manager before finalizing.~~
- ~~c) Total amount of required printed materials will be confirmed by the Program Manager during contract negotiation.~~

**NOTE:** These services may be sub-contracted.

~~The State of Alaska, DHSS will retain ownership of all materials developed under this contract with no restrictions imposed on the use of those materials. Master final copies of all materials developed will be delivered to the State of Alaska, DHSS in a format that may be duplicated and/or modified for future use by DHSS. The State of Alaska also retains ownership of all social media accounts and account access.~~

## SEC. 4.06 EXPERIENCE AND QUALIFICATIONS

Offerors must provide an organizational chart specific to the personnel assigned to accomplish the work called for in this RFP; illustrate the lines of authority; designate the individual responsible and accountable for the completion of each component and deliverable of the RFP.

Offerors must provide a narrative description of the organization of the project team and a personnel roster that identifies each person who will actually work on the contract and provide the following information about each person listed:

- title,
- resume,
- location(s) where work will be performed,
- itemize the total cost and the number of estimated hours for each individual named above.

Offerors must provide reference names and phone numbers for similar projects the offeror's firm has completed. A written letter of reference is preferred.

~~Offerors and their subcontractors, must provide electronic samples of:~~

- ~~• prior website designs—website URL required~~
- ~~• printed materials i.e. brochures, infographics, educational materials~~
- ~~• graphic design projects~~

~~These samples must be sent electronically via email (physical copies not required). Offerors shall send these samples as separate attachments in accordance with Section 1.07.~~

While not required, offerors will be evaluated based on past experience showing the ability to do the following:

- Coordinating and facilitating coalition meetings with effective communication to promote collaboration, negotiation, and problem solving.
- Developing networks and building alliances, including collaboration across boundaries to build strategic relationships and achieve common goals.
- ~~• Implementing marketing strategies for social change, including developing marketing and media materials, organizing campaigns, and developing opportunities in relation to public health or similar.~~
- Applying appropriate principals, procedures, regulations, and policies related to coalition building.

## SEC. 5.04 EXPERIENCE AND QUALIFICATIONS (25%)

Proposals will be evaluated against the questions set out below:

### **1) Questions regarding the personnel:**

- a) Do the individuals assigned to the project have experience on similar projects?
- b) Are resumes complete and do they demonstrate backgrounds that would be desirable for individuals engaged in the work the project requires?
- c) How extensive is the applicable education and experience of the personnel designated to work on the project?

### **2) Questions regarding the contractor (or subcontractor's) past experience:**

- a) Does the offeror have experience coordinating and facilitating coalition meetings, or similar?
- b) Does the offeror have experience developing networks and building alliances, including collaboration across boundaries to build strategic relationships and achieve common goals?
- ~~c) Has the offeror implemented successful marketing strategies for social change, including developing marketing and media materials, organizing campaigns, and developing opportunities in relation to public health, or similar?~~
- d) Has the offeror previously applied appropriate principals, procedures, regulations, and policies related to coalition building?
- ~~e) Has the offeror provided samples of prior website designs, graphic design projects, or other marketing materials? If so, to what extent do these samples meet the required standards for this project?~~

## ATTACHMENT 1. OFFEROR'S CHECKLIST

IMPORTANT NOTE TO OFFERORS: This checklist is provided to assist offerors and the Procurement Officer in addressing and/or locating specific requirements identified in the RFP for the offeror's proposal. **Offerors are to complete and return this form.** Completion of this form does not guarantee a declaration of responsiveness.

Offeror: \_\_\_\_\_

1. Evidence that the offeror holds a valid Alaska business license. (**Note:** Proof of business license is not required at time of proposal submission but is required prior to contract award.)

**Evidence is provided on page # \_\_\_\_.**

2. Per Section 1.02, the budget does not exceed \$423,000.00 **\$243,000.00**

**Evidence is provided on page # \_\_\_\_.**

3. Per Section 1.08, provide a statement regarding Offeror's Certification.

**Evidence is provided on page # \_\_\_\_.**

4. Per Section 1.08, proposal has been signed by an individual authorized to bind the offeror to the provisions of the RFP.

**Evidence is provided on page # \_\_\_\_.**

5. Per Section 1.08, provide a Conflict of Interest statement.

**Evidence is provided on page # \_\_\_\_.**

6. Per Section 1.04, evidence that the offeror meets the minimum prior experience requirements.

**Evidence is provided on page # \_\_\_\_.**

7. Per Section 4.06, provide reference contact details or letters of reference (preferred).

**Evidence is provided on page # \_\_\_\_.**

- ~~8. Per Section 4.06, provide samples of prior website design, graphic design projects, or educational materials.~~

~~**Evidence is provided on page # \_\_\_\_.**~~



## ATTACHMENT 2. COST PROPOSAL FORM

Note: The purpose of the cost formula is to provide a mechanism for offerors to submit costs in a manner that DHSS can evaluate and score and then use to establish billing rates for the resultant contract. While total project cost is non-negotiable, DHSS may choose to reallocate the project funds based on the ongoing project needs.

Offerors shall complete the following cost proposal form. Offerors shall complete **both** columns for the Take Heart Alaska Coalition, and for the Alaska Diabetes Coalition. Year 1 total not to exceed \$123,000 and total project budget not to exceed ~~\$423,000~~ **\$243,000**.

The startup costs to revitalize the coalitions in Year 1 are expected to be significantly higher than following contract years. Offerors shall reflect this anticipated heavy workload in the Year 1 Cost Proposal.

### **NOTE: State Approved Travel Guidelines upon contract award**

The State will cover costs associated with travel per the criteria listed below. Expenses above these criteria must be approved in advance by the Program Manager.

- Air Travel: copies of receipts and boarding passes for flights must be submitted with the invoice. The State will reimburse for coach travel only.
- Hotel: copies of original hotel receipts at commercial facilities must be submitted with the invoice. Actual lodging expenses that exceed \$200 room rate per night, excluding taxes, must be approved in advance by the Program Manager.
- Rental Car: copies of the rental car receipt and agreement must be submitted with the invoice. Rental should be for a mid-size or less car (unless approved in advance) and the rental period is to cover the business travel period only.
- Ground Transportation: between the Contractor's home and the airport, and the destination airport and hotel; via airport shuttle, courtesy van, or taxi service.
- Per Diem: the maximum amount for food and all other travel related incidentals in Alaska is \$60 per day, per person.
- Costs of parking violations will not be reimbursed.

**Removed Cost Proposal Form**

	Take Heart Alaska Coalition	Alaska Diabetes Coalition	
<b>Year 1: 2/25/19 - 6/30/19</b>			
Deliverable			
1: Project Management	\$	\$	
2: Strategic Plan	\$	\$	
3: Facilitate Monthly Meetings	\$	\$	
4: Twice-Yearly In-person Meetings	\$	\$	
- Including travel for up to 10 coalition members			
- Initial meeting will be for 3 days, and all subsequent meetings will be for 2 days.			
5: Website and Social Media Management	\$	\$	
Subtotal:		Subtotal:	<b>Year 1 Total:</b> Not to exceed \$123,000.00
<b>Year 2: 7/1/19 - 6/30/20</b>			
1: Project Management	\$	\$	
2: Strategic Plan	\$	\$	
3: Facilitate Monthly Meetings	\$	\$	
4: Twice-Yearly In-person Meetings	\$	\$	
- Including travel for up to 10 coalition members			
5: Website and Social Media Management	\$	\$	
Subtotal:		Subtotal:	<b>Year 2 Total:</b>
<b>Year 3: 7/1/20 - 6/30/21</b>			
1: Project Management	\$	\$	
2: Strategic Plan	\$	\$	
3: Facilitate Monthly Meetings	\$	\$	
4: Twice-Yearly In-person Meetings	\$	\$	
- Including travel for up to 10 coalition members			
5: Website and Social Media Management	\$	\$	
Subtotal:		Subtotal:	<b>Year 3 Total:</b>
<b>Year 4: 7/1/21 - 6/30/22</b>			
1: Project Management	\$	\$	
2: Strategic Plan	\$	\$	
3: Facilitate Monthly Meetings	\$	\$	
4: Twice-Yearly In-person Meetings	\$	\$	
- Including travel for up to 10 coalition members			
5: Website and Social Media Management	\$	\$	
Subtotal:		Subtotal:	<b>Year 4 Total:</b>
<b>Year 5: 7/1/22 - 6/30/23</b>			
1: Project Management	\$	\$	
2: Strategic Plan	\$	\$	
3: Facilitate Monthly Meetings	\$	\$	
4: Twice-Yearly In-person Meetings	\$	\$	
- Including travel for up to 10 coalition members			
5: Website and Social Media Management	\$	\$	
Subtotal:		Subtotal:	<b>Year 5 Total:</b>
<b>One-Time Deliverable</b>			
6: Printed Materials	\$	n/a	<b>Printed Materials Total:</b>
- 5,000 tri-fold brochures			
			<b>Grand Total:</b> Not to exceed \$423,000.00

**Revised Cost Proposal Form**

	Take Heart Alaska Coalition	Alaska Diabetes Coalition	
<b>Year 1: 3/4/19 - 6/30/19</b>			
Deliverable			
1: Project Management	\$	\$	
2: Strategic Plan Development	\$	\$	
3: Facilitate Monthly Meetings	\$	\$	
4: Twice-Yearly In-person Meetings	\$	\$	
- Including travel expenses for up to 10 coalition members. An example itinerary would include 3 members traveling from Barrow, 3 members traveling from Fairbanks, and 4 members traveling from Juneau. See State Approved Travel Guidelines above.			
- Year 1 meetings will be held approximately in April 2019 (3-day Kick-off Meeting) and June 2019 (2-day Strategic Plan draft review Meeting)			
- Initial meeting will be for 3 days, and all subsequent meetings will be for 2 days			
	THA Subtotal YR1:	Diabetes Subtotal YR1:	<b>Year 1 Total:</b>
			<b>Not to exceed \$123,000.00</b>
<b>Year 2: 7/1/19 - 6/30/20</b>			
1: Project Management	\$	\$	
2: Strategic Plan Development	\$	\$	
3: Facilitate Monthly Meetings	\$	\$	
4: Twice-Yearly 2-Day In-person Meetings	\$	\$	
- Including travel expenses for up to 10 coalition members. An example itinerary would include 3 members traveling from Barrow, 3 members traveling from Fairbanks, and 4 members traveling from Juneau. See State Approved Travel Guidelines above.			
	THA Subtotal YR2:	Diabetes Subtotal YR2:	<b>Year 2 Total:</b>
			<b>Grand Total:</b>
			<b>Not to exceed \$243,000.00</b>

## ATTACHMENT 3. PROPOSAL EVALUATION FORM

All proposals will be reviewed for responsiveness and then evaluated using the criteria set out herein.

Offeror Name: \_\_\_\_\_  
Evaluator Name: \_\_\_\_\_  
Date of Review: \_\_\_\_\_  
RFP Number: **0619-067**

### EVALUATION CRITERIA AND SCORING

#### 5.04 Experience and Qualifications—25 Percent

**Maximum Point Value for this Section - 250 Points**

**1,000 Points x 25 Percent = 250 Points**

**Proposals will be evaluated against the questions set out below.**

##### 1) Questions regarding the personnel.

- a) Do the individuals assigned to the project have experience on similar projects?

NOTES:

- b) Are resumes complete and do they demonstrate backgrounds that would be desirable for individuals engaged in the work the RFP requires?

NOTES:

- c) How extensive is the applicable education and experience of the personnel designated to work on the project?

NOTES:

##### 2) Questions regarding the contractor (or subcontractor's) past experience:

- a) Does the offeror have experience coordinating and facilitating coalition meetings, or similar? Has the firm demonstrated experience in completing similar projects on time and within budget?

NOTES:

- b) Does the offeror have experience developing networks and building alliances, including collaboration across boundaries to build strategic relationships and achieve common goals?

NOTES:

- ~~c) Has the offeror implemented successful marketing strategies for social change, including developing marketing and media materials, organizing campaigns, and developing opportunities in relation to public health, or similar?~~

**NOTES:**

- d) Has the offeror previously applied appropriate principals, procedures, regulations, and policies related to coalition building?

**NOTES:**

- ~~e) Has the offeror provided samples of prior website designs, graphic design projects, or other marketing materials? If so, to what extent do these samples meet the required standards for this project?~~

**NOTES:**

- f) How successful is the general history of the firm regarding timely and successful completion of projects?

**NOTES:**

- g) Has the firm provided reference contact details or letters of reference from previous clients?

**NOTES:**

**EVALUATOR'S POINT TOTAL FOR 5.04:** \_\_\_\_\_

## **Amendment Part 2: Questions and Responses**

#	Question	State of Alaska Response
1	What period of time is the budget of \$423,000 intended to cover? If Year 1 is not to exceed \$123,000, how many years is the remaining \$300,000 expected to cover?	Year 1 (start of contract - June 30, 2019) has a not-to-exceed budget of \$123,000. The total project for all years has a not-to-exceed budget of \$243,000. Years 3-5 have been removed from the RFP and the cost proposal form.  See Sec. 1.02 and RFP Attachment 2
2	Is the intention to keep the two coalitions separate when creating the strategic plans or is there a preference for combining the two coalitions during the two in-person coalition meetings each year?	The two coalitions will be separately managed, and will have two separate Strategic Plans developed. There will be in-person meetings for the Take Heart Alaska Coalition, and there will be separate in-person meetings for the Alaska Diabetes Coalition. However, both meetings may be scheduled at the same time and at the same venue if necessary.  See Sec. 3.03 Deliverable 2 and Deliverable 4
3	What are the expectations for the development of the Alaska Diabetes Coalition website and social media accounts? Is the Contractor expected to design and launch a new website or just manage an existing website or something else?	This Deliverable has been removed from the RFP.  See Sec. 3.03 Deliverables
4	Is the Contractor expected to create one strategic plan for Take Heart and one for the Diabetes Coalition (two total) or one strategic plan that covers the needs of both Take Heart and the Diabetes Coalition?	The two coalitions will be separately managed, and will have two separate Strategic Plans developed.  See Sec. 3.03 Deliverable 2
5	Section 3.07 of the RFP states... "Offerors should include in their pricing proposal.... transportation, lodging, and per diem costs sufficient to pay for up to 10 people to make 2 trips to Anchorage...." We see that this statement applies to both the Take Heart Coalition and the Alaska Diabetes Coalition. We are asking clarification from the State regarding how to properly account for travel or per diem expenses as we don't know the point of origin of travel for coalition members. Would the State consider establishing a hypothetical route or itinerary for each coalition and its coalition members?	The cost proposal form has been revised to include hypothetical routes and the State Approved Travel Guidelines to allow offerors to submit a more informed cost proposal.  See Sec. 3.03 Deliverable 4 and RFP Attachment 2

6	Can the State please clarify if the identified in-person meetings for both coalitions occur simultaneously or at separate dates and times? Please confirm that offerors must plan for 4 separate in-person meetings throughout the life of the contract which will all occur on separate dates and times.	The two coalitions will be separately managed, and will have two separate Strategic Plans developed. There will be in-person meetings for the Take Heart Alaska Coalition, and there will be separate in-person meetings for the Alaska Diabetes Coalition. However, both meetings may be scheduled at the same time and at the same venue if necessary.  See Sec. 3.03 Deliverable 2 and Deliverable 4
7	Can the State please clarify if offerors need to provide meeting space for the in-person coalition meetings? The RFP describes: "The state will not provide workspace for the contractor. The contractor must provide its own workspace." Please confirm if offerors' "workspace" is also the location of the coalition meetings or if an alternate venue needs to be identified and priced by offerors.	The contractor's day-to-day workspace will not be provided by the State. The locations of the coalition in-person meetings are not considered the contractor's "workspace." Contractors will be responsible for securing the venues for the in-person meetings.  See Sec. 3.03 Deliverable 4
8	Would the State please consider a deadline extension for submission of proposals?	The deadline for receipt of proposals has been extended to 2:00PM Alaska Time Friday February 15, 2019.  See Sec. 1.03 and Sec. 1.12
9	I normally use various colleagues to assist me with projects I get such as typing up minutes or collaborating on strategies for moving past difficulties that may arise during a project. As these people are not my employees, would they need to be listed as subcontractors?	For the purposes of the RFP and the resultant contract, subcontractors are individuals or entities which directly impact the material quality of the proposal or performance of contract deliverables. Offeror's may reach out to the Procurement Officer directly for additional clarification pertaining to their specific situation.  See Sec. 3.08
10	The deliverables indicate that the total amount of required printed materials will be confirmed by the Program Manager during contract negotiation. However in the budget template it specifically requests a one-time deliverable of 5,000 tri-fold brochures. Can the State please clarify?	This deliverable has been removed from the RFP.  See Sec. 3.03
11	The most recent Diabetes Strategic Plan is 29 pages. Is the state requiring such a lengthy Strategic Plan?	There is not a required number of pages for the Strategic Plans.  See Sec. 3.03 Deliverable 2
12	Since this is only a volunteer coalition, who is actually responsible for implementing the Strategic Plan action items?	This deliverable has been removed from the RFP.  See Sec. 3.03

13	Is the majority of the Strategic Plan created from the survey responses (Deliverable 2a) and then modified at the monthly meetings and the in-person meetings?	The Strategic Plan may be created from, but not limited to, the survey responses, monthly meetings with coalition members, and in-person coalition meetings.  See Sec. 3.03 Deliverable 2
14	Many items such as agenda and materials creation for the meetings are done with the Program Officer. Is there one Program Officer for both THA and Diabetes Program?	This project will be jointly overseen by two State of Alaska Program Managers. One Program Manager will be the main point of contact for the Take Heart Alaska Coalition, and one Program Manager will be the main point of contact for the Alaska Diabetes Coalition.
15	Concerning Deliverable 5: Does the information from the weekly social media posts content come from the contractor, the Program Manager, or the ultimate implementer of these Strategic Plans? Are you asking for posts on only what current social media they have or are you requesting the contractor to create new social media accounts for THA and Diabetes such as Instagram, Twitter?	This deliverable has been removed from the RFP.  See Sec. 3.03
16	If a principal in my company is currently employed by the State of Alaska, but will not be involved in any way with this contract, does that present a problem?	Offeror's may reach out to the Procurement Officer directly for additional clarification pertaining to their specific situation.  See Sec. 1.08 (d) Conflict of Interest Guidance
17	For the initial coalition meetings, are both initial meetings expected to be three days long, or just one of them?	There will be in-person meetings for the Take Heart Alaska Coalition, and there will be separate in-person meetings for the Alaska Diabetes Coalition. However, both meetings may be scheduled at the same time and at the same venue if necessary. The initial kick-off meetings in Year 1 (approximately April 2019) shall be three days long, for each of the coalitions.  See Sec. 3.03 Deliverable 4
18	In the deliverables section, the strategic plan is prepared by the end of 2019, however the cost proposal has additional line items for the strategic plans in year 3, 4 and 5 as well. Are there additional follow-up activities or updates that are anticipated in subsequent years, after Dec 2019?	The anticipated delivery date for the Strategic Plans has been extended to May 31, 2020. Years 3-5 have been removed from the RFP and the cost proposal form.  See Sec. 3.03 Deliverable 2 and RFP Attachment 2
19	It says two trips per year, per coalition. Are two trips expected in the Year 1 which ends 6/30/2019, or just in each calendar year?	It is expected that in-person coalition meetings will be held twice per contract year. Year 1 will be from contract start date until June 30, 2019.  See Sec. 3.03 Deliverable 4 and RFP Attachment 2