



THE STATE  
of **ALASKA**  
GOVERNOR MICHAEL J. DUNLEAVY

**Department of Corrections**  
**DIVISION OF ADMINISTRATIVE SERVICES**  
**Juneau Procurement Office**

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Issue Date: February 5, 2019

ATTN: Vendors

**RE: RFP Name:** Nome CRC Services (45 Beds, Tiered Pricing)  
**RFP Number:** 2019-2000-4137  
**RFP Location:** Nome, Alaska  
**New RFP Deadline Date and Time:** February 15, 2019 @ 4:00 PM local time

**Amendment # ONE (1)**

This amendment forms a part of the RFP documents and provides answers, clarifications and modification to the RFP requirements for the subject work. All other items remain the same.

1. The RFP Deadline has changed. The new RFP Deadline date and time shall be February 15, 2019 @ 4:00 PM local time.
2. Vendor Question: *Reference RFP page 55, Section B. ACA Accreditation*

*It is not the intent of the Department of Corrections to require implementation of any contract provisions which jeopardize or require the American Correctional Association (ACA) accreditation of any Community Residential Center program. The Department is willing to consider and negotiate changes in the provisions of this contract that are necessary to obtain or maintain ACA accreditation. This provision does not obligate the Department to provide financial resources to the Contractor for such accreditation.*

Reference RFP page 89, Section 5.04 Technical Proposal, A. Understanding of Work to be Performed and Plan of Service, 2) Plan for Service

**a. Please confirm that ACA accreditation, or a plan for achieving accreditation, is not a requirement of this RFP, or the Community Residential Center Program.**

- i. *If ACA accreditation, or a plan for achieving accreditation, is not required, please confirm the following evaluation criterion will not apply to scoring: "[H] Is the offeror ACA accredited? If not, has the offeror provided a plan for achieving accreditation?"*

**DOC Response a:** DOC does not require ACA accreditation for our CRCs. This section of the RFP asks only that you explain your accreditation plans in your proposal if it is your intent to become accredited. If you have already been accredited then we want to know that as well.

**DOC Response i:** The evaluation criterion shall still apply, as there may be other offerors that are ACA accredited and/or offer a plan for achieving accreditation. The evaluation criterion should not be evaluated as a negative if an offeror is not ACA accredited or providing a plan for achieving

accreditation. However, should an offeror be ACA accredited or provide a plan for achieving accreditation, an evaluator may choose to give more points to offerors that exceed this evaluation criterion.

3. Vendor Question: Reference RFP page 64, *Section I. Security and Background Checks*

*Minimum staffing requires two security staff member on duty on a 24-hour basis in facilities housing up to 25 residents; three staff, designated as security, must be on duty on a 24-hour basis in facilities housing 26 or more residents, four security staff for 100 residents and five security staff for 150 or more. Security staff will be assigned the specific responsibility of monitoring resident activity and maintaining the security of the facility and may perform additional duties that may be required.*

- a. Please confirm that the staffing reduction waiver authorized by the Alaska DOC, which allows our Seaside Center a reduction in security staff from three to two per shift, will be continued upon award of contract.

**DOC Response a:** Yes, that is correct.

4. Vendor Question: Reference RFP page 64, *Section I. Security and Background Checks*

*The minimum education and experience for the position CRC Director (who directly supervises the CRC operation of 50 or more beds) is a Bachelor's Degree in psychology, social work, counseling, criminal justice and/or related field plus one (1) year management in the operation of a Community Residential Center (CRC); or three (3) years program management experience in the field of criminal justice, social work, community development, social services, or related field, one (1) year of which includes experience in the management of the operation of a CRC or in facilities similar to a CRC.*

*For facilities smaller than 45 beds: The above standards apply except that equivalent experience may be substituted for the one (1) year of experience in management of the operation of a CRC or in facilities similar to a CRC.*

- a. **Please confirm that the number of beds in the second half of the paragraph are for “smaller than 50 beds.” As this procurement is for 45 beds, you currently state either “50 or more beds” or “smaller than 45 beds”.**

**DOC Response a:** Yes, that is correct. On page 64 of the RFP, Section I. Security and Background Checks delete the following: For facilities smaller than 45 beds

Replace with: For facilities smaller than 50 beds

5. Vendor Question: Reference RFP page 87, *Section 5.01 Proposal Format and Content., A. General Information*

*A maximum of 100 pages (single sided, 12 point type and 8.5 x 11" page size) may be used for the body of the proposal. The number of pages that may be included in the appendices is not limited in order to provide the opportunity to include additional information.*

- a. **Please confirm that the 100-page limitation is exclusive to *Item 3 Technical Proposal* of the Offeror's response, and does not include *Items 1, 2, 4, 5, and 6, the Cover Letter, or Executive Summary.***

**DOC Response a:** Yes, that is correct.

6. Vendor Question: Reference RFP page 92, *Section 5.05 Cost Proposal*

*Offeror cost proposals (Attachment 1) must include a detailed budget (Attachment 9) (and detailed budget narrative) of all direct and indirect costs associated with the performance of this contract including, but not limited to, total number of staff position hours at various hourly rates, direct expenses, payroll, supplies, overhead assigned to each person working on the project, percentage of each person's time devoted to the project, and profit.*

- a. **This section lists numerous items to be included in the budget and budget narrative. Please confirm the following items are to be included in Category 100 within Attachment 9:**
  - i. Total number of staff position hours at various hourly rates
  - ii. Payroll overhead assigned to each person working on the project
  - iii. Percentage of each person's time devoted to project
- b. **Please clarify what is meant by "overhead assigned to each person working on the project." GEO has facility overhead that is included in expenses we will detail and corporate overhead that is included in our indirect cost rate, but we do not practice assigning overhead per person.**

**DOC Response a:** Yes, that is correct. Additional items can be added as needed to present your costs.

**DOC Response b:** Your approach presented is acceptable.

7. Vendor Question: Reference RFP page 92, *Section 5.05 Cost Proposal, A. Calculation Method for Evaluation of Proposal's Costs*

*Budgets MUST be submitted on the attached final proposal cost summary form, or on equivalent forms with the same categories, etc., created by the offeror as part of the proposal.*

- a. **Understanding that offerors are not permitted to remove any expense category, please confirm that line items may be added for expenses not captured by the Department (so long as an explanation is included within an offeror's narrative).**

**DOC Response a:** Yes, that is correct.

8. Vendor Question: Reference RFP page 93, *Section 5.05 Cost Proposal, E. Cost Proposal Budget – Tier 1 through Tier 4 Bed Costs. Item 1*

*For Tier 1 through Tier 4 beds, offerors MUST include a per bed per day cost (per individual or bed rate) which includes ALL direct and indirect costs, and profit margin (if applicable). The maximum number of tiered pricing beds for budget calculations may not exceed 45 beds under the terms of this RFP. The maximum number of tiered pricing beds for each Tier 1 through Tier 4 beds multiplied by the per bed day cost multiplied by 365 days will equate to the total proposed cost for provision of tiered pricing bed day services (on an annualized basis). ( $\text{\$Cost/bed/day} \times \# \text{ Tier 1 beds} \times 365$ ) + ( $\text{\$Cost/bed/day} \times \# \text{ Tier 2 beds} \times 365$ ) + ( $\text{\$Cost/bed/day} \times \# \text{ Tier 3 beds} \times 365$ ) + ( $\text{\$Cost/bed/day} \times \# \text{ Tier 4 beds} \times 365$ ) = annual cost of Tier 1 through Tier 4 beds). See Cost Proposal Form - Attachment 1.*

- a. **Is the bidder required to use 4 tiers or may 2 or 3 be utilized as long as the total number of beds in the proposed tiers equals 45.**

**DOC Response a:** Bidders are required to use 4 tiers as detailed in the RFP.

9. Vendor Question: Reference RFP page 94, *Section 5.05 Cost Proposal, F. Budget Submission Information. Item 2*

*The cost of ALL individual contract elements, administrative costs (or federally approved indirect-cost rate, if applicable), and proposed personnel costs for each staff position MUST be listed separately in the format provided on the attached forms, or equivalent form created by contractor. (A contract agency that does not have a federally approved indirect-cost rate may include administrative costs in the budget. These costs MUST be identified in the budget as direct costs.)*

- a. **No line item for administrative costs has been provided in the budget breakout. Please confirm an offeror may add line items to represent costs, if necessary.**
- b. **If an offeror does not have a federally approved indirect-cost rate, please confirm administrative costs may be included in the budget and identified as direct costs.**

**DOC Response a:** You may add line items to represent your costs if needed.

**DOC Response b:** If you do not have a federally approved indirect-cost rate, you may include administrative costs in the budget and these costs MUST be identified in the budget as direct costs, as detailed in Section 5.05 Cost Proposal, F. Budget Submission Information. Item 2.

10. Vendor Question: Reference RFP page 94, *Section 5.05 Cost Proposal, F. Budget Submission Information. Item 5.*

*Profit and profit margins for privately owned organizations MUST clearly be designated as "Profits", include the percentage of direct and indirect cost, which it represents, and be included in the proposed budget, and on the break out forms provided.*

- a. **Regarding the phrase, "include the percentage of direct and indirect cost, which it represents," please confirm an offeror is expected to identify profit on the budget break out detail submission form and detail how the budget is arrived at within the budget narrative.**
- b. **Please confirm that these are to be combined on the budget breakout under indirect costs, with the breakdown explained in the narrative.**
- i. If not, will the Department revise the budget form to include lines for indirect costs and profit margin?

**DOC Response a:** It is meant for you to list your profit on the budget break out detail submission form and detail in your budget narrative how you arrive at your profit.

**DOC Response b:** Yes, that is correct.

**DOC Response i:** See DOC answer to 7.b.

11. Vendor Question: Reference RFP page 94, *Section 5.05 Cost Proposal, G. Budget Submission Information: Budget/Cost Line Item and Category Definitions.*

*Proposal Budget Form itemization must be broken down using the following definitions for budget categories and line items (Utilize Attachment 9, Budget Break Out Detail Submission RFP # 2019-2000-4137 95 CRC - Nome Forms). Include the information pertaining to the provision of services for this contract. A line item budget submission (Attachment 9) is required for tiered pricing beds. Also a single cost proposal form (Attachment 1) is required to be completed.*

- a. Please confirm the department is requesting ONE line item budget (Attachment 9) that details the total program expenses and ONE cost proposal form (Attachment 1) that breaks down the tiers and applicable rates.

**DOC Response a:** Yes, that is correct.

12. Vendor Question: Reference RFP Attachment 6 – *Questions regarding the staff providing Cognitive Skills / Educational services / Substance Abuse (if applicable):*

*[G] If the State of Alaska elects to add up to \$500,000 for in-house substance abuse treatment during the life of the contract, does the offeror have a substance abuse program certified by the State of Alaska? If the offeror is not currently certified by the State of Alaska, explain how you would obtain certification and how long that would take once notified by the State of Alaska this additional service is required? [H] To what degree has the offeror detailed a transition plan from the current substance abuse services required by the RFP to an in-house substance abuse treatment service program if the State of Alaska elects to add up to \$500,000 to stand up an in-house substance abuse treatment service. Please describe the type of in-house substance abuse treatment program the offeror can provide and the type of services their program may include?*

- a. **Please confirm the aforementioned evaluation criteria do not apply to this RFP, as the *Scope of Work* only identifies substance abuse testing.**  
i. GEO understands "The State may...add up to \$500,000 for in-house substance abuse treatment and up to \$200,000 for additional educational services" and is willing to provide a plan for State of Alaska certification upon notification of the additional service.

**DOC Response a:** Attachment 6, 6.01.B, Questions regarding the staff providing Cognitive Skills/Educational Services/Substance Abuse (if applicable); Delete questions G and H in their entirety and replace with:

[G] If the State of Alaska elects to add up to \$500,000 for in-house substance abuse treatment during the life of the contract, does the offeror have a substance abuse program certified by the State of Alaska? If the offeror is not currently certified by the State of Alaska, explain how you would obtain certification and how long that would take once notified by the State of Alaska this additional service is required?

[H] To what degree has the offeror detailed a transition plan from the current substance abuse services required by the RFP to an in-house substance abuse treatment service program if the State of Alaska elects to add up to \$500,000 to stand up an in-house substance abuse treatment service. Please describe the type of in-house substance abuse treatment program the offeror can provide and the type of services their program may include?

13. Vendor Question: Reference *RFP Attachment 9 – Category 100*:

- a. Please confirm annual salary should be entered in the salary column.

**DOC Response a:** Yes, that is correct.

14. Vendor Question: Reference *RFP Attachment 9 – Category 100*:

- a. Please confirm that an offeror should add a column titled “FTE” between Hrs./Week and Total to indicate the % of time dedicated.
- b. Please confirm the following example is acceptable when calculating the number of hours per week—Example: 20 hours per week would be assumed to be 50% of that position’s time dedicated.
- c. Please confirm the following example is acceptable when identifying positions which employ multiple FTEs—Example: If offeror proposes 10 security staff, it would be listed as 400 hours per week.

**DOC Response a:** Yes, that is correct.

**DOC Response b:** Yes, that is correct.

**DOC Response c:** Yes, that is correct.

15. Vendor Question: Reference *RFP Attachment 9 – Category 200*:

- a. Please confirm that an offeror is expected to address every blank on the sheets; there should be no blanks. If an expense or rate is not applicable, the offeror is expected to indicate such using “N/A.”
- b. Please confirm the budget narrative shall include an explanation for each line item and zero amounts for the “expense” and “rate” columns.

**DOC Response a:** Yes, that is correct.

**DOC Response b:** Yes, that is correct.

16. Vendor Question: Reference *RFP Attachment 9 – All other categories*:

- a. Please confirm that an offeror is expected to address every blank on the sheets; there should be no blanks. If an expense or rate is not applicable, the offeror is expected to indicate such using “N/A.”
- b. Please confirm the budget narrative shall include an explanation for each line item and zero amounts for the “expense” and “rate” columns.
- c. Please confirm the Department understands that not all rates will be filled out for “All other categories” within *RFP Attachment 9*, yet it is expected that an offeror includes as much information as possible.
- d. Please confirm each line item may have a different rate (e.g. monthly, per resident per day, price per square foot, per month per vehicle, included in the lease, etc.), and the offeror may indicate accordingly.

**DOC response a:** Yes, that is correct.

**DOC response b:** Yes, that is correct.

**DOC response c:** Yes, that is correct.

**DOC response d:** Yes, that is correct.

Please be reminded that all amendments must be acknowledged in your RFP proposal. Total Pages Amendment #1 (7 pages).

Sincerely,

A handwritten signature in blue ink, appearing to read "John L. Schauwecker".

John Schauwecker, CPPB, C.P.M.  
Procurement Manager

cc: Brann Wade, Program Manager