



Department of Health and Social Services
Finance and Management Services
Grants and Contracts Support Team
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IRFP #190000134
ASVIPP Support

Amendment #1

Issue Date: July 8, 2019

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Important Note to Offerors: Only the following items referenced in this amendment are to be changed. All other sections of the IRFP remain the same. A copy of the amendment is available on the Online Public Notices website.

This amendment serves to provide responses to questions submitted by interested parties.

Vendor Question:

In looking over the IRFP 190000134 for support services to the ASVIPP, I have questions surrounding the use of travel funds for members of the various groups.

Background:

- The Scope of Work states that the contractor is to arrange travel for up to 3 members of the ASVIPP and 3 members of the CoP for annual in-person meetings.
- The Budget outlines a Travel component of \$9,700 and \$13,300 for years one and two respectively.
- Travel is outline in the IRFP as following state travel guidelines.

Questions:

- Does the contactor purchase the committee members travel using contractor's funds and seek reimbursement after the annual in-person meetings?
- Does the State hold on to the Travel funds identified in the Budget, or are these funds provided to the contractor for which the contractor handles all travel purchases following State guidelines?
- The State's travel policy allows for an 80% advance on certain travel expense, such as per diem, is the contractor expected to advance these expenses for members of the various committee's for the in-person meetings if the State holds on to the Travel funds?
- Finally, does the contractor simply arrange the travel and have another party, such as the State or the committee member, pay for the cost of the travel?

State of Alaska Response:

- The contractor will be expected to identify true travel costs for each travel event on the invoice submitted the following month.
- The contractor may choose to manage travel and/or advances however they would like. For the purposes of this contract, the state will not be issuing advances; only reimbursing for true costs upon invoicing.
- The contractor is expected to arrange and pay for the travel, then submit actual costs for reimbursement by the state, per the above direction.