



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

RFP #200000015
ALASKA PSYCHIATRIC INSTITUTE IN-HOUSE SECURITY

Amendment #1

Issue Date: October 4, 2019

Issued By: Doug Standerwick, Procurement Specialist doug.standerwick@alaska.gov

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 Online Public Notice website.

This amendment serves to clarify and amend the following:

Currently in RFP

Section 1.03 Deadline for Receipt of Proposals:

Proposals must be received no later than **2:00 PM** Alaska Time on Friday October 11, 2019

Change to the Following:

Proposals must be received no later than **2:00 PM** Alaska Time on **Monday October 21, 2019**

Currently in RFP

Section 2.06:

This contract will be a time and materials contract with a not to exceed amount of \$5,179,907.00 for the total project, or \$1,035,981.40 per year. The intent of this contract is to establish firm rates for services provided by the contractor. The State expects the contractor to invoice on an hourly rate for actual time spent providing services per those rates. This should allow flexibility to accommodate API's need as they change over the duration of the contract.

Change to the Following:

This contract will be a time and materials contract with a not to exceed amount of \$2,800,000.00 for the total project, or \$1,400,000.00 per year. The intent of this contract is to establish firm rates for services provided by the contractor. The

State expects the contractor to invoice on an hourly rate for actual time spent providing services per those rates. This should allow flexibility to accommodate API's need as they change over the duration of the contract.

Questions and Clarifications:

RFP SECTION	QUESTION/COMMENT	RESPONSE
Section 2.04 Considerations 2.05 Deliverables Security component 4	Will API be providing the MANDT training, or will the contractor be required to attend a "train the trainer" program because the contractor will be training their security officers in MANDT?	API will provide MANDT training for security officers who will be working onsite. There will be no "TRAIN THE TRAINER" program.
Section 2.07 Proposed Payment Procedures	Question #1 - Sec 2.07 - What exactly is the "progress report" that is being required? Perhaps I missed it, but I can't find that being specified in the RFP anywhere.	A progress report is a report of the day. The report will include: vendor's employee is involved/witnesses an incident at API, the employee will write a narrative of the incident and provide the paperwork to the Nursing Shift Supervisor prior to the end of the employee's schedule shift. The vendor will provide API shift logs, upon request, for review, and auditing purposes.
Section 2.08 Contract Payment	Does Sec 2.08 mean that, if API does not pay their bill within the agreed upon 30 days, the contractor has no recourse? During the time that we have been providing these services, there have been several occasions that API has taken more than 30 days to get us paid. Unfortunately, as a small company, holding those large amounts owed by API in outstanding accounts receivable puts an undue burden on our finance department. We have previously followed these guidelines on late fees on the few occasions that it has happened: per AS 37.05.285 - http://www.legis.state.ak.us/basis/statutes.asp#37.05.285	Current Statute Applies

RFP SECTION	QUESTION/COMMENT	RESPONSE
Section 3.06 Experience and Qualifications	Multiple questions Regarding Sec 3.06: our certifications of our training in MANDT is currently held by API as they completed the courses for our officers. Do we need to get that from API and submit with the proposal, or merely state this info for the record? For the proof of 2 years security experience...this is typically done via resume for staff; however, due to the 100 page limit of the proposal, including resumes; how would the State like this submitted? We currently have 25 officers and submitting all of their resumes along with the technical proposal would likely take us well over the 100-page limit. Is it acceptable to submit just the resumes of management and lead staff and have the rest available upon request? Is the State requiring submission of the actual drug testing documentation we have completed for our employees? The last two, clean background check and 8 hrs. pre-assignment training is incorporated into the officer's ability to get and maintain an active SOA security guard license per AS 13 AAC 60.110. Is the fact that they have their guard license issued by DPS sufficient proof for the State of these two items? Or, are all these items able to be listed in spreadsheet form, certified by the contractor that the items have been completed and any relevant dates, etc. included?	MANDT training will be provided at API Spreadsheet format certified by the contractor is acceptable with records available for review at the State's request. API needs to confirm this is acceptable?
RFP SECTION	QUESTION/COMMENT	RESPONSE
Section 1.04 Minimum Qualifications Section 1 and 2	Would the State accept proof of security guard agency application and other State's security guard licensing as proof of meeting minimum experience qualifications	Applicant should submit current comparable licenses from other States with your proposal as well as a statement indicating you understand you must meet the State of Alaska licensing requirements outlined in the RFP prior to award of a contract

RFP SECTION	QUESTION/COMMENT	RESPONSE
	During pre-proposal conference a question was asked as to the specifics of the Contractor providing the vehicle used for transportation and it was mentioned that the transportation requirement may be removed from the RFP. Will this be the case?	No Transportation services are included in this contract.
Section 2.05 Component 2 Paragraph 4	Are there any site specific patient codes at API or does the facility utilize the standardized color code system used by hospitals in Alaska? If yes, can they be available for review as part of the RFP?	I am unfamiliar with the codes in other hospitals, but these are the codes for API: Code Red: Fire Code Orange: Haz. Mat. Code Yellow: Bomb Threat Code Grey: Violent Threat (Non-weapon) Code Silver: Violent Threat, involving a dangerous weapon Code Blue: Medical Emergency Code purple: Child Abduction Code triage-internal: Major power outage, or Facility related problem Code Triage-External : Community based disasters based disasters, earthquake, volcanic Ash Evacuation: as announced