



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 #2**

**Issue Date:** October 11, 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 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 2.05 Deliverables 1 b:**

- b. Contractor will provide two staff members specifically for court duties, as outlined in Component 3.

**Change to the Following:**

**\*\*REMOVED\*\***

**Currently in RFP**

**Section 2.05 Deliverables 1 c:**

- c. Contractor will provide, unless otherwise indicated by API, a minimum of two additional staff for video monitoring responsibilities. Appropriate steps to prevent fatigue shall be taken by the contractor, such as rotating "roving" staff with "video" staff.

**Change to the Following:**

- c. Contractor will provide one additional staff for video monitoring responsibilities. Appropriate steps to prevent fatigue shall be taken by the contractor, such as rotating "roving" staff with "video" staff.

## Questions and Clarifications:

| RFP SECTION                               | QUESTION/COMMENT  | RESPONSE   |
|---|---|--|
| Section 2.02<br>Background<br>Information | Conflict #3 - Sec 2.05 states that there are 7 deliverables, but only list 5 service component descriptions. Perhaps this may be an oversight based on the highlighted sections below that mention two other component areas, but they are not listed separately as actual components. Subpoint b. mentions escorting for court duties as outlined in Component 3; however, component 3 mentions only special needs extra staffing and does not outline court escorts at all. The subpoints I have highlighted below of Sec 2.05 seem to indicate that there will be the need for 2 officers "roving" 24/7, 2 officers manning the Operations Center for video monitoring 24/7, and then 2 officers as needed, but scheduled to escort patients to/from court. Is this correct? | There will be <b><u>no court or transport duties</u></b> for security staff in this contract   |
| Section 2.03<br>Scope of<br>Work          |   | Including the changes indicated on the previous page section 2.05 deliverables is accurate   |
| Section 2.05<br>Deliverables              |   |  |
| Section 2.03<br>para 1                    | There is also a conflict of actual number of security officers being requested based on the language used in Sec 2.03 Scope of Work. And of note, in Sec 7.01 Cost Proposal, these components are not all included in the cost proposal spreadsheet either, so there is no way to actually include those costs for an accurate bid at this time.  | 2 roving security guards and 1 video monitoring guard 24 hours a day 7 days a week<br><br>2 special needs guards as described in section 2.05 Component 3 and section 7.01 |
| Section 2.05<br>Deliverables              | Will roving security officers be split up to patrol or help in separate areas.  | Roving security staff will not be split up and will operate in pairs   |

## Changes to Cost Proposal

### Section 7.01 Attachment 1 – Cost Proposal

### Cost Proposal

The purpose of the cost proposal format below is to allow offerors to submit pricing in a consistent manner that API can evaluate. The API will evaluate the total costs for the initial term of this contract. Cost proposals priced in excess of the full budgeted amount of \$1,400,000 annually may be deemed non-responsive.

The rates provided in the cost proposal will be used to establish rates in the subsequent contract. **API 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.

### Renewals

This cost proposal format is not a guarantee of renewal. Optional renewals will be exercised at the sole discretion of the State.

Monthly Cost:

| Service Component   | Service Description   | Billing type/frequency  | Hourly Rate | Monthly Estimated Amount |
|---|---|---|-------------|--------------------------|
| 1   | Administrative Duties                                       | No Additional charges to be included in rates outlined below  | 0.00        | 0.00                     |
| 2   | Roving Campus Presence                                      | Hourly, scheduled (based on <del>2</del> 3 guards 24/7)   |             |                          |
| 3   | Additional Coverage to Meet Special Needs                   | As needed based on <u>estimate of 6 annual instances</u> , 7 days each instance, 24hr service, w/2 guards |             |                          |
| 4   | Campus Security Advice and Consultation                     | Hourly, as needed<br>Estimate is based on 24 hrs/month  |             |                          |
| 5   | Security Staff Training (onboarding/outprocessing/training) | Estimate based on 625 hrs/annually (25 employees/25 hrs each)   |             |                          |
| <b>Total Monthly Amount not to Exceed \$116,666.67 (\$1,400,000.00/12 months)</b> |   |   |             |                          |