

# STATE OF ALASKA REQUEST FOR PROPOSALS



## Peer Support Specialist Certification Body

RFP 2000000052

ISSUED: JANUARY 23, 2020

The Alaska Department of Health and Social Services, Division of Behavioral Health, is soliciting proposals from qualified offerors for the creation of a Certification Program for Alaska Behavioral Health Peer Support Specialists. The initial goals of the program are to establish policies and procedures, certify eligible applicants, and establish ongoing operations.

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### ISSUED BY:

DEPARTMENT OF HEALTH & SOCIAL SERVICES  
DIVISION OF FINANCE & MANAGEMENT SERVICES

### PRIMARY CONTACT:

SUSAN JABAL  
PROCUREMENT OFFICER  
SUSAN.JABAL@ALASKA.GOV

OFFERORS ARE NOT REQUIRED TO RETURN THIS FORM.

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"ONLINE PUBLIC NOTICE" WEB SITE, YOU MUST REGISTER WITH THE PROCUREMENT  
OFFICER LISTED IN THIS DOCUMENT TO RECEIVE SUBSEQUENT AMENDMENTS.

# TABLE OF CONTENTS

<b>SECTION 1.</b>	<b>INTRODUCTION &amp; INSTRUCTIONS .....</b>	<b>4</b>
SEC. 1.01	PURPOSE OF THE RFP .....	4
SEC. 1.02	BUDGET .....	4
SEC. 1.03	DEADLINE FOR RECEIPT OF PROPOSALS .....	4
SEC. 1.04	MINIMUM QUALIFICATIONS.....	4
SEC. 1.05	REQUIRED REVIEW .....	5
SEC. 1.06	QUESTIONS PRIOR TO DEADLINE FOR RECEIPT OF PROPOSALS.....	5
SEC. 1.07	RETURN INSTRUCTIONS .....	5
SEC. 1.08	PROPOSAL CONTENTS .....	6
SEC. 1.09	ASSISTANCE TO OFFERORS WITH A DISABILITY .....	7
SEC. 1.10	AMENDMENTS TO PROPOSALS.....	7
SEC. 1.11	AMENDMENTS TO THE RFP.....	8
SEC. 1.12	RFP SCHEDULE .....	8
SEC. 1.13	PRE-PROPOSAL CONFERENCE .....	8
SEC. 1.14	ALTERNATE PROPOSALS.....	8
SEC. 1.15	NEWS RELEASES.....	8
<b>SECTION 2.</b>	<b>SCOPE OF WORK &amp; DELIVERABLES .....</b>	<b>9</b>
SEC. 2.01	BACKGROUND INFORMATION .....	9
SEC. 2.02	CONTRACT TERM AND WORK SCHEDULE .....	11
SEC. 2.03	SCOPE OF WORK.....	11
SEC. 2.04	DELIVERABLES.....	11
<b>SECTION 3.</b>	<b>CONTRACT INFORMATION .....</b>	<b>14</b>
SEC. 3.01	CONTRACT TYPE.....	14
SEC. 3.02	PROPOSED PAYMENT PROCEDURES .....	14
SEC. 3.03	CONTRACT PAYMENT .....	14
SEC. 3.04	LOCATION OF WORK.....	14
SEC. 3.05	SUBCONTRACTORS.....	15
SEC. 3.06	JOINT VENTURES .....	15
SEC. 3.07	RIGHT TO INSPECT PLACE OF BUSINESS .....	15
SEC. 3.08	CONTRACT PERSONNEL .....	16
SEC. 3.09	INSPECTION & MODIFICATION - REIMBURSEMENT FOR UNACCEPTABLE DELIVERABLES .....	16
SEC. 3.10	CONTRACT CHANGES - UNANTICIPATED AMENDMENTS .....	16
SEC. 3.11	NONDISCLOSURE AND CONFIDENTIALITY .....	16
SEC. 3.12	INSURANCE REQUIREMENTS.....	17
SEC. 3.13	TERMINATION FOR DEFAULT .....	17
SEC. 3.14	INFORMAL DEBRIEFING .....	18
<b>SECTION 4.</b>	<b>PROPOSAL FORMAT AND CONTENT .....</b>	<b>19</b>
SEC. 4.01	PROPOSAL FORMAT AND CONTENT .....	19
SEC. 4.02	INTRODUCTION .....	19
SEC. 4.03	UNDERSTANDING OF THE PROJECT .....	19
SEC. 4.04	METHODOLOGY / MANAGEMENT PLAN .....	19
SEC. 4.05	EXPERIENCE AND QUALIFICATIONS .....	19
SEC. 4.06	COST PROPOSAL.....	20
SEC. 4.07	EVALUATION CRITERIA .....	20
<b>SECTION 5.</b>	<b>EVALUATION CRITERIA AND CONTRACTOR SELECTION .....</b>	<b>21</b>
SEC. 5.01	UNDERSTANDING OF THE PROJECT (10%) .....	21

SEC. 5.02	METHODOLOGY / MANAGEMENT PLAN FOR THE PROJECT (15%) .....	21
SEC. 5.03	EXPERIENCE AND QUALIFICATIONS (25%) .....	21
SEC. 5.04	CONTRACT COST (40%) .....	22
SEC. 5.05	ALASKA OFFEROR PREFERENCE (10%) .....	22
<b>SECTION 6.</b>	<b>GENERAL PROCESS INFORMATION .....</b>	<b>23</b>
SEC. 6.01	ALASKA BUSINESS LICENSE AND OTHER REQUIRED LICENSES .....	23
SEC. 6.02	SITE INSPECTION .....	23
SEC. 6.03	CLARIFICATION OF OFFERS .....	23
SEC. 6.04	DISCUSSIONS WITH OFFERORS .....	24
SEC. 6.05	EVALUATION OF PROPOSALS .....	24
SEC. 6.06	CONTRACT NEGOTIATION .....	24
SEC. 6.07	FAILURE TO NEGOTIATE .....	24
SEC. 6.08	OFFEROR NOTIFICATION OF SELECTION .....	25
SEC. 6.09	PROTEST .....	25
SEC. 6.10	APPLICATION OF PREFERENCES .....	26
SEC. 6.11	ALASKA BIDDER PREFERENCE .....	26
SEC. 6.12	ALASKA VETERAN PREFERENCE .....	27
SEC. 6.13	ALASKA OFFEROR PREFERENCE .....	27
SEC. 6.14	FORMULA USED TO CONVERT COST TO POINTS .....	27
SEC. 6.15	EXAMPLES: CONVERTING COST TO POINTS .....	28
<b>SECTION 7.</b>	<b>GENERAL LEGAL INFORMATION .....</b>	<b>29</b>
SEC. 7.01	STANDARD CONTRACT PROVISIONS .....	29
SEC. 7.02	PROPOSAL AS A PART OF THE CONTRACT .....	29
SEC. 7.03	ADDITIONAL TERMS AND CONDITIONS .....	29
SEC. 7.04	HUMAN TRAFFICKING .....	29
SEC. 7.05	RIGHT OF REJECTION .....	29
SEC. 7.06	STATE NOT RESPONSIBLE FOR PREPARATION COSTS .....	30
SEC. 7.07	DISCLOSURE OF PROPOSAL CONTENTS .....	30
SEC. 7.08	ASSIGNMENT .....	30
SEC. 7.09	DISPUTES .....	30
SEC. 7.10	SEVERABILITY .....	31
SEC. 7.11	SUPPLEMENTAL TERMS AND CONDITIONS .....	31
SEC. 7.12	FEDERAL REQUIREMENTS .....	31
SEC. 7.13	CONTRACT INVALIDATION .....	31
SEC. 7.14	SOLICITATION ADVERTISING .....	31
<b>SECTION 8.</b>	<b>ATTACHMENTS .....</b>	<b>32</b>
SEC. 8.01	ATTACHMENT 1 - COST PROPOSAL .....	33
SEC. 8.02	ATTACHMENT 2 - RFP CHECKLIST .....	35
SEC. 8.03	ATTACHMENT 3 - PROPOSAL EVALUATION FORM .....	37
SEC. 8.04	ATTACHMENT 4 - CERTIFICATION REGARDING DEBARMENT .....	40
SEC. 8.05	ATTACHMENT 5 – TEMPLATE STANDARD AGREEMENT FORM (WITH APPENDICES) .....	42

## Section 1. Introduction & Instructions

### Sec. 1.01 Purpose of the RFP

The Alaska Department of Health and Social Services, Division of Behavioral Health, is soliciting proposals from qualified offerors for the creation of a Certification Program for Alaska Behavioral Health Peer Support Specialists. The goal of the project in this initial year is to create the infrastructure of policy and procedure, application process, and database to allow for initial applications from peers in FY21.

### Sec. 1.02 Budget

The Department of Health and Social Services, Division of Behavioral Health (DBH) has a maximum budget of \$273,000.00 for completion of the full term of this project.

Funding for this project has some constraints, identified as follows:

Year	Term	Budget Not to Exceed Amounts
1	Date of Contract Execution – 6/30/2020	\$45,000 (flexible)
2	Renewal Option 1: 7/1/2020 – 6/30/2021	\$137,000 (flexible, but the total of years 1 & 2 must not exceed \$182,000)
3	Renewal Option 2: 7/1/2021 – 6/30/2022	\$91,000
Project Total		<b>\$273,000.00</b>

Proposals priced at more than the budget will be considered non-responsive.

Renewal options are subject to funding approval.

### Sec. 1.03 Deadline for Receipt of Proposals

Proposals must be received no later than 2:00 pm prevailing Alaska Time on February 14, 2020.

### Sec. 1.04 Minimum Qualifications

In order for offers to be considered responsive, offerors must meet the following minimum requirements. Please ensure start and end dates (month and year) are indicated, and that experience is detailed sufficiently to ensure verification of all aspects of the minimums below.

1. the offeror must have three (3) years in the last five (5) of experience managing a state-wide certification

program

- OR -

2. the offeror must have and document three (3) years of experience managing a related program that includes writing policy and procedure, managing a database, and creating public-facing information (i.e. manuals, websites).

An offeror's failure to meet these minimum prior experience requirements will cause their proposal to be considered non-responsive and their proposal will not advance to the evaluation stage.

## Sec. 1.05 Required Review

Offerors should carefully review this solicitation for defects and questionable or objectionable material. Comments concerning defects and objectionable material must be made in writing and received by the procurement officer at least ten days before the deadline for receipt of proposals. This will allow time for the issuance of any necessary amendments. It will also help prevent the opening of a defective solicitation and exposure of offeror's proposals upon which award could not be made. Protests based on any omission or error, or on the content of the solicitation, will be disallowed if these faults have not been brought to the attention of the procurement officer, in writing, at least ten days before the deadline for receipt of proposals.

## Sec. 1.06 Questions Prior to Deadline for Receipt of Proposals

Questions must be submitted in writing and directed to the procurement officer. The interested party must confirm telephone conversations in writing. Questions must be received no later than 12 noon on February 3, 2020.

Two types of questions generally arise. One may be answered by directing the questioner to a specific section of the RFP. Other questions may be more complex and may require a written amendment to the RFP.

The procurement officer will make that decision. All questions are requested in writing to the below:

Procurement Officer: Susan Jabal  
[susan.jabal@alaska.gov](mailto:susan.jabal@alaska.gov)

## Sec. 1.07 Return Instructions

### Email Submission

The preferred method of response submission to this solicitation is via email, sent to the following address:

[hss.procurement.proposal@alaska.gov](mailto:hss.procurement.proposal@alaska.gov)

The email submission must contain the RFP number in the subject line. In the body of the email, please indicate the Procurement Officer's name, the Offeror's name, the number of attachments, and the names of the attachments being submitted.

When submitting a proposal via email, the technical proposal and cost proposal must be saved as separate, clearly labeled PDF documents, such as "Vendor A – Technical Proposal.pdf" and "Vendor A – Cost Proposal.pdf" (Vendor A is the name of the offeror). The maximum size of a single email (including all text and attachments) that can be received by the

State is 20mb (megabytes). If the email containing the proposal exceeds this size, the proposal must be sent in multiple emails that are each less than 20 megabytes; each email must comply with the requirements above. Please also include an indication of multiple email submissions (1 of 2, 2 of 2, etc).

It is the offeror's responsibility to ensure that the Procurement Officer has received the proposal in full, prior to the deadline. The Procurement Officer will respond to the email to confirm receipt. If you do not receive a confirmation, it is your responsibility to contact the Procurement Officer to confirm. The State is not responsible for lost, unreadable, or corrupt emails, or missing attachments.

An offeror's failure to submit its proposal prior to the deadline will cause the proposal to be disqualified. Late proposals or amendments will not be opened or accepted for evaluation.

### **Paper Submission**

If submitted a proposal by mail, Offerors must submit one hard copy of their proposal, to the procurement officer, in a sealed package. The cost proposal included with the package must be sealed separately from the rest of the proposal and must be clearly identified.

The sealed proposal package(s) must be addressed as follows:

Department of Health and Social Services  
Division of Finance and Management Services  
Attention: Susan Jabal, Procurement Officer  
RFP Number: 200000052  
RFP Title: Peer Support Specialists Certification Program

If mailing via US Mail, please use the following address:

PO Box 110650  
Juneau, AK 99811-0650

If utilizing a delivery service, please use the following address:

333 Willoughby – Suite 760  
Juneau, AK 99801

An offeror's failure to submit its proposal prior to the deadline will cause the proposal to be disqualified. Late proposals or amendments will not be opened or accepted for evaluation.

Faxed proposals will not be accepted. Oral proposals will not be accepted.

## **Sec. 1.08 Proposal Contents**

The following information must be included in all proposals:

### **(a) Authorized Signature**

All proposals must be signed by an individual authorized to bind the offeror to the provisions of the RFP. Proposals must remain open and valid for at least 90-days from the date set as the deadline for receipt of proposals.

**(b) Offeror's Certification**

By signature on the proposal, offerors certify that they comply with the following:

- a. the laws of the State of Alaska;
- b. the applicable portion of the Federal Civil Rights Act of 1964;
- c. the Equal Employment Opportunity Act and the regulations issued thereunder by the federal government;
- d. the Americans with Disabilities Act of 1990 and the regulations issued thereunder by the federal government;
- e. all terms and conditions set out in this RFP;
- f. a condition that the proposal submitted was independently arrived at, without collusion, under penalty of perjury;
- g. that the offers will remain open and valid for at least 90 days; and
- h. that programs, services, and activities provided to the general public under the resulting contract conform with the Americans with Disabilities Act of 1990, and the regulations issued thereunder by the federal government.

If any offeror fails to comply with [a] through [h] of this paragraph, the state reserves the right to disregard the proposal, terminate the contract, or consider the contractor in default.

**(c) Vendor Tax ID**

A valid Vendor Tax ID must be submitted to the issuing office with the proposal or within five days of the State's request.

**(d) Conflict of Interest**

Each proposal shall include a statement indicating whether or not the firm or any individuals working on the contract has a possible conflict of interest (e.g., currently employed by the State of Alaska or formerly employed by the State of Alaska within the past two years) and, if so, the nature of that conflict. The Commissioner of the Department of Health and Social Services reserves the right to consider a proposal non-responsive and reject it or cancel the award if any interest disclosed from any source could either give the appearance of a conflict or cause speculation as to the objectivity of the program to be developed by the offeror. The Commissioner's determination regarding any questions of conflict of interest shall be final.

**(e) Certification Regarding Debarment, Suspension, Ineligibility  
and Voluntary Exclusion Lower Tier Covered Transactions**

Each proposal must include a signed certification form, see Section 8: Attachments.

**Sec. 1.09 Assistance to Offerors With a Disability**

Offerors with a disability may receive accommodation regarding the means of communicating this RFP or participating in the procurement process. For more information, contact the procurement officer no later than ten days prior to the deadline for receipt of proposals.

**Sec. 1.10 Amendments to Proposals**

Amendments to or withdrawals of proposals will only be allowed if acceptable requests are received prior to the deadline that is set for receipt of proposals. No amendments or withdrawals will be accepted after the deadline unless they are in

response to the state's request in accordance with 2 AAC 12.290.

### Sec. 1.11 Amendments to the RFP

If an amendment is issued, it will be posted directly to the solicitation on the Alaska Online Public Notices. All vendors who have registered with the procurement officer will receive direct notification of the amendment.

### 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 on January 23, 2020
- Deadline for receipt of questions on February 3, 2020
- Deadline for receipt of proposals on February 14, 2020
- Proposal Evaluation Committee complete evaluation by February 21, 2020
- State of Alaska issues Notice of Intent to Award a Contract by February 21, 2020
- State of Alaska issues contract award by March 2, 2020
- Contract begins March 9, 2020

This RFP does not, by itself, obligate the State. The State's obligation will commence when the contract is approved by the Commissioner of the Department of Health and Social Services, or the Commissioner's designee. Upon written notice to the contractor, the State may set a different starting date for the contract.

The State will not be responsible for any work done by the contractor, even work done in good faith, if it occurs prior to the contract start date set by the State.

### Sec. 1.13 Pre-Proposal Conference

A pre-proposal conference will not be held for this solicitation.

Interested parties may submit questions in writing per RFP Section 1.06.

### Sec. 1.14 Alternate Proposals

Offerors may only submit one proposal for evaluation. In accordance with 2 AAC 12.830 alternate proposals (proposals that offer something different than what is asked for) will be rejected.

### Sec. 1.15 News Releases

News releases related to this RFP will not be made without prior approval of the project director.

## Section 2. Scope of Work & Deliverables

### Sec. 2.01 BACKGROUND INFORMATION

In 2017, the Division of Behavioral Health (DBH) launched an initiative to develop a Peer Worker Certification. The Certification Workgroup was formed in January, 2018 as one of 3 workgroups from the larger Peer Support Stakeholder group which met in November, 2017. The Certification workgroup had 40 members, with average attendance of 12-15, and included significant representation from peers (both from the mental health and substance use treatment communities), agency providers, re-entry coalition staff, and other advocates from a variety of locations around the state. The group reviewed peer support certification programs from eleven states and some national programs and then worked through multiple areas and made recommendations around each. A summary of that Workgroup's recommendations is attached to this RFP (RFP\_200000052\_Workgroup\_Recommendations) and specific areas or recommendations from that group are referenced below. The Division's expectation is that the entity chosen as the certifying body will adhere to these recommendations as closely as possible. Included in the recommendations is for the certifying body to create an Advisory Group made up of a majority of behavioral health peers to guide the development and continuing work of the certification body. To the extent the certifying body deviates from the recommendations of the Workgroup, it should be with majority agreement of the advisory group.

Funding for FY20 is provided through both the Alaska Mental Health Trust Authority and a SAMHSA State Opioid Response grant. Similar funding is anticipated for FY21. Funding for FY22 is not yet determined. Continuation of this program is contingent on funding, renewal options may not be executed if funding is not secured.

The recommendations most relevant to the Certification process include:

**Recommendation #1:** The focus of the certification should be on peers with lived experience with behavioral health (BH) issues. This includes experiences with a mental health issue, a substance use issue, or a family member or other direct caregiver of an individual with either issue.

**Recommendation #3:** Have a single, general BH peer certification as opposed to creating a variety of different certifications or sub-specialties. This could be utilized by a variety of peer workers with lived experience with a BH challenge, including peer workers with a re-entry focus, youth peer workers, and families of individuals with a BH challenge.

**Recommendation #4:** Utilize multiple Certification levels including Provisional (for those accumulating their work experience), Peer Support I, and Peer Support II (additional training/experience), and consider a Peer Mentor level.

**Recommendation #5:** Minimum Requirements should not include age, educational level, diagnosis or an arbitrary number of years in recovery. This is detailed further in the attachment: RFP\_200000052\_Workgroup\_Recommendations.

#### **Recommendation #6: Training**

At this point in time, DBH will maintain responsibility for the oversight and approval of training curriculum development. However, many aspects of requirements related to training will need to be addressed in the certification policy and procedure as well as manual and website content. The related recommendation from the workgroup was:

- Training should cover the 12 SAMHSA Core Competencies, plus the History of Peer Support and the Peer Specialist Role.
- Training is encouraged to be face-to-face but if delivered remotely should be via real-time distance delivery to allow for “virtual” audio-visual interaction.
- Multiple training vendors could be approved to provide training providing they were approved by DHSS/DBH.
- A network of trainings should be developed to ensure statewide availability and access but individual training vendors could serve any size area. *This would also allow for agencies to provide their own in-house trainings if their curriculum was approved.*
- Training should be delivered by at least one individual with a lived experience/“peer”. A non-peer could be a second trainer but a peer trainer should be required.
- Training should be made affordable for individuals/agencies and it is recommended that DBH and the Alaska Mental Health Trust work to identify funding for this such as the utilization of Trust mini-grants for this purpose.
- If training is not completed before hire, an individual should have up 90 days to complete it once hired. A provision for a waiver to the 90 days could be made by the certifying body if extenuating circumstances exist (e.g. training not available).
- Trainers should have some type of evaluation which indicated whether an individual satisfactorily completed the curriculum and how that was determined.

**Recommendation #7:**

- Eligible settings for “work experience” should include both Community Behavioral Health organizations and other organizations who serve behavioral health clients. These other organizations should be “pre-approved” by the certifying body.
- Work Requirements should include 1000 hours of work experience.
- Forty (40) hours of direct supervision should be required.
- Eligible supervisors should have an established level of expertise in peer support.

**Recommendation #8**

- Utilize the Code of Ethics previously developed by the Alaska Peer Support Consortium.
- Allow for a review and potential update to this Code by a group with significant representation of peers.
- The Certification Body (in conjunction with the Advisory Group) will have final decision on the adoption of a Code of Ethics.

**Recommendation #9**

- The group does not recommend a formal final exam for certification.
- The group does recommend an evaluation of whether an individual has satisfactorily completed training.
- The group recommends that the successful development of core competencies be evaluated by the supervisor of the work experience.

**Recommendation #10** Decisions of the certification body should be guided significantly and substantially by recommendations from peers from urban, rural, and frontier areas.

**Recommendation #11** A special group should be convened to do more focused work and produce recommendations for the grandfathering process along with related issues of training and reciprocity.

**Recommendation #12** The Certification Body should not independently make determinations about applicants’ criminal background but should rely on the State’s Background Check conducted in the course of that person’s job hiring process.

## Sec. 2.02 CONTRACT TERM AND WORK SCHEDULE

The initial term of this contract will be from the date of execution through June 30, 2020. The State anticipates exercising two (2) renewal options to this contract, each for one (1) year. These renewal options are contingent on receipt of funding from AMHT (as described in Section 2.01: Background), and may not be executed if funding is not continued. Renewal options are executed at the sole discretion of the state.

If both renewal options are executed, the full term of the contract will be from the date of contract execution through June 30, 2022.

## Sec. 2.03 SCOPE OF WORK

The Alaska Department of Health and Social Services, Division of Behavioral Health, is soliciting proposals from qualified offerors for the creation and maintenance of a Certification Program for Alaska Behavioral Health Peer Support Specialists. The Certification will enable those with a lived experience of a mental health or substance use challenge to utilize their experience and training in helping others with similar issues. The Certification Body, in this initial year, is expected to create the infrastructure for Certification including the development of policy and procedure, creation of an application process, building a database, and informing the public in order to allow for initial applications from peers in FY21.

## Sec. 2.04 DELIVERABLES

### 1) Creation and maintenance of Advisory Group

- Advisory group (of 5 or more individuals) should be formed within 45 days of the contract execution
- Advisory group should provide input on all aspects of the Certification process.
- Majority of the advisory group (3 or more individuals) should be Behavioral Health peers in recovery from a substance use or mental health challenge or an immediate family member of an individual with a substance use or mental health challenge.
- Should include one representative from the Division of Behavioral Health
- Should include one or more Community Behavioral Health Center services organization representatives
- Advisory group should meet face-to-face at a minimum quarterly. The offeror may propose how often they would schedule meetings, and whether they would be face-to-face or via webinar. The state anticipates increased frequency during the first year of the project.
- Contractor is responsible for the cost of any required Advisory Group related travel.

### 2) Policy and Procedures for Certifying Peer Support Specialists

(Anticipated to be completed within 6 months of contract execution)

Policy and Procedures must address the following:

- Eligibility Requirements
  - For Provisional Certification
    - Description of what is required in the application
  - Training requirement (developed in conjunction with DBH)

- Timeframe to meet training requirements in the sequence of the application process (to be coordinated with DBH)
- Hours of employment required
  - Eligible employment sites
  - How employment hours are to be documented
- Hours of supervision required
  - Eligible supervisory staff
  - How supervisory hours are to be documented
- Grandfathering – policy allowing for certification based on previous education and experience.
- Reciprocity - what other Peer Certifications (i.e. national or from other states) would be accepted in lieu of Alaska experience and training.
- Certification Renewal – how long a certification would last and how to renew.
- Continuing Education – continuing education requirements for renewal
- Appeals – process for review of Certification Body’s decision around applications and
- Complaints and Sanctions
  - How complaints from the public are addressed
  - Process for Suspension of Certification
  - Process for Reinstatement
- Inactive status
  - Reactivation
- Fees - for Provisional Certification, Full Certification and Renewals

### **3) Production of Peer Certification Manual**

(Anticipated to be completed within 7 months of contract execution)

- Definition of a Peer Support Specialist (in conjunction with DBH)
- Simple Guide to Application Process (clearly describe steps in the process including a visual graphic)
- Creation of a matrix showing different levels of certification, requirements, training, CEUs etc.
- Application fee (Provisional, Full Certification, Renewal)
- Application (and Renewal) Process and Forms
- Information about training (in coordination with DBH)
- Requirements for Certification
- Grandfathering and Reciprocity
- Information about other policies and procedures

### **4) Creation and Maintenance of Database**

(Anticipated to be completed within 7 months of contract execution)

- To track applicants, status, and certified peer support specialists, renewal dates with an Excel, Access, or similar database system.

### **5) Create and Maintain related website**

(Anticipated to be completed within 7 months of contract execution)

- Provide link to Peer Certification Manual
- Information on Training availability
- Include a Frequently Asked Questions section

**6) Public Education re the Availability of the Peer Certification**

(Anticipated to be completed within 8 months of contract execution)

- Correspondence to stakeholder groups (peers, providers), announcement on website
- Presentations at local and statewide behavioral health and peer conferences or other opportunities to promote the Certification – anticipated to be a minimum of 3 travel trips annually
- Announcement of Formal Launch of Peer Certification Program

**7) Ongoing Maintenance of Peer Certification Program**

(ongoing)

- Continued processing of applications – the State’s expectation is that the Certification Body would have the ability to make determinations on applications every two months during the first 12 months of accepting applications.
- Continued meetings with Advisory Group – Quarterly face-to-face meetings

## Section 3. Contract Information

### Sec. 3.01 CONTRACT TYPE

This contract will be a flat fixed rate contract.

### Sec. 3.02 PROPOSED PAYMENT PROCEDURES

The state will make payments based on a negotiated payment schedule, which will be indicated in the resultant contract.

### Sec. 3.03 CONTRACT PAYMENT

No payment will be made until the contract is approved by the Commissioner of the Department of Health and Social Services or the Commissioner's designee. Under no conditions will the state be liable for the payment of any interest charges associated with the cost of the contract. The state is not responsible for and will not pay local, state, or federal taxes. All costs associated with the contract must be stated in U.S. currency.

### Sec. 3.04 LOCATION OF WORK

Work provided for this contract may performed remotely. The state will not provide workspace for the contractor; the contractor must provide its own workspace.

Travel may be required in performance of the services of this contract. All travel arrangements, booking and travel costs are the responsibility of the contractor. Travel must be budgeted within the cost proposal of this RFP, no travel expenses are billable to the State. Budgeted travel should be conducted within the State's approved travel guidelines:

#### **State Approved Travel Guidelines**

- **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 (If available):** 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 must cover the business travel period only.
- **Taxi:** In rural areas, where taxis are used, the surveyor will obtain receipts for repayment.
- **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 travel incidentals in Alaska is \$60 per day, per person.
- **Note:** Costs of parking violations will not be reimbursed.

### **Performance of Work Within United States**

By signature on their proposal, the offeror certifies that all services provided under this contract by the contractor and all subcontractors shall be performed in the United States.

If the offeror cannot certify that all work will be performed in the United States, the offeror must contact the procurement officer in writing to request a waiver at least 10 days prior to the deadline for receipt of proposals. The request must include a detailed description of the portion of work that will be performed outside the United States, where, by whom, and the reason the waiver is necessary.

Failure to comply with these requirements may cause the state to reject the proposal as non-responsive, or cancel the contract.

### **Sec. 3.05 SUBCONTRACTORS**

Subcontractors may be used to perform work under this contract. If an offeror intends to use subcontractors, the offeror must identify in the proposal the names of the subcontractors and the portions of the work the subcontractors will perform.

Subcontractor experience shall be considered in determining whether the offeror meets the requirements set forth in Sec. 1.04 Minimum Qualifications.

If a proposal with subcontractors is selected, the offeror must provide the following information concerning each prospective subcontractor within five working days from the date of the state's request:

- complete name of the subcontractor;
- complete address of the subcontractor;
- type of work the subcontractor will be performing;
- percentage of work the subcontractor will be providing;
- evidence that the subcontractor holds a valid Alaska business license; and
- a written statement, signed by each proposed subcontractor that clearly verifies that the subcontractor is committed to render the services required by the contract.

An offeror's failure to provide this information, within the time set, may cause the state to consider their proposal non-responsive and reject it. The substitution of one subcontractor for another may be made only at the discretion and prior written approval of the project director.

### **Sec. 3.06 JOINT VENTURES**

Joint ventures will not be allowed.

### **Sec. 3.07 RIGHT TO INSPECT PLACE OF BUSINESS**

At reasonable times, the state may inspect those areas of the contractor's place of business that are related to the performance of a contract. If the state makes such an inspection, the contractor must provide reasonable assistance.

### Sec. 3.08 CONTRACT PERSONNEL

Any change of the project team members or subcontractors named in the proposal must be approved, in advance and in writing, by the project director. Personnel changes that are not approved by the state may be grounds for the state to terminate the contract.

### Sec. 3.09 INSPECTION & MODIFICATION - REIMBURSEMENT FOR UNACCEPTABLE DELIVERABLES

The contractor is responsible for the completion of all work set out in the contract. All work is subject to inspection, evaluation, and approval by the project director. The state may employ all reasonable means to ensure that the work is progressing and being performed in compliance with the contract. The project director may instruct the contractor to make corrections or modifications if needed in order to accomplish the contract's intent. The contractor will not unreasonably withhold such changes.

Substantial failure of the contractor to perform the contract may cause the state to terminate the contract. In this event, the state may require the contractor to reimburse monies paid (based on the identified portion of unacceptable work received) and may seek associated damages.

### Sec. 3.10 CONTRACT CHANGES - UNANTICIPATED AMENDMENTS

During the course of this contract, the contractor may be required to perform additional work. That work will be within the general scope of the initial contract. When additional work is required, the project director will provide the contractor a written description of the additional work and request the contractor to submit a firm time schedule for accomplishing the additional work and a firm price for the additional work. Cost and pricing data must be provided to justify the cost of such amendments per AS 36.30.400.

The contractor will not commence additional work until the project director has secured any required state approvals necessary for the amendment and issued a written contract amendment, approved by the Commissioner of the Department of Health and Social Services or the Commissioner's designee.

### Sec. 3.11 NONDISCLOSURE AND CONFIDENTIALITY

Contractor agrees that all confidential information shall be used only for purposes of providing the deliverables and performing the services specified herein and shall not disseminate or allow dissemination of confidential information except as provided for in this section. The contractor shall hold as confidential and will use reasonable care (including both facility physical security and electronic security) to prevent unauthorized access by, storage, disclosure, publication, dissemination to and/or use by third parties of, the confidential information. "Reasonable care" means compliance by the contractor with all applicable federal and state law, including the Social Security Act and HIPAA. See Appendix E of the Standard Agreement Template, in Section 8: Attachments, for the state's HIPAA Business Associate Agreement (BAA). The contractor must promptly notify the state in writing if it becomes aware of any storage, disclosure, loss, unauthorized access to or use of the confidential information.

Confidential information, as used herein, means any data, files, software, information or materials (whether prepared by the state or its agents or advisors) in oral, electronic, tangible or intangible form and however stored, compiled or memorialized that is classified confidential as defined by State of Alaska classification and categorization guidelines provided by the state to the contractor or a contractor agent or otherwise made available to the contractor or a contractor agent in connection with this contract, or acquired, obtained or learned by the contractor or a contractor agent in the performance of this contract. Examples of confidential information include, but are not limited to: technology infrastructure, architecture, financial data, trade secrets, equipment specifications, user lists, passwords, research data, and technology data (infrastructure, architecture, operating systems, security tools, IP addresses, etc).

If confidential information is requested to be disclosed by the contractor pursuant to a request received by a third party and such disclosure of the confidential information is required under applicable state or federal law, regulation, governmental or regulatory authority, the contractor may disclose the confidential information after providing the state with written notice of the requested disclosure (to the extent such notice to the state is permitted by applicable law) and giving the state opportunity to review the request. If the contractor receives no objection from the state, it may release the confidential information within 30 days. Notice of the requested disclosure of confidential information by the contractor must be provided to the state within a reasonable time after the contractor's receipt of notice of the requested disclosure and, upon request of the state, shall seek to obtain legal protection from the release of the confidential information.

The following information shall not be considered confidential information: information previously known to be public information when received from the other party; information freely available to the general public; information which now is or hereafter becomes publicly known by other than a breach of confidentiality hereof; or information which is disclosed by a party pursuant to subpoena or other legal process and which as a result becomes lawfully obtainable by the general public.

### Sec. 3.12 INSURANCE REQUIREMENTS

The successful offeror must provide proof of workers' compensation insurance prior to contract approval.

The successful offeror must secure the insurance coverage required by the state. The coverage must be satisfactory to the Department of Administration Division of Risk Management. An offeror's failure to provide evidence of such insurance coverage is a material breach and grounds for withdrawal of the award or termination of the contract.

Offerors must review form Appendix B in the Standard Agreement Template (Section 8), for details on required coverage. No alteration of these requirements will be permitted without prior written approval from the Department of Administration, Division of Risk Management. Objections to any of the requirements in Appendix B must be set out in the offeror's proposal.

### Sec. 3.13 TERMINATION FOR DEFAULT

If the project director determines that the contractor has refused to perform the work or has failed to perform the work with such diligence as to ensure its timely and accurate completion, the state may, by providing written notice to the contractor, terminate the contractor's right to proceed with part or

all of the remaining work. This clause does not restrict the state's termination rights under the contract provisions (Appendix A of the Standard Agreement Template), attached in Section 8.05.

#### Sec. 3.14     **INFORMAL DEBRIEFING**

When the contract is completed, an informal debriefing may be performed at the discretion of the project director. If performed, the scope of the debriefing will be limited to the work performed by the contractor.

## Section 4. Proposal Format and Content

### Sec. 4.01 PROPOSAL FORMAT AND CONTENT

In preparing a proposal response, all narrative portions should be straightforward, detailed, and precise. Do not simply restate or paraphrase information in this RFP. The Department of Health and Social Services will determine the responsiveness of a proposal by its quality, not its volume or packaging.

Please limit your proposals to 20 pages, not including the cost proposal or appendices.

### Sec. 4.02 INTRODUCTION

Proposals must include the complete name and address of offeror's firm and the name, email address, and telephone number of the person the state should contact regarding the proposal.

Proposals must confirm that the offeror will comply with all provisions in this RFP; and, if applicable, provide notice that the firm qualifies as an Alaskan bidder. Proposals must be signed by a company officer empowered to bind the company. An offeror's failure to include these items in the proposals may cause the proposal to be determined to be non-responsive and the proposal may be rejected.

### Sec. 4.03 UNDERSTANDING OF THE PROJECT

Offerors must provide comprehensive narrative statements that illustrate their understanding the requirements of the project, and the project schedule.

### Sec. 4.04 METHODOLOGY / MANAGEMENT PLAN

Offerors must provide comprehensive narrative statements that set out the methodology and management plan they intend to employ and illustrate how these will serve to accomplish the work and meet the state's project schedule.

Offerors must include a timeline that defines your proposed methodology and clearly illustrates how it will meet the program goals.

### Sec. 4.05 EXPERIENCE AND QUALIFICATIONS

The offeror must describe how they fully meet the minimum qualification listed in Section 1.04.

Offerors must also provide a narrative description of the organization of the project team and a personnel roster that identifies lines of authority. For each person who will work on the contract, please provide the following:

- Title and identification of the work will this individual be responsible for
- Resume and specifically related work experience

Included in this section, the offeror's proposal should clearly demonstrate:

- An understanding and expertise in the key elements of building and maintaining a certification system including but not limited to developing policy and procedure, managing a database, and creating public-facing information (i.e. websites, manuals).
- Experience and understanding of individuals in behavioral health recovery and an ability to work collaboratively with them.

#### Sec. 4.06 COST PROPOSAL

Please complete the Cost Proposal template provided in Section 8: Attachments.

**The completed cost proposal, including the proposed budget, along with any reference to pricing, is to be excluded from the body of the offeror's proposal.**

Instead, it should accompany the proposal in a separate, sealed envelope if mailing proposal, or as a separate PDF if submitting via email. Failure to comply with this requirement may result in a proposal being rejected as non-responsive.

#### Sec. 4.07 EVALUATION CRITERIA

All proposals will be reviewed to determine if they are responsive. Proposals determined to be responsive will be evaluated using the criterion that is set out in Section 5: Evaluation Criteria and Contractor Selection.

An evaluation may not be based on discrimination due to the race, religion, color, national origin, sex, age, marital status, pregnancy, parenthood, disability, or political affiliation of the offeror.

## Section 5. Evaluation Criteria and Contractor Selection

**The total number of points used to score this proposal will be 1,000**

### Sec. 5.01 UNDERSTANDING OF THE PROJECT (10%)

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

- 1) How well has the offeror demonstrated a thorough understanding of the purpose and scope of the project?
- 2) How well has the offeror identified pertinent issues and potential problems related to the project?
- 3) To what degree has the offeror demonstrated understanding of the deliverables the state expects it to provide?
- 4) Has the offeror demonstrated an understanding of the state's time schedule and their ability to meet it?

### Sec. 5.02 METHODOLOGY / MANAGEMENT PLAN FOR THE PROJECT (15%)

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

- 1) How comprehensive are the methodology & management plan, and do they depict a logical approach to fulfilling the requirements of the RFP?
- 2) Is the proposal practical & feasible, and does it match appropriately with the required time schedule?
- 3) Is the organization of the project team clear, and is communication and accountability clearly defined?
- 4) Is the timeline clear and achievable, and does it indicate success towards meeting program goals?

### Sec. 5.03 EXPERIENCE AND QUALIFICATIONS (25%)

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

- 1) How extensive is the applicable education and experience of the personnel designated to work on the project?
- 2) Is there demonstrated experience in completing similar projects on time and within budget?
- 3) Does the offeror demonstrate understanding and expertise in the key elements of building and maintaining a certification system, including but not limited to developing policy and procedure, managing a database, and creating public-facing information?
- 4) Does the offeror demonstrate experience and understanding of individuals in behavioral health recovery and an ability to work collaboratively with them?

#### Sec. 5.04     **CONTRACT COST (40%)**

Overall, 40% of the total evaluation points will be assigned to cost.

##### **Converting Cost to Points**

The lowest cost proposal will receive the maximum number of points allocated to cost. The point allocations for cost on the other proposals will be determined through the method set out in Section 6.14.

#### Sec. 5.05     **ALASKA OFFEROR PREFERENCE (10%)**

If an offeror qualifies for the Alaska Bidder Preference, the offeror will receive an Alaska Offeror Preference. The preference will be 10% of the total available points. This amount will be added to the overall evaluation score of each Alaskan offeror.

## Section 6. General Process Information

### Sec. 6.01 ALASKA BUSINESS LICENSE AND OTHER REQUIRED LICENSES

Prior to the award of a contract, an offeror must hold a valid Alaska business license. However, in order to receive the Alaska Bidder Preference and other related preferences, such as the Alaska Veteran and Alaska Offeror Preference, an offeror must hold a valid Alaska business license prior to the deadline for receipt of proposals. Offerors should contact the Department of Commerce, Community and Economic Development, Division of Corporations, Business, and Professional Licensing, PO Box 110806, Juneau, Alaska 99811-0806, for information on these licenses. Website:

<https://www.commerce.alaska.gov/web/cbpl/BusinessLicensing.aspx>.

Acceptable evidence that the offeror possesses an Alaska business license may consist of any one of the following:

- copy of a valid Alaska business license;
- certification on the proposal that the offeror has a valid Alaska business license and has included the license number in the proposal;
- a canceled check for the Alaska business license fee;
- a copy of the Alaska business license application with a receipt stamp from the state's occupational licensing office; or
- a sworn and notarized statement that the offeror has applied and paid for the Alaska business license.

You are not required to hold a valid Alaska business license at the time proposals are opened if you possess one of the following licenses and are offering services or supplies under that specific line of business:

- fisheries business licenses issued by Alaska Dept. of Revenue or Alaska Dept. of Fish and Game,
- liquor licenses issued by Alaska Dept. of Revenue for alcohol sales only,
- insurance licenses issued by Alaska Dept. of Commerce, Community and Economic Development - Division of Insurance, or
- Mining licenses issued by Alaska Dept. of Revenue.

Prior the deadline for receipt of proposals, all offerors must hold any other necessary applicable professional licenses required by Alaska Statute.

### Sec. 6.02 SITE INSPECTION

The state may conduct on-site visits to evaluate the offeror's capacity to perform the contract. An offeror must agree, at risk of being found non-responsive and having its proposal rejected, to provide the state reasonable access to relevant portions of its work sites. Individuals designated by the procurement officer, at the state's expense, will perform the site inspections.

### Sec. 6.03 CLARIFICATION OF OFFERS

In order to determine if a proposal is reasonably susceptible for award, communications by the procurement officer or the proposal evaluation committee (PEC) are permitted with an offeror to clarify uncertainties or eliminate confusion concerning the contents of a proposal. Clarifications may not result in a material or substantive change to the proposal.

The evaluation by the procurement officer or the PEC may be adjusted as a result of a clarification under this section.

## Sec. 6.04 DISCUSSIONS WITH OFFERORS

The State may conduct discussions with offerors in accordance with AS 36.30.240 and 2 AAC 12.290. The purpose of these discussions will be to ensure full understanding of the requirements of the RFP and proposal. Discussions will be limited to specific sections of the RFP or proposal identified by the procurement officer. Discussions will only be held with offerors who have submitted a proposal deemed reasonably susceptible for award by the procurement officer. Discussions, if held, will be after initial evaluation of proposals by the procurement officer or the PEC. If modifications are made as a result of these discussions they will be put in writing. Following discussions, the procurement officer may set a time for best and final proposal submissions from those offerors with whom discussions were held. Proposals may be reevaluated after receipt of best and final proposal submissions.

If an offeror does not submit a best and final proposal or a notice of withdrawal, the offeror's immediate previous proposal is considered the offeror's best and final proposal.

Offerors with a disability needing accommodation should contact the procurement officer prior to the date set for discussions so that reasonable accommodation can be made. Any oral modification of a proposal must be reduced to writing by the offeror.

## Sec. 6.05 EVALUATION OF PROPOSALS

The procurement officer, or an evaluation committee made up of at least three state employees or public officials, will evaluate proposals. The evaluation will be based solely on the evaluation factors set out in Section 5: Evaluation Criteria and Contractor Selection.

After receipt of proposals, if there is a need for any substantial clarification or material change in the RFP, an amendment will be issued. The amendment will incorporate the clarification or change, and a new date and time established for new or amended proposals. Evaluations may be adjusted as a result of receiving new or amended proposals.

## Sec. 6.06 CONTRACT NEGOTIATION

After final evaluation, the procurement officer may negotiate with the offeror of the highest-ranked proposal. Negotiations, if held, shall be within the scope of the request for proposals and limited to those items which would not have an effect on the ranking of proposals. If the highest-ranked offeror fails to provide necessary information for negotiations in a timely manner, or fails to negotiate in good faith, the state may terminate negotiations and negotiate with the offeror of the next highest-ranked proposal. If contract negotiations are commenced, they may be held telephonically or via video conference.

## Sec. 6.07 FAILURE TO NEGOTIATE

If the selected offeror:

- fails to provide the information required to begin negotiations in a timely manner; or

- fails to negotiate in good faith; or
- indicates they cannot perform the contract within the budgeted funds available for the project; or
- if the offeror and the state, after a good faith effort, simply cannot come to terms,

the state may terminate negotiations with the offeror initially selected and commence negotiations with the next highest ranked offeror.

## Sec. 6.08 OFFEROR NOTIFICATION OF SELECTION

After the completion of contract negotiation the procurement officer will issue a written Notice of Intent to Award (NOIA) and send copies to all offerors. The NOIA will set out the names of all offerors and identify the proposal selected for award.

## Sec. 6.09 PROTEST

AS 36.30.560 provides that an interested party may protest the content of the RFP.

An interested party is defined in 2 AAC 12.990(a) (7) as "an actual or prospective bidder or offeror whose economic interest might be affected substantially and directly by the issuance of a contract solicitation, the award of a contract, or the failure to award a contract."

If an interested party wishes to protest the content of a solicitation, the protest must be received, in writing, by the procurement officer at least ten days prior to the deadline for receipt of proposals.

AS 36.30.560 also provides that an interested party may protest the award of a contract or the proposed award of a contract.

If an offeror wishes to protest the award of a contract or the proposed award of a contract, the protest must be received, in writing, by the procurement officer within ten days after the date the Notice of Intent to Award the contract is issued.

A protester must have submitted a proposal in order to have sufficient standing to protest the proposed award of a contract. Protests must include the following information:

- the name, address, and telephone number of the protester;
- the signature of the protester or the protester's representative;
- identification of the contracting agency and the solicitation or contract at issue;
- a detailed statement of the legal and factual grounds of the protest including copies of relevant documents; and the form of relief requested.

Protests filed by telex or telegram are not acceptable because they do not contain a signature. Fax copies containing a signature are acceptable.

The procurement officer will issue a written response to the protest. The response will set out the procurement officer's decision and contain the basis of the decision within the statutory time limit in AS 36.30.580. A copy of the decision will be furnished to the protester by certified mail, fax or another method that provides evidence of receipt.

All offerors will be notified of any protest. The review of protests, decisions of the procurement officer, appeals, and hearings, will be conducted in accordance with the State Procurement Code (AS 36.30), Article 8 "Legal and Contractual Remedies."

## Sec. 6.10 Application of Preferences

Certain preferences apply to all contracts for professional services, regardless of their dollar value. The Alaska Bidder, Alaska Veteran, and Alaska Offeror preferences are the most common preferences involved in the RFP process. Additional preferences that may apply to this procurement are listed below:

- Alaska Products Preference - AS 36.30.332
- Recycled Products Preference - AS 36.30.337
- Local Agriculture and Fisheries Products Preference - AS 36.15.050
- Employment Program Preference - AS 36.30.321(b)
- Alaskans with Disabilities Preference - AS 36.30.321(d)
- Alaska Veteran's Preference - AS 36.30.321(f)

The Division of Vocational Rehabilitation in the Department of Labor and Workforce Development keeps a list of qualified employment programs and individuals who qualify as persons with a disability. As evidence of a business' or an individual's right to the Employment Program or Alaskans with Disabilities preferences, the Division of Vocational Rehabilitation will issue a certification letter. To take advantage of these preferences, a business or individual must be on the appropriate Division of Vocational Rehabilitation list prior to the time designated for receipt of proposals. Offerors must attach a copy of their certification letter to the proposal. An offeror's failure to provide this certification letter with their proposal will cause the state to disallow the preference.

Guides that contain excerpts from the relevant statutes and codes, explain when the preferences apply and provide examples of how to calculate the preferences are available at the Department of Administration, Division of General Service's web site: <http://doa.alaska.gov/dgs/pdf/pref1.pdf>.

## Sec. 6.11 Alaska Bidder Preference

An Alaska Bidder Preference of 5% will be applied to the price in the proposal. The preference will be given to an offeror who:

- 1) holds a current Alaska business license prior to the deadline for receipt of proposals;
- 2) submits a proposal for goods or services under the name appearing on the offeror's current Alaska business license;
- 3) has maintained a place of business within the state staffed by the offeror, or an employee of the offeror, for a period of six months immediately preceding the date of the proposal;
- 4) is incorporated or qualified to do business under the laws of the state, is a sole proprietorship and the proprietor is a resident of the state, is a limited liability company (LLC) organized under AS 10.50 and all members are residents of the state, or is a partnership under AS 32.06 or AS 32.11 and all partners are residents of the state; and
- 5) if a joint venture, is composed entirely of ventures that qualify under (1)-(4) of this subsection.

### **Alaska Bidder Preference Statement**

In order to receive the Alaska Bidder Preference, the proposal must include a statement certifying that the offeror is eligible to receive the Alaska Bidder Preference.

If the offeror is a LLC or partnership as identified in (4) of this subsection, the statement must also identify each member or partner and include a statement certifying that all members or partners are residents of the state.

If the offeror is a joint venture which includes a LLC or partnership as identified in (4) of this subsection, the statement must also identify each member or partner of each LLC or partnership that is included in the joint venture and include a statement certifying that all of those members or partners are residents of the state.

## **Sec. 6.12 Alaska Veteran Preference**

An Alaska Veteran Preference of 5%, not to exceed \$5,000, will be applied to the price in the proposal. The preference will be given to an offeror who qualifies under AS 36.30.990(2) as an Alaska bidder and is a:

- A. sole proprietorship owned by an Alaska veteran;
- B. partnership under AS 32.06 or AS 32.11 if a majority of the partners are Alaska veterans;
- C. limited liability company organized under AS 10.50 if a majority of the members are Alaska veterans; or
- D. corporation that is wholly owned by individuals, and a majority of the individuals are Alaska veterans.

### **Alaska Veteran Preference Statement**

In order to receive the Alaska Veteran Preference, the proposal must include a statement certifying that the offeror is eligible to receive the Alaska Veteran Preference.

## **Sec. 6.13 Alaska Offeror Preference**

2 AAC 12.260(e) provides Alaska offerors a 10% overall evaluation point preference. Alaska bidders, as defined in AS 36.30.990(2), are eligible for the preference. An Alaska offeror will receive 10% of the total available points added to their overall evaluation score as a preference.

## **Sec. 6.14 FORMULA USED TO CONVERT COST TO POINTS**

The distribution of points based on cost will be determined as set out in 2 AAC 12.260(c). The lowest cost proposal will receive the maximum number of points allocated to cost. The point allocations for cost on the other proposals will be determined using the formula:

$$[(\text{Price of Lowest Cost Proposal}) \times (\text{Maximum Points for Cost})] \div (\text{Cost of Each Higher Priced Proposal})]$$

## Sec. 6.15      **EXAMPLES: CONVERTING COST TO POINTS**

### **Formula Used to Convert Cost to Points**

#### **STEP 1**

List all proposal prices, adjusted where appropriate by the application of applicable preferences.

Offeror #1	\$40,000
Offeror #2	\$42,750
Offeror #3	\$47,500

#### **STEP 2**

In this example, the RFP allotted 40% of the available 100 points to cost. This means that the lowest cost will receive the maximum number of points.

#### **Offeror #1 receives 40 points.**

The reason they receive that amount is because the lowest cost proposal, in this case \$40,000, receives the maximum number of points allocated to cost, 40 points.

#### **Offeror #2 receives 37.4 points.**

$\$40,000 \text{ lowest cost} \times 40 \text{ maximum points for cost} = 1,600,000 \div \$42,750 \text{ cost of proposal} = \mathbf{37.4}$

#### **Offeror #3 receives 33.7 points.**

$\$40,000 \text{ lowest cost} \times 40 \text{ maximum points for cost} = 1,600,000 \div \$47,500 \text{ cost of proposal} = \mathbf{33.7}$

## Section 7. General Legal Information

### Sec. 7.01 STANDARD CONTRACT PROVISIONS

The contractor will be required to sign and submit the State's Standard Agreement Form for Professional Services Contracts (including all associated appendices). This form is attached in Section 8: Exhibits, for your review. The contractor must comply with all contract provisions set out in this attachment. No alteration of these provisions will be permitted without prior written approval from the Department of Law. Objections to any of the provisions in the Standard Agreement Form for Professional Services must be set out in the offeror's proposal.

### Sec. 7.02 PROPOSAL AS A PART OF THE CONTRACT

Part or all of this RFP and the successful proposal may be incorporated into the contract.

### Sec. 7.03 ADDITIONAL TERMS AND CONDITIONS

The State reserves the right to add terms and conditions during contract negotiations. These terms and conditions will be within the scope of the RFP and will not affect the proposal evaluations.

### Sec. 7.04 HUMAN TRAFFICKING

By signature on their proposal, the offeror certifies that the offeror is not established and headquartered or incorporated and headquartered in a country recognized as Tier 3 in the most recent United States Department of State's Trafficking in Persons Report.

The most recent United States Department of State's Trafficking in Persons Report can be found at the following website: <http://www.state.gov/j/tip/>.

Failure to comply with this requirement will cause the state to reject the proposal as non-responsive, or cancel the contract.

### Sec. 7.05 RIGHT OF REJECTION

Offerors must comply with all of the terms of the RFP, the State Procurement Code (AS 36.30), and all applicable local, state, and federal laws, codes, and regulations. The procurement officer may reject any proposal that does not comply with all of the material and substantial terms, conditions, and performance requirements of the RFP.

Offerors may not qualify the proposal nor restrict the rights of the state. If an offeror does so, the procurement officer may determine the proposal to be a non-responsive counter-offer and the proposal may be rejected.

Minor informalities may be waived by the procurement officer. These may include informalities that:

- do not affect responsiveness;
- are merely a matter of form or format;
- do not change the relative standing or otherwise prejudice other offers;
- do not change the meaning or scope of the RFP;

- are trivial, negligible, or immaterial in nature;
- do not reflect a material change in the work; or
- do not constitute a substantial reservation against a requirement or provision.

The state reserves the right to refrain from making an award if it determines that to be in its best interest.

**A proposal from a debarred or suspended offeror shall be rejected.**

## Sec. 7.06 STATE NOT RESPONSIBLE FOR PREPARATION COSTS

The State will not pay any cost associated with the preparation, submittal, presentation, or evaluation of any proposal.

## Sec. 7.07 DISCLOSURE OF PROPOSAL CONTENTS

All proposals and other material submitted become the property of the State of Alaska and may be returned only at the state's option. AS 40.25.110 requires public records to be open to reasonable inspection. All proposal information, including detailed price and cost information, will be held in confidence during the evaluation process and prior to the time a Notice of Intent to Award is issued. Thereafter, proposals will become public information.

Trade secrets and other proprietary data contained in proposals may be held confidential if the offeror requests, in writing, that the procurement officer does so, and if the procurement officer agrees, in writing, to do so. The offeror's request must be included with the proposal, must clearly identify the information they wish to be held confidential, and include a statement that sets out the reasons for confidentiality. Unless the procurement officer agrees in writing to hold the requested information confidential, that information will also become public after the Notice of Intent to Award is issued.

## Sec. 7.08 ASSIGNMENT

Per 2 AAC 12.480, the contractor may not transfer or assign any portion of the contract without prior written approval from the procurement officer.

## Sec. 7.09 DISPUTES

A contract resulting from this RFP is governed by the laws of the State of Alaska. If the contractor has a claim arising in connection with the agreement that it cannot resolve with the state by mutual agreement, it shall pursue the claim, if at all, in accordance with the provisions of AS 36.30.620 – AS 36.30.632. To the extent not otherwise governed by the preceding, the claim shall be brought only in the Superior Court of the State of Alaska and not elsewhere.

## Sec. 7.10 SEVERABILITY

If any provision of the contract or agreement is declared by a court to be illegal or in conflict with any law, the validity of the remaining terms and provisions will not be affected; and, the rights and obligations of the parties will be construed and enforced as if the contract did not contain the particular provision held to be invalid.

## Sec. 7.11 SUPPLEMENTAL TERMS AND CONDITIONS

Proposals must comply with Section 7.05: Right of Rejection. However, if the state fails to identify or detect supplemental terms or conditions that conflict with those contained in this RFP or that diminish the state's rights under any contract resulting from the RFP, the term(s) or condition(s) will be considered null and void.

After award of contract:

- if conflict arises between a supplemental term or condition included in the proposal and a term or condition of the RFP, the term or condition of the RFP will prevail; and
- if the state's rights would be diminished as a result of application of a supplemental term or condition included in the proposal, the supplemental term or condition will be considered null and void.

## Sec. 7.12 FEDERAL REQUIREMENTS

The US Department of Labor requires all state agencies that are expending federal funds to have a certification filed in the proposal (by the offeror) that they have not been debarred or suspended from doing business with the federal government. Certification regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions, included as Attachment 5, must be completed and submitted with your proposal.

The United States FNS (Food & Nutrition Service) has additional required federal provisions that must be met by offerors. These are provided in Section 8. Attachments.

The Offeror must also meet all known MEET and MECT requirements as listed throughout this RFP. These are referenced here: <https://www.medicaid.gov/medicaid/data-and-systems/mect/index.html> and <https://www.medicaid.gov/medicaid/data-and-systems/meet/index.html>

## Sec. 7.13 CONTRACT INVALIDATION

If any provision of this contract is found to be invalid, such invalidation will not be construed to invalidate the entire contract.

## Sec. 7.14 SOLICITATION ADVERTISING

Public notice has been provided in accordance with 2 AAC 12.220.

## Section 8. Attachments

### **Attachments Included within this document:**

- 1) Cost Proposal
- 2) RFP Checklist
- 3) Proposal Evaluation Form
- 4) Certification Regarding Debarment
- 5) Standard Agreement Form - Appendices A – E (includes HIPAA BAA)

### **Attachments Included as Separate Documents:**

- 1) pdf entitled: RFP\_200000052\_Workgroup\_Recommendations

## Sec. 8.01 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 the State can evaluate and score. The amount indicated below will be used to establish payment plan of the resultant contract.

The cost proposal requests annual amounts for each of the three (3) possible years. Funding for this project has some annual constraints, identified in Section 1.02: Budget. These are indicated in the Total lines below. The intent is allow offerors flexibility in how they propose implementation, while still meeting funding constraints. All renewal options are contingent on funding. The total amount may not exceed the proposed budget maximum of \$273,000; this number is firm. Responses received that exceed these amounts will be deemed non-responsive.

Offerors should include all costs in their flat rate proposal below, including but not limited to, travel, overhead, supplies, IT, meetings, etc. The state will not pay for any additional costs.

The state anticipates the resultant contract will provide payment on a monthly or quarterly basis.

<b>Year One (expected 3/9/20 – 6/30/20)</b>	<b>Proposed Cost</b>
Deliverables	\$
Travel	\$
<b>Year 1 Total (must be between \$45,000 - \$91,000)</b>	<b>\$</b>

<b>Year Two (expected 7/1/20 – 6/30/21)</b>	<b>Proposed Cost</b>
Deliverables	\$
Travel	\$
<b>Year 2 Total (must be between \$91,000 - \$134,000, dependent on year 1 proposed cost. The total of years 1 &amp; 2 may not exceed \$182,000)</b>	<b>\$</b>

<b>Year Three (expected 7/1/21 – 6/30/22)</b>	<b>Proposed Cost</b>
Deliverables	\$
Travel	\$
<b>Year 3 Total (may not exceed \$91,000)</b>	<b>\$</b>

<b>Total Project Cost – all 3 years (renewal options are contingent on funding)</b>	<b>Proposed Cost</b>
Year 1	\$
Year 2	\$
Year 3	\$
<b>Total of all 3 years (may not exceed \$273,000) *This is the amount that will be evaluated</b>	<b>\$</b>

## Sec. 8.02 ATTACHMENT 2 - RFP 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 this solicitation.

**Offerors must complete and return this form.**

Completion of this form does not guarantee a declaration of responsiveness.

**Offeror's Name:** \_\_\_\_\_

### 1. Contact Information

Proposals must include complete contact information (legal name, dba, address, telephone, email, and website) of the firm submitting the proposal.

Proposals must also include the name and full contact information of the person the State should contact regarding the proposal.

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

### 2. Offeror's Certification

All proposals must be signed by an individual authorized to bind the offeror to the provisions of this solicitation. Certification must include a statement of compliance with all of the following:

- i. the laws of the State of Alaska;
- j. the applicable portion of the Federal Civil Rights Act of 1964;
- k. the Equal Employment Opportunity Act and the regulations issued thereunder by the federal government;
- l. all terms and conditions set out in this solicitation;
- m. a condition that the proposal submitted was independently arrived at, without collusion, under penalty of perjury;
- n. that the offers will remain open and valid for at least 90 days; and
- o. that programs, services, and activities provided to the general public under the resulting contract conform with the Americans with Disabilities Act of 1990, and the regulations issued thereunder by the federal government.

If any offeror fails to comply with a - h of this paragraph, the state reserves the right to disregard the proposal, terminate the contract, or consider the contractor in default.

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

### 3. Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions

Each proposal must include a signed debarment certification form, included in Section 8: Attachments.

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

**4. Minimum Qualifications**

The offeror, and any subcontractors, must provide verifiable proof of meeting the minimum prior experience requirements described in Section 1.04. Dates/timelines must be included.

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

**5. Vendor Tax ID**

A valid Vendor Tax ID must be submitted with the proposal or within five days of the State's request.

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

**6. Alaska Business License**

The offeror, and any subcontractors, hold a valid Alaska business license, or will obtain one. (Proof of business license is required prior to contract award if any of the services will take place in Alaska).

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

**7. Cost Proposal Submitted Separately**

The cost proposal must be submitted separately from the narrative proposal, either as a separate PDF if submitted via email, or in a separate, sealed envelope if submitted via mail/in person.

No portion of the cost proposal may be included within the body of the narrative proposal.

The Cost Proposal must be completed and submitted at the same time as the proposal, and both must be received by the State prior to the submission deadline.

**Did the offeror submit the cost proposal separately?    yes / no**

## Sec. 8.03 ATTACHMENT 3 - PROPOSAL EVALUATION FORM

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

The total number of points used to score each proposal is 1,000.

Person or Firm Name: \_\_\_\_\_

Initials of Proposal Evaluation (PEC) Member: \_\_\_\_\_

RFP Number: \_\_\_\_\_2000000052\_\_\_\_\_

### 5.01 Understanding of the Project – 10% (100 points)

1) How well has the offeror demonstrated a thorough understanding of the purpose and scope of the project?

Evaluator's Notes: \_\_\_\_\_

\_\_\_\_\_

2) How well has the offeror identified pertinent issues and potential problems related to the project?

Evaluator's Notes: \_\_\_\_\_

\_\_\_\_\_

3) To what degree has the offeror demonstrated an understanding of the deliverables the state expects it to provide?

Evaluator's Notes: \_\_\_\_\_

\_\_\_\_\_

4) Has the offeror demonstrated an understanding of the state's time schedule and their ability to meet it?

Evaluator's Notes: \_\_\_\_\_

\_\_\_\_\_

Evaluator's Point Total for 5.01: \_\_\_\_\_

## 5.02 Methodology / Management Plan – 15% (150 points)

- 1) How comprehensive are the methodology & management plan and do they depict a logical approach to fulfilling the requirements of the RFP?

Evaluator's Notes: \_\_\_\_\_

\_\_\_\_\_

- 2) Is the proposal practical & feasible, and does it align appropriately with the required time schedule?

Evaluator's Notes: \_\_\_\_\_

\_\_\_\_\_

- 3) Is the organization of the project team clear, and are communication and accountability clearly defined?

Evaluator's Notes: \_\_\_\_\_

\_\_\_\_\_

- 4) Is the timeline clear and achievable, and does it indicate success towards meeting program goals?

Evaluator's Notes: \_\_\_\_\_

\_\_\_\_\_

Evaluator's Point Total for 5.02: \_\_\_\_\_

## 5.03 Experience and Qualifications – 25% (250 points)

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

Evaluator's Notes: \_\_\_\_\_

\_\_\_\_\_

- 2) Is there demonstrated experience in completing similar projects on time and within budget?

**Evaluator's Notes:** \_\_\_\_\_

\_\_\_\_\_

- 3) Does the offeror demonstrate understanding and expertise in the key elements of building and maintaining a certification system, including but not limited to developing policy and procedure, managing a database, and creating public-facing information?

**Evaluator's Notes:** \_\_\_\_\_

\_\_\_\_\_

- 4) Does the offeror demonstrate experience and understanding of individuals in behavioral health recovery and an ability to work collaboratively with them?

**Evaluator's Notes:** \_\_\_\_\_

\_\_\_\_\_

**Evaluator's Point Total for 5.03:** \_\_\_\_\_

The total points possible for the technical evaluation sections above is 500.

The remaining 500 points are allocated to cost (400) and the Alaska Offeror's Preference (100)

Sec. 8.04     **ATTACHMENT 4 - CERTIFICATION REGARDING DEBARMENT**

**Certification Regarding Debarment, Suspension, Ineligibility  
and Voluntary Exclusion Lower Tier Covered Transactions**

Expenditures from this contract may involve federal funds. The U.S. Department of Labor requires all state agencies that are expending federal funds to have a certification filed by the contractor that they have not been debarred or suspended from doing business with the federal government. Certification regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions must be signed along with the contract documents.

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98, Section 98.510, Participant's responsibilities. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160-19211).

**Before completing this certification, read the instructions on the following page,  
which are an integral part of the certification.**

1. The prospective recipient of Federal assistance funds certifies, by submission of this bid, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
2. Where the prospective recipient of Federal assistance funds is unable to certify to any of the Statements in this certification, such prospective participant shall attach an explanation to this Proposal.

---

Name and Title of Authorized Representative

---

Signature

---

Date

## Instructions for Certification

1. By signing and submitting this Proposal, the prospective recipient of Federal assistance funds is providing the certification as set out below.
2. The certification in this class is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective recipient of Federal assistance funds knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the Department of Labor (DOL) may pursue available remedies, including suspension and/or debarment.
3. The prospective recipient of Federal assistance funds shall provide immediate written notice to the person to whom this Proposal is submitted if at any time the prospective recipient of Federal assistance funds learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "Proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this Proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective recipient of Federal assistance funds agrees by submitting this Proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the DOL.
6. The prospective recipient of Federal assistance funds further agrees by submitting this Proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may but is not required to check the List of Parties Excluded from Procurement or Non-procurement Programs.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the DOL may pursue available remedies, including suspension and/or debarment.

## Sec. 8.05 ATTACHMENT 5 – TEMPLATE STANDARD AGREEMENT FORM (WITH APPENDICES)

1. Agency Contract Number	2. Solicitation Number	3. Financial Coding	4. Agency Assigned Encumbrance Number
5. Vendor Number	6. Project/Case Number		7. Alaska Business License Number
<b>This contract is between the State of Alaska,</b>			
8. Department of Health and Social Services		Division	hereafter the State, and
9. Contractor			hereafter the Contractor
Mailing Address	Street or P.O. Box	City	State ZIP+4
<p>10.</p> <p><b>ARTICLE 1. Appendices:</b> Appendices referred to in this contract and attached to it are considered part of it.</p> <p><b>ARTICLE 2. Performance of Service:</b></p> <p>2.1 Appendix A (General Provisions), Articles 1 through 16, governs the performance of services under this contract</p> <p>2.2 Appendix B (Indemnity and Insurance) sets forth the liability and insurance provisions of this contract</p> <p>2.3 Appendix C (Description of Services) sets forth the services to be performed by the Contractor</p> <p>2.4 Appendix D (Payment for Services) sets forth the provision for payment</p> <p>2.5 Appendix E (Health Insurance Portability and Accountability Act of 1996 ("HIPAA") Business Associate Agreement) governs the use of Protected Health Information under this contract</p> <p><b>ARTICLE 3. Period of Performance:</b> The period of performance for this contract begins _____, and ends on _____</p> <p><b>ARTICLE 4. Considerations:</b></p> <p>4.1 In full consideration of the Contractor's performance under this contract, the State shall pay the Contractor a sum not to exceed <b><u>\$0,000.00</u></b> in accordance with the provisions of Appendix D.</p>			
11. Department of Health and Social Services		Attention: Contracts Support Team	
Mailing Address P.O. Box 110650, Juneau, Alaska 99811-0650		Attention: Contracts Section	
<b>12. CONTRACTOR</b>		<b>14. CERTIFICATION</b>	
Name of Firm		I certify that the facts herein and on supporting documents are correct, that this voucher constitutes a legal charge against funds and appropriations cited, that sufficient funds are encumbered to pay this obligation, or that there is a sufficient balance in the appropriation cited to cover this obligation. I am aware that to knowingly make or allow false entries or alterations on a public record, or knowingly destroy, mutilate, suppress, conceal, remove or otherwise impair the verity, legibility or availability of a public record constitutes tampering with public records punishable under AS 11.56.815-.820. Other disciplinary action may be taken up to and including dismissal.	
Signature of Authorized Representative	Date		
Typed or Printed Name of Authorized Representative			
Title			
<b>13. CONTRACTING AGENCY</b>		Signature of Head of Contracting Agency or Designee	
Department/Division Health & Social Services /		Date	
Signature of Project Director	Date	Typed or Printed Name	
Typed or Printed Name of Project Director		Title	
Title			

## Appendix A General Provisions

### Article 1. Definitions.

- 1.1 In this contract and appendices, "Project Director" or "Agency Head" or "Procurement Officer" means the person who signs this contract on behalf of the Requesting Agency and includes a successor or authorized representative.
- 1.2 "State Contracting Agency" means the department for which this contract is to be performed and for which the Commissioner or Authorized Designee acted in signing this contract.

### Article 2. Inspections and Reports.

- 2.1 The department may inspect, in the manner and at reasonable times it considers appropriate, all the contractor's facilities and activities under this contract.
- 2.2 The contractor shall make progress and other reports in the manner and at the times the department reasonably requires.

### Article 3. Disputes.

- 3.1 If the contractor has a claim arising in connection with the contract that it cannot resolve with the State by mutual agreement, it shall pursue the claim, if at all, in accordance with the provisions of AS 36.30.620 – 632.

### Article 4. Equal Employment Opportunity.

- 4.1 The contractor may not discriminate against any employee or applicant for employment because of race, religion, color, national origin, or because of age, disability, sex, marital status, changes in marital status, pregnancy or parenthood when the reasonable demands of the position(s) do not require distinction on the basis of age, disability, sex, marital status, changes in marital status, pregnancy, or parenthood. The contractor shall take affirmative action to insure that the applicants are considered for employment and that employees are treated during employment without unlawful regard to their race, color, religion, national origin, ancestry, disability, age, sex, marital status, changes in marital status, pregnancy or parenthood. This action must include, but need not be limited to, the following: employment, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training including apprenticeship. The contractor shall post in conspicuous places, available to employees and applicants for employment, notices setting out the provisions of this paragraph.
- 4.2 The contractor shall state, in all solicitations or advertisements for employees to work on State of Alaska contract jobs, that it is an equal opportunity employer and that all qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, age, disability, sex, marital status, changes in marital status, pregnancy or parenthood.
- 4.3 The contractor shall send to each labor union or representative of workers with which the contractor has a collective bargaining agreement or other contract or understanding a notice advising the labor union or workers' compensation representative of the contractor's commitments under this article and post copies of the notice in conspicuous places available to all employees and applicants for employment.
- 4.4 The contractor shall include the provisions of this article in every contract, and shall require the inclusion of these provisions in every contract entered into by any of its subcontractors, so that those provisions will be binding upon each subcontractor. For the purpose of including those provisions in any contract or subcontract, as required by this contract, "contractor" and "subcontractor" may be changed to reflect appropriately the name or designation of the parties of the contract or subcontract.
- 4.5 The contractor shall cooperate fully with State efforts which seek to deal with the problem of unlawful discrimination, and with all other State efforts to guarantee fair employment practices under this contract, and promptly comply with all requests and directions from the State Commission for Human Rights or any of its officers or agents relating to prevention of discriminatory employment practices.
- 4.6 Full cooperation in paragraph 4.5 includes, but is not limited to, being a witness in any proceeding involving questions of unlawful discrimination if that is requested by any official or agency of the State of Alaska; permitting employees of the contractor to be witnesses or complainants in any proceeding involving questions of unlawful discrimination, if that is requested by any official or agency of the State of Alaska; participating in meetings; submitting periodic reports on the equal employment aspects of present and future employment; assisting inspection of the contractor's facilities; and promptly complying with all State directives considered essential by any office or agency of the State of Alaska to insure compliance with all federal and State laws, regulations, and policies pertaining to the prevention of discriminatory employment practices.
- 4.7 Failure to perform under this article constitutes a material breach of contract.

### Article 5. Termination.

The Project Director, by written notice, may terminate this contract, in whole or in part, when it is in the best interest of the State. In the absence of a breach of contract by the contractor, the State is liable only for payment in accordance with the payment provisions of this contract for services rendered before the effective date of termination.

### Article 6. No Assignment or Delegation.

The contractor may not assign or delegate this contract, or any part of it, or any right to any of the money to be paid under it, except with the written consent of the Project Director and the Agency Head.

**Article 7. No Additional Work or Material.**

No claim for additional services, not specifically provided in this contract, performed or furnished by the contractor, will be allowed, nor may the contractor do any work or furnish any material not covered by the contract unless the work or material is ordered in writing by the Project Director and approved by the Agency Head.

**Article 8. Independent Contractor.**

The contractor and any agents and employees of the contractor act in an independent capacity and are not officers or employees or agents of the State in the performance of this contract.

**Article 9. Payment of Taxes.**

As a condition of performance of this contract, the contractor shall pay all federal, State, and local taxes incurred by the contractor and shall require their payment by any Subcontractor or any other persons in the performance of this contract. Satisfactory performance of this paragraph is a condition precedent to payment by the State under this contract.

**Article 10. Ownership of Documents.**

All designs, drawings, specifications, notes, artwork, and other work developed in the performance of this agreement are produced for hire and remain the sole property of the State of Alaska and may be used by the State for any other purpose without additional compensation to the contractor. The contractor agrees not to assert any rights and not to establish any claim under the design patent or copyright laws. Nevertheless, if the contractor does mark such documents with a statement suggesting they are trademarked, copyrighted, or otherwise protected against the State's unencumbered use or distribution, the contractor agrees that this paragraph supersedes any such statement and renders it void. The contractor, for a period of three years after final payment under this contract, agrees to furnish and provide access to all retained materials at the request of the Project Director. Unless otherwise directed by the Project Director, the contractor may retain copies of all the materials.

**Article 11. Governing Law; Forum Selection**

This contract is governed by the laws of the State of Alaska. To the extent not otherwise governed by Article 3 of this Appendix, any claim concerning this contract shall be brought only in the Superior Court of the State of Alaska and not elsewhere.

**Article 12. Conflicting Provisions.**

Unless specifically amended and approved by the Department of Law, the terms of this contract supersede any provisions the contractor may seek to add. The contractor may not add additional or different terms to this contract; AS 45.02.207(b)(1). The contractor specifically acknowledges and agrees that, among other things, provisions in any documents it seeks to append hereto that purport to (1) waive the State of Alaska's sovereign immunity, (2) impose indemnification obligations on the State of Alaska, or (3) limit liability of the contractor for acts of contractor negligence, are expressly superseded by this contract and are void.

**Article 13. Officials Not to Benefit.**

Contractor must comply with all applicable federal or State laws regulating ethical conduct of public officers and employees.

**Article 14. Covenant Against Contingent Fees.**

The contractor warrants that no person or agency has been employed or retained to solicit or secure this contract upon an agreement or understanding for a commission, percentage, brokerage or contingent fee except employees or agencies maintained by the contractor for the purpose of securing business. For the breach or violation of this warranty, the State may terminate this contract without liability or in its discretion deduct from the contract price or consideration the full amount of the commission, percentage, brokerage or contingent fee.

**Article 15. Compliance.**

In the performance of this contract, the contractor must comply with all applicable federal, state, and borough regulations, codes, and laws, and be liable for all required insurance, licenses, permits and bonds.

**Article 16. Force Majeure:**

The parties to this contract are not liable for the consequences of any failure to perform, or default in performing, any of their obligations under this Agreement, if that failure or default is caused by any unforeseeable Force Majeure, beyond the control of, and without the fault or negligence of, the respective party. For the purposes of this Agreement, Force Majeure will mean war (whether declared or not); revolution; invasion; insurrection; riot; civil commotion; sabotage; military or usurped power; lightning; explosion; fire; storm; drought; flood; earthquake; epidemic; quarantine; strikes; acts or restraints of governmental authorities affecting the project or directly or indirectly prohibiting or restricting the furnishing or use of materials or labor required; inability to secure materials, machinery, equipment or labor because of priority, allocation or other regulations of any governmental authorities.

## Appendix B<sup>2</sup> Indemnity and Insurance

### Article 1. Indemnification

The Contractor shall indemnify, hold harmless, and defend the contracting agency from and against any claim of, or liability for error, omission or negligent act of the Contractor under this agreement. The Contractor shall not be required to indemnify the contracting agency for a claim of, or liability for, the independent negligence of the contracting agency. If there is a claim of, or liability for, the joint negligent error or omission of the Contractor and the independent negligence of the Contracting agency, the indemnification and hold harmless obligation shall be apportioned on a comparative fault basis. “Contractor” and “Contracting agency”, as used within this and the following article, include the employees, agents and other contractors who are directly responsible, respectively, to each. The term “independent negligence” is negligence other than in the Contracting agency’s selection, administration, monitoring, or controlling of the Contractor and in approving or accepting the Contractor’s work.

### Article 2. Insurance

Without limiting contractor's indemnification, it is agreed that contractor shall purchase at its own expense and maintain in force at all times during the performance of services under this agreement the following policies of insurance. Where specific limits are shown, it is understood that they shall be the minimum acceptable limits. If the contractor's policy contains higher limits, the state shall be entitled to coverage to the extent of such higher limits. Certificates of Insurance must be furnished to the contracting officer prior to beginning work and must provide for a notice of cancellation, non-renewal, or material change of conditions in accordance with policy provisions. Failure to furnish satisfactory evidence of insurance or lapse of the policy is a material breach of this contract and shall be grounds for termination of the contractor's services. All insurance policies shall comply with and be issued by insurers licensed to transact the business of insurance under AS 21.

**2.1 Workers' Compensation Insurance:** The Contractor will provide a letter stating that they work independently; therefore have no need to carry Workers Compensation coverage.

**2.2 Commercial General Liability Insurance:** covering all business premises and operations used by the Contractor in the performance of services under this agreement with minimum coverage limits of \$300,000 combined single limit per claim.

**2.3 Commercial Automobile Liability Insurance:** covering all vehicles used by the Contractor in the performance of services under this agreement with minimum coverage limits of \$300,000 combined single limit per claim.

**2.4 Professional Liability Insurance:** covering all errors, omissions or negligent acts in the performance of professional services under this agreement.  
Limits required per the following schedule:

Contract Amount	Minimum Required Limits
Under \$100,000	\$ 300,000 per Claim / Annual Aggregate
\$ 100,000 - \$499,999	\$ 500,000 per Claim / Annual Aggregate
\$ 500,000 - \$999,999	\$1,000,000 per Claim / Annual Aggregate
\$ 1,000,000 or over	Refer to Risk Management

## **Appendix C**

### **Description of Services**

*Should there be a conflict among documents. The following order of precedence shall govern the resolution of conflicts:*

First, this contract document,

Second, the RFP,

Third, the proposal.

## **Appendix D**

### **Payment for Services**

Payment for services provided under this contract shall not exceed **\$0,000.00** for the period of performance of this contract.

The Contractor will submit detailed invoice(s) for services performed in accordance with Appendix C.  
The State will pay all invoices within thirty (30) days of invoice approval by the Project Director.

Each invoice must:

- reference the Contractor's name, address and phone number;
- reference the contract number;
- include an invoice number;
- itemize the contractual services provided during the period invoiced as described in Appendix C.

The Contractor shall submit invoices to the email address specified below no later than 30 days after the end of each month for which services were performed. Failure to include the required information on the invoice may cause an unavoidable delay to the payment process.

Email invoices to:

[hss.fms.contracts.invoicing@alaska.gov](mailto:hss.fms.contracts.invoicing@alaska.gov)

(please reference the contract number in the subject line)

Notwithstanding any other provision of this contract, it is understood and agreed that the State shall withhold payment at any time the Contractor fails to perform work as required under Appendix C and/or D of this contract.