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**RFP 210000007 – Facilitation and Support: Take Heart Alaska Coalition
And Alaska Diabetes Coalition
Amendment 1
Response to Questions Asked**

Amendment Issue Date: 08/14/2020

This amendment provides State of Alaska response to questions received. Unless identified below, all other terms & conditions of the RFP remain the same.

Question/ Answer#	Section Reference and/or Page Number	Questions Received / Responses Provided
Q1 A1	1.02 / pg. 4	<p>Budget - Is the contractor expected to pay for the coalition member's travel out of the available budget, or just to coordinate the travel, and the state reimburses participants directly?</p> <p>The contractor is expected to pay for the coalition members' travel out of the available budget as well as coordinate the travel. The state will not directly reimburse participants.</p>
Q2 A2	1.02 / pg. 4	<p>Budget - Will a new proposal need to be submitted for each of the remaining years?</p> <p>No, original proposal will suffice for entire contract unless there is a need for modification that is agreed upon by both parties.</p>
Q3 A3	1.02 / pg. 4	<p>Budget - For the first year, is the cost of travel for coalition members to attend the annual meeting, included in the overall budget of \$65,000.</p> <p>a) If travel is included in the overall budget of \$65,000, how many people will travel and where (if any) will they be traveling from?</p> <p>b) And, if travel is included in the overall budget of \$65,000, will it include airfare, lodging, per diem, ground transportation and/or rental car?</p> <p>Yes, the cost of travel for coalition members to attend the annual meeting is included in the overall budget of \$65,000.</p> <p>a) The contractor will be expected to organize and purchase travel for up to 20 coalition members per coalition to attend the in-person meetings. Coalition members will be travelling from communities across Alaska. If the budget does not allow for 20 coalition members per coalition to travel, then a process will be developed to prioritize who will receive travel reimbursement. Priority may be determined by things such as active workgroup members, number of coalition members per organization, coalition member's ability to attend without financial travel assistance, etc.</p> <p>b) Travel will include: airfare (if air travel is required to reach Anchorage), lodging, per diem (may be offered on a case-by-case basis if requested from traveler, as some coalition members' employers may choose to cover this cost), ground transportation (if required, however efforts will be made to host the meetings at a location that will not require ground transport, such as a hotel conference room or nearby venue). We do not anticipate needing to cover the cost of rental cars for travelers.</p>

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Q4 A4	3.03 / pg. 10	<p>Deliverable 1 - There are several workgroups for each coalition. Will the facilitator be expected to support these workgroup meetings, as well as the Steering Committee meetings?</p> <p>No, the contractor will not be expected to facilitate the workgroup meetings. The workgroup meetings will be facilitated by the co-chairs of each workgroup.</p>
Q5 A5	3.03 / pg. 10	<p>Deliverable 1 - What does “facilitate coalition workgroup updates to annual action plans” mean?</p> <p>The contractor will be expected to guide the workgroups' updates to their annual action plans by providing guidance on: SMART goals, developing performance indicators, realistic timelines and expectations, action plan templates, etc. The actual development of the annual action plans will be done by the workgroups, but the contractor will facilitate those updates and communicate expectations with coalition members.</p>
Q6 A6	3.03 / pg. 10	<p>Deliverable 1 - Please define “support” in the 5th bullet under Deliverable 1 in terms of “supporting coalition steering committees.” I am wondering if the scope of work includes leading these meetings as the facilitator and trying to drive action on the strategic plan – OR will there be a governance structure for the steering committee with a chair leading the meetings and driving action OR will the Program Directors lead the meetings and drive the work?</p> <p>The contractor will be expected to facilitate steering committee meetings and use their expertise to drive action on the strategic plan. The contractor should have substantial knowledge on what makes a coalition successful and share that knowledge with the steering committee and encourage steering committee members to use that knowledge to drive action within their workgroups.</p>
Q7 A7	3.03 / pg. 11	<p>Deliverable 2 - For developing coalition outreach materials – are you referring to coalition recruitment materials? If not, please describe examples of what these materials could be.</p> <p>Outreach materials might include recruitment materials, data infographics, summary of coalition progress, fact sheets, etc. This will be dependent upon the needs of the coalition and the ability of the contractor.</p>
Q8 A8	3.03 / pg. 11	<p>Deliverable 2 - Have the steering committees already agreed on quarterly meetings?</p> <p>Yes.</p>
Q9 A9	3.03 / pg. 11	<p>Deliverable 2 - What is the difference between the virtual meeting (in the second bullet) and the meetings (possibly quarterly) specified in the first bullet?</p> <p>The virtual meetings described in the first bullet are specific to steering committee meetings (quarterly), whereas the virtual meetings described in the second bullet will include all coalition members (at least once annually), not just limited to the steering committee members.</p>
Q10 A10	3.03 / pg. 11	<p>When is considered the “end of term?” At the end of the first year, each year, or at the end of five years?</p> <p>The "end of term" would be at the end of the first year.</p>
Q11 A11	3.03 / pg. 11	<p>While the contractor must <u>secure</u> meeting location, a/v equipment, supplies, and refreshments, does this mean the contractor is absorbing these direct costs or is the state for direct costs and the contractor just responsible for making the arrangements (i.e. securing)?</p> <p>The contractor will absorb these direct costs and will use contract funds to pay directly for this.</p>