



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

ITB #210000006
PRINTING APPLICATION FORMS FOR PUBLIC ASSISTANCE

Amendment #1

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Important Note to Offerors: Only the following items referenced in this amendment are to be changed. All other sections of the ITB remain the same. A copy of the amendment is available on the Vendor Self Service website.

This amendment serves to amend FORM DESCRIPTION page 13, as well as answer questions that have been received from interested parties:

Amend Section VII: Form GEN 72 Eligibility Review Forms to the following:

Form Description

GEN 72 – Eligibility Review Form

1. 12-page application. 20# Yellow.
2. Finished size: 8.5x11"
3. Binding: Bound at the top, thin glue line at the top as the binding.
4. Printing: Double-sided. Pages 1-6 printed head to foot. Pages 7-12 printed head to head.
5. File: PDF.
6. Ink: black and white.
7. See GEN 72 attachments.

Q: Do all locations get the same amount of forms... in other words is it split evenly?
Or do you have knowledge that some addresses get very few and some get large quantities? If you have history on that it would be helpful for calculating shipping costs.

A: Each office orders enough forms to fulfill their needs and provide for their community (i.e., hospitals, clinics, etc.). The number of forms ordered is dependent on how office needs and whether significant changes to the forms require to replace old back stock. See example distribution lists. For example, in our third quarter, lots of changes were made to the GEN 72, requiring offices to purchase more to replace old forms. But in our second quarter, it was a fairly average order.

- Q** Do you change the artwork frequently like every quarter or just 1 time a year??
Is there any history on that as well?
- A:** The forms are updated as necessary. Sometimes the forms are updated every quarter or every other quarter, and sometimes there are lots or a few changes made, as it just depends. We make sure to send the vendor the most current revision of the form to create the proof. Review the forms' specifications and the copies of the forms provided to base calculations on.