



THE STATE
of **ALASKA**
GOVERNOR MIKE DUNLEAVY

Department of Corrections

DIVISION OF ADMINISTRATIVE SERVICES
Anchorage Procurement Section

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March 19, 2021

ATTN: All Vendors

RE: *Title:* **Dietician & Consulting Services**
IRFP Number: **20-21-101**
Location: **Anchorage, Alaska**

Amendment # 4

The Department of Corrections (DOC) is issuing this Amendment to the above listed solicitation to add/change information and provide answers to questions as shown below. If you should have any questions or concerns, please contact me (*email preferred*).

- 1. The insurance requirements on page 13 of the IRFP 20-21-101. As a sole proprietor of my business with no employees, do I need Workmen's Compensation and Commercial Automobile Liability Insurance?**
 - A.** Worker's Compensation would not be required if you are a sole proprietor. You also would not need General Liability either if you are working out of your home but would need it if not working from home and have a business location outside your home. Commercial auto would not be needed if you are not traveling to any of our facilities to provide services, it would depend on the status of your business at that time if traveling. However, if you had to travel for a court hearing or testimony or other matters regarding the contract service you would need to provide the appropriate proof of auto insurance before departure.
- 2. Have there been any subsequent amendments for this solicitation?**
 - A.** NO
- 3. Does the DOC require any foodservice cost/budgetary updates affiliated with recommended menu revisions?**
 - A.** NO, not currently.

4. **Are there any dietary guidelines or standards that the DOC must comply with? (Example: meals must meet USDA dietary recommendations, or, meals must meet American Heart Association recommendation of <13g saturated fat/day).**
- A. YES, DOC policies and procedures. American Heart Association recommendations would apply.
5. **With previous contracts, what were the average hours dedicated to menu review, analysis, and recommendations? What were the average hours dedicated to additional services?**
- A. Menu Review 20-30/HRS – Analysis 9-11/HRS – Recommendations 1/HR – Additional Services 6-8/HRS. Note these are estimates and may vary year to year.
6. **Is there a menu analysis software that the DOC prefers based on format?**
- A. NO
7. **Given the extension for proposal submissions, will the initial period for this contract be extended?**
- A. YES, initial period is just an estimate. New estimated start date would be on or about May 1, 2021 and the due date for the required review will also be pushed out to July 1, 2021.
8. **Within the "Proposal Responsiveness Checklist" there is a line for the Statement of Understanding & Plan for Service. Is this referencing the narrative within the technical proposal or is there a separate form that is needed for this item?**
- A. YES, this is referring to the narrative within the technical proposal and not a separate form.

NOTE: Changes have been made as follows –

SECTION 3.01 Scope of Work – REVISED

Additional Services / Travel / Court Testimony:

If additional services are needed during the resulting contract the contractor will be asked to provide a proposal for any additional requested services. The project manager must approve all additional work and an amendment must be issued prior to the performance of any new work.

Travel:

Little to no travel will be required at this time, local contractors (within the Anchorage bowl area including Eagle River) will charge their hourly rate traveling to any local facility and is limited to and shall not exceed 1-hour RT. However, if traveling from outside the state the contractor will provide a separate proposal for any travel required upon request. Any future travel needs will require the contractor to obtain approval from the DOC prior to traveling to the state and may require other requirements.

Court Testimony:

The successful offeror may also on rare occasions be required to provide or be available for court testimony if needed and will charge the hourly rate agreed upon. The department will minimize travel unless truly needed. Travel for court if required will require a separate cost proposal.

NOTE: Alaska Business License is not required to submit a proposal but if you are the successful offeror you would have to get one prior to award and start of contract and provide a copy to the procurement officer.

All other terms and conditions remain unchanged.

*******END OF AMENDMENT #4*******

Sincerely,

A handwritten signature in cursive script that reads "gary bailey".

Gary Bailey
Procurement Officer