



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

**IRFP #210000025**  
**COVID 19 Health Equity Strategic Plan**

**Amendment #1**

**Amendment Issue Date: 03/24/2021**

IMPORTANT NOTE TO OFFERORS: Only the following items referenced in this amendment are to be changed. All other sections of the IRFP remain the same. A copy of the amendment is available on the State's Vendor Self Service website.

- **Responses to questions submitted by interested parties**

1. Should the data analysis and summary report cover the entire state of Alaska? If so, how do you want the data collection and analysis segmented geographically?

The analysis will cover the state. If that is not be possible, the report would reflect that as a gap that can be addressed.

2. Is the focus of the health equity analysis primarily COVID-19 related including underlying conditions or should it include other public health conditions where there are health disparities such as injury, maternal child health, etc.?

The report should take into consideration underlying conditions that also impacted barriers to addressing health disparities experienced by Covid-19. For example, people experiencing disabilities or parents unable to follow mitigation strategies.

3. Are there any other established State of Alaska health equity groups that will need to be included as stakeholders in this project?

Part of the first 6 months strategic plan will be working with a Health Equity Coordinator to identify potential partners that work on health equity. The goal is to pull partners together in order to reduce duplication of efforts.

4. Deliverable 4 states, "Provide assessment of local or national organizations currently working with priority populations." Does this mean currently working on COVID-19-related health equity projects? or on health equity in general?

This would be on health equity in general and how that ties into barriers those populations experienced during COVID-19 pandemic.

5. How often is it anticipated that the Health Equity Advisory Group will meet in the second six months of the project?

At least quarterly

- a. How many people would you like to serve on the Health Equity Advisory Group?  
No set numbers. The Advisory group should grow based on partners identified that would align with strategies.
- b. Will all the Health Equity Advisory Group meetings be held virtually? If any of the meetings are held in person, will my team be responsible for arranging and paying for travel?

For this contract, the meetings would be virtual.

6. The IRFP states that the response should be no more than 7 pages in length. Does this include the resumes and the other required attachments?

The 7 page length does not include resumes or other required attachment's.

7. In the Proposal Format and Content section it states that "Offerors must provide reference names and current contact information for similar projects the offeror's firm has completed (page 15)." However, on page 17 in the section on Evaluation Criteria and Contractor Selection, it states an evaluation question will be "Has the firm provided letters of reference from previous clients. Please clarify. Are two letters of reference required?"

2 letters of reference.

8. The IRFP requires resumes for team members, and the evaluation questions mention letters of reference. Must resumes and letters of reference be counted toward the 7-page limit, or can they instead be included in appendices or separate attachments?

Refer to answer for question #6.

9. How will the reviewers quantify years, in terms of meeting the minimum requirements of prior experience? For example if there are multiple projects over the 5 years with some that happened simultaneously, with some gaps in between "health" projects, would listing total months be appropriate (adding up to 60 months, even if some projects happened during the same months)? Or, by just having one project per year, regardless of the number of months spent count as one year?

The number of months per project. For example, you managed two projects that support how you meet the minimum at the same time, both for one full year. Your experience would be

managing project A for-12 months and managing project B for- 12 months; totaling 24 months of experience managing projects to meet the minimum requirement.

10. What verification will be accepted as proof of prior experience? Do contacts need to be provided for each project?

They should list a minimum of 2 contacts and vendors can use the 2 letters of reference to support the top 2 projects.

**Kristie Ely**  
**Procurement Officer**  
**(907)465-8209**  
E-mail: [kristie.ely@alaska.gov](mailto:kristie.ely@alaska.gov)