

Trust

Alaska Mental Health Trust Authority

TECHNICAL ASSISTANCE

RFP 22-001M

Amendment #1

ISSUED May 28, 2021

This amendment is being issued to answer submitted questions, revise prior experience requirements, and remove the section on unanticipated amendments.

Important Note to Offerors: You must sign and return this page of the amendment document with your proposal or acknowledge receipt on Submittal Form A. Failure to do so may result in the rejection of your proposal. Only the RFP terms and conditions referenced in this amendment are being changed. All other terms and conditions of the RFP remain the same.



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COMPANY SUBMITTING PROPOSAL

AUTHORIZED SIGNATURE

DATE

Questions submitted by potential offerors and answers from the Trust:

Question 1: The RFP only has 1 page provided for the various forms, but the requirements allow more than 1 page. Can the form pages be duplicated?

Answer: Submittal forms A-F are provided as Microsoft Word documents, and typing into the forms will add additional pages.

Question 2: Form A has places for 4 positions. What if there are more?

Answer: Offerors may add additional lines to Submittal Form A if their team has more than 4 members.

Question 3: Do you treat subcontractors as "team members" and list them in Submittal Form A; include their hourly rate in Cost Proposal; and include their experience in Submittal form B?

Answer: Subcontractors are treated as team members and included in the submittal forms. Per Section 3.08 Subcontractors on pages 11 and 12 of the RFP, subcontractor experience will be considered in proposal evaluation.

Question 4: How are Information Technology services currently being provided? Is there a current contractor or department?

Answer: The Trust does have a contractor under the current Technical Assistance contract pool providing Information Technology services to Trust grantees and initiatives. Projects could include revamping or adding functionality to a website, a database review, recommend software for a particular goal such as case management, or linking to benefits applications.

Question 5: On page 20; sec 5.04 2) has the firm provided references from previous clients? Do you want letters of reference or just names and contact information? If LORs, how do we make them anonymous?

Answer: Section 4.04 Experience and Qualifications on page 16 of the RFP requires that, "Offerors must also provide reference names and phone numbers for similar projects the offeror's firm has completed." Letters of reference are not requested. Section 4.01 RFP Submittal Forms specifies that, "the Submittal Forms shall be the offeror's entire proposal." Attachments will not be considered in proposal evaluation unless specifically requested.

Question 6: For the evaluation of the cost - are you going to average hourly rates? Since there is not a total proposal cost submitted.

Answer: Hourly rates will be averaged before converted to points for evaluation.

Question 7: Are overhead costs included in hourly rates? There doesn't seem to be a section on that form for a separate % or amount for indirect/overhead.

Answer: Section 4.09 Cost Proposal on page 17 of the RFP stipulates that, “Proposed costs must include all direct and indirect costs associated with the performance of the contract.” Overhead costs need to be included in the proposed hourly rates.

Section 3.07 Location of Work on page 11 of the RFP does state that any travel required and approved by the contract manager, “will be reimbursed under this contract at actual cost as described in the State Travel Manual, AAM60, and will require submittal of copies of receipts.”

Question 8: Pre-development - what types of projects would the Trust anticipates or will be welcomed to grantees?

Answer: Project types could include any facility that serves Trust beneficiaries. More recent examples include supportive housing and treatment center facilities. Work can include stages from project initiation/concept through project planning and design concept to prepare the project for presentation to funders.

Question 9: Is the \$500,000 budget total for the 5-year period of the contract? And if so, will you be limiting annual spending equally between the 5 years or using a cumulative amount?

Answer: Section 1.02 Budget on page 4 of the RFP: “The Trust has a budget of \$510,000 for all technical assistance engaged through this RFP in FY22.” The continuation of a contract resulting from this RFP, including future annual budgets, is contingent upon board of trustee approval.

Question 10: If we are referencing several different areas of expertise - how do you want the methodology section structured - for example, how would we typically do a program outcome tracking? and such for each area.

Answer: How you structure your proposal is up to you so long as it is clear. If your methodology differs depending on the Key Area, please indicate as much.

Question 11: If someone provides more than one key area, and typically charges 2 different rates—do you want those rates blended, or do you want one person with a rate for each key area?

Answer: Offerors may provide either a blended rate or multiple rates for each staff member for each key area. The hourly rate(s) provided on Submittal Form G—Cost Proposal will be the hourly rate(s) used in evaluation of the proposal and will be the hourly rate(s) for the life of the contract, even if considered a blended rate.

Question 12: Is the Experience & Qualifications limited to five pages total, inclusive of all areas that we submit for, or is it five pages per area?

Answer: Five pages total for all of Submittal Form B—Experience and Qualifications.

Question 13: For the anonymity requirement – is it acceptable to share the names of specific projects and/or clients? For example: Planning and facilitation with the Mat-Su Alliance for Youth Homelessness or is planning and facilitation with a community coalition focused on youth homelessness in Alaska a better approach.

Answer: Offeror name and team member names must be anonymized in Submittal Form B—Experience and Qualifications, but specific projects and organizations that showcase their experience and qualifications as a provider of technical assistance must be provided in order to meet the requirements of Section 1.04 Prior Experience on page 4 of the RFP.

Question 14: Are three references required for each TA area? Can these overlap, or do we need three unique references for each one?

Answer: Section 1.04 Prior Experience on page 4 of the RFP requires three references minimum, not necessarily per Key Area.

Question 15: The table listing team members asks that we project the percentage of time dedicated to the project. I'm not sure how to project these percentages without knowing what the project might be as they could be very different in scope and require a different skill set, even within the key areas.

Answer: A best estimate is allowable on Submittal Form F—Subcontractors. We are less interested in the difference between 12% and 20% than we are in the difference between 5% and 95%.

Changes to the RFP:

Change 1: Remove the second bullet in Section 1.04 Prior Experience on page 4 of the RFP and replace it with the following:

Offerors must document specific projects, organizations related to experience and qualification as a provider of technical assistance/consulting in specific technical assistance categories. Offerors must include for each project the title of the project, agency it was completed for, date, short description, and minimum of three references.

Change 2: Remove Section 3.12 Contract Changes - Unanticipated Amendments on page 12 of the RFP.
