

Department of AdministrationOFFICE OF PROCUREMENT AND PROPERTY MANAGEMENT

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Issue Date: June 23, 2021

ATTN: Vendors

RE: Project Name: ServSafe Certified Instructor

Project Number: IRFP# 20-22-200 Various – 9 locations

Project Due Date: June 25, 2021 @ 3:00 PM AKST

Amendment # One (1)

The Department of Corrections is issuing this Amendment to the Informal Request for Proposals for the above project.

Changes are as follows:

1. Vendor question: There are two ways to take the test to receive certification – paper test or on a computer. What type of test does the IRFP require?

Department's answer: Paper testing is the only method possible within DOC facilities

2. Vendor question: If paper tests are taken by the students, what email would be used to receive the results? Would each facility want to provide the email to get the results?

Department's answer: The email that will be used will be the Education Coordinators email at each facility.

3. **Vendor question:** If computer tests are taken by the students, each student would register with ServSafe including creating a profile – username and password. The student will then get the results immediately upon completion of the test. If the students pass, a printer is needed to print the certificate. Who will provide the computers/laptops for each student to register and the printer to print the certificate?

Department's answer: Paper test will be the method of testing. The Education Coordinator will sign each student up. The students will be given login information for ServSafe after the course by the Education Coordinator. The contractor will receive the earned certificates and send them to the Education Coordinators.

4. Vendor question: The presentation is a video series with a PowerPoint and verbal presentation. Can I bring in my trainer's computer that would have the necessary materials and use an onsite monitor (television) that would also provide the sound?

Department's answer: Yes, DOC will provide the contractor to have access to digital projectors and other classroom equipment for course instruction.

END OF AMENDMENT #1

Sincerely,

Maria Ostlie

Procurement Specialist

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